



Community Crime Victim Services Grant Program Supporting Interventions Request for Proposal (RFP) Guidance

I. Purpose

The Community Crime Victim Services (CCVS) grant program was created by the Colorado General Assembly through House Bill 18-1409. The purpose of the CCVS grant program is to reach populations of crime victims that are hard to reach through the current victims' services model, 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 for grantees. 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 was divided into two distinct yet highly interrelated approaches, Supporting Interventions and Direct Services (under a separate RFP).

This Supporting Interventions aspect of the CCVS grant program is aimed at broader approaches that promote innovation in the field of victim services and related service delivery.

Of particular interest is the desire to identify, develop and/or support new models or approaches that engage historically underserved populations. This RFP may make one award. Supporting Interventions strategies may include any combination of:

- Research, surveys, focus groups or reports which may include a literature review and/or promising practices.
- Build foundation for further research topic exploration, recommendations for training individuals or agencies engaged in service delivery.

The list of strategies noted above are not exhaustive but provide examples of the types of Supporting Interventions sought. The term of this grant is only six months and all work must be completed by June 30, 2020 (see Section II.A for further details on the grant timeline). For this reason, successful proposers will demonstrate a scope of work that can be reasonably accomplished within this timeframe without extensions.

Parties interested in submitting a proposal must qualify as one of the following entities 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.

The Supporting Intervention grantee will provide services and activities consistent with the strategies noted above. It is useful for Supporting Interventions Proposers to take into account the scope of services under the CCVS Direct Service Request for Proposal. These grantees provide direct services to crime victims, victim's family and other interventions that are intended to reduce repeat victimization, with a particular emphasis on historically underserved populations.

II. Key Elements

A. Grant Funding and Target Area

This RFP covers a very short period (six months) of the current fiscal year. This is a one-time grant award and all work must be completed by June 30, 2020 to run concurrent to the State of Colorado fiscal year starting July 1 and ending on June 30 of the following year (June 30, 2020). Anticipated grant award range \$ 100,000 - \$ 150,000.

B. Overarching Goals

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

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

Supporting Interventions Proposers should emphasize how the activities and deliverables proposed promote, develop, strengthen or enhance successful attainment of these goals with specific attention to reduce the risk of repeat crime victimization in historically underserved populations, namely people of color, men, and young adults.

C. Organization Preference Criteria

The CCVS grant program is intended to support a community-based, public health approach (meaning, the health, safety and well-being of entire populations) that can strengthen the current victims' services model and 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 outside of the current victim's services model,
- Demonstrates a history or strong likelihood of achieving deliverables and compliance,
- Be able to develop and maintain productive and collaborative partnerships with stakeholders such as other grantees, community and faith-based organizations, criminal justice system, victim services providers 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 meetings conducted or sponsored by the CDPHE or LCCL,
- Agree to perform timely data entry or reporting on activities, deliverables and fiscal matters related to the grant, and
- Agree to having staff, volunteers or contractors submit to a criminal background check.

D. Amount of Awards

The estimated grant amount that will be awarded is noted in I. A. If a Supporting Interventions Grantee is a good performer but not meeting all the required deliverables, the grant award could be reduced. In such a case, the unallocated funding may be provided to other CCVS Supporting Interventions or Direct Service grantees based on performance. 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.

E. Number of Awards

It is anticipated that one grant award will be made. 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 6 months from the date of a fully executed Memorandum of Understanding (MOU) not to exceed June 30, 2020. The anticipated date of distribution of grant awards is January 15, 2020 with an end date on June 30, 2020. 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	December 4, 2019
Bidders' Conferences See Section IV B.	See date and times below
Proposals Due	December 31, 2019
Grantees Notified of Award	January 6, 2020
Memorandums of Understanding Issued	January 7, 2020
Grant Disbursement Begins	January 15, 2020
Grantee Trainings	January 15 -31, 2020
Grant Completion	June 30, 2020

Bidders conferences will be offered on the following dates:

December 10, 2019 at 3:30 p.m. Register Here

<https://zoom.us/meeting/register/u5YscemsqTwobNu2S5teT2u7w32MSc6UQg>

Wednesday, December 11, 2019 6:30 pm. Register Here

<https://zoom.us/meeting/register/tJwrc--uqDwqwXxgkEGrztdRiUUml9MIw>

Please visit LCCL's website to register for the webinar. Questions regarding the proposal may be submitted in writing to the LCCL up to 12:00 p.m. MT on December 20, 2019. 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.

