Transforming Safety Grand Junction
Grant Request for Proposal Guidance
Program Year 2022-2023

I. Purpose & Background

The Colorado General Assembly created the Transforming Safety program through legislation in 2017 and expanded it in 2021 to include Grand Junction. The Transforming Safety program supports community development through a grant and small business loan program. The program uses a new safety framework that focuses on preventing crime in the first place by; (1) Focusing on community and economic development in specific neighborhoods more impacted by crime and justice system involvement, (2) Empowering local community members to identify priorities and solutions, (3) Providing funding to the community and (4) using a private sector approach that braids both nonprofit and for-profit strengths.

The program will operate in Grand Junction and unincorporated areas of Mesa County. The community will receive a total of $579,830 each year in grant funds for up to two years. Funding for subsequent years will be determined by the Colorado General Assembly. It is expected that a minimum of 3 and maximum of 4 grant awards will be made with an expected grant of $144,957 per award. You can find more information on Transforming Safety at www.transformingsafety.org. These guidelines apply to the grant program only.

The Transforming Safety legislation created four broad areas for the grant program. These were based on research about how to make communities safer.

1. Academic Achievement
2. Community-Based Direct Services
3. Neighborhood Connections
4. Increasing the Safety and Usability of Common Outdoor Spaces

The legislation also called for the creation of a Local Planning Team (LPT) in Grand Junction. The LPT met five times in early 2022. Team members looked at information and community needs. They brought their knowledge and experience as community members. The LPT had two primary responsibilities:

● Define the boundaries for Grand Junction Transforming Safety grant program and,
● Create specific grant priorities based on at least one of the four grant program areas noted above.

The Latino Coalition for Community Leadership (LCCL) is a 501(c)(3) nonprofit organization. Through a competitive RFP process, the Department of Local Affairs (DOLA) selected the LCCL as the "third-party administrator" for the Grand Junction Transforming Safety program.

The LCCL has been providing technical assistance, capacity building and data evaluation for the current Transforming Safety program since 2017. You can learn more about the LCCL at http://www.latinocoalition.org.

All grant applications will come to the LCCL. The LCCL will review all of the applications along with one local Grand Junction community member. The LCCL will make grant recommendations to the Department of Local Affairs (DOLA) and they will make final grant decisions.

II. Key Elements

A. Target Area and Grant Funding

The Grand Junction LPT chose to define the boundary as **"The City of Grand Junction and any unincorporated area of Mesa County".** Proposers must work in this area to apply for a Transforming Safety grant and the Transforming Safety funds can only be used for the work within the boundary, serving those that reside in the boundary. The LPT created four specific grant priority areas noted in the Program Emphasis section below. Only groups that advance these priorities can apply for a grant.

The community will receive a total of $579,830 each year in grant funds for up to two years. Funding for subsequent years will be determined by the Colorado General Assembly.

B. Priority Areas

The priority areas were determined by the Local Planning Team and focus on the Academic Achievement and Community and Community-Based Direct Services as shown in Part F. below.

C. Organization Preference Criteria

Preferred organizations will posses the following attributes:

- 501(c)(3) nonprofit organizations (must be registered and in good standing with the IRS and the Colorado Secretary of State or have a fiscal sponsor that is registered and in good standing with the IRS and the Colorado Secretary of State), unit of local government, or a school (public, private or charter).
- Have demonstrated experience working in and with the community the organization proposes to serve,
- Agree to participate in the technical assistance, capacity building and trainings conducted or sponsored by the LCCL,
- Agree to provide timely reports (i.e. quarterly) to the LCCL for DOLA's review and approval.
- Agree to perform timely (i.e. weekly) data entry into the organization's data system. If the organization does not have a data system the LCCL will provide a customized data system specifically for the purposes of the funded Transforming Safety program.

D. Grant Award Amount

The anticipated grant award amount is $144,957. The LCCL may award more or less than the anticipated grant amounts based on the proposer's requested budget amount, proposal scores, and

recommendations by the grant reviewers. **The LCCL strongly suggests that proposers budget to the expected grant award amount of $144,957**. Proposers may only submit one grant submission per priority area and it is not expected that a successful proposer will receive more than one grant award.

