



Community Voices Grant Program Direct Services Request for Proposal Guidance

I. Purpose

The Community Voices Grant Program was created by the Latino Coalition for Community Leadership with Victims of Crime Act Victim Assistance (VOCA) funding through the Colorado Department of Public Safety (CDPS), Office of Victims Programs (OVP). This new project seeks to fund community-centered organizations providing healing direct services to crime victims in under resourced communities. 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 (18-24 years old). This project will support a third-party grant administrator model to engage smaller community and faith-based organizations that face barriers to accessing federal grant money. The third-party grant administrator, Latino Coalition for Community Leadership (LCCL), provides grantees with infrastructure support, including case management, financial management, and data collection systems; helps grantees develop policies and procedures to comply with state and federal grant requirements; and offers ongoing technical assistance. The intent of Community Voices Grant Program is to collaborate with and complement the existing efforts within the Office of Victims Programs to promote the overall well-being of crime victims (also referred to as "participants" throughout) in the state of Colorado. The Community Voices grant program focuses resources into community centered direct services.

This Request for Proposal (RFP) seeks to award up to five grants to eligible entities in rural and the front range communities. 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;
- An agency or program of a tribal government. tribal agency or program.
- Please note funded organizations will need to have or quickly acquire a System for Award Management (SAM) registration. The LCCL can assist organizations to register for SAM if an award is granted. Registration is not required to apply.

Grantees will provide direct services to crime victims and their families (secondary victims). Victims do not need to interact with the criminal legal system (law enforcement or prosecution) to be served. In addition, there is no limitation on the time between the victimization and the service delivery date nor does immigration status or the location of the crime affect a victim's eligibility for services. All services must be needed because of the participant's crime victimization and 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 participants if possible.

II. Key Elements

A. Grant Funding and Target Area

The Community Voices Grant Program funded with VOCA funding through the Colorado Department of Public Safety, Office of Victims Programs (OVP) has the intent to fund community-based organizations and build their capacity to apply directly to the Office of Victims Programs (OVP) in the future (without the assistance of an intermediary). The Community Voices Grant Program runs on a calendar year starting January 1, 2023, through December 31, 2023. Year Two begins January 1, 2024, through December 31, 2024. The first grant cycle covers 12 months. The second-year grant cycle covers an additional 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. Proposers are therefore asked to submit a Year One and Year Two budget.

For Year One, the period of performance is 12 months with a full annual budget. It is anticipated that grant award notification will take place by December 19, 2022, with a program start date of January 2, 2023. The first month (January 2023) is considered a training and start-up month. Direct service delivery will start in the second month (February 1, 2023).

It is anticipated five grant awards will be made. Grant awards are expected to range in size from \$75,000 - \$200,000 annually.

To maximize the resources allocated for this grant program, non-recurring start-up costs or investments may exceed the anticipated grant award amounts may be requested, up to \$20,000; proposers will be required to provide sufficient justification and details for any such requests, or as negotiated with and approved by the LCCL. Examples of start-up costs could include such items as supplies and operating, software, office furniture, training, or other allowable costs.

Additionally, applicants must demonstrate that at least 20 percent of their total organizational revenue is sourced from revenue streams other than VOCA or demonstrate two years of experience providing victims services.

B. Overarching Goals

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

- Support and strengthen community led crime trauma 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; and,
- Reduce the long-term destabilizing effects of trauma and other negative consequences resulting from victimization.
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Proposers should emphasize program strategies that promote successful attainment of the CVGP goals and performance measures noted in Part III.

C. Organization Preference Criteria

The CVGP is intended to provide a community-based approach 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 crime victims, 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 (Rural or Metro areas);
- Be able to develop and maintain productive and collaborative partnerships with stakeholders such as other grantees, community and faith-based organizations, victim service providers, and the Office for Victims Programs;
- 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;
- Agree to participate in trainings conducted or sponsored by the OVP 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 VOCA;
- 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 section II. A of this RFP. If a grantee demonstrates strong performance but is serving fewer participants than expected, the grant award could be reduced. In such a case, the unallocated funding may be provided to a different CVGP grantee(s) based on 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.

E. Number of Awards

It is anticipated that up to five grant awards will be made in the rural and 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.

F. Length of Grant Cycle

The grant cycle under this announcement will be 24 months from the date of a fully executed Memorandum of Understanding (MOU) not to exceed December 31, 2024. 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 eligibility for grant reimbursement is January 1, 2023, with an end date on December 31, 2024.

G. Timeline

Activity	Date (s)
Request for Proposal Released	August 15, 2022
Bidders' Conferences See Section IV B.	See date and times below
Proposals Due	October 7, 2022
Grantees Notified of Award	December 19, 2022
Memorandums of Understanding Issued	December 22, 2022
Grant Begins	January 1, 2023
Grantee Trainings	January 9-31 2023
Grantee Participant Enrollment Begins	February 1, 2023
Grantee Activities Begin No Later Than	February 1, 2023
Grant Completion	December 31, 2043

Bidders conferences will be offered on the following dates. Registration is required:

Community Voices Bidders Conference Registration Link

<https://bit.ly/CommunityVoicesBiddersConference>

- August 18 3:00-4:30**
- August 23 4:30 -6:00**
- August 25 1:00 -2:30**

A virtual drop-in workshop for interested parties will be held on Friday, September 9, 2022, from 1:30 pm – 4:00 pm. An in-person workshop will be held Saturday, September 10, 2022 in Denver and Saturday, September 17, 2022 in Colorado Springs. Both workshops will be held from 10:00 a.m. to 2:00 p.m. with location TBD, please check the [Latino Coalition for Community Leadership website](#) to register. 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 at www.latinocoalition.org.

