



Community Crime Victim Services Grant Program Direct Services Request for Proposal Guidance

I. Purpose

The Community Crime Victim Services (CCVS) grant program was created by the Colorado General Assembly through House Bill 18-1409. This project serves to provide a community-based, public health approach that can supplement current victims' services. The purpose of this project is to reach populations of crime victims that are hard to reach through current victims' services, particularly historically underserved populations, namely people of color, men, and young adults and to reduce the risk of repeat victimization. This project will support a third-party grant administrator model to engage smaller community and faith-based organizations that are usually unable to access traditional grant money. The third-party grant administrator, Latino Coalition for Community Leadership (LCCL), provides grantees with infrastructure, including case management, financial management, and data collection systems; helps grantees develop policies and procedures to comply with grant requirements; and offers ongoing technical assistance. The intent of this community crime victims grant program is to collaborate with and complement the existing efforts within Colorado Department of Public Health and Environment (CDPHE) to prevent unintentional and intentional injury and violence, to foster healing and promote the overall well-being of crime victims (also referred to as "participants" throughout). The CCVS grant program is divided into two distinct yet highly interrelated approaches, Supporting Interventions and Direct Services (under a separate RFP).

This Request for Proposal (RFP) seeks to award up to four grants to eligible entities in two target areas, Denver metro and Colorado Springs metro areas. Under this RFP, it is not required that grants be given in both target areas and grant awards may not be equally distributed. Merit of the proposals received will be strong factors in determining awards. The following entities are eligible to apply:

- A nonprofit organization in good standing and registered with the Federal Internal Revenue Service and the Colorado Secretary of State's Office;
- A school;
- A tribal agency or program; or
- A professional who is regulated by the Department of Regulatory Agencies.

Grantees will provide services to crime victims, victim's family and other interventions that are intended to reduce repeat victimization. The CVVS grant program also can support other interventions to reduce repeat victimization that are not direct services which is covered in a separate Request for Proposal. It is useful for Direct Service Proposers to take into account the scope of services under the CCVS Supportive Interventions Request for Proposal.

An entity may not decline to serve a victim (or victim's family) based on whether or not the victim reported the crime to law enforcement or cooperated in any prosecution, the length of time that has elapsed since the victimization or the location of the victimization. Services and interventions may include mental health treatment; financial assistance; court navigation; employment preparation, placement, and retention; housing preparation, placement and retention; restorative justice; or, trauma, rehabilitative or other healing services; among others as stated on page 8.

Services should be culturally relevant, gender responsive and trauma informed. Grantees are also strongly encouraged to consider leveraging other resources that might assist victims (also referred to as participants throughout), if possible.

II. Key Elements

A. Grant Funding and Target Area

The Colorado General Assembly authorized the grant program for 5 years but appropriations are only made on an annual basis. The State of Colorado runs on a fiscal year starting July 1 and ending on June 30 of the following year. This RFP spans two grant cycles covering two different fiscal years. The first grant cycle covers a very short period (4 months) of the current fiscal year. The second grant cycle covers a full fiscal year (12 months). The reason for approaching the proposal process this way is to provide Proposers a greater opportunity to design and articulate offerings and budgets with greater clarity and detail. **However, it is important to note that grant awards for Fiscal Year 2019-2020 will depend on authorized appropriations from the State during the 2019 legislative session and grantee performance. As such, funding for Fiscal Year 2019-2020 cannot and will not be guaranteed or obligated, at this time.**

It will be helpful for Proposers to approach the proposal in two distinct time periods covering 16 months, particularly for budgeting. Each one will be addressed below to provide greater detail.

1. Fiscal Year 2018-2019 (4 Months covering March 1, 2019-June 30, 2019)

For the initial grant cycle, the period of performance is 4 months or 1/3 of a fiscal year so the funding has been prorated to 1/3 of a full fiscal year. It is anticipated that grant award notification will take place by February 20, 2019 with a program start date of March 1, 2019. The first month (March 2019) is considered a training and start-up month. Direct service delivery will start in the second month (April 1, 2019).

It is anticipated three to four grant awards will be made. Grant awards for this period are expected to range in size from \$25,000 to \$67,000.

To maximize the resources allocated for this grant program, start-up costs may exceed the anticipated grant award amounts by \$20,000; proposers are allowed to request additional start-up costs or one-time investments with the appropriate documentation and justification for the expenditure, or as negotiated with and approved by the LCCL. Examples of start-up costs could include such items as equipment, software, office furniture and supplies, or other allowable costs.

The State of Colorado, specifically the Colorado Department of Public Health and Environment, shall be the owner of all equipment, purchased under this grant. At the end of the term, the State shall approve the disposition of all equipment.