E. Number of Awards

It is expected that for FY 2022-2023 there will be a minimum of 3 and maximum of 4 grant awards. If non-responsive, non-competitive or no proposals are received the LCCL may increase the grant award amount, re-compete the grant or enter into sole source process as noted in Part O. of this document.

F. Length of Grant Period

The grant funding is intended to cover a 24-month period and will be divided into two 12-month periods. Year-to-year funding is dependent upon grantee performance and compliance. A Memorandum of Understanding (MOU) may be terminated for consistent poor performance or non-compliance. Prior to the start of a new program period Grantees will submit a new budget and updates to any program component that differ from the proposal for the review and approval of the LCCL. The anticipated program performance periods are May 1, 2022-April 30, 2023 and May 1, 2023-April 30, 2024. ***Important to Note: The Colorado General Assembly will need to appropriate funds for subsequent years. In the past, the LCCL has seen gaps in funding given the state fiscal year (July 1st -June 30th) differ from the program performance periods noted previously. The LCCL has observed 3-4 month gaps (i.e. May 1st-August 15th) in funding due to this. The LCCL strongly encourages Transforming Safety Grantees to begin thinking how they will address this if continued funding is authorized by the Colorado General Assembly. It's also important to note that due to state fiscal rules if any additional funding is awarded for a new performance period, it cannot be used for expenses prior to the date of the award.***

G. Timeline

Activity	Date
Request for Proposal Released	Feb. 14, 2022
Proposers' Conference (via Zoom)	Feb 28, 2022 at 9:30am-10:30am and 6:00pm-7:00pm
Proposer's TA Open Workshop	March 5, 2022
Proposals Due	**April 6, 2022 at 4:00pm MST**
Award Notification	April 29, 2022
MOU Issued	May 2-May 6, 2022
Grantee Onboarding & Training Begin	May 2, 2022
Grant Disbursement	by May 13, 2022

H. Organizational Commitment

All Transforming Safety grantees must demonstrate commitment to:

- Ongoing organizational or programmatic improvement by participating in training, technical assistance and capacity building;
- Participate in a partnership development process with the LCCL and other Transforming Safety grantees;
- Be accountable to performance standards;
- Use of, and fidelity to, the program's data management system. Meaning timely and accurate data entry into the system the grantee uses to track target population demographics, outputs/activities/services, outcome/impact and performance measures. The most successful Transforming Safety grantees develop a proficiency in case management to track such information.
- Willingness to learn, collaborate in multidisciplinary teams and be flexible while adjusting to lessons learned from implementing the Transforming Safety program in Grand Junction.

I. Request for Proposal (RFP) Questions

For general questions regarding the Latino Coalition for Community Leadership, the Transforming Safety program, or this request for proposal process please email:

Mason Morales
Program Coordinator
Latino Coalition for Community Leadership
mason@latinocoalition.org

Inquiries already addressed in the Proposer's Conference recording or posted FAQs may not be individually responded to.

J. Distribution of RFP

RFP documents will be made available and distributed in electronic format only. Proposers are encouraged to frequently check the TS-GJ webpage on the LCCL website at www.latinocoalition.org/ts-gj.   Proposers can also check this page for program updates, clarifications and FAQs.

Two virtual Proposers' Conferences are scheduled for February 28, 2022 from 9:30am-10:30 am MST and again from 6:00pm-7:00pm MST. Registration for the Proposers' Conference is required and can be accomplished by clicking HERE and scrolling towards the bottom of the page or going to the Transforming Safety RFP webpage on the LCCL at www.latinocoalition.org/ts-gj.

K. Award Distribution & Unallowable Expenses

Conditions for granting include the following:

1. No granting will occur until the MOU has been executed and all required information is received by the LCCL;
2. Grants will be awarded on a cost-reimbursement basis. In addition, grantees may request advance up to one-month (1/12) of the grant award amount upfront to assist with cash flow. Grantees must submit documentation of allowable costs on a monthly

basis. Disallowed costs are the responsibility of the grantee. 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. The Department of Local Affairs may provide guidance as applicable;

3. Any equipment with a per unit acquisition cost of $5,000 or more, and a useful life of more than one year must have prior written approval from the LCCL. Substantial justification will be required for any such requests. The LCCL will have the right to determine the disposition of any such equipment during the program or upon termination of the MOU;

4. Grantees must keep the data system used for their funded program up-to-date with information concerning enrolled participants and program activities, services and outcomes. This is essential and other data systems or data sets will not serve as a substitute;

5. LCCL staff will meet and work with grantees on a regular basis. LCCL staff will work with grantee program staff to ensure program compliance, the LCCL Director of Fiscal Management and Learning will review program expenses on a periodic basis and the LCCL program staff will review program performance, spending patterns and data entry compliance on a regular basis. It is important to note that the goal is to strengthen grantee performance and compliance and should be seen as a positive experience.

