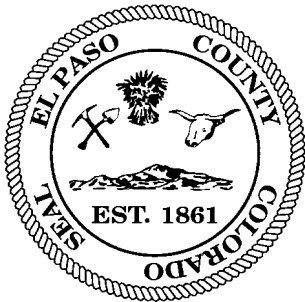


CY 2018 VICTIM'S ASSISTANCE LAW ENFORCEMENT (VALE) FUND

CONTRACT APPLICATION INSTRUCTIONS



Released

May 14, 2018

Grant/Contract Period

January 1, 2019 – December 31, 2019

4th Judicial District VALE Grant Applications
must be received at:

4th Judicial District Attorney's Office

Attn: VALE Administrator

105 East Vermijo, Suite 111

Colorado Springs, CO 80903

No later than 5:00 pm on July 31, 2018

Late Applications will NOT be accepted.

Please read the *Request for Proposal (RFP) Announcement* and the *Application Instructions* prior to completing this application.

For more information contact:

Morgan Devendorf

VALE Administrator

Office: 719.520.6723

Email: morgandevendorf@elpasoco.com

**CY 2019
4th JUDICIAL DISTRICT VALE
FUND APPLICATION INSTRUCTIONS**

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**CY 2019
4th JUDICIAL DISTRICT VALE
FUND APPLICATION INSTRUCTIONS**

IMPORTANT INFORMATION!

- **Refer to the VALE Request for Proposal (RFP) Announcement additional application requirements.**
- **Please follow these instructions. Include all information requested and answer all questions listed for each section.**

Helpful Information Before You Begin:

All information provided in this application should be based on your agency 12-month calendar or fiscal calendar year.

SAVE an electronic copy of the application that you are submitting to VALE, and keep for your records.

DO NOT copy or submit the instructions or checklist. Copy only the application and appendices using single-sided copies. All copies should be stapled in the upper left hand corner.

DO NOT attach cover letters to original or copies.

DO NOT place applications in binders or folders.

DO NOT use a font size smaller than 10 points.

DO NOT attempt to exceed the space provided for your responses.

DO NOT alter the application or table formats. All applicants MUST utilize the most current CY2019 VALE application form released on 5/14/2018. Your application MUST be identical to the official application as to form, spacing, and page breaks. Outdated or improperly formatted applications cannot be processed.

Remember to have a person, other than the writer of the grant, review the application. The Victim & Witness Assistance & Law Enforcement fund has been created specifically for the purpose of supporting and assisting victims and witnesses of crime. The program works under the authority of C.R.S. 24-4.2-101.

The VALE board is authorized to enter into contracts for the purchase and coordination of victim and witness assistance services. The priority use for moneys in the fund shall be the implementation of the rights afforded to crime victims pursuant to section C.R.S. 24-4.1-302.5 and the provision of the services delineated pursuant to sections 24-4.1-303 and 24-4.1-304 related to all crimes as defined by section 24-4.1-302).

Services *may* also include the following: crisis intervention, phone lines for victim assistance, referral services, education about the criminal justice system, property return, victim notification regarding the case progress and defendant's case status, intercession with employers, transportation assistance to the elderly or disabled victim, translator services, waiting rooms for victims and witnesses, counseling during the court process, protection from threats of harm, assistance to child victims who are involved in criminal proceedings, and intervention and

prevention programs for children.

This year's VALE Board priorities are:

1. Direct services to victims
2. Preventative services
3. Therapy services that use evidence-based modalities

Acceptable requests for funding may include:

- Admin & staff salaries with fringe benefits
- Specialized in-state training for staff members (It is the burden of the applicant to explain to the Board how each requested training is appropriate for the line of work of the agency and for the staff position.)
- Supplies (Please note that government agencies may not request funding for routine office supplies.)

