

**GRANT AWARD LETTER (Intergovernmental Grant Agreement)
 SUMMARY OF GRANT AWARD TERMS AND CONDITIONS
 SIGNATURE AND COVER PAGE**

State Agency Colorado Department of Public Safety, Division of Criminal Justice	DCJ Grant Number 2018-VA-19-026-17 CMS Number 118487
Grantee City of Brighton, by and through the Brighton Police Department	Grantee DUNS 557513520
	Grant Issuance Date (Start Date) January 1, 2019
Current Grant Maximum Amount Initial Term by Funding Source	Grant Expiration Date December 31, 2020
	Fund Expenditure End Date December 31, 2020
2016-VA-GX-0070 \$127,564.00	Grant Description The 17 th Judicial District SART Program is a multi-disciplinary group that develops innovative and promising practices to strengthen the response to sexual assault cases.
2017-VA-GX-0037 \$175,400.50	
2018-V2-GX-0050 \$79,727.50	
Total for All Federal Awards \$382,692	
Grantee Match Requirement \$95,673	
Is this Award for Research and Development (R&D)? No	

THE PARTIES HERETO HAVE EXECUTED THIS CONTRACT

Each person signing this Agreement represents and warrants that he or she is duly authorized to execute this Agreement and to bind the Party authorizing his or her signature.

GRANTEE City of Brighton, by and through the Brighton Police Department	STATE OF COLORADO John W. Hickenlooper, Governor Department of Public Safety Stan Hilkey, Executive Director
_____ By: Philip Rodriguez, City Manager	_____ By: Joe Thome, Director, Division of Criminal Justice
Date: _____	Date: _____

In accordance with §24-30-202, C.R.S., this Agreement is not valid until signed and dated below by the State Controller or an authorized delegate.

STATE CONTROLLER
Robert Jaros, CPA, MBA, JD

 By: Lyndsay J. Clelland, Contract and Grants Coordinator,
 Department of Public Safety, Division of Criminal Justice

Effective Date: _____

Representatives for this Grant	
For the State:	For Grantee:
Joe Thome, Director	Phillip Rodriguez, City Manager
Division of Criminal Justice	City of Brighton
Department of Public Safety	500 S. 4th Avenue
700 Kipling Street, Suite 1000	
Denver, Colorado 80215-5897	Brighton, CO 80601-3423
Joe.Thome@state.co.us	prodriguez@brightonco.gov

FEDERAL AWARD(S) APPLICABLE TO THIS GRANT AWARD

Federal Award Office	U.S. Department of Justice, Office of Justice Programs Office for Victims of Crime		
CFDA	16.575		
Federal Award Number(s)	2016-VA-GX-0070	2017-VA-GX-0037	2018-V2-GX-0050
Federal Award Date	09/19/2016	09/28/2017	08/09/2018
Total Amount of Federal Award (this is not the amount of this grant agreement)	\$ 37,271,902	\$ 31,335,524	\$ 56,681,557

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1. GRANT

As of the Grant Issuance Date, the State Agency shown on the first page of this Grant Award Letter (the “State”) hereby obligates and awards to Grantee shown on the first page of this Grant Award Letter (the “Grantee”) an award of Grant Funds in the amounts shown on the first page of this Grant Award Letter. By accepting the Grant Funds provided under this Grant Award Letter, Grantee agrees to comply with the terms and conditions of this Grant Award Letter and requirements and provisions of all Exhibits to this Grant Award Letter.

2. TERM

A. Initial Grant Term and Extension

The Parties’ respective performances under this Grant Award Letter shall commence on the Grant Issuance Date and shall terminate on the Grant Expiration Date unless sooner terminated or further extended in accordance with the terms of this Grant Award Letter. Upon request of Grantee, the State may, in its sole discretion, extend the term of this Grant Award Letter by providing Grantee with a written notice to Grantee in a form substantially equivalent to **Exhibit A, Sample Option Letter** showing the new Grant Expiration Date. Authorized

costs incurred prior to the Effective Date, but no earlier than the Grant Issuance Date, may be submitted for reimbursement as provided in §7.C below.

B. Early Termination in the Public Interest

The State is entering into this Grant Award Letter to serve the public interest of the State of Colorado as determined by its Governor, General Assembly, or Courts. If this Grant Award Letter ceases to further the public interest of the State or if State, Federal or other funds used for this Grant Award Letter are not appropriated, or otherwise become unavailable to fund this Grant Award Letter, the State, in its discretion, may terminate this Grant Award Letter in whole or in part by providing written notice to Grantee. If the State terminates this Grant Award Letter in the public interest, the State shall pay Grantee an amount equal to the percentage of the total reimbursement payable under this Grant Award Letter that corresponds to the percentage of Work satisfactorily completed, as determined by the State, less payments previously made. Additionally, the State, in its discretion, may reimburse Grantee for a portion of actual, out-of-pocket expenses not otherwise reimbursed under this Grant Award Letter that are incurred by Grantee and are directly attributable to the uncompleted portion of Grantee's obligations, provided that the sum of any and all reimbursements shall not exceed the maximum amount payable to Grantee hereunder. This subsection shall not apply to a termination of this Grant Award Letter by the State for breach by Grantee.