Transforming Safety grant funds cannot be used for the following:

1. Capital campaigns
2. Building endowments or reserve funds
3. Membership campaigns
4. Special events, sponsorships
5. Retroactive funding (expenses incurred prior to the effective date on the MOU)
6. Debt retirement
7. Grants to individuals
8. Conferences, symposia, and travel unrelated to the Transforming Safety grant activities.
9. Grants that further political doctrine or religious activities. Transforming Safety grants can be made to religious organizations. Funds cannot be used to proselytize, evangelize, or otherwise attempt to spread a particular religious belief. This includes requiring program participants to participate in religious services or activities.
10. Alcohol
11. Abortions

III. RFP Information

A. Program Goals

The overarching goal of the Transforming Safety program is to reduce crime and/or recidivism.

B. Proposer Guidance

The Transforming Safety program is seeking organizations that reflect the ability to successfully provide services that align with the priority area selected and meet or exceed the associated outcome measure(s). Traits of successful grantees under the Transforming Safety program include;
● Strong attachment to the local community and target population.
● A clear and consistent method of assessing participant needs and engaging

participants in a manner that includes their goals.
- An engaging program design that attracts target population enrollment and active participation.
- Case management services provided in a safe and supportive atmosphere that offers participants frequent opportunities for positive interactions.
- A strength-based approach to the provision of services that focuses on the assets of participants as well as barriers to achieving success.
- Programs that recognize the limitations of the program's resources and form linkages and collaborative relationships with other entities that possess expertise and resources relevant to the needs of participants.
- A focus on timely, consistent and accurate data entry.
- Using both fiscal and program data reports, participant input and other feedback loops that enhance program design to promote the goal, objectives and outcomes of the funded Transforming Safety program.

C. Individuals Eligible to Be Served

Individuals who meet the definition for the given priority area are eligible to be served. Proposers may offer additional eligibility criteria but please keep in mind the intent of the Local Planning Team was to make eligibility as broad as reasonably possible for the given priority area. Added criteria may be a point of negotiation if selected for grant award consideration.

D. Target Population

The target population for each priority area is clearly defined in the section below. The definition of the target population may not be expanded.

F. Priority Areas, Target Groups and Outcome Measures

A proposer may choose one, and only one, priority area per proposal. A proposer may elect to submit more than one proposal if they wish to address more than one priority area. However, it is highly unlikely that a proposer will receive more than one grant award. The priority areas and associated target populations were determined by the Grand Junction Local Planning Team. The LCCL established core outcome measure(s) for each priority area. At a minimum, grantees will be measured on the required outcome measure(s) within the chosen priority area. The outcome measure(s) will be the core measures reported to DOLA and the Colorado General Assembly. A proposer may choose to include additional outcome measures, which is encouraged, but such measures will not replace or serve as a substitute for the core outcome measure(s). The table below provides a detailed statement of each performance measure. Please note that the order the priority areas are listed in do not indicate preference, it is merely organized in that order.

Priority Area 1: Decrease adult recidivism through employment, housing support, basic needs and mental health support.

Target Population 1: Adult will be defined as a person 18 years of age or older that is or has been under diversion or criminal supervision of any kind and services may include family members to support the goals of the adult.

Outcome Measure 1: All Grantees will report on the first measure shown below and any of second measures that apply given the program design.

1. 70% of program participants have <u>not returned</u> to incarceration while in program.
2. Based on program, choose the following additional outcomes that apply:
    a. Employment-based Program:
        i. 70% of program participants have obtained paid employment or started a business or completed a recognized occupational training/apprenticeship program.
    b. Mental Health-based Program:
        i. 70% of program participants with mental health needs get access to mental health support.
    c. Housing-based Program: 70% of participants will successfully obtain and maintain stable housing while in program

Priority Area 2: Increase access to services and opportunities to support academic engagement, educational achievement, and post-secondary/vocational training to decrease youth involvement with the criminal justice system.

