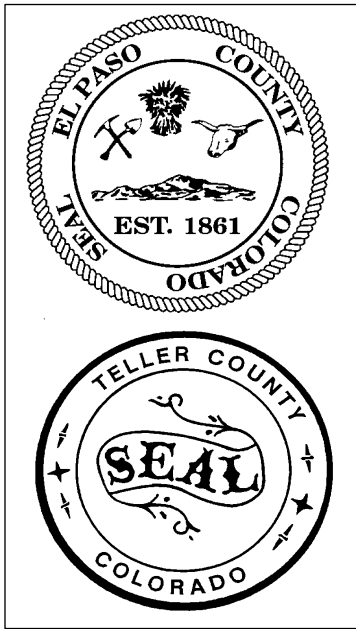


CY 27 VICTIM'S ASSISTANCE LAW ENFORCEMENT (VALE) FUND

Fourth Judicial District APPLICATION INSTRUCTIONS



Released

May 15, 2026

Grant/Contract Period

January 1, 2027 – December 31, 2027

4th Judicial District VALE Grant Applications
must be received by the VALE Administrator at:
amberholland@DA4Colorado.gov

No later than 5:00 pm on July 31, 2026

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:

Amber Holland

VALE Administrator

Office: 719.520.6723

Email: AmberHolland@DA4Colorado.gov

CY 27 FUND APPLICATION INSTRUCTIONS
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IMPORTANT INFORMATION!

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

Helpful Information Before You Begin:

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

- DO NOT submit the instructions or checklist.
- DO NOT use a font size smaller than 10 points.
- DO NOT attempt to exceed the space provided for your responses.
- DO NOT change the application or table formats. All applicants MUST use the most current VALE application form released on 5/15/2026.

- DO have a person, other than the writer of the grant, review the application.
- DO SAVE an electronic copy of the application that you are submitting to VALE and keep for your records.

REMEMBER:

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 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 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. Therapy services that use evidence-based modalities
3. Preventative services

Acceptable requests for funding may include:

- Admin & staff salaries with fringe benefits
- Consultant expenses

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, 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.

State agencies may not apply for LOCAL VALE funds, except for:

- 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.

Contract Length:

Contracts will begin on January 1, 2027, and will run for twelve months. Contracts will be funded on a quarterly basis. Financial and narrative progress reports will be due on April 15th, July 15th, October 15th, and January 15th, unless otherwise specified in your contract. The VALE Board may withhold payment due to late reports or reports that do not meet the expectations of the board.

Training:

- **Application Training:** New applicants must attend application training. A new applicant is any agency that is not currently receiving funding from the 4th Judicial VALE board. This training is optional for applicants that are currently funded. The training will take place virtually on June 8, 2026, at 10am. **Refer to the RFP to register for the training.**
- **Victims Compensation Training:** All grant recipients will be required to attend a training on Victim's Compensation and must document that the agency provides Victim Rights Act training to staff. The Victim's Compensation training will be held on March 12, 2027, at 2:00pm and June 11, 2027, at 10:00am. At least one person involved in your agency's grant must attend one of the sessions. **Refer to the RFP to sign up for the training.**

Oral Presentation:

All grant applicants will be required to make an oral presentation to the VALE board in the fall. You must sign up for a date and time after submitting your grant application. **Refer to the RFP to sign up for your presentation.**

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

Additional Details:

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, 2026, at 5:00 p.m. Late applications will *not* be eligible for consideration. Past performance will be considered by the Board during the application process for funding.

Completed applications must be submitted by e-mail to the VALE Administrator at:

amberholland@DA4Colorado.gov

Section A: Cover Sheet

Question 1. Applicant Agency

Question 2. Signing Authorities

Project Director

This is the person who will be responsible for implementation of the project, if funded, and is the primary contact person for your grant. **This must be a person other than the Authorized Official or the Financial Officer.**

Authorized Official

This is the person who is, by virtue of such person's position, authorized to enter contracts for the grant recipient. This could include Mayor or City Manager for City Agencies/Police Departments, Chairperson of the County Commissioners for County Agencies/Sheriff's Departments, President or Chairperson of the Board of Directors for Non-Profit agencies, District Attorney, Superintendent or other Chief Executive Officer.

Financial Officer

This is the person who is responsible for all financial matters related to the program and who has responsibility for the accounting, management of funds, verification of expenditures, audit information and financial reports. **The Financial Officer must be a person other than the Authorized Official or the Project Director.**

Agency Director

The executive director of the agency. This may in some agencies be the same person as the Project Director or Authorized Official.