The board shall accept and evaluate applications from police departments, sheriffs' departments, the district attorney, and other programs requesting grants for the following purposes, including, but not limited to, purchase of equipment, training programs and additional personnel that are directly related to the implementation of the rights afforded to crime victims pursuant to C.R.S. 24-4.1-302.5 and the provision of services delineated pursuant to sections 24-4.1-303 and 24-4.1-304. Equipment that may be purchased with such moneys includes technical equipment directly related to the immediate individual physical safety of crime victims. Such funds shall not be used for defraying the costs of routine and ongoing operating expenses.

Grant funds may not be used to attend out-of-state conferences. Grant funds may only be used to attend in-state training/conferences specifically directed toward the delivery of services to crime victims. Please do NOT include requests for funds to attend the annual COVA conference. You may apply for these funds through a separate application process that will be announced to grant recipients in early 2018.

State agencies may not apply for LOCAL VALE funds, with the exception of: a) the court administrator for each judicial district for the purpose of collecting and disbursing restitution owed to victims and b) the local probation department may apply for grants for the purpose of implementing the rights of victims pursuant to 24-4.1-303 section 13.5.

Contracts will begin on January 1, 2019 and will run for twelve months. Contracts will be funded on a quarterly or lump sum basis (for equipment only). Financial progress reports and narrative reports will be due on or about April 15th, July 15th, October 15th, and January 15th, unless otherwise specified in your contract. If reports are not submitted on time or if the reports do not meet the expectations of the VALE Board, the VALE Board may withhold payment.

All grant applicants will be required to make an oral presentation to the VALE board during September and October. You may sign up for a date and time when you pick up your grant application or call the number listed below.

Oral Presentation guidelines: Oral presentations will be limited to two people; the project director and the executive director. Do not bring clients or victims to your presentation. You will be given 5 minutes for your presentation then 10 minutes for Board questions.

All new grant recipients will be required to attend a brief training on victim rights and victim compensation. This training will be scheduled individually with each new agency.

The VALE Board reserves the right to conduct site visits with any agency applying for or receiving funds from VALE.

All grant recipients will be subject to the terms and conditions set by the local VALE board.

Applications are due by July 31, 2018 Applications received after 5:00 p.m. on July 31, 2018 will not be eligible for consideration. Past performance will be considered during the Board's decision-making process during the application process for funding.

Please complete the application and mail or drop off the original and six copies (Only one copy of the audit is required. Faxed or e-mailed applications are not accepted.) to:

VALE Administrator
District Attorney's Office
105 E. Vermijo, Suite 111
Colorado Springs, CO 80903
(719) 520-6723 morgandevendorf@elpasoco.com

Section A: Cover Sheet

1) Applicant Agency

2) Project Director

- This is the person who will be responsible for implementation of the project, if funded, and is the person we will contact if we have questions about your grant application.
- The Project Director's signature is required on the signature page of the application.
- Notifications regarding this grant application will be made by email; therefore an email address is mandatory. It is the applicant's responsibility to keep the email address updated with VALE.

3) Total VALE Funds Requested

- Enter the total amount of funds requested under this proposal from the VALE Board (not including any matching funds).
- Please round your request to the nearest dollar.

4) Type of Agency

- Non-profit status refers to whether or not your agency has a 501(c)(3) designation from the IRS.
- An agency should note if they are in process and working on getting the designation but has not yet received their IRS determination letter.

Section B: Project Concept/Design

5) Applicant Agency Description and History

- Provide a high-level description of your agency. Briefly describe your purpose or mission statement, the year of establishment, services offered by the *agency*, and the specific services provided to crime victims by your agency.

6) Problem Statement (*this section does NOT refer to a national or global problem, nor does it refer to the internal needs of your organization such as "lack of money" Rather, it refers to a community problem/need in the service area of the 4th Judicial District.*)

- Why is this specific project needed to serve crime victims in the community? *The statement of need, or problem statement, should describe the problem, or the gap in services that is to be addressed. It should be specific and include some statistics that demonstrate the need.*
- You may include local information such as crime problems, crime statistics, underserved populations, estimated number of victims in need of the services proposed, clients accessing current services, community culture, and barriers to compliance with the Victims Rights Act.
- Information provided should make a logical connection between your agency and the problem. Explain why your agency can address the problem. Two to three strong concise paragraphs should be sufficient.