2. Fiscal Year 2019-2020 (12 Months covering July 1, 2019-June 30, 2020)

For the second grant cycle, the period of performance is 12 months starting July 1, 2019 and ending June 30, 2020. It is expected that three to four grant awards will be made, ranging in size from \$75,000 to \$200,000.

Again, funding for this period will depend on authorized appropriations from the State and grantee performance. As such, funding for this fiscal year cannot and will not be guaranteed or obligated. Grantees that successfully meet performance measures and remain in compliance with grant requirements are generally invited to reapply for continued funding in subsequent years. Due to state fiscal rules, unspent grant funds will not roll-over from one fiscal year to the next fiscal year and the performance period cannot be extended.

B. Overarching Goals

The goals of the CCVS grant program is to achieve the following:

- Support and strengthen community led crime prevention and rehabilitation through the provision of crime survivor services.
- Provide culturally relevant and trauma informed crime survivor services through a delivery model that is accessible to historically underserved crime survivors including men, people of color and young adults.
- Increase awareness of and access to crime survivor services, with an emphasis on historically underserved populations including men, people of color and young adults.
- Reduce the long-term destabilizing effects of trauma and other negative consequences resulting from victimization and reduce the risk of repeat victimization.

Proposers should emphasize program strategies that promote successful attainment of the CCVS grant program goals and performance measures noted in Part III. F below.

C. Organization Preference Criteria

The CCVS grant program is intended to provide a community-based, public health approach (meaning, the health, safety and well-being of entire populations) that can supplement the current victims' services model and is designed to support organizational development and program delivery that is integrated with ongoing technical assistance. Preferred organizations will meet the following criteria:

- Have demonstrated experience working with the target population, particularly historically underserved populations including men, people of color, and young adults.
- Demonstrates a history or strong likelihood of achieving good outcomes and compliance,
- Currently and substantively provide services within one of the target areas proposed (Denver or Colorado Springs metro area),
- Be able to develop and maintain productive and collaborative partnerships with stakeholders such as other grantees, community and faith based organizations, victim service providers, criminal justice system and CDPHE,
- If the proposer is a nonprofit organization, provide documentation that the entity is in good standing with the CO Secretary of State and the Internal Revenue Service,
- If the proposer is a school, provide documentation that the entity is in good standing with its authorizing or regulatory authority such as the Colorado Department of Education or Colorado Division of Private Occupational Schools,
- If the proposer is professional regulated by the Department of Regulatory Agencies, provide documentation that validates it is an eligible entity and in good standing. If the applicant has been subject to discipline by DORA or the regulating Board, provide documentation of such discipline along with an explanation of how the applicant has rehabilitated the underlying conduct subject to the disciplinary action,
- Agree to participate in trainings conducted or sponsored by the CDPHE or LCCL,

- Agree to perform timely data entry into the LCCL case management/data collection and fiscal data systems,
- Agree to having staff, volunteers or contractors providing direct services to crime victims funded by this grant submit to a criminal background check as required by CDPHE.
- Provide services directly or through linkages with established and reputable entities.

D. Amount of Awards

The estimated grant amount that will be awarded is noted in II. A. If a grantee is a good performer but serving fewer participants than expected, the grant award could be reduced. In such a case, the unallocated funding may be provided to a different CCVS grantee(s) based on high performance and a larger than expected number of participants. Such decisions will be made at the sole discretion of the LCCL. Poor performance, breach of the MOU, mismanagement of funds or egregious non-compliance with policy, procedures, rules or regulations may result in reduction of the grant award or immediate termination of the grant award. The grant program is contingent upon an annual legislative appropriation.

E. Number of Awards

It is anticipated that up to a total of four grant awards will be made in the Denver metro area and/or the Colorado Springs metro area. Under this RFP, it is not required that grants be given in both target areas and grant awards may not be equally distributed. Merit of the proposals received will be strong factors in determining awards.

F. Length of Grant Cycle

The grant cycle under this announcement will be 4 months from the date of a fully executed Memorandum of Understanding (MOU) not to exceed June 30, 2019. The LCCL acknowledges the performance period for FY 18-19 is short. The LCCL is attempting to balance the practical aspect of the competitive request for proposal process while providing enough time for successful proposers to reasonably use the grant funds awarded. The anticipated date of distribution of grant awards is March 1, 2019 with an end date on June 30, 2019. The grant cycle for FY 19-20 will be addressed as described in II. A. above.