C. Grantee's Termination Under Federal Requirements

Grantee may request termination of this Grant by sending notice to the State, or to the Federal Awarding Agency with a copy to the State, which includes the reasons for the termination and the effective date of the termination. If this Grant is terminated in this manner, then Grantee shall return any advanced payments made for work that will not be performed prior to the effective date of the termination.

D. Additional Terms

The State, at its discretion, shall have the option to extend the performance under this Agreement beyond the Initial Term for a period, or for successive periods, of 1 year or less each successive period, at newly negotiated rates deemed necessary to meet any modification to this Agreement as provided in §18.E.

3. AUTHORITY

Authority to enter into this Grant Award Letter exists in the law as follows:

A. Federal Authority

This Grant is funded, in whole or in part, with Federal funds awarded to the State by the United States Department of Justice, Office of Justice Programs, Office for Victims of Crime, Victims of Crime Act (VOCA) is supported under 42 U.S.C. § 10603 (a)..

B. State Authority

The Division of Criminal Justice is authorized to disburse these funds by Colorado Revised Statute 24-33.503 and 507

4. DEFINITIONS

The following terms shall be construed and interpreted as follows:

- A. “**Budget**” means the budget for the Work described in **Exhibit F, Budget**.
- B. “**Business Day**” means any day in which the State is open and conducting business, but shall not include Saturday, Sunday or any day on which the State observes one of the holidays listed in §24-11-101(1) C.R.S.
- C. “**CJI**” means criminal justice information collected by criminal justice agencies needed for the performance of their authorized functions, including, without limitation, all information defined as criminal justice information by the U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Security Policy, as amended and all Criminal Justice Records as defined under §24-72-302 C.R.S.
- D. “**CORA**” means the Colorado Open Records Act, §§24-72-200.1 *et. seq.*, C.R.S.
- E. “**Effective Date**” means the date on which this Grant Award Letter is approved and signed by the Colorado State Controller or designee, as shown on the Signature and Cover Page for this Grant Award Letter.
- F. “**Grant Award Letter**” means this letter which offers Grant Funds to Grantee, including all attached Exhibits, all documents incorporated by reference, all referenced statutes, rules and cited authorities, and any future updates thereto.
- G. “**Grant Funds**” means the funds that have been appropriated, designated, encumbered, or otherwise made available for payment by the State under this Grant Award Letter.
- H. “**Grant Expiration Date**” means the Grant Expiration Date shown on the first page of this Grant Award Letter.
- I. “**Grant Issuance Date**” means the Grant Issuance Date shown on the first page of this Grant Award Letter.
- J. “**Equipment**” means tangible, nonexpendable property with an acquisition cost of \$5,000 or more and a useful life of more than one year. Software, regardless of cost, is not considered equipment.
- K. “**Exhibits**” means the following exhibits attached to this Grant Award Letter:
 - i. **Exhibit A1**, Sample Option Letter.
 - ii. **Exhibit A2**, Sample Grant Funding Change Letter.
 - iii. **Exhibit B**, Grant Requirements.
 - iv. **Exhibit C**, Special Conditions.
 - v. **Exhibit D**, Federal Requirements.
 - vi. **Exhibit E**, Statement of Work.
 - vii. **Exhibit F**, Budget.
- L. “**Extension Term**” means the period of time by which the Grant Expiration Date is extended by the State through delivery of an updated Grant Award Letter

- M. “**Federal Award**” means an award of Federal financial assistance by a Federal Awarding Agency to the Recipient. “Federal Award” also means an agreement setting forth the terms and conditions of the Federal Award.
- N. “**Federal Awarding Agency**” means a Federal agency providing a Federal Award to a Recipient. U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime is the Federal Awarding Agency for the Federal Award which is the subject of this Grant.
- O. “**Forms**” are a type of document with various different blank spaces for answers or information to document or request information and attached as exhibits or provided to the Grantee throughout the term of this grant. Forms will be periodically updated, changed, modified, adjusted, transformed, amended, or altered at the discretion of the State and provided to the Grantee to best meet the needs of the information being collected and recorded.
- P. “**Goods**” means any movable material acquired, produced, or delivered by Grantee as set forth in this Grant Award Letter and shall include any movable material acquired, produced, or delivered by Grantee in connection with the Services.
- Q. “**Incident**” means any accidental or deliberate event that results in or constitutes an imminent threat of the unauthorized access or disclosure of State Confidential Information or of the unauthorized modification, disruption, or destruction of any State Records.
- R. “**Initial Term**” means the time period between the Grant Issuance Date and the Grant Expiration Date.
- S. “**Matching Funds**” means the funds provided Grantee as a match required to receive the Grant Funds.
- T. “**Party**” means the State or Grantee, and “Parties” means both the State and Grantee.
- U. “**PCI**” means payment card information including any data related to credit card holders’ names, credit card numbers, or the other credit card information as may be protected by state or federal law.
- V. “**PII**” means personally identifiable information including, without limitation, any information maintained by the State about an individual that can be used to distinguish or trace an individual’s identity, such as name, social security number, date and place of birth, mother’s maiden name, or biometric records; and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information. PII includes, but is not limited to, all information defined as personally identifiable information in **§24-72-501 C.R.S.**
- W. “**PHI**” means any protected health information, including, without limitation any information whether oral or recorded in any form or medium: (i) that relates to the past, present or future physical or mental condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and (ii) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual. PHI includes, but is not limited to, any

information defined as Individually Identifiable Health Information by the federal Health Insurance Portability and Accountability Act.