H. Organizational Commitment

All grantees must demonstrate their commitment to:

- Ongoing organizational or programmatic improvement by participating in training and technical assistance;
- Participation in a partnership development and capacity building process;
- Accountability to performance standards, implementing procedures related to program eligibility, case/data management, and tracking of information and performance; and,
- Use of the project's data management system. No other data tracking systems will be accepted in lieu of the LCCL's CaseMGR data management systems which will be provided at no cost to subgrantees during the term of the grant.

I. Request for Proposal (RFP) Questions

For general questions regarding the LCCL, the Community Voices Grant Program, or the request for proposal process please contact the LCCL via email at ben@latinocoalition.org. Please check the at www.latinocoalition.org for information. Inquiries related to items 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 the dates and in the locations referenced in Section II-G. Please see the LCCL's website (www.latinocoalition.org) 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 one-month of operating expenses upfront. Grantees must submit documentation of allowable costs on a monthly basis. All grant expenses must be tied to the approved budget and scope of work. For a list of eligible services and unallowable expenses under VOCA, please visit <https://drive.google.com/file/d/1v1YMeq8-Lkk79TsXx62iefQvc1AEBQb5/view?usp=sharing>. Reimbursement of expenses will be based on eligibility and allowability under VOCA as interpreted by the OVP and 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.
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 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 Community Voices 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. 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 crime victim is defined a “a person who has suffered physical, sexual, financial, or emotional harm as the result of a crime” (Office for Victims of Crime Performance Measure Dictionary and terminology Resource).

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 need to align with each participant’s needs and 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 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 who adopt and 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 rural or metro areas. Please refer to the information concerning target areas noted in Section II. A. above.

D. Target Population

Eligibility for services funded under this RFP is limited to crime victims as defined in Section III.A. Emphasis should be placed on traditionally underserved populations, namely people of color, men and young adults.

E. Performance Measures

The LCCL has established five core performance measures for CVGP. 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 data 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%

F. Program Flow

PHASE I: Point of Entry

It is important to note that the LCCL will provide detailed policies and procedures for the Community Voices Grant 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 CVGP intake tool developed by LCCL is required documentation for eligibility purposes.

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 Section E above. It is expected that each proposer's program design will vary as a reflection of its unique approach, opportunities and constraints.

There are five main categories of services identified below, each with many different sub-services. All services provided must be needed as a result of the participant's crime victimization in order to be allowable. ***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 behavioral health (substance abuse and mental health), individual or group therapy, alternative therapies (art, writing, or play therapy) and counseling services. This may also include culturally based and indigenous 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, providing information and referrals, 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. **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.
4. **Other Allowable Services** - This includes services such as emergency 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.
5. **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 CVGP that interact directly with minors must submit to a comprehensive background check prior to working on the CVGP program.**

IV. General Information

A. Deadline for Submission of Proposals

To be considered for funding, please submit an electronic application and budget narrative through Submittable no later than 11:59 p.m. MT, on Friday, October 7, 2022. Proposals will not be accepted after the due date and time. 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
August 18	Rural and Metro areas	3:00-4:30 pm. MST.	Registration Link https://bit.ly/CommunityVoicesBiddersConference
August 23	Rural and Metro areas	4:30 -6:00 pm. MST.	Registration Link https://bit.ly/CommunityVoicesBiddersConference
August 25	Rural and Metro areas	1:00 -2:30 pm MST	Registration Link https://bit.ly/CommunityVoicesBiddersConference

A virtual drop-in workshop for interested parties will be held on Friday, September 9 1:30 pm – 4:00 pm. An in-person workshop will be held Saturday, September 10 in Denver and Saturday, September 17 in Colorado Springs. Both workshops will be held from 10:00 a.m. to 2:00 p.m. with location TBD. 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 Monday, September 19, 2022. The LCCL will respond to questions in writing and post FAQs and responses on the LCCL website at www.latinocoalition.org.

C. Responsibilities of Grantee

- Complying with all terms and conditions of agreements for the delivery of services.
- Cooperating with the LCCL, Office for Victims Programs, and others in the development and implementation of the local project.
- Cooperating with other funded grantee service 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.

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 OVP 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 CVGP is a voluntary program and participants cannot be mandated to participate. Proposers are encouraged to 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 CVGP 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 the 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 OVP 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 CVGP 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.
- All grantee employees, contractors, and volunteers that interact directly with minors under this grant program must go through a criminal background check as a requirement of VOCA.

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 LCCL 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 February 1, 2023, 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 CVGP 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 CVGP grant funds requires prior written approval.
- (8) Grantees must obtain written permission from the LCCL before entering into a contract for services with any contractor whose rate exceeds \$81.25/hr. or \$650/day.
- (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 CVGP project to be monitored or audited by LCCL staff or CDPS OVP staff.
- (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 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
Complete CVGP Proposal in Submittable by Friday, October 7, 11:59 pm MST.	
Complete CVGP Budget & Budget Narrative in Submittable by Friday, October 7, 2022, 5:00 pm MST	
IRS 501(c)(3) Non-Profit Determination Letter (for non-profits)	
Colorado Secretary of State Organizational Certificate of Good Standing (for non-profits)	
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. <i>Supporting documentation is optional but if submitted must be clearly marked and organized</i>	

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.