Target Population 2: Youth will be defined as 21 years of age or younger at the time of enrollment and services may include family members to support the goals of the youth.

Outcome Measure 2: All Grantees will report on both of the measures.

1. 70% of program participants avoided or mitigated involvement with the criminal justice system.
2. 70% of program participants will demonstrate increased academic engagement, educational achievement and/or enrollment in post-secondary or vocational training.

Priority Area 3: Help youth (up to age 25) develop the skills and resilience to avoid, reduce, or stop high-risk behavior by increasing access to services that address root causes of involvement with the criminal justice system.

Target Population 3: Youth will be defined as 25 years of age or younger at the time of enrollment.

Outcome Measure 3: All Grantees will report on both of the measures.

1. 70% of program participants avoided or mitigated involvement with the criminal justice system.
2. 70% of program participants indicated an increase in coping skills and resilience.

Priority Area 4: Improve community-based supports to reduce violence and neglect in families.

Target Population 4: Any person in a family unit would be eligible for services. Family will be defined as a group consisting of one or more adults and children related by blood, marriage, adoption, common child or guardianship whether residing in the same household or not.

Outcome Measure 4: All Grantees will report on both of the measures.

1. 70% of program participants/families report a decrease in violence and/or neglect.
2. Additional outcome measures to be developed based on program design in collaboration with the grantee.

G. What to Expect of the LCCL

The LCCL will provide technical assistance, capacity building, a 1/12th advance of grant funds, reimbursement of allowable expenses and compliance monitoring. The grantee can expect frequent communication necessary to promote the successful implementation and operation of the funded grant activities. The LCCL will provide all forms (i.e. banking information, budget templates, EFT, etc.), web-based data system customized for the program if needed at no additional cost (i.e. case management, service delivery tracking, performance attainment tracking, supportive services and incentive tracking, outcome 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, monitors fiscal/performance accountability and keeps grantees focused on serving people rather than administrative tasks.

The LCCL intends to work "shoulder-to-shoulder" with Grantees rather than looking "over your shoulder". It is the LCCL's desire to find ways to support grant efforts with a focus on serving the grantee's target population and community well. Grantees will have the same access to program and fiscal reports and data as LCCL staff has. The LCCL will also work with Grantees on a Partnership Assessment for Capacity Engagement (PACE). This assessment tool helps bring focus to areas of capacity building and technical assistance. It's the LCCL's sincere desire to help develop the Grantee's capacity in addition to the program.

H. Vocational Training Providers

It is expected that any vocational training offered will be provided by reputable educational entities offering industry recognized certificates, diplomas or credentials or an organization certified by a recognized body to issue industry credentials or certifications. It is the responsibility of the grantee to ensure that the vocational training results in some type of bona fide recognized award that supports the program participant and outcomes of the priority area selected.

IV. General Information

A. Deadline for Submission of Proposals

In order to be considered for funding, **_complete_** applications must be submitted online through *Submittable* **no later than 4:00 p.m**. **MST, on** April 6, 2022. The application in Submittable can be accessed [here](#) or from the Submittable button on the Transforming Safety page: www.latinocoalition.org/ts-gj

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

1. Complying with all terms and conditions of the MOU.
2. Cooperating with the LCCL in the development and implementation of the program.
3. Cooperating with other funded grantee service providers.
4. Ensuring that the services provided are readily accessible to the individuals to be served.
5. Ensuring that the program is fully staffed according to the program budget with qualified individuals.
6. Administering all funds paid to the program.
7. Collaborating with organizations identified in the proposal, if any.
8. Timely, consistent and accurate data entry of all related program activity.
9. Timely, consistent and accurate submissions of reimbursement requests. **It is recommended that grantees submit for reimbursement twice per month to coincide with payroll to keep cash flow moving.**
10. Reviewing and submitting all requested reports to the LCCL in a timely and complete manner.
11. Coordinating with the LCCL and other Community 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.