- X. **“Program”** means the Victims of Crime Act (VOCA) grant program that provides the funding for this Grant.
- Y. **“Recipient”** means the State Agency shown on the first page of this Grant Award Letter, for the purposes of the Federal Award.
- Z. **“Services”** means the services to be performed by Grantee as set forth in this Grant Award Letter, and shall include any services to be rendered by Grantee in connection with the Goods.
- AA. **“State Confidential Information”** means any and all State Records not subject to disclosure under CORA. State Confidential Information shall include, but is not limited to, PII, PHI, PCI, Tax Information, CJI, and State personnel records not subject to disclosure under CORA.
- BB. **“State Fiscal Rules”** means the fiscal rules promulgated by the Colorado State Controller pursuant to **§24-30-202(13)(a) C.R.S.**
- CC. **“State Fiscal Year”** means a 12 month period beginning on July 1 of each calendar year and ending on June 30 of the following calendar year. If a single calendar year follows the term, then it means the State Fiscal Year ending in that calendar year.
- DD. **“State Records”** means any and all State data, information, and records, regardless of physical form, including, but not limited to, information subject to disclosure under CORA.
- EE. **“Sub-Award”** means this grant by the State (a Recipient) to Grantee (a Subrecipient) funded in whole or in part by a Federal Award. The terms and conditions of the Federal Award flow down to this Sub-Award unless the terms and conditions of the Federal Award specifically indicate otherwise.
- FF. **“Subcontractor”** means third-parties, if any, engaged by Grantee to aid in performance of the Work. “Subcontractor” also includes sub-grantees.
- GG. **“Subgrantee”** means third-parties, if any, engaged by Grantee to aid in performance of the Work.
- HH. **“Subrecipient”** means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization entity that receives a Sub-Award from a Recipient to carry out part of a Federal program, but does not include an individual that is a beneficiary of such program. A Subrecipient may also be a recipient of other Federal Awards directly from a Federal Awarding Agency. For the purposes of this Grant, Grantee is a Subrecipient.
- II. **“Tax Information”** means Federal and State of Colorado tax information including, without limitation, Federal and State tax returns, return information, and such other tax-related information as may be protected by Federal and State law and regulation. Tax Information includes, but is not limited to all information defined as Federal tax information in Internal Revenue Service Publication 1075.
- JJ. **“Uniform Guidance”** means the Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200, commonly known as the “Super Circular, which supersedes requirements from OMB

Circulars A-21, A-87, A-110, A-122, A-89, A-102, and A-133, and the guidance in Circular A-50 on Single Audit Act follow-up.

KK. “**Work**” means the delivery of the Goods and performance of the Services described in this Grant Award Letter.

LL. “**Work Product**” means the tangible and intangible results of the Work, whether finished or unfinished, including drafts. Work Product includes, but is not limited to, any discovery or invention, documents, text, software (including source code), research, reports, proposals, specifications, plans, notes, studies, data, images, photographs, negatives, pictures, drawings, designs, models, surveys, maps, materials, ideas, concepts, know-how, sound recordings, and any other results of the Work. “Work Product” does not include any material that was developed prior to the Grant Issuance Date that is used, without modification, in the performance of the Work.

Any other term used in this Grant Award Letter that is defined in an Exhibit shall be construed and interpreted as defined in that Exhibit.

5. PURPOSE

This Grantee was selected by the Crime Victims Services Board for Award. The federal Victims of Crime Act (VOCA) Program allows agencies to support activities that provide a broad range of direct services to victims of crime.

6. STATEMENT OF WORK

Grantee shall complete the Work as described in this Grant Award Letter and in accordance with the provisions of **Exhibit E, Statement of Work**. The State shall have no liability to compensate or reimburse Grantee for the delivery of any goods or the performance of any services that are not specifically set forth in this Grant Award Letter.

The State may increase or decrease the quantity of goods/services described **Exhibit E, Statement of Work** and **Exhibit F, Budget** based upon the rates established in the Grant. If the State exercises the option, it will provide written notice to Grantee at least **15** days prior to the end of the current grant term in a form substantially equivalent to **Exhibit A1, Sample Option Letter**. Delivery/performance of the goods/service shall continue at the same rates and terms. If exercised, the provisions of the Option Letter shall become part of and be incorporated into the original grant.