G. Timeline

Activity	Date (s)
Request for Proposal Released	November 21, 2018
Bidders' Conferences See Section IV B.	See date and times below
Proposals Due	January 7, 2019
Grantees Notified of Award	February 20, 2019
Memorandums of Understanding Issued	February 28, 2019
Grant Disbursement Begins	March 1, 2019
Grantee Trainings	March 1-31, 2019
Grantee Participant Enrollment Begins	April 1, 2019
Grantee Activities Begin No Later Than	April 1, 2019
Grant Completion	June 30, 2019

Bidders conferences will be offered on the following dates:

- **November 26, 2018 at 2:00 p.m.** [Register Here](#)
- **December 5, 2018 at 6:00 p.m.** [Register Here](#)
- **December 6, 2018 at 10:00 a.m.** [Register Here](#)

A workshop for interested parties will be held on the **December 1, 2018 in Denver and December 8, 2018 in Colorado Springs. Both workshops will be held from 10:00 a.m. to 2:00 p.m.** The workshop will provide an opportunity to proposers to receive one-on-one guidance concerning questions on the RFP, eligibility and basic program design. Please visit LCCL's website to register for the webinar and/or workshop and for location details.

H. Organizational Commitment

All grantees must demonstrate their commitment to:

- Ongoing organizational or programmatic improvement by participating in training and technical assistance.
- Participate in a partnership development and capacity building process.
- Be accountable to performance standards, implementing procedures related to program eligibility, case/data management, and tracking of information and performance.
- Must use the project's data management system. No other data tracking systems will be accepted in lieu of the LCCL's CaseMGR data management systems.

I. Request for Proposal (RFP) Questions

For general questions regarding the LCCL, the Community Crime Victim Services grant program, or the request for proposal process please contact the LCCL via email at wendy@latinocoalition.org. Please check the www.latinocoalition.org CO Victims Services webpage for information. Inquiries already addressed in the Bidder's Conference recording or posted FAQs may not be individually responded to.

J. Distribution of RFP

Request for Proposal (RFP) documents will be made available and distributed only in an electronic format. Proposers are highly encouraged to frequently check the LCCL website for updates, clarifications and responses to frequently asked questions. A bidder's conferences will be conducted on the dates referenced in Section II-G. The conference is performed via online webinar. In-person workshops will be conducted on December 1, 2018 from 10:00 a.m. to 2:00 p.m. at the Denver Inner City Parish at 1212 Mariposa St., Denver, CO 80204 and December 8, 2018 from 10:00 a.m. to 2:00 p.m. in Colorado Springs, meeting location to be determined. Please see the LCCL's website (www.latinocoalition.org) "CO Victims Services" page for exact times, registration and other information concerning the bidder's conference and workshops.

K. Award Distribution and Monitoring

Conditions for granting include;

1. No granting will occur until the Memorandum of Understanding has been executed and all required information is received by the LCCL.
2. Grants will be awarded on a cost-reimbursement basis or grantees may request up to 1/4 of the grant award amount upfront. Grantees must submit documentation of allowable costs on a monthly basis. Disallowed costs are the responsibility of the grantee. Grant funds may not be used to provide abortions, alcohol or entertainment related costs. All grant expenses must be tied to the approved scope of work. Reimbursement of expenses will be based on guidance contained in Office of Management and Budget (OMB) Uniform Guidance. The Uniform Guidance establishes principles for determining costs of grants, contracts and other agreements with non-profit organizations. CDPHE may provide guidance as applicable.

3. Any equipment with an aggregate acquisition cost of \$5,000 or more, and a useful life of more than one year must have prior written approval from the LCCL. Reasonable justification will be required for any such requests.
4. The grantee must keep the CaseMGR database up-to-date with information concerning services and activities. **This is essential and other data systems will not serve as a substitute.**
5. LCCL staff will meet and work with grantees on a regular basis. There are several monitoring practices in place. LCCL program staff will work with grantee project staff to ensure program compliance, LCCL fiscal staff will review project expenses on a monthly basis and the Colorado Director will review program performance, spending patterns and data entry compliance on a regular basis. **It's important to note that the goal is to strengthen grantee performance and compliance and should be seen as a positive experience.**
6. Funding is dependent upon grantee performance and an MOU may be terminated for egregious or consistent poor performance or non-compliance.

III. RFP Information

A. Program Goals

The goal of CCVS grant program is to provide culturally responsive, gender responsive and trauma informed services to historically underserved victims, namely people of color, men and young adults and to reduce the risk of repeat victimization. A grantee may not decline to serve a victim based upon whether the victim reported the crime to law enforcement or cooperated with any prosecution, the length of time that has elapsed since the victimization, or the location of the victimization. A victim is defined in § 24.4.1-302(5) CRS as “any natural person against whom any crime has been perpetrated or attempted, unless the person accountable for the crime or a crime arising from the same conduct or plan as crime is defined under the laws of this state or the United States, or, if such person is deceased or incapacitated, the person’s spouse, parent, legal guardian, child sibling, grandparent, grandchild, significant other, or other lawful representative” and a victim’s immediate family member, is defined in §24-4.1-302(6) as “spouse, any child by birth or adoption, any stepchild, the parent, the step-parent, a sibling, a legal guardian, significant other, or a lawful representative of the victim”.