7) Crime Victim Definition

- What is your agency's definition of a crime victim for the purposes of this grant request?
- Describe how you identify the defined crime victims who will qualify for services under this grant request.
- What process do you use to count the defined crime victims? i.e., victims vs. services, avoiding double counting of victims, etc.
- What number of defined crime victims do you intend to serve by this project during this contract period? This refers to the time period January 1, 2019 - December 31, 2019.
- What number of crime victims were served in the last calendar year and how? This refers to the prior calendar or fiscal year.

8) Project Description (*Describe only that part of your program for which you are requesting funding. In many cases, the project is not the entire victim assistance program for your agency. For example, grant dollars may support a particular component of your program, i.e. children's counselor, hot line crisis calls, shelter, etc. Please describe the project that will be supported with these funds.*)

- This is your opportunity to explain in a clear and succinct way the project(s) and the services you are planning on providing specifically with these funds.
- *If applying for more than one project, please describe each project separately.*
- The project's goals and objectives and the budget request you include in this request should support the activities that are described in this section.
- If you are requesting funds for a new project, identify the other agencies in your community that are in agreement that this is a needed service.
- Please include which specific town(s), cities, and/or counties within the 4th Judicial District you plan to serve within the proposed project.
- If you are requesting funds for a new project, identify the other agencies in your community that are in agreement that this is a needed service.

9) Coordination of Services

- Are there other agencies in the 4th Judicial District, which provide similar services to crime victims?
- If yes, please describe the other agencies that provide similar services to crime victims in the counties/towns you identified in Paragraph 8.
- If yes, how do you currently, or will you, coordinate services with these programs in order to reduce the possibility of services?
- How are your services different than theirs?
- What is the nature and extent of your collaboration with these other agencies?

10) Project Timeline and Work Plan (*This section refers only to time specific or time sensitive areas of the project i.e. equipment purchase, training schedules including training of other agencies, attendance at in-state training, hiring of new staff, etc. Do not include day to day or ongoing service provision. Therefore, if you are requesting funds for salaries for ongoing service provision, you may skip this paragraph.*)

- The project timeline and work plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives.
- The applicant's strategy or design must include a description of project phases, tasks, activities, and staff responsibilities.
- The applicant's plan must include a time-task plan that clearly identifies objectives, major activities, and products for the duration of the project period.
- In preparing the timeline and work plan, applicants should make certain that all project activities will occur within the proposed project period.

11) Victim's Rights Act (Please answer 11A OR 11B)

11A. Describe how this project will address the guidelines for assuring the rights of victims and witnesses as outlined in the Victim Rights Act Section 24-4R.S.?

- Describe the services you will provide that are mandated in the Victim Rights Act.
- The priority under CRS, as described in the guidelines, is the implementation of victim rights and the provision of services to victims. Applicants that do not address this statutory priority will be given low funding priority under this grant cycle.

11B) If applicable, define how this project will address law enforcement victim service needs as outlined in the VALE Statute 24-4.2-105 C.R.S. (Law Enforcement agencies ONLY)?

- Describe how your project will ensure the implementation of crime victim rights and provision of victim services as required by statute?

12) Describe the efforts of your agency to ensure that the crime victims served by your agency fully understand the rights afforded to them by the constitutional amendment.

- In general, you should keep in mind the constitutional amendment is the reason the VALE funds exist. It is critical that all your staff and clients understand what rights are afforded to victims in Colorado.

13) Describe the type of victim's rights training that has been provided to your staff/volunteers.

14) Describe how your agency provides culturally appropriate services.

- All applicants should be able to demonstrate the capacity to provide services to the Underserved/Underrepresented populations within their communities.