Note:

-The signature of every signing authority is required on the signature page of the application. The board will accept electronic signatures.

-Notifications about the application, including contracts, will be made by e-mail. E-mail addresses are mandatory for all signing authorities. It is the applicant's responsibility to keep the e-mail address updated with the VALE board.

Question 3. Total VALE Funds Requested

- Enter the total amount of funds your agency is requesting from the VALE Board under this proposal.
- Round your request to the nearest dollar.

Question 4. Type of Agency

- Non-profit status refers to whether your agency has a 501(c)(3) designation from the IRS.
- Please indicate if your agency is in process and working on getting the designation but has not yet received their IRS determination letter.

Section B: Project Concept/Design

Question 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.

Question 6. Problem Statement

This section refers to a community problem/need in the 4th Judicial District. This section does not refer to a national/global problem nor internal/organization needs such as “lack of money”.

Address the following:

- 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.

Question 7. Crime Victim Definition

Address the following:

- What is your agency’s definition of a crime victim for this grant request?
- Describe how you will 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 under this project during the contract period?
- What number of crime victims were served in the last completed calendar or fiscal year and how?

Question 8. Project Description

Describe only that part of your program for which you are requesting funding. Often, the project is not the agencies entire victim assistance program. For example, grant dollars may support a particular component of your program, i.e. children's counselor, hot line crisis calls, shelter, etc.

Address the following:

- Explain concisely the project(s) and the services you plan to provide with the local VALE funds.
 - *If applying for more than one project, please describe each project separately.*
- Explain the project’s goals and objectives. The budget 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 agree that this is a needed service.
- Identify all towns, cities, and/or counties within the 4th Judicial District you plan to serve with the proposed project.

Question 9. Coordination of Services

Are there other agencies in the 4th Judicial District which provide similar services to crime victims? If yes:

- Describe the other agencies providing similar services to crime victims in the counties/towns you identified in Paragraph 8.
- How do/will you, coordinate services with these programs to reduce the possible duplication of services?
- What is the nature and extent of your collaboration with these other agencies?
- How are your services different than theirs?

Question 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.)

Address the following:

- Describe the project strategy.
- Discuss how the strategy will address the identified problems and support the goals and objectives.
- The plan must include:
 - A description of project phases, tasks, activities, and staff responsibilities.
 - A time-task plan that clearly identifies objectives, major activities, and products for the duration of the project period

Note: In preparing the timeline and work plan, applicants should make certain that all project activities will occur within the proposed project period.

*If you are requesting funds for salaries for ongoing service provision, you may skip this paragraph.

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

11A. Describe how this project addresses the guidelines for assuring the rights of victims and witnesses as outlined in the Victim Rights Act Section 24-4.1-300 C.R.S.?

- What services will you provide that are mandated in the Victim Rights Act.

Note: 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.

OR

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**)?

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

Question 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.

- 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.

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

Question 14. Describe how your agency provides culturally appropriate services.

- Applications should demonstrate the capacity to provide services to the Underserved/ Underrepresented populations within their communities.
 - *Underserved/Underrepresented populations are defined as individuals who due to their language, ethnicity, race, culture, disability, age, sexual orientation, or geographic location may require special accommodations to access services. Good sources for this type of data are local census statistics and school district demographic data.*
- What services or policies does your agency have to serve these identified populations?
- Is written information available in languages besides English?
- Do you have bilingual staff? What languages are services available in?
- Do your staff/volunteers receive diversity training? What training and how often?

Section C: Goals and Objectives

Question 15. List your goals & objectives for the purpose of your specific project funding request.

- *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:

S	Specific
M	Measurable
A	Action – Oriented
R	Realistic
T	Time-Specific

**If applying for more than one project:*

1. Describe the goals and objectives for each project separately.
2. Contact the VALE Administrator to discuss if you need to include additional goals and objectives

Your goals and objectives should be structured like the samples provided below.

SAMPLE GOALS AND OBJECTIVES FOR: DOMESTIC VIOLENCE PROJECTS

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.

SAMPLE GOALS AND OBJECTIVES FOR: VICTIM ASSISTANCE PROJECTS

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.

SAMPLE GOALS AND OBJECTIVES FOR: SEXUAL ASSAULT CRIME VICTIM SERVICES PROJECTS

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, 7 days a week, 24 hours per day, to 55 hotline calls by the end of the 12-month 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.