7. PAYMENTS TO GRANTEE

A. Maximum Amount

Payments to Grantee are limited to the unpaid, obligated balance of the Grant Funds. The State shall not pay Grantee any amount under this Grant that exceeds the Grant Maximum Amount on the first page of this Grant Award Letter. Financial obligations of the State payable after the current State Fiscal Year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. The State shall not be liable to pay or reimburse Grantee for any Work performed or expense incurred before the Grant Issuance Date or after the Grant Expiration Date; provided, however, that Work performed and expenses incurred by Grantee before the Grant Issuance Date that are chargeable to an active Federal Award may be submitted for reimbursement as permitted by the terms of the Federal Award.

B. Erroneous Payments

The State may recover, at the State's discretion, payments made to Grantee in error for any reason, including, but not limited to, overpayments or improper payments, and unexpended or excess funds received by Grantee. The State may recover such payments by deduction from subsequent payments under this Grant Award Letter, deduction from any payment due under any other contracts, grants or agreements between the State and Grantee, or by any other appropriate method for collecting debts owed to the State. The close-out of a Federal Award does not affect the right of the Federal Awarding Agency or the State to disallow costs and recover funds on the basis of a later audit or other review. Any cost disallowance recovery is to be made within the Record Retention Period, as defined below.

C. Reimbursement of Grantee Costs

The State shall reimburse Grantee's allowable costs, not exceeding the maximum total amount described in this Grant Award Letter for all allowable costs described in this Grant Award Letter and shown in the Budget, except that Grantee may adjust the amounts between each line item of the Budget without formal modification to this Agreement as long as the Grantee provides notice to the State of the change and the State approves the change, the change does not modify the total maximum amount of this Grant Award Letter, and the change does not modify any requirements of the Work. The State shall reimburse Grantee for the Federal share of properly documented allowable costs related to the Work after the State's review and approval thereof, subject to the provisions of this Grant. The State shall only reimburse allowable costs if those costs are: (i) reasonable and necessary to accomplish the Work and for the Goods and Services provided; and (ii) equal to the actual net cost to Grantee (i.e. the price paid minus any items of value received by Grantee that reduce the cost actually incurred).

D. Close-Out.

Grantee shall close out this Grant within **45** days after the Grant Expiration Date. To complete close out, Grantee shall submit to the State all deliverables (including documentation) as defined in this Grant Award Letter and Grantee's final reimbursement request or invoice. The State will withhold 5% of allowable costs until all final documentation has been submitted and accepted by the State as substantially complete. If the Federal Awarding Agency has not closed this Federal Award within 1 year and 90 days after the Grant Expiration Date due to Grantee's failure to submit required documentation, then Grantee may be prohibited from applying for new Federal Awards through the State until such documentation is submitted and accepted.

E. Matching Funds.

Grantee shall provide the Matching Funds as provided on the Cover Page and in **Exhibit F, Budget**. Grantee shall appropriate and allocate all Matching Funds to the purpose of this Grant Award Letter. Grantee does not by accepting this Grant Award Letter irrevocably pledge present cash reserves for payments in future fiscal years, and this Grant Award Letter is not intended to create a multiple-fiscal year debt of Grantee. Grantee shall not pay or be liable for any claimed interest, late charges, fees, taxes or penalties of any nature, except as required by Grantee's laws or policies.

8. REPORTING - NOTIFICATION

A. Quarterly Reports.

In addition to any Exhibit, for any Agreement having a term longer than **3** months, Grantee shall submit, on a quarterly basis, a written report specifying progress made for each specified performance measure and standard in this Agreement. Such progress report shall be in accordance with the procedures developed and prescribed by the State. Progress reports shall be submitted to the State not later than 15 Days following the end of each calendar quarter or at such time as otherwise specified by the State. If the 15th does not fall on a Business Day, the report is due the following Business Day.

DCJ requires the submission of a Quarterly Financial Report and Quarterly Narrative (Programmatic) Report.

B. Performance and Final Status

Grantee shall submit all financial, performance and other reports to the State no later than the end of the close out described in **§7.D**, containing an evaluation and review of Grantee's performance and the final status of Grantee's obligations hereunder.

DCJ requires the submission of a Final Financial Report only if the last Quarterly Financial Report did not reflect all expenditures. A Final Narrative (Programmatic) Report is not required as quarterly reports are cumulative for this Grant Award Letter.

C. Violations Reporting

Grantee shall disclose, in a timely manner, in writing to the State and the Federal Awarding Agency, all violations of federal or State criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal Award. The State or the Federal Awarding Agency may impose any penalties for noncompliance allowed under 2 CFR Part 180 and 31 U.S.C. 3321, which may include, without limitation, suspension or debarment.

D. VOCA Federal Performance Reporting

The grantee agrees to submit performance reports on the performance metrics identified by OVC, and in the time and manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction. Beginning October 1, 2015, the recipient agrees to submit (and, as necessary, require sub-recipients to submit) such information quarterly.

9. GRANTEE RECORDS

A. Maintenance and Inspection

Grantee shall make, keep, and maintain, all records, documents, communications, notes and other written materials, electronic media files, and communications, pertaining in any manner to this Grant for a period of **three (3) years** following the completion of the close out of this Grant. Grantee shall permit the State, the federal government and any other duly authorized agent of a governmental agency to audit, inspect, examine, excerpt, copy and transcribe all such records during normal business hours at Grantee's office or place of business, unless the State determines that an audit or inspection is required without notice at a different time to protect the interests of the State.