(Underserved/Underrepresented populations are defined as individuals who by virtue of language, ethnicity, race, culture, disability, age, sexual orientation, or geographic location may require special accommodations in order to access services. Good sources for this type of data are local census statistics and school district demographic data.)

- What services or policies has your agency implemented in order to serve these identified populations?
- Is written information available in languages besides English? Do you have bilingual staff?
- What languages are services available in?
- Does your staff/volunteers receive diversity training? What and how often?

Section C: Goals and Objectives

15) Please list your goals & objectives for the purpose of your specific project funding request.

- *If applying for these grant funds for more than one project, please describe the goals and objectives for each project separately.* If you are applying for more than one project and need to include additional goals and objectives, please contact our office to discuss your request.
- Whenever possible your goals and objectives should be structured similar to the samples provided below.
- *Goals* should be broad statements describing what you intend to accomplish with grant funds.
- Goals should be limited to a *maximum* of 3, with no more than 3 objectives for each goal.
- *Objectives* must be specific and measurable, and should answer the questions “What? Who? By when? How many? For whom? How?”

- Use numbers. Do NOT use percentages!
- You can use the "SMART" guideline for objectives. They should be:
 - Specific
 - Measureable
 - Action-Oriented
 - Realistic
 - Time-Specific

Goals and Objectives Examples

DOMESTIC VIOLENCE PROJECTS - SAMPLE GOALS AND OBJECTIVES

GOAL 1: THE BUFORD COUNTY DOMESTIC VIOLENCE PROJECT WILL PROVIDE EFFECTIVE VICTIM ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE.

OBJECTIVE 1: THE SAFEHOUSE COORDINATOR WILL FACILITATE 6,000 SHELTER NIGHTS TO 200 WOMEN AND 125 CHILDREN BY THE END OF THE 12-MONTH GRANT PERIOD.

OBJECTIVE 2: THE LEGAL ADVOCATE WILL PROVIDE PROTECTION ORDER ASSISTANCE TO 75 WOMEN BY THE END OF THE 12-MONTH GRANT PERIOD.

OBJECTIVE 3: A TOTAL OF 200 INDIVIDUAL COUNSELING SESSIONS WILL BE PROVIDED BY 2 CONTRACT CLINICIANS TO AN ESTIMATED 104 VICTIMS BY THE END OF THE 12- MONTH GRANT PERIOD.

VICTIM ASSISTANCE PROJECTS - SAMPLE GOALS AND OBJECTIVES

GOAL 1: THE VICTIM ASSISTANCE COORDINATOR WILL PROVIDE DIRECT SERVICES TO MEET THE NEEDS OF CRIME VICTIMS IN BUFORD COUNTY.

OBJECTIVE 1: THE VICTIM ASSISTANCE COORDINATOR/VOLUNTEERS WILL PROVIDE ON SCENE CRISIS INTERVENTION TO 240 CRIME VICTIMS BY THE END OF THE 12-MONTH GRANT PERIOD.

OBJECTIVE 2: THE VICTIM ASSISTANCE COORDINATOR WILL MAINTAIN 2 VOLUNTEERS OR OTHER STAFF TO PROVIDE ON-CALL TRANSLATION TO 35 MONOLINGUAL CRIME VICTIMS BY THE END OF THE 12-MONTH GRANT PERIOD.

OBJECTIVE 3: THE VICTIM ASSISTANCE COORDINATOR WILL RECRUIT AND TRAIN 15 VOLUNTEERS WHO WILL PROVIDE COVERAGE 24 HOURS, SEVEN DAYS A WEEK TO CRIME VICTIMS DURING THE 12-MONTH GRANT PERIOD.

SEXUAL ASSAULT CRIME VICTIM SERVICES PROJECTS - SAMPLE GOALS AND OBJECTIVES

GOAL 1: THE BUFORD COUNTY SEXUAL ASSAULT PROGRAM WILL PROVIDE DIRECT SERVICES TO MEET THE NEEDS OF SEXUAL ASSAULT CRIME VICTIMS IN BUFORD COUNTY.