H. Organizational Commitment

All Supporting Interventions Grantees must demonstrate their commitment to:

- Participate in a partnership development between Direct Service Grantees, CDPHE, LCCL and other stakeholders.
- Be accountable for effective delivery, tracking and reporting of deliverables and activities.
- Use of data systems provided by the LCCL for tracking deliverables, activities and fiscal matters relating to the CCVS grant or other method approved by the LCCL.

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 may be performed via online webinar. 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.

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 1/6 of the grant award amount upfront. Supporting Interventions 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 and given the short timeframe such requests will likely not be approved.
4. 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 staff to ensure program compliance, LCCL fiscal staff will review project expenses on a monthly basis and the LCCL Program Manager 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.**
5. 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. Purpose

This grant program serves to provide a community-based, public health approach that can supplement current victims' services. The purpose of the grant program is to reach populations of crime victims that are hard to reach through the current victims' service, particularly historically underserved populations, namely people of color, men, and young adults and to reduce the risk of repeat victimization. With this in mind, Supporting Interventions Proposers should consider that although their work may not directly interact with crime victims or their immediate family, victims and/or the community providers that provide services to them, they should be the ultimate beneficiary. Additionally, given the desire to understand the complexities of repeat victimization, supporting intervention strategies that work to address these issues are highly desirable.

It is anticipated that a substantive portion of deliverables and activities provided by Supporting Interventions Grantees will more directly interact with, provide support to and build the capacity of Direct Service Grantees and the broader field of victims' services. Nonetheless, for clarity on the definition of the ultimate beneficiaries, 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 collaborative approach in the strategies considered. *Overall, the CCVS grant program is inclusive of both the Supporting Interventions and Direct Services grantees. It is desired that together, the combined efforts provide tangible and immediate application of strategies that increase the success of crime victims in responding to and overcoming the traumatic and often destabilizing impacts of crime victimization or reduce the risk of repeat victimization.*

B. Qualities of Successful Proposer's Offerings

The LCCL is seeking Supporting Interventions Proposers that reflect the ability to successfully meet the requirements of the CCVS grant program. To be selected, a proposer must demonstrate competency and persuasive rationale for the research/strategies offered to be completed within six months. It is anticipated that successful Proposers will include research /strategies that engage or strengthen cultural and gender responsiveness as well as trauma-informed services that address the unique needs of crime victims. Additionally, Proposers will need to offer strategies that expand beyond the current crime victim services model. As such, considerations should include;

- Research and strategies that address factors that influence a person's vulnerability to repeat victimization in historically underserved populations and communities.
- Research and strategies regarding what is needed to avoid or interrupt cycles of repeat victimization.
- Research and strategies regarding effective intervention to help traditionally underserved populations (especially young men of color) to heal and rebuild their lives.

- Strategies aimed at building the individual and collective capacity of CCVS Direct Service Grantees or the broader victim service field to reduce or alleviate the impacts of repeat victimization.

C. Communities to Be Served

Current CCVS grantees are located in and serve the Denver and Colorado Springs metro areas. Under this RFP, Proposers do not have to be located in these areas but must be able to effectively perform the activities in their proposal.

D. Target Audience

Supporting Interventions Proposers target audience are the CCVS Direct Services Grantees and broader field of victim services stakeholders. Strategies that address crime victims directly may also be included. Proposers may choose the degree of emphasis on the target audience for the strategies offered. Merit of the proposals received will be strong factors in determining awards.

F. Deliverables

Proposers must clearly articulate substantive and measurable deliverables for the major activities proposed. Proposers must also include how and at what points deliverables will be measured. Additionally, Proposers must relate how and to what extent the deliverables contribute the overarching goals reiterated below.

- Provide culturally relevant and trauma informed crime survivor services through a delivery model that is accessible to historically underserved crime survivors.
- Increase awareness of and access to crime survivor services, with an emphasis on historically underserved populations.
- Reduce the destabilizing effects of trauma and other negative consequences resulting from victimization or repeat victimization with an emphasis on historically underserved populations.

G. Supporting Interventions

There are four main categories of services identified below, each with many different sub-services. ***The supportive interventions listed are not meant to be exhaustive but provide examples. It is intentionally left broad to leave room for innovation and creativity in developing effective supporting interventions beyond the current victim services model.*** It is the Proposer's responsibility to persuasively articulate a supporting interventions design and strategies that meets the purpose and goals of this grant program.