Proposers are encouraged to utilize a highly collaborative approach to meet the physical and behavioral health needs of participants while providing services responsive to the unique needs of each participant. *Overall, the goal is to increase the success of participants and their families in responding to and overcoming the traumatic and often destabilizing impacts of crime victimization.*

B. Program Methodology

The LCCL is seeking grantees that reflect the ability to successfully meet the requirements of this grant program. To be selected, a proposer must demonstrate a competency to provide culturally responsive, gender-responsive and trauma-informed services that address the unique needs of victims and their families and the following integrated services/activities:

- Services provided should align with each participant’s needs and should be responsive to the individual’s circumstances and goals.
- Services must be easily accessible within local communities and provide a safe, supportive atmosphere that offers participants opportunities for positive interactions with staff, peers, and others.
- Outreach efforts should include intensive strategies to engage historically underserved communities and populations that not only draw participants into the programs but also engage immediate family members in other services as appropriate.
- Programs should follow a strength based approach to the provision of participant services that focuses on the assets of participants as well as barriers to achieve an appropriate balance for success.

C. Communities to Be Served

Proposers must be located and offer services in the Denver or Colorado Springs metro area. Please refer to the information concerning target areas noted in II. A. above.

D. Target Population

Eligibility for services funded under this RFP is limited to crime victims as defined in Section 24-4.1-302(5), and victim’s immediate family, as defined in section 24-4.1-302, C.R.S. Emphasis should be placed on traditionally underserved populations, namely people of color, men and young adults.

Grantees must agree to use the screening tool developed LCCL to ensure a credible and consistent determination that the person seeking services has been a victim of a crime, as defined in §24.4.1-302(5) C.R.S. or is a victim’s immediate family member, as defined in §24-4.1-302(6), C.R.S. The screening tool must be uploaded as part of the participant’s intake and eligibility determination process.

F. Performance Measures

The LCCL has established five core performance measures for CCVS. At a minimum, grantees will be measured on their success in achieving each of these outcomes. Below provides a detailed statement of each performance measure. Services provided by the grantee must be complementary to support these performance measures.

Performance Measure	Measurement	Goal
Enrollment Rate	$\frac{\text{= \# actual participants enrolled for the period}}{\text{\# of planned enrollments for the period}}$ <p>Verification: This will be calculated using total enrollment data compared to enrollment plan.</p>	100%
Historically Under-Served Populations	$\frac{\text{= \# actual participants from underserved populations}}{\text{\# of all participants}}$ <p>Verification: this will be calculated by demographic date of enrolled participants shown in CaseMGR and the demographics of total enrolled participants (See definition of victim and their family on page 6.)</p>	60%
Access to Services	$\frac{\text{= \# of enrolled participants receiving crime victim services}}{\text{\# of participants enrolled}}$ <p>Verification example: Documentation of services and activities recorded in CaseMGR.</p>	60%
Participant Feedback	$\frac{\text{= \# of participants that indicate the services provided are valuable in addressing crime related trauma or issues}}{\text{\# of participants enrolled}}$ <p>Verification example: Survey of participants that receive program services.</p>	75%

G. Program Flow

PHASE I: Point of Entry

It is important to note that the LCCL will provide detailed policies and procedures for the C CVS program. This includes all forms (i.e. intake forms, service plans, releases, etc.), web-based data systems (i.e. case management, service delivery tracking, performance attainment tracking, supportive services and incentive tracking) as well as a web-based fiscal reimbursement request system. This approach provides consistency in management of the program, allows for flexibility in each grantee's program design, fiscal/performance accountability and keeps grantees focused on serving people rather than developing administrative processes.

1. **Outreach and Engagement:** The LCCL is seeking grantees that have the ability to effectively engage historically underserved crime victims and implement strategies that address successfully reaching people of color, men, and young adults. Proposer must demonstrate a competency in providing culturally responsive, gender-responsive and trauma-informed services that address the unique needs of victims and their families and integrated services/activities.
2. **Eligibility Determination and Intake:** Proposers are required to engage in and document an intake process for eligibility determination and required demographic information. The C CVS screening tool developed by LCCL is the sole required documentation for eligibility purposes, it is encouraged to emphasize on reaching people of color, men and young adults.