OBJECTIVE 1: THE VOLUNTEER COORDINATOR, PROJECT DIRECTOR, AND VOLUNTEERS WILL PROVIDE RESPONSE (SEVEN DAY A WEEK, 24 HOURS PER DAY) TO 55 HOTLINE CALLS BY THE END OF THE 12-MONTH GRANT PERIOD.

OBJECTIVE 2: THE PROJECT DIRECTOR AND WOMEN'S ADVOCATE WILL PROVIDE 65 SEXUAL ASSAULT VICTIMS WITH ADVOCACY AT THE HOSPITAL BY THE END OF THE 12- MONTH GRANT PERIOD.

OBJECTIVE 3: THE WOMEN'S ADVOCATE WILL PROVIDE COURT ACCOMPANIMENT TO 50 SEXUAL ASSAULT VICTIMS BY THE END OF THE 12-MONTH GRANT PERIOD.

16) How will you evaluate whether or not this project has met its stated goals and objectives?

- For the project as a whole or by listing each goal, whichever is more appropriate to your project, indicate the *intended impact* of the grant-funded activities. *Impact data* should answer the following questions — "What will these grant funds allow you to accomplish that you couldn't accomplish without them? What benefits will result from the following activities? And, how will you demonstrate that the funded activities have made a difference?"
- State specifically the methods you will use to collect the impact data.
- Please refer to your goals and objectives section to determine your evaluation measures. For example, you may track and report to VALE the number and types of victims served, what services you provided to them, and their satisfaction with those services.
- Do you currently survey your clients to determine client satisfaction? *VALE* funding is meant *to be client-centered, not agency-centered. This question is meant to ensure that you are evaluating your program and making changes if necessary based on client feedback.*

17) Project Challenges

- Every project will encounter some challenges. Please describe the anticipated problems specific to your project (e.g. barriers to victims coming in for services, lack of community understanding of your services, etc.) and how you plan to overcome those challenges and have a successful project.
- What challenges do you envision in implementing your Project's Goals and Objectives?
- How do you plan to resolve these problems?

Section D: Budget Summary/Financial Information

18) Total 12-Month Budget — Calendar Year, January 1 to December 31

- Very carefully, review the VALE *Request for Proposals Announcement* for the types of expenses/services that are allowable.
- The total 12-month budget is divided into 5 budget categories: Personnel, Supplies and Operating, In-State Travel, Equipment, and Professional Services/Consultants. The following is a description of what to include in each category. (*All figures should be reported in whole dollars. Round up to the nearest dollar if the cents is \$.50 or more.*) NOTE: Total "Amount requested from VALE" plus the "Amount from all other sources for this position" *must* equal the "Annual Budget" line for each position or item requested. If the amounts do not equal, there is an error and you must correct your dollar figures.
- In the Budget Justification boxes, you must fully explain and justify the need for your request. This justification shall include the following for each expense for which you are requesting funding:
 - ✓ Describe the need for the position or item;
 - ✓ Describe the relationship between the position or item and the project goals and objectives;
 - ✓ Explain how the calculations were determined (be specific);
 - ✓ Explain any differences between this request and the current funding level. Increases in funding will not be considered if the increase is not fully explained.