B. Monitoring

The State will monitor Grantee's performance of its obligations under this Grant Award Letter using procedures as determined by the State. Grantee shall allow the State to perform all monitoring required by the Uniform Guidance, based on the State's risk analysis of Grantee. The State shall monitor Grantee's performance in a manner that does not unduly interfere with Grantee's performance of the Work. If Grantee enters into a subcontract or subgrant with an entity that would also be considered a Subrecipient, then the subcontract or subgrant entered into by Grantee shall contain provisions permitting both Grantee and the State to perform all monitoring of that Subcontractor in accordance with the Uniform Guidance. Grantee's failure to comply with and/or correct monitoring findings shall constitute a breach of this Grant Agreement.

C. Final Audit Report

Grantee shall promptly submit to the State a copy of the Grantee Agency's final audit report in accordance with **Exhibit B, Grant Requirements §1**.

10. CONFIDENTIAL INFORMATION-STATE RECORDS

A. Confidentiality

Grantee shall hold and maintain, and cause all Subgrantees and Subcontractors to hold and maintain, any and all State Records that the State provides or makes available to Grantee for the sole and exclusive benefit of the State, unless those State Records are otherwise publically available at the time of disclosure or are subject to disclosure by Grantee under CORA. Grantee shall not, without prior written approval of the State, use for Grantee's own benefit, publish, copy, or otherwise disclose to any third party, or permit the use by any third party for its benefit or to the detriment of the State, any State Records, except as otherwise stated in this Grant Award Letter. Grantee shall provide for the security of all State Confidential Information in accordance with all policies promulgated by the Colorado Office of Information Security and all applicable laws, rules, policies, publications, and guidelines including, without limitation: **(i)** the most recently promulgated IRS Publication 1075 for all Tax Information, **(ii)** the most recently updated PCI Data Security Standard from the PCI Security Standards Council for all PCI, **(iii)** the most recently issued version of the U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Security Policy for all CJI, and **(iv)** the federal Health Insurance Portability and

Accountability Act for all PHI. Grantee shall immediately forward any request or demand for State Records to the State's principal representative.

B. Other Entity Access and Nondisclosure Agreements

Grantee may provide State Records to its agents, employees, assigns, Subgrantees and Subcontractors as necessary to perform the Work, but shall restrict access to State Confidential Information to those agents, employees, assigns, Subgrantees and Subcontractors who require access to perform their obligations under this Grant Award Letter. Grantee shall ensure all such agents, employees, assigns, Subgrantees, and Subcontractors sign nondisclosure agreements with provisions at least as protective as those in this Grant, and that the nondisclosure agreements are in force at all times the agent, employee, assign, Subgrantee or Subcontractor has access to any State Confidential Information. Grantee shall provide copies of those signed nondisclosure restrictions to the State upon request.

C. Use, Security, and Retention

Grantee shall use, hold and maintain State Confidential Information in compliance with any and all applicable laws and regulations in facilities located within the United States, and shall maintain a secure environment that ensures confidentiality of all State Confidential Information wherever located. Grantee shall provide the State with access, subject to Grantee's reasonable security requirements, for purposes of inspecting and monitoring access and use of State Confidential Information and evaluating security control effectiveness. Upon the expiration or termination of this Grant, Grantee shall return State Records provided to Grantee or destroy such State Records and certify to the State that it has done so, as directed by the State. If Grantee is prevented by law or regulation from returning or destroying State Confidential Information, Grantee warrants it will guarantee the confidentiality of, and cease to use, such State Confidential Information.

D. Incident Notice and Remediation

If Grantee becomes aware of any Incident, it shall notify the State immediately and cooperate with the State regarding recovery, remediation, and the necessity to involve law enforcement, as determined by the State. After an Incident, Grantee shall take steps to reduce the risk of incurring a similar type of Incident in the future as directed by the State, which may include, but is not limited to, developing and implementing a remediation plan that is approved by the State at no additional cost to the State.

11. CONFLICTS OF INTEREST

Grantee shall not engage in any business or activities, or maintain any relationships that conflict in any way with the full performance of the obligations of Grantee under this Grant. Grantee acknowledges that, with respect to this Grant, even the appearance of a conflict of interest shall be harmful to the State's interests and absent the State's prior written approval, Grantee shall refrain from any practices, activities or relationships that reasonably appear to be in conflict with the full performance of Grantee's obligations under this Grant. If a conflict or the appearance of a conflict arises, or if Grantee is uncertain whether a conflict or the appearance of a conflict has arisen, Grantee shall submit to the State a disclosure statement setting forth the relevant details for the State's consideration.

12. INSURANCE

Grantee shall maintain at all times during the term of this Grant such liability insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the Colorado Governmental Immunity Act, §24-10-101, *et seq.*, C.R.S. (the “GIA”). Grantee shall ensure that any Subgrantees and Subcontractors maintain all insurance customary for the completion of the Work done by that Subgrantee or Subcontractor and as required by the State or the GIA.