E. Selection of 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. The program design takes into account the needs of the target population under the chosen priority area. Proposers should discuss their programming, activities, services, strategies and approaches that engage participants in a way that services are found to be of value and interest in a respectful and safe environment;
- A clear connection between the program design and the chosen priority area outcomes(s). Proposers should discuss how their program will have a measureable impact on each applicable outcome and how it will be measured (i.e. data match, pre/post test, pre-post survey, etc.);
- Applicants' demonstrated ability or *willingness* to attain, track, and report performance as

required by the Transforming Safety Program program performance indicators, this generally includes number of people served, ethnicity, gender, age, outcome percentages/calculation, counts of activities/services provided and a narrative section that speaks to challenges and successes, description of events, and success stories that took place during the quarter;

- History of service to the target population or like populations with similar needs and characteristics;
- History of serving target area proposed. Generally this means an entity, person or group of people who are from the designated boundary as opposed to an organization wanting to branch out into an area they don't historically serve or have an attachment to;
- Ability to effectively provide person-centered, culturally competent case management services;
- Staff qualifications;
- Cost reasonableness;
- Established relationships with key partners and history of collaboration/service;
- Management and oversight.

Note: LCCL recognizes the impact of COVID-19 and understands that CBFOs may have had to modify operations and service delivery models to accommodate public health protocols and promote safety among staff and populations served. Given the ongoing nature of COVID-19, LCCL is open to creative ideas and flexible program designs that both meet funding objectives and comply with State health directives during this public health crisis.

2. Recognizing the limitations of the program'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 boundary area proposed.

3. Funding determinations will be made through this competitive procurement process will include:

- Determination of the ability and capacity of the proposer(s) to effectively address the priority area goals including the associated target population and outcomes to accomplish the purpose of the Transforming Safety program and,
- Grantees awarded funds shall be subject to all applicable federal, state, and local policies and regulations.

F. Proposal Process & Evaluation Factors

The proposal submission process consists of the action steps shared below. **The Proposal Checklist (Part V.) on page 15 contains the links (account creation/template/survey) for each of these steps.**

- Electronic submission of the proposal via the LCCL's Submittable system. ***You will need to log-on and create an account in Submittable so please do so as soon as you decide to apply.***
- Upload of the Proposer's completed budget and budget narrative into Submittable. Proposers must use the excel template provided by the LCCL.
- Upload of the Proposer's Colorado Secretary of State *Organizational Certificate of Good Standing* in Submittable.
- Upload of the Proposer's 501(c)(3) designation from the IRS into Submittable
- Completion of the Fiscal Readiness Assessment via a survey tool.

A hallmark of the Transforming Safety program is the Proposer's flexibility in offering a wide array of program designs to address a given priority area. It will be very important for the Proposers to provide as much detail and clarity as reasonably possible so the reviewers gain a well-rounded understanding of the program offered. Key will be clearly articulating how proposals will be evaluated in the following categories:

Demonstrated History In Serving The Target Population (15 Points)

This category will evaluate the proposers' experience in providing services to the target population or similar group of people. This may include demonstrated experience as an organization, individual, group of individuals or any combination thereof.

Program Design (40 Points)

This category will evaluate how clearly, thoroughly and persuasively the proposal explains how the program design addresses the objectives of the chosen priority area. Given the flexibility each priority area offers, Proposers should articulate how the services/activities/events and strategies offered will help engage the target population and achieve the desired results with respect to the outcome measures. In addition to the specific program design, the proposal should describe strategies for collaboration and service coordination with existing community resources. Overall, the program design should speak to the program reach (where the services will be delivered/accessed), the target population (who you will specifically be targeting for primary services), the outputs/activity/services (what specifically your program design will be offering) and how the program design will produce the desired change result (the outcome/impact that addresses the required performance outcome at a minimum).

Data Collection & Performance Management (15 Points)

This category will evaluate the details concerning the Proposer's strategy for collecting basic client data (i.e. name, address, demographics, assessments), recording of outputs/activities/services, and tracking of achievements and outcome(s). Please be thoughtful in sharing details about the how/when/frequency/who of collecting program data. If the Proposer has an existing data system please describe it and share what updates may or may not be needed to capture such basic information. If the Proposer does not have a data system, respond to the questions as if you were designing a system needed for this project. Fiscal management (budgeting, cash flow management, revenue/expense forecasting, etc.) is a critical part of performance and accountability so it is included in this section. Overall, provide specifics and clarity regarding how you will effectively administer and document the needs, status, progress and results of the activities and services being provided to participants enrolled in the program as well as the program's fiscal management. If the Proposer offers case management as part of the program design, please describe the case management philosophy and the ways in which it will promote success among the people enrolled in the program.