18A) Personnel Request

- For *each* position being requested list the title, name of the employee (if available), and total # of hours per week this *position works for the agency*. This includes hours paid by your agency from all sources of funding, not only VALE funds being requested.
- The "Annual Budget" amount is the actual amount, not a full-time (FTE) equivalent, if the person is part-time.
- List each staff person as a separate position, even if you are requesting funds for two staff members with the same title. This includes positions in which two people job share the position.
- Salary: List total 12-month salary for this position in the "Annual Budget" column, then list how much of the 12-month salary is being requested from VALE in the "Amount Requested from VALE" column.
- Fringe/benefits: You *are not required to request fringe/benefits*. If you decide to do so, indicate the total 12-month costs of these benefits (i.e., employer's share of FICA, health insurance short / long term disability, etc.) for each position in "Annual Budget" column. Then list the 12-month amount your agency is requesting from VALE for fringe/benefits in the "Amount Requested from VALE" column. You may not request a higher percentage of benefits than the percentage of salary being requested. For example, if you request VALE to fund 50% of a position's salary, then the maximum you can request is 50% of the position's fringe benefits. (If fringe benefits are approved, you will be required to track the fringe benefits paid with VALE dollars in your accounting system).
- Position # totals: Using the tab key as you enter the amounts in the annual budget and the amount requested from VALE boxes engages an automatic formula to calculate the totals for you.
- Amount from all other sources for this position:
 - List sources: List the specific name of *all* funding sources that contribute to the salary and fringe/benefits for each position (i.e., local VALE including the Judicial District, County funds, fundraising, private donations, etc.).
 - Total from all other sources: List the combined dollar amount of all other funding sources listed above that contributes to each position. NOTE: Total "Amount requested from VALE" plus the "Amount from all other sources for this position" *must* equal the "Annual Budget" line for each position or item requested. If the amounts do not equal, there is an error and you must correct your dollar figures. Complete this same process for each position that you are requesting VALE funds. We encourage you to limit your request to a maximum of four positions. If you are requesting funding for more than 4 positions, please call our office to discuss your request.

Complete this same process for each position that you are requesting VALE funds.

Personnel Funds Justification:

- You must complete the PERSONNEL funds justification box of the application. In this section, you must fully explain and justify the need for each personnel funds request, *indicating whether this is a new or existing position.*

18B) Supplies and Operating Expenses

- All supplies and operating requests must be specific, itemized costs related to the project and costs less than \$5,000 per item. List items by major type (e.g., office supplies, computer software, training materials, tuition and/or registration fees for training/conferences, etc.) List the total 12-month agency cost of each item in the "Annual Amount" column, and then list the 12-month amount being requested from VALE in the "Amount Requested from VALE" column.
- List the combined dollar amount of all other funding sources that contribute to each listed expense in the "Amount Available/Anticipated from Other Sources" column. See example below:
- Supplies & Operating Justification: In this section, you must fully explain and justify the need for your Supplies & Operating funds request.
- Demonstrate how the costs were determined and *justify* the need for each specific line item. *Be sure to show the basis for computation if not already provided above.*

SUPPLIES & OPERATING JUSTIFICATION EXAMPLE:

TRAINING: TWO VOLUNTEERS WILL BE ATTENDING THE XYZ TRAINING. THESE PARTICULAR VOLUNTEERS HAVE BEEN DONATING THEIR TIME TO OUR AGENCY FOR FIVE YEARS. THEY PROVIDE A LEADERSHIP ROLE AMONG THE VOLUNTEERS AND ATTENDING THIS CONFERENCE WILL PROVIDE AN OPPORTUNITY TO NETWORK WITH PEOPLE FROM OTHER AGENCIES AND LEARN NEW ASPECTS OF THE VICTIM ASSISTANCE FIELD.

CELL PHONE REQUEST: THE REQUEST IS FOR A CELL PHONE SERVICE FOR THE BILINGUAL VICTIM ADVOCATE. THE REQUEST ABOVE DEMONSTRATES HOW THE COSTS WERE DETERMINED. 50% OF THE VICTIM ADVOCATE'S TIME WILL BE PROVIDING SERVICES TO VICTIMS; THEREFORE, THE REQUEST IS FOR 50% OF THE PHONE COSTS.