PHASE II: Program Design

The purpose of this project is to reach populations of crime victims that are hard to reach through the current victims' services model, particularly historically underserved populations. It is expected that proposers may offer services and strategies that differ from mainstream providers. Regardless of approach or delivery, services must be participant focused and promote the desired goals and outcomes identified. Proposers must directly provide or have established linkages to all the services proposed. Proposers are not expected to be able to provide all services proposed on their own but better participant outcomes are correlated when participants receive comprehensive services that address multiple needs. The Proposer's program design and strategy must clearly articulate how they will achieve the attainment of the performance measures noted in F above. It is expected that each proposer's program design will vary as a reflection of its unique approach, opportunities and constraints.

There are six main categories of services identified below, each with many different sub-services. ***The sub-services listed are not meant to be exhaustive but provide examples of the types of services that may fall under the given category. It is intentionally left broad to leave room for innovation and creativity in developing effective services that reach crime victims who are hard to reach through the current victim services model.*** It is desired that Proposers offer services in at least two of the main categories in addition to the case management component. It is the Proposer's responsibility to persuasively articulate a program design that meets the purpose and goals of this grant program.

1. **Healing-** This service category includes a wide variety of healing arts. This includes traditional types of healing services such as medical care, physical therapy, behavioral health (substance abuse and mental health), acupuncture, and counseling services. This may also include culturally based care and indigenous health care approaches that take cultural practices into account.
2. **Advocacy and Coordination-** This service category includes a wide variety of services and activities that promote advocacy and coordination that assists participants in navigating various systems (i.e. healthcare, criminal justice systems and existing victims' services). The approaches may include direct advocacy, advocacy training and development, supported self-advocacy of crime victims, and advocacy support groups. Coordination may include system navigation assistance, intensive case management, resource coordination, language translation, and assistance filing legal documents.

3. **Prevention & Intervention-** This service category includes a wide variety of services that focus on reducing the risk of repeat victimization. Proposers may choose to focus on one or multiple areas such as domestic violence, sexual violence, child abuse and neglect, elder abuse, sex trafficking etc.
4. **Awareness & Engagement-** This category includes a wide variety of services, activities and strategies that promote awareness and engagement of crime victim services, particularly those that target historically underserved populations. This may include outreach events, collaboration and partnership development, and other activities that substantively create awareness and engagement of historically underserved crime survivors in community-based support services.
5. **Other Allowable Services-** This includes services such as financial assistance, employment readiness and job placement, stress management, anger management, basic life skills development, acquisition of health benefits, vital documents, and housing, family and relationship reunification, restorative justice, mentoring, support groups, assistance enrolling into education or vocational training programs, and supportive services such as transportation and childcare to attend planned services.
6. **Case Management-** This is a mandatory component and proposers must ensure program information (i.e. eligibility determination, intake, services and activities, etc.) are tracked and entered into CaseMGR, including services obtained through partner organizations or subcontractors. Expenses related to case management (i.e. case manager staff person or time spent doing case management) are an allowable expense and encouraged. **NOTE: All grantee staff assigned to the CCVS program that interact directly with participants must submit to a background check prior to working on the CCVS program.**

L. Educational and Vocational Training Providers

It is expected that educational and vocational training will be provided by reputable educational entities offering industry recognized certificates, diplomas, degrees or credentials. It is the responsibility of the grantee to ensure that the educational or vocational training they assist a participant in pursuing leads to some type of bona fide and recognized award.

IV. General Information

A. Deadline for Submission of Proposals

In order to be considered for funding, ***two (2) printed copies of the proposal, budget and budget narrative, along with an electronic version on a CD or thumb drive***, must be sent to: 15711 E. 106th Way Commerce City, CO 80022, **and received no later than 4:00 p.m. MT, on January 7, 2019.** Proposals may be hand delivered but still must be timely. Submission of proposal documents via email is not acceptable and will be rejected.

Timely submission of proposals is the sole responsibility of the proposer. Late proposals will not be considered for a grant award. The LCCL reserves the right to determine the timeliness of all proposal submissions.

B. Bidder’s Conference Schedules

Bidders’ conference sessions are scheduled according to the schedule below. During the bidders conference session, Latino Coalition staff will review the RFP process with attendees and respond to questions regarding the requirements of the RFP. Prospective bidders should attend.

Date	Target Area	Time	Location
November 26, 2018	Denver and Colorado Springs metro areas	2:00 p.m.	See www.latinocoalition.org CO Victims Services webpage
December 5, 2018 or December 6, 2018	Denver and Colorado Springs metro areas	6:00 p.m. 10:00 a.m.	See www.latinocoalition.org CO Victims Services webpage

A workshop for interested parties will be held on the **December 1, 2018 in Denver and December 8, 2018 in Colorado Springs. Both workshops will be held from 10:00 a.m. to 2:00 p.m.** Participants should register for the webinars on LCCL’s website. The workshop will provide an opportunity to proposers to receive one-on-one guidance concerning questions on the RFP, eligibility and basic program design. Please see LCCL’s website for the location and registration. Questions regarding the proposal may be submitted in writing to the LCCL up to 12:00 p.m. MT on December 20, 2018. The LCCL will respond to questions in writing and post FAQs and responses on the LCCL website at www.latinocoalition.org CO Victims Services webpage.