Community Attachment/Lived Experience Target Population Competency (20 Points)

This category will evaluate the accessibility of proposed programs and the Proposer's experience working with the target or similar populations in the community. The Proposer should identify strategies for engaging the target population and explain the community attachment, cultural and/or lived experience competencies that will be deployed to effectively engage with people enrolled in the program. Proposer should describe the location and accessibility of activities/services/events, outreach and program enrollment strategies, and the depth of current attachment to the community as an organization, individual, group of individuals or any combination thereof. Overall, the Proposer should demonstrate an attachment to the community

as opposed to that of an organization wishing to serve the Grand Junction Transforming Safety boundary area for the first time.

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. **We strongly advise allocating between 3%-5% of the total budget in the Capacity Building line item of the budget (#17 on the Budget Template)**. This allocation can then be used to address capacity building needs identified in the Fiscal Readiness Assessment or PACE assessment.

COVID-19 Response (Addendum; 0 points)

LCCL is sensitive to the ongoing public health crisis as it relates to organizational capacity, operations, and safety. Given the ongoing nature of COVID-19, this category is an addendum that describes in general, the proposer's basic plan/approach for meeting grant objectives in the event of having to accommodate state public health orders. The proposer should explain basic ways in which operations and program design may need to be adjusted during COVID-19 and describe what steps they would take to maintain a modicum of services in the event of future statewide closure.

G. General Proposal Conditions

The program narrative, budget and budget narrative forms in which proposals are to be submitted are accessed separately. Proposals that do not conform to the formats prescribed 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. 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 capacity building needs, performance issues or concerns. Grantees agree that all records related to the LCCL grants will be available for monitoring. Grantees who have a third-party financial audit agree to submit the final audit financial report 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 the

State 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 Transforming Safety 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.

Employees, contractors and volunteers who have a criminal record but who are no longer on any form of diversion or criminal justice supervision are eligible to provide services and assistance to participants consistent with their job duties.

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 boundary 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 the award process with the Latino Coalition staff. In order for MOUs to be executed, certain requirements must be met which include but are not limited to:

1. Grantee shall obtain and maintain insurance as specified in this section at all times during the term of this Agreement. All insurance policies required by this Agreement that are not provided through self-insurance shall be issued by insurance companies as approved by the State.

A. Workers' Compensation

Workers' compensation insurance as required by state statute, and employers' liability insurance covering all Grantee or Subcontractor employees acting within the course and scope of their employment.

B. General Liability

Commercial general liability insurance covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:
  i. $1,000,000 each occurrence;
  ii. $1,000,000 general aggregate;
  iii. $1,000,000 products and completed operations aggregate; and
  iv. $50,000 any one fire.

The State of Colorado shall be named as additional insured on the Commercial General Liability insurance policies required of Grantee. The LCCL shall also be named as additional insured on the Commercial General Liability.

C. Fidelity Bond Coverage

A fidelity bond is a type of insurance that protects against losses caused by an employee's act(s) of fraud or dishonesty. Fraud or dishonesty includes, but is not limited to, larceny, theft, embezzlement, forgery, misappropriation, wrongful abstraction, wrongful conversion, willful misapplication, and other acts. The minimum coverage is $100,0000 general aggregate.

D. Professional Liability Coverage

Professional liability insurance is required **_if_** services requiring a state issued license are provided by a Grantee employee (eg. addiction counseling, professional counseling or medical treatment).

1. All commercial insurance policies secured or maintained by the Grantee in relation to the Transforming Safety Program and this MOU shall include clauses stating that each carrier shall waive all rights of recovery under subrogation or otherwise against the State of Colorado, its agencies, institutions, organizations, officers, agents, employees, and volunteers. _The LCCL HIGHLY ENCOURAGES ALL PROPOSERS TO INQUIRE ABOUT INSURANCE AS SOON AS POSSIBLE. Please note that all required insurances are allowable expenses that can be charged to the grant._

2. The insurance shall include provisions preventing cancellation or non-renewal without at least thirty (30) calendar days prior written notice to the LCCL at insurance@latinocoalition.org.