13. REMEDIES

In addition to any remedies available under any exhibit to this Grant Award Letter, if Grantee fails to comply with any term or condition of this Grant or any terms of the Federal Award, the State may terminate some or all of this Grant and require Grantee to repay any or all Grant funds to the State in the State’s sole discretion. The State may also terminate this Grant Award Letter at any time if the State has determined, in its sole discretion, that Grantee has ceased performing the Work without intent to resume performance, prior to the completion of the Work.

14. DISPUTE RESOLUTION

Except as herein specifically provided otherwise or as required or permitted by federal regulations related to any Federal Award that provided any of the Grant Funds, disputes concerning the performance of this Grant that cannot be resolved by the designated Party representatives shall be referred in writing to a senior departmental management staff member designated by the State and a senior manager or official designated by Grantee for resolution.

15. NOTICES AND REPRESENTATIVES

Each individual identified on page 2, “Representatives for this Grant” shall be the principal representative of the designating Party. All notices required or permitted to be given under this Grant Award Letter shall be in writing, and shall be delivered either in hard copy or by email to the representative of the other Party. Either Party may change its principal representative or principal representative contact information by notice submitted in accordance with this §15.

16. RIGHTS IN WORK PRODUCT AND OTHER INFORMATION

The exception to this §16 is Work Products that contain criminal justice records where each individual unit or agency will be subject to the rules and regulations.

Grantee hereby grants to the State a perpetual, irrevocable, non-exclusive, royalty free license, with the right to sublicense, to make, use, reproduce, distribute, perform, display, create derivatives of and otherwise exploit all intellectual property created by Grantee or any Subcontractors or Subgrantees and paid for with Grant Funds provided by the State pursuant to this Grant.

i. State Right to Use

The State has the right to use, duplicate and disclose, the above material in whole or in part in any manner for any purpose whatsoever and authorize others to do so.

17. GOVERNMENTAL IMMUNITY

Liability for claims for injuries to persons or property arising from the negligence of the Parties, their departments, boards, commissions committees, bureaus, offices, employees and officials shall be controlled and limited by the provisions of the GIA; the Federal Tort Claims Act, 28 U.S.C. Pt. VI, Ch. 171 and 28 U.S.C. 1346(b), and the State’s risk management statutes, §§24-30-1501, *et*

seq. C.R.S. No term or condition of this Grant Award Letter shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, or protections of any of these provisions.

18. GENERAL PROVISIONS

A. Assignment

Grantee's rights and obligations under this Grant are personal and may not be transferred or assigned without the prior, written consent of the State. Any attempt at assignment or transfer without such consent shall be void. Any assignment or transfer of Grantee's rights and obligations approved by the State shall be subject to the provisions of this Grant Award Letter.

B. Subcontracts and Subgrants

Grantee shall not enter into any subgrant or subcontract in connection with its obligations under this Agreement without the prior, written approval of the State. Grantee shall submit to the State a copy of each such subgrant or subcontract upon request by the State. All subgrants and subcontracts entered into by Grantee in connection with this Agreement shall comply with all applicable federal and state laws and regulations, shall provide that they are governed by the laws of the State of Colorado, and shall be subject to all provisions of this Agreement. If the entity with whom Grantee enters into a subcontract or subgrant would also be considered a Subrecipient, then the subcontract or subgrant entered into by Grantee shall also contain provisions permitting both Grantee and the State to perform all monitoring of that Subcontractor in accordance with the Uniform Guidance.

C. Captions and References

The captions and headings in this Grant Award Letter are for convenience of reference only, and shall not be used to interpret, define, or limit its provisions. All references in this Grant Award Letter to sections (whether spelled out or using the § symbol), subsections, exhibits or other attachments, are references to sections, subsections, exhibits or other attachments contained herein or incorporated as a part hereof, unless otherwise noted.

D. Entire Understanding

This Grant Award Letter represents the complete integration of all understandings between the Parties related to the Work, and all prior representations and understandings related to the Work, oral or written, are merged into this Grant Award Letter.

E. Modification

The State may modify the terms and conditions of this Grant by issuance of an updated Grant Award Letter, which shall be effective if Grantee accepts Grant Funds following receipt of the updated letter. The Parties may also agree to modification of the terms and conditions of the Grant in a formal amendment to this Grant, properly executed and approved in accordance with applicable Colorado State law and State Fiscal Rules. Modifications permitted under this Agreement, other than Agreement amendments, shall conform to the policies issued by the Colorado State Controller.

- i. The State may, at the State's discretion, use an Option Letter substantially equivalent to **Exhibit A1, Sample Option Letter** to modify the grant terms. If exercised, the

provisions of the Option Letter shall become part of and be incorporated into the original grant. An Option Letter may be used to perform the following grant actions:

- a. Extend the term of the grant, at the same rates stated in this Agreement.
- b. Increase or decrease the quantity of services of the grant, either at the same rates stated in this Agreement or at modified rates outlined in the Option Letter.
- ii. The State may, at the State's discretion, use a Grant Funding Change Letter substantially equivalent to **Exhibit A2, Sample Grant Funding Change Letter** to increase or decrease the amount of grant funds. If exercised, the provisions of the Grant Funding Change Letter shall become part of and be incorporated into the original grant.