TELEPHONE COSTS (NON-CELL PHONES): 50% OF THE MONTHLY COST OF TWO PHONE LINES AND LONG DISTANCE COSTS. THE FIRST PHONE LINE IS FOR THE BI-LINGUAL VICTIM ADVOCATE LISTED IN THE PERSONNEL SECTION AND THE SECOND LINE IS FOR USE BY AGENCY VOLUNTEERS, SPECIFICALLY ONE VOLUNTEER WHO WORKS IN THE OFFICE WITH THE BI-LINGUAL VICTIM ADVOCATE AND WHO FOLLOWS UP WITH MANY OF THE MONOLINGUAL LATINO VICTIMS.

18C) In-State Travel

- Itemize travel expenses of project personnel by purpose (e.g., to attend training sessions, to transport clients, to attend conferences, etc.). Show mileage, lodging and meals separately. Tuition and registration fees should be listed as *operating expenses, not travel expenses.*
- List the total 12-month agency costs of each item in the "Annual Amount" column, and then list the 12-month amount being requested from VALE in the "Amount Requested from VALE" column.
- List the combined dollar amount of all other funding sources that contribute to each listed expense in the "Amount Available/Anticipated from Other Sources" column.

- If your agency has an established written travel policy, then those per diem and mileage rates may be used.
- If not, State travel rates, shown below, should be used.
 - ✓ Mileage: CO per mile for use of personal vehicle.
 - ✓ Lodging: In-state lodging is actual cost of reasonable accommodations.
 - ✓ Meals: Use the base rate unless the location is in a high cost area.

18D) Equipment (durable, single item \$5,000 and over)

- "Equipment" is defined as a durable, single item costing \$5,000 or more with a useful life of over one year.
- Equipment requests are carefully reviewed and rarely funded.
- Funds may only be used for equipment deemed essential in the proposed project/services as allowable. If requested and approved, additional forms would be required prior to purchase.

18E) Professional Services/Consultants

- List consultants or independent contractors who will provide services under the grant. List each consultant or type of service, the proposed hourly fee, and the amount of time to be spent on such services. Rates for professional services should not exceed federal per hour rate (this rate is set by Federal regulations) or the current federal rate for an eight-hour day. (If a higher rate is requested, a justification and approval by DCJ is required prior to implementation of the contract.)
- Note: If you are requesting funds in this budget category, you will be required to submit a DCJ Form 16, along with an original contract agreement between your agency and the Professional/Consultant outlining the services, price and/or terms agreed upon.

Professional Services/Consultants Justification:

- In this section, you must fully explain and justify both the need for these services and the rate of pay if not provided above.
- Explain why project staff cannot provide the proposed services of consultants and/or independent contractors. (Professional services should be procured competitively. *Sole source contracts must be justified* and are subject to prior approval. Sole source is procurement through the solicitation of a proposal from only one source or after solicitation of a number of vendors when competition is determined inadequate.)
- Generally, a consultant is an independent contractor or an outside professional who offers his/her contracted services to the public at large, who controls their own work, does not require training, pays their own taxes, and has his/her own liability and worker's compensation insurance.

PROFESSIONAL SERVICES/CONSULTANTS JUSTIFICATION EXAMPLE:

OUR AGENCY CURRENTLY HAS ONLY 2 DEDICATED STAFF MEMBERS TO PROVIDE CRISIS INTERVENTION/ADVOCACY SERVICES TO OUR CLIENTS. To MEET THE NEEDS OF OVER 300 CLIENTS TO BE SERVED ANNUALLY, WE FEEL THE NEED TO MAKE AVAILABLE ADDITIONAL INDIVIDUAL COUNSELING SERVICES TO NON-REPORTING DOMESTIC VIOLENCE VICTIMS. THE PROPOSED RATE FOR THE REQUESTED CONTRACTUAL CLINICAL SERVICES EXCEEDS THE FEDERAL RATE FOR PROFESSIONAL SERVICES OF \$56.25 PER HOUR. WE HAVE SURVEYED LOCAL CLINICIANS AND THE RATE OF \$70 IS REASONABLE GIVEN THE LEVEL OF CLINICAL EXPERTISE NEEDED TO SERVE THE SPECIAL NEEDS OF THIS POPULATION.