3. Grantee shall use its best efforts to meet the planned participant objectives, program goals, and document the attainment of competencies and/or certifications. 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 rescind or withhold funding.

4. Grantee must agree to use the their own or the customized data management information systems provided by the LCCL (at no cost to the Grantee) and send appropriate program staff to Grantee meetings, trainings and capacity building events.

5. Grantee 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.

6. Grantee must obtain written permission from the LCCL before any purchase of per unit acquisition over $5,000 is made with grant funds. Since any per unit acquisition costing $5,000 or more purchased with the Transforming Safety grant funds requires prior written approval, these should be minimized. Grantees must provide identifying information of equipment (i.e. serial or VIN number, year, make, model, etc.) and request an LCCL asset tag and place it on the equipment in conspicuous location for LCCL staff inspection.

7. Grantee's personnel policies shall be available in written form upon request. The organization shall maintain written detailed job descriptions for each staff position funded under this grant to assist in substantiating claims for payment of staff salaries.

8. Grantee will allow its programs and fiscal records funded by the Transforming Safety program to be monitored or audited by the LCCL staff.

9. Grantee certify that, under the Transforming Safety grant, 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 organization exceed the actual costs of the program.

10. Grantee shall utilize established coordination procedures and reasonable safeguards to prevent duplication of services and prevent the duplication of program charges to multiple funding sources.

11. Grantee will not require participants to pay for, apply for a loan, or incur personal debt to participate in the program. Fees related to housing may be charged under LCCL approved agreements.

12. All performance results shall be reported to the LCCL or its designee using the appropriate data system as soon as possible after attainment.

13. Grantee shall provide the full range of training and services described in their proposal, modifications (if any) and MOU.

14. Information concerning participants is confidential. Confidential information is not available to the public and the organization must protect it from loss, unauthorized use, access, disclosure, modification, and destruction. Grantee shall not communicate confidential personally identifiable information to any third party without the express consent of the participant. 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.

15. An authorized official of the organization must sign the MOU. Grantee ensures, by signing the MOU, that the negotiated price or services provided in a contract cannot be changed without LCCL approval and a modification to the MOU. All requests for modification must be submitted to the LCCL with written justification.

V. Proposal Checklist

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

Action Step	Checklist
1. Complete the Transforming Safety proposal in *Submittable*. Responses will be entered directly into the online platform. Proposers may access the Transforming Safety proposal at https://latinocoalition.submittable.com/submit	☐
2. Complete and upload the Transforming Safety Budget & Budget Narrative into *Submittable*. Proposers will submit a year one budget. The Transforming Safety Budget and Budget Narrative is available at https://tinyurl.com/yrk228dx	☐
3. *Upload your organizational IRS 501(c)(3) Non-Profit Determination Letter in Submittable (if applicable).*	☐
4. Upload your Colorado Secretary of State *Organizational Certificate of Good Standing* in Submittable (if applicable). A screen shot or print out from the Colorado Secretary of State's website is acceptable. Your organizational certificate of good standing may be accessed at the link: https://www.sos.state.co.us/biz/BusinessEntityCriteriaExt.do?	☐
5. Complete the Fiscal Readiness Assessment. Responses will be entered directly into the online platform at https://www.surveymonkey.com/r/FiscalReady. The Fiscal Readiness Assessment is not scored, it assists the LCCL in prioritizing Technical Assistance and Capacity Building given the importance of managing State funds.	☐

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.

VI. What Should I Expect During the First Month if Awarded a Grant?

The first month is primarily an orientation, training and implementation period. Generally, the following activities are started and/or accomplished.
- Executing the Memorandum of Understanding.
- Submitting required paperwork (i.e. W9, required insurance, banking information, gaining access to systems). All financial transactions are done through Electronic Fund Transfers.
- Review and advice on budget submission.
- Initial review of the Fiscal Readiness Assessment

- Starting the process to develop a customized program data system, if necessary.
- Orientation and training on various systems, policies, and procedures.
- Grantee hiring of staff
- Staff training
- Getting partnerships and collaborations coordinated.
- Outreach and recruitment of participants