F. Statutes, Regulations, Fiscal Rules, and Other Authority.

Any reference in this Grant Award Letter to a statute, regulation, State Fiscal Rule, fiscal policy or other authority shall be interpreted to refer to such authority then current, as may have been changed or amended since the Grant Issuance Date. Grantee shall strictly comply with all applicable Federal and State laws, rules, and regulations in effect or hereafter established, including, without limitation, laws applicable to discrimination and unfair employment practices.

G. Order of Precedence

In the event of a conflict or inconsistency between this Grant Award Letter and any Exhibits or attachment, such conflict or inconsistency shall be resolved by reference to the documents in the following order of priority:

- i. **Exhibit C**, Special Conditions.
- ii. **Exhibit D**, Federal Requirements.
- iii. The provisions of the other sections of the main body of this Agreement.
- iv. **Exhibit B**, Grant Requirements.
- v. **Exhibit E**, Statement of Work.
- vi. **Exhibit F**, Budget

H. Severability

The invalidity or unenforceability of any provision of this Grant Award Letter shall not affect the validity or enforceability of any other provision of this Grant Award Letter, which shall remain in full force and effect, provided that the Parties can continue to perform their obligations under the Grant in accordance with the intent of the Grant.

I. Survival of Certain Grant Award Letter Terms

Any provision of this Grant Award Letter that imposes an obligation on a Party after termination or expiration of the Grant shall survive the termination or expiration of the Grant and shall be enforceable by the other Party.

J. Third Party Beneficiaries

Except for the Parties' respective successors and assigns described above, this Grant Award Letter does not and is not intended to confer any rights or remedies upon any person or entity

other than the Parties. Any services or benefits which third parties receive as a result of this Grant are incidental to the Grant, and do not create any rights for such third parties.

K. Waiver

A Party's failure or delay in exercising any right, power, or privilege under this Grant Award Letter, whether explicit or by lack of enforcement, shall not operate as a waiver, nor shall any single or partial exercise of any right, power, or privilege preclude any other or further exercise of such right, power, or privilege.

L. Federal Requirements

Grantee shall comply with all applicable requirements of **Exhibit D, Federal Requirements** at all times during the term of this Grant.

EXHIBIT A1, SAMPLE OPTION LETTER

State Agency Insert Department's or IHE's Full Legal Name	Option Letter Number Insert the Option Number (e.g. "1" for the first option)
Grantee Insert Grantee's Full Legal Name, including "Inc.", "LLC", etc...	Original Agreement Number Insert CMS number or Other Contract Number of the Original Contract
Current Agreement Maximum Amount Initial Term State Fiscal Year 20xx \$0.00 Extension Terms State Fiscal Year 20xx \$0.00 State Fiscal Year 20xx \$0.00 State Fiscal Year 20xx \$0.00 State Fiscal Year 20xx \$0.00 Total for All State Fiscal Years \$0.00	Option Agreement Number Insert CMS number or Other Contract Number of this Option Agreement Performance Beginning Date The later of the Effective Date or Month Day, Year Current Agreement Expiration Date Month Day, Year

1. OPTIONS:

- A. Option to extend for an Extension Term
- B. Option to change the quantity of Goods under the Agreement
- C. Option to change the quantity of Services under the Agreement
- D. Option to modify Agreement rates
- E. Option to initiate next phase of the Agreement

2. REQUIRED PROVISIONS:

- F. **For use with Option 1(A):** In accordance with Section(s) Number of the Original Agreement referenced above, the State hereby exercises its option for an additional term, beginning Insert start date and ending on the current Agreement expiration date shown above, at the rates stated in the Original Agreement, as amended.
- G. **For use with Options 1(B and C):** In accordance with Section(s) Number of the Original Agreement referenced above, the State hereby exercises its option to Increase/Decrease the quantity of the Goods/Services or both at the rates stated in the Original Agreement, as amended.
- H. **For use with Option 1(D):** In accordance with Section(s) Number of the Original Agreement referenced above, the State hereby exercises its option to modify the Agreement rates specified in Exhibit/Section Number/Letter. The Agreement rates attached to this Option Letter replace the rates in the Original Agreement as of the Option Effective Date of this Option Letter.
- I. **For use with Option 1(E):** In accordance with Section(s) Number of the Original Agreement referenced above, the State hereby exercises its option to initiate Phase indicate which Phase: 2, 3, 4, etc, which shall begin on Insert start date and end on Insert ending date at the cost/price specified in Section Number.
- J. **For use with all Options that modify the Agreement Maximum Amount:** The Agreement Maximum Amount table on the Agreement's Signature and Cover Page is hereby deleted and replaced with the Current Agreement Maximum Amount table shown above.

3. OPTION EFFECTIVE DATE:

- K. The effective date of this Option Letter is upon approval of the State Controller or _____, whichever is later.