1. Research and strategies that address factors that influence a person's vulnerability to repeat victimization in historically underserved populations and communities.
2. Research and strategies regarding what is needed to avoid or interrupt cycles of repeat victimization.
3. Research and strategies regarding effective intervention to help traditionally underserved populations (especially young men of color) to heal and rebuild their lives.
4. Strategies aimed at building the individual and collective capacity of CCVS Direct Service Grantees or the broader victim service field to reduce or alleviate the impacts of repeat victimization.

Proposers are not expected to provide all activities and deliverables on their own. Partnerships, collaboration and sub-contracts are allowable. However, the grantee will remain responsible for ensuring timely completion of all deliverables proposed by June 30, 2020.

IV. General Information

A. Deadline for Submission of Proposals

In order to be considered for funding, the **proposal, budget and budget narrative must be electronically submitted through Submittable (instructions follow) no later than 5:00 p.m. MT, on December 31, 2019.** , Submission of proposal documents via email is not acceptable and will be rejected.

Submittable:

- Create an account (email required) at <https://latinocoalition.submittable.com/submit>
- Search for “Community Crime Victim Services (CCVS) Supporting Interventions RFP Application”
- Complete all required fields in the grant application and submit no later than 5:00 p.m. MT on December 31, 2019.

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. Responsibilities of Grantee

- Complying with all terms and conditions of agreements for all deliverables.
- 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 providers.
- 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.

C. Funding Requests

The LCCL will determine funding amounts based upon the score and rank of proposals and on the availability of funds. **Costs should be reasonable and necessary to the performance of proposed deliverables.**

D. Selection of Grantee Service Providers

1. A primary consideration in selecting Supporting Interventions grantees will be an evaluation of the proposer's ability to provide the deliverables offered. Key factors in this evaluation will include:
 - A clear and detailed proposal tailored to the CCVS program particularly where strategies effectively address traditionally underserved victims including people of color, men and young adults.
 - Activities, strategies and approaches that engage CCVS stakeholders in a way that demonstrates valuing cultural responsiveness, gender responsiveness and practicing trauma informed care.
 - Applicants' willingness to attain, track, and report activities, and measurable deliverables offered by Proposer and accepted by the LCCL;

- History and experience providing like deliverables for similar victim needs and characteristics of the underserved population;
 - Ability to achieve deliverables and contribute to the C CVS overarching goals;
 - Staff qualifications;
 - Cost reasonableness;
 - Management and oversight.
2. Funds provided under project should not be used to duplicate efforts. Recognizing the limitations of the grant program's resources, Proposers should develop an approach that maximizes the available resources and provides a comprehensive array of activities responsive to the unique needs of the C CVS grant program.
 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.

E. Evaluation Factors

Proposals will be evaluated in the following categories:

Demonstrated History and Ability (20 Points)

This category will evaluate the proposers' history and/or experience in providing like activities, ability to meet deliverables and comply with grant requirements.

Supporting Interventions Activities & Design (35 Points)

This category will evaluate how clearly the proposal addresses supporting interventions as requested in this RFP. Proposers should articulate how the activities and associated deliverables achieve the desired results with respect to the overarching goals (II. B.) and qualities of successful offerings (III.B.). Deliverables should be specific, measurable, achievable, relevant and time bound.

Cultural/Target Population Relevance (30 Points)

This category will evaluate the applicability, accessibility and value of proposed deliverables and the proposer's experience providing like deliverables (or the ability to effectively do so if proposed services are considered new or developmental in the field of victims services) for 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.

Tracking, Reporting and Management of Deliverables (5 Points)

This category will evaluate how clearly the proposal articulates processes/methods that promote tracking of proposed activities, reporting on fiscal expenditures and deliverables as well as the overall management of deliverables to ensure timely completion and effective delivery.

F. General Proposal Conditions

The program narrative, budget and budget narrative forms in which proposals are to be submitted as directed in IV A. Deadline for Submission of Proposals noted on above. 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.

G. 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.

H. 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.

I. 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.

J. 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.

K. 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. Withdrawn proposal, in whole or part, will not be returned to the Proposer.

L. 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.

M. 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 interact with participants under this grant program must go through a criminal background check as required by CDPHE.

N. 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-competes the procurement or enter into a "sole-source" procurement.

O. 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 January 7, 2020 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. These should be minimized.
- (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 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 in Submittable</i>	
<i>Complete CCVS Budget & Budget Narrative in Submittable</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.	

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.