C. Responsibilities of Grantee

- Complying with all terms and conditions of agreements for the delivery of services.
- Cooperating with the LCCL, Colorado Department of Public Health and Environment, and others in the development and implementation of the local project.
- Cooperating with other funded grantee service provider.
- Ensuring that the services provided are readily accessible to the individuals to be served.
- Ensuring that the program is fully staffed with qualified individuals.
- Administering all funds paid to the program.
- Collaborating with Organizations identified in the proposal.
- Timely, consistent and accurate data entry of all related program activities.
- Reviewing and submitting all requested reports to the LCCL in a timely manner.
- Providing services to individuals eligible for participation in the program.
- Coordinating with the LCCL and partners in program design, implementation and capacity building/staff development, and ensuring the program meets performance outcomes.

D. Funding Requests

The LCCL will determine funding amounts based upon the score and rank of proposals and on the availability of funds. **All grantees are required to allocate 1.5% specifically for organizational capacity building activities and travel expenses related to CDPHE and LCCL required meetings and trainings. These amounts may be modified if an award is issued to reflect defined capacity building needs and more accurate travel expense projections.**

E. Selection of Grantee Service Providers

1. A primary consideration in selecting organizations to deliver services will be an evaluation of the proposer's ability to provide the services proposed. Key factors in this evaluation will include:
 - A clear and detailed program design tailored to traditionally underserved victims including people of color, men and young adults. The program design takes into account that CCVS is a voluntary program and participants cannot be mandated to participate. Proposers should create programming, strategies and approaches that engage participants in a way that services are found to be of value and interest in a respectful, culturally responsive, gender responsive, and trauma informed environment.
 - Applicants' willingness to attain, track, and report performance as required by the CCVS program performance indicators;
 - Experience in collaboration and integration of services;
 - History of service with the target population or like populations with similar needs and characteristics;
 - Ability to effectively attain project outcomes and goals;
 - Staff qualifications;
 - Cost reasonableness;
 - History of serving target area proposed;
 - Established relationships with key partners and history of collaboration/service integration;
 - Management and oversight.
2. Funds provided under project should not be used to duplicate services. Recognizing the limitations of the project's resources, applicants should develop a system-wide approach that maximizes the available resources and provides a comprehensive array of services responsive to the unique needs of participants within the target area.
3. Funding determinations will be made through this competitive procurement process and shall include:
 - (a) Determination of the ability and capacity of the proposer(s) to meet program design specifications to accomplish the purpose of the project and,
 - (b) Service provider awarded funds shall be subject to all applicable federal, state, and local policies and regulations.

F. Evaluation Factors

Proposals will be evaluated in the following categories:

Demonstrated History and Ability to Meet Performance Measures (20 Points)

This category will evaluate the proposers' experience in providing services, demonstrated ability to meet performance measures and grant requirements, and historical attachment to target area proposed.

Program Design (25 Points)

This category will evaluate how clearly the proposal addresses services as required in this RFP. Proposers should articulate how the activities will help achieve the desired results with respect to the performance measures.

Data Tracking and/or Case Management & Performance Metrics (20 Points)

This category will evaluate the proposing organization's ability to provide data tracking and/or case management services. Service tracking and data entry is required to effectively administer and document the needs, status, progress and results of the activities and services being provided to participants enrolled in the project. Case management is one method for accomplishing this goal. Case management is a collaborative process that includes the participant in assessing needs, planning, coordinating activities and resources, and providing follow-up services to meet an individual's or family's needs to promote the attainment of the individual's or family's goals as well as program performance metrics.

Cultural/Target Population Competency (25 Points)

This category will evaluate the accessibility of proposed programs and the proposer's experience working with the target or similar populations.

Program Cost (10 Points)

This category will evaluate the cost of the proposed program to determine if it is fair and reasonable based on program services and/or historical data, and the degree to which expenditure of funds relates to performance measures. Budgets will be reviewed for accuracy and completeness. Additionally, all proposals will be reviewed for costs that are reasonable, allowable, necessary, fully justified, and competitive as measured by the review of the line item budget, the program design, and comparison to proposals similar in target area or scope.

G. General Proposal Conditions

The program narrative, budget and budget narrative forms in which proposals are to be submitted are included separately. Proposals that do not conform to these formats may be rejected by the LCCL.

The applicant understands that by submission of a proposal, all specifications required in the RFP and described in the proposal along with any agreed upon modifications become part of a memorandum of understanding (MOU) for provision of services should a grant be awarded.

Services representing target areas throughout the proposed locations are a consideration in selecting service providers. Proposals submitted in response to this solicitation are not legally binding.

H. Oversight Requirements

The LCCL will conduct a financial monitoring review and program review of all grant awards at least quarterly. They may be more frequent based on performance issues or concerns. Grantees agree that all records related to the LCCL grants will be available for monitoring. Grantees will submit audit financial reports to the LCCL within 30 days of issuance by their auditors.

I. Negotiations Process

The LCCL reserves the right to negotiate funding all or portions of a proposal and/or require that one proposer collaborate with another for the provision of specific services, either prior to execution of an MOU or negotiated at any point during the MOU performance period.

J. Costs Incurred by Proposers

All costs of proposal preparation and submission shall be borne by the proposer. The LCCL and CDPHE shall not, in any event, be liable for any pre-award expenses incurred by proposers in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget. Furthermore, agreements to pay grant writers a percentage of the award amount, retainer, or similar compensation for proposal preparation and submission are not allowable.

K. Accuracy and Completeness

The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation, or falsification of any information, may result in disqualification from the grant either pre or post award.

L. Withdrawal of Proposals

Proposals may be withdrawn by written request of the authorized signatory on the proposer's letterhead at any time. Once withdrawn, they may not be reconsidered.

M. General Reservations

The LCCL reserves the right to extend the submission deadline in part or total, if such action is in the best interest of the CCVS program. In the event the deadline is extended, proposers have the right to revise their proposals.

- The LCCL makes no representation that any award will be awarded to any offer responding to this RFP.
- The LCCL reserves the right to request additional information or documentation.
- Proposals shall be reviewed and rated as submitted. The proposer may not make changes or additions after the deadline for receipt of proposals.
- The LCCL reserves the right to verify all information in the proposal. If the information cannot be verified the LCCL reserves the right to reduce the rating points awarded or disqualify the proposal.

N. Standing of Proposer and Staff/Volunteers

Regardless of the merits of a proposal submitted, a proposer may not be recommended for funding if it has a history of MOU/contract non-compliance with similar organizations or any other funding source, poor past or current MOU/contract performance with the LCCL or any other funding source, or current disputed or disallowed costs with the LCCL or any other funding source. Proposers must also submit the following documentation as follows:

- If the proposer is a nonprofit organization, provide a Certificate of Good Standing from the Colorado Secretary of State and a IRS Determination Letter stating non-profit status as well as proof of professional licensure if required for specific services proposed.
- If the proposer is regulated by the Department of Regulatory Agencies, provide documentation that validates it is an eligible entity and in good standing. If the applicant has been subject to discipline by DORA or the regulating Board, provide documentation of such discipline along with an explanation of how the applicant has rehabilitated the underlying conduct subject to the disciplinary action.
- If the proposer is a school, provide documentation that the entity is in good standing with its authorizing or regulatory authority such as the Colorado Department of Education or Colorado Division of Private Occupational Schools
- All grantee employees, contractors, and volunteers that directly serve participants funded under this grant program must go through a criminal background check as a requirement of CDPHE.

O. Failed Competition

The LCCL reserves the right to reject any or all proposals that are not responsive to the specifications of this RFP. Competitive negotiation requires that at least two responsive proposals for the same scope of work and target area must be received in response to the RFP. A competition is considered failed if only one responsive proposal is received. If in whole or part a competition has been declared failed, the LCCL then has the option to re-compete the procurement or enter into a "sole-source" procurement.

P. Grantee Policies

Organizations that are selected for funding will then engage in award negotiations with the Latino Coalition staff. In order for MOUs to be executed, certain requirements must be met which include but not limited to:

- (1) All grantees must be able to commence operation upon execution of the MOU but no later than March 1, 2019 unless otherwise noted.
- (2) Grantees shall be required to maintain at all times during the term of this MOU insurance in the following kinds and amounts; commercial general liability insurance coverage (\$1,000,000 each occurrence, \$1,000,000 general aggregate, \$1,000,000 products and completed operations aggregate and \$50,000 any fire); automobile liability insurance (\$1,000,000 each accident, combined single limit); workers' compensation coverage as required by state statute for paid positions; fidelity bond coverage (\$100,000) and professional liability insurance, if applicable, (\$1,000,000) before first CCVS grant reimbursement.
- (3) The Latino Coalition for Community Leadership and the State of Colorado shall be named as additional insured on the Commercial General Liability and Automobile Liability (if any) insurance policies. **The insurance policies must include a clause stating that each carrier will waive all rights of recovery, under subrogation or otherwise, against the State of Colorado, its agencies, institutions, organizations, officers, agents, employees and volunteers.**
- (4) Grantees shall use its best efforts to meet the planned participant objectives, program goals, and if applicable, document the delivery of services and outcomes. The LCCL reserves the right to review performance relative to compliance or performance measures, and if the grantee is deemed to be non-compliant then the LCCL may reduce, rescind or withhold funding from the grantee.
- (5) Grantees must agree to use the LCCL database and send appropriate program staff to grantee meetings, trainings and capacity building events.
- (6) Grantees will be reimbursed for actual and necessary costs incurred while operating the program, providing the organization can certify that costs charged are reasonable and necessary.
- (7) Grantees must obtain written permission from the LCCL before any purchase of equipment costing over \$5,000 is made with grant funds. Since any equipment costing \$5,000 or more purchased with the CCVS grant funds requires prior written approval.
- (8) The State of Colorado, specifically the Colorado Department of Public Health and Environment, shall be the owner of all equipment defined by Federal Accounting Standards Advisory Board (FASAB) Generally Accepted Accounting Principles (GAAP) purchased under this grant. At the end of the term, the State shall approve the disposition of all equipment.
- (9) Grantee's personnel policies shall be available in written form upon request. The grantee shall maintain written detailed job descriptions for each staff position funded under this grant to assist in substantiating claims for payment of staff salaries.
- (10) Grantees will allow its programs and fiscal records funded by the CCVS project to be monitored or audited by LCCL staff or CDPHE.
- (11) Grantees certify that, under the LCCL grant award policy, costs charged under the agreement are reasonable and necessary with respect to the cost of providing services/training and at no time will payments to the grantee exceed the actual costs of the program.
- (12) Grantees shall utilize established coordination procedures and reasonable safeguards to prevent duplication of services and prevent the duplication of program charges to multiple funding sources.
- (13) Grantees will not require participants to pay for, apply for a loan or incur personal debt to participate in the program.
- (14) All performance results shall be reported to the LCCL using the appropriate web-based data system as soon as possible after attainment.
- (15) Grantees shall provide the full range of training and services described in their proposal and MOU.
- (16) Information concerning participants is confidential. Except as provided by law, no information in possession of the grantee about any individual participant shall be disclosed in a form including identifying information without the prior written consent of the participant, a minor's guardian, or the State. HIPAA compliance is required for any medical and behavioral health services. Confidential information is not available to the public and the organization must protect it from loss, unauthorized use, access, disclosure, modification, and destruction. Information in electronic format must be maintained in such a way that unauthorized persons cannot obtain the information by computer, remote terminal, or other means.
- (17) An authorized official of the organization must sign the proposal.

- (18) All grantees ensure, by signing the MOU, that the negotiated price or services provided in the MOU cannot be changed without Latino Coalition approval and written modification to the MOU. All requests for modification must be submitted to the Latino Coalition with written justification.
- (19) Grantees agree to a record retention period of 6 years after following termination of the MOU as required by the State.
- (20) Grantees shall indemnify, save, and hold harmless the State, its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees and related costs, incurred as a result of any act or omission by grantee, or its employees, agents, subcontractors, or assignees pursuant to the terms of the MOU.

V. Proposal Checklist

The following documents must be included with the submission of your proposal.

Checklist Item	Check Or NA
<i>Complete CCVS Proposal (2 hard copies, 1 electronic copy on CD or thumb drive)</i>	
<i>Complete CCVS Budget & Budget Narrative for both grant cycles (2 hard copies and 1 electronic copy on CD or thumb drive)</i>	
<i>IRS 501(c)(3) Non-Profit Determination Letter (for non-profits)</i>	
<i>Colorado Secretary of State Organizational Certificate of Good Standing (for non-profits)</i>	
<i>Provide documentation that the entity is in good standing with its authorizing or regulatory authority such as the Colorado Department of Education or Colorado Division of Private Occupational Schools (for schools)</i>	
Proof of Professional Licensure (if required for services specified in proposal) including an explanation of any discipline	
OPTIONAL: Supporting Documentation (maximum of 5 pages, single sided) This may include supporting information such as references, resumes, performance data, and other materials referenced in the proposal. Supporting documentation is optional but if submitted must be clearly marked and organized.	
Please use font size 10 or greater and responses to the proposal form maximum of 18 total pages single sided (not including attachments or optional supporting documentation)	

NOTE: Required documents not received with a timely proposal will be deemed incomplete. Incomplete grant packages will not move forward in the scoring process and be disqualified. Please ensure your grant application is timely and complete.