<p style="text-align: center;">STATE OF COLORADO John W. Hickenlooper, Governor INSERT-Name of Agency or IHE INSERT-Name & Title of Head of Agency or IHE</p> <p>_____ By: Name & Title of Person Signing for Agency or IHE</p> <p>Date: _____</p>	<p>In accordance with §24-30-202 C.R.S., this Option is not valid until signed and dated below by the State Controller or an authorized delegate.</p> <p style="text-align: center;">STATE CONTROLLER Robert Jaros, CPA, MBA, JD</p> <p>By: _____ Name of Agency or IHE Delegate-Please delete if contract will be routed to OSC for approval</p> <p style="text-align: right;">Option Effective Date: _____</p>
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EXHIBIT B, GRANT REQUIREMENTS

The following terms as used herein shall be construed and interpreted as follows:

1. AUDIT REQUIREMENTS

A. Due Date:

i. Project Start:

The Grantee must submit the most recent audit or financial review, including the corresponding management letter, to DCJ within thirty (30) days of request; and, if the most recent audit/financial review has not already been submitted to DCJ, it must be submitted within thirty (30) days of the start of this project.

ii. Project End:

The Grantee assures that it will procure an audit or financial review, incorporating this grant award, by an independent Certified Public Accountant (CPA), licensed to practice in Colorado. The audit or financial review incorporating this grant award must be completed and received by DCJ within nine (9) months of the end of the fiscal years that includes the end date of the grant, or within thirty (30) days of the completion of such audit or review, whichever is earlier.

B. Report/Audit Type:

- i. If your entity expended \$750,000 or more in Federal funds (from all sources including pass-through subawards) in your organization's fiscal year (12-month turnaround reporting period), your organization is required to arrange for a single organization-wide audit conducted in accordance with the provisions of Title 2 C.F.R. Subpart F (§ 200.500 et seq.)
- ii. If your entity expends less than \$750,000 in Federal funds (from all sources including pass-through subawards) in your organization's fiscal year (12-month turnaround reporting period), your organization is required to arrange for either an audit or financial review as follows:
 - a) Grantees that have revenue greater than \$300,000 from all sources during the entity's fiscal year are required by DCJ to obtain a financial audit
 - b) Grantees that have revenue less than \$300,000 from all sources during the entity's fiscal year are required by DCJ to obtain a financial audit or financial review. A compilation is not sufficient to satisfy this requirement.

C. Report/Audit Costs:

The Grantee accepts responsibility for the costs of a financial program audit to be performed by the Department of Public Safety in the event that the audit report or financial review:

- i. does not meet the applicable federal audit or DCJ standards;
- ii. is not submitted in a timely manner; or,
- iii. does not provide an audit response plan with corresponding corrections made sufficient to satisfy any audit findings.

D. Failure to Comply:

The grantee understands and agrees that DCJ or the federal awarding office (DOJ) may withhold award funds, or may impose other related requirements, if the grantee does not satisfactorily and promptly address outstanding issues from audits required by Part 200 Uniform Requirements, by the terms of this award, by the current addition of the DOJ Grants Financial Guide, or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

2. FINANCIAL AND ADMINISTRATIVE MANAGEMENT

- A. The Grantee assures that fund accounting, auditing, monitoring, evaluation procedures and such records as necessary will be maintained to assure adequate internal fiscal controls, proper financial management, efficient disbursement of funds received, and maintenance of required source documentation for all costs incurred. These principles must be applied for all costs incurred whether charged on a direct or indirect basis.
- B. All expenditures must be supported by appropriate source documentation. Only actual, approved, allowable expenditures will be permitted.
- C. The Grantee assures that it will comply with the applicable Administrative Guide of the Division of Criminal Justice (Guide), located at <http://dcj.state.co.us/home/grants>. However, such a guide cannot cover every foreseeable contingency, and the Grantee is ultimately responsible for compliance with applicable state and federal laws, rules and regulations. In the event of conflicts or inconsistencies between the Guide and any applicable state and federal laws, rules and regulations, such conflicts or inconsistencies shall be resolved by applicable state and federal laws, rules and regulations.

3. PROCUREMENT AND CONTRACTS

- A. Grantee assures that open, competitive procurement procedures will be followed for all purchases under the grant. All contracts for professional services, of any amount, and equipment purchases over five thousand dollars (per item, with a useful life of at least one year) must receive prior approval by the DCJ. Grantee shall submit Form 16 – Professional Services/Consultant Certification and/or Form 13 – Equipment Procurement Certification Form.
- B. Grantee may not assign its rights or duties under this grant without the prior written consent of the DCJ.

4. AWARD CHANGE REQUESTS

Grantee may request budget modifications by submitting a request to DCJ. DCJ reserves the right to make and authorize modifications, adjustments, and/or revisions to the Grant Award Letter for the purpose of making changes in budget categories, extensions of grant award dates, changes in goals and objectives, and other modifications as described in **§2.D** and **§18.E** in the body of the Grant Award Letter.

EXHIBIT C, SPECIAL CONDITIONS

The following program specific requirements are imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements. These requirements apply to this Agreement and must be passed on to subgrant award recipients.

The following Special Conditions documents, if checked, are incorporated herein. These documents are located on the DCJ Grants website and may also be obtained from DCJ upon request.

- 2018 Victims of Crime