Question 16. How will you evaluate whether this project has met its stated goals and objectives?

- What is the *intended* impact of the grant-funded activities?
 - Impact data should answer the following questions: What can you accomplish with these grant funds that you couldn't accomplish without them? What benefits will result from the project activities? How will you show that the funded activities have made a difference?
- What specific methods will you use to collect the impact data?
 - 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 survey your clients to determine client satisfaction?
 - VALE funding is meant to be client centered. This question is meant to ensure that you are evaluating your program and making changes based on client feedback.

Question 17. Project Challenges

Every project will encounter some challenges. Challenges may include barriers to victim services, lack of community understanding of your services, etc.

- What challenges do you envision in implementing the goals and objectives?
- How do you plan to resolve these problems?

Section D: Budget Summary/Financial Information

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

- The total 12-month budget is divided into 2 budget categories: Personnel and Professional Services/Consultants.
- All figures should be reported in whole dollars. Round up to the nearest dollar if the cents are \$.50 or more.
- The total "Amount requested from VALE" plus the "Amount from all other sources for this position" *must* equal the "Annual Budget" line for each position/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 explanation shall include the following for each expense for which you are requesting funding:
 - Describe the need for the position/item;
 - Describe the relationship between the position/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.

Note: Review the VALE *Request for Proposals Announcement* for the types of expenses/services that are allowable.

Question 18A. Personnel Request

Complete the steps below for each position that you are requesting VALE funds

- 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, regardless of how the position is funded.

- The "Annual Budget" amount is the actual amount, not a full-time (FTE) equivalent, if the person is part-time.
- Salary: List total 12-month salary for this position in the "Annual Budget" column. List how much of the 12-month salary is being requested from VALE in the "Amount Requested from VALE" column.
- Fringe/benefits: If you decide to request, 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. 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.

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.

Note: If fringe benefits are approved, you will be required to track the fringe benefits paid with VALE dollars in your accounting system.

- 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.
- 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.
 - 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.
 - **Agencies may not request funding for more than 4 positions.**
 - **Note:** If your agency is requesting funding for therapists or counselor positions, only state-licensed clinicians are eligible for VALE grant funding. **Proof of certification must be submitted as an attachment to the application by the grant application due date.**

Personnel Funds Justification: You must fully explain and justify the need for each personnel funds request. Be sure to indicate whether this is a new or existing position.

Question 18B. Professional Services/Consultants

If you are requesting funds in this budget category, you will be required to submit a signed contract between your agency and the Professional/Consultant outlining the scope of work, deliverables, project timeline, rate of pay and terms agreed upon.

- 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 the federal per hour rate (this rate is set by Federal regulations) or the current federal rate for an eight-hour day.

Professional Services/Consultants Justification:

- 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 several vendors when competition is determined inadequate.
- 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 in serving over 300 clients 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.

Question 18C. VALE Grant Request Summary

Enter the total amount requested from VALE as outlined in 18A and 18B to summarize your agencies total VALE request.

Section E: Agency Funding Information

Question 19. Necessary Funding Information – Please answer 19A OR 19B

19A. Continuation Applicants:

Complete Section A if your agency is currently a VALE grantee in the 4th Judicial District.

- Clearly and simply describe the *reasons* for the differences between this request for funding and your 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 important for you to explain and justify any increased costs in personnel, which may be due to such things as cost-of-living increases (explain 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.

OR

19B) NEW Applicants:

The VALE Board is not accepting new applicants for CY27.

Question 20. Total Agency Revenue and Expenditures

This section is to include the actual agency revenue and expenditures for the last completed fiscal year

- This section should contain your agency's ACTUAL 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.*

Question 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?
- Provide any additional information you feel may be helpful.

Question 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 services can be paid for by Victim's Compensation.

Question 23. Diversification of Funding

- Please list all sources of funding that you have solicited or plan to solicit (government, local VALE, foundations, etc.) in CY26 for CY27.
- Include the period in which these funds would be available, if awarded.
- Indicate any funding reductions your agency experienced which will affect your revenues in CY27.

Section F – Appendix

Please attach the following documents to 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 – *new applicants only*
- Proof of non-profit status — *new non-profit applicants only*
- Certificate of Fact of Good Standing – *for-profit applicants only*
- Audit or Independent Financial Review from the last completed fiscal year