AS STATED IN OUR GOALS AND OBJECTIVES WE ESTIMATE THAT OF THE 300 CLIENTS SEEN, 200 INDIVIDUAL COUNSELING SESSIONS WILL BE NEEDED FOR APPROXIMATELY 104 VICTIMS.

IN THIS EXAMPLE GIVEN, THE RATE FOR PROFESSIONAL SERVICES EXCEEDED THE ALLOTTED HOURLY RATE THEREFORE JUSTIFICATION IS NEEDED.

18F) VALE Grant Request Summary (This chart summarizes all dollars by category)

- This chart automatically summarizes all VALE FUNDS REQUESTED from each budget category.
- Remember to cross check your totals with this populated grid.

Section E: Agency Funding Information

19) Necessary Funding Information – Please answer 19A OR 19B

19A) Continuation Applicants

- Complete Section A if your agency *is currently* receiving VALE grant funds. This includes VOCA, VAWA, and State VALE recipients.
- Clearly and simply describe the *reasons* for the differences between this request for funding and your most recent/current grant award (i.e.: loss of funding, serving more victims, new functions, new service delivery area, etc.).
- Be sure to explain and justify any increased costs in *each* budget category.
- For personnel requests, indicate if you are requesting a new position. If you are requesting support for an existing position not currently funded by VALE funds, indicate how the position is currently funded.
- It is very important for you to explain and justify any increased costs in personnel, which may be due to such things as cost-of-living increases (be sure to describe how you arrived at your cost-of-living increase), increased percent of the position being requested, or an additional program component.
- Increases in percent of positions, or requests for new positions, must be fully justified by using *data* to support the need for the position.
- Competitive salary requests for increases should cite similar positions and salaries for your community. Local governments or Boards of Directors usually make merit raise determinations. Please cite if this is the case. If you are citing a cut of other funding sources, explain the impact on your agency's ability to provide services.

19B) NEW Applicants

Complete Section B if your agency *is not currently* receiving VALE grant funds (New Applicants).

- Agencies receiving ONLY Recovery Act funds from VALE are considered NEW applicants and should fill out this section. If not currently being funded by VALE, you must describe how the requested budget items are currently being funded.

20) Total Agency Revenues and Budget – This section is to include the total agency revenue and expenditures for the last completed fiscal year

- This section should contain your agency's *TOTAL* Revenues and Expenses from the most recently completed 12-month period (your agency's fiscal year could include various time periods i.e., January through December; July through June; October through September, etc.)
- These figures would be actual Revenues and actual Expenditures from your agency's accounting system/records.
- The individual responsible for your agency's financial records should obtain this information from the most recent audit and/or year-end statements.

21) Please explain the percentage of your agency's budget used for crime victim services.

- What percentage of your agency's budget is used for services to crime victims?
- Please describe the crime victim services your agency provides.

- Provide any additional information you feel may be helpful.

22) **Describe how your agency tracks funds and services to ensure that it is not using VALE funds to provide services which could be or have been paid for by Victim's Compensation.**

- Describe your agency's process to verify whether or not services can be paid for by Victim's Compensation.

23) **Diversification of Funding**

- Please list all sources of funding that you have solicited or plan to solicit (government, local VALE, foundations, etc.) in CY 2018.
- Include the time period in which these funds would be available.
- Indicate any funding reductions your agency experienced which will affect your revenues in CY 2018.

Section F – Appendix

Please attach the following documents, as applicable to the original and each of the six (6) copies your application:

- ✓ Statement of your Organization's Mission and/or Vision
- ✓ Job Descriptions for VALE funded staff, *if applicable*
- ✓ Listing of Board of Directors and/or Key Officers
- ✓ Letters of Support, if applicable
- ✓ Proof of non-profit status — *new non-profit applicants only*
- ✓ **Enclose one loose copy of the following:** Audit or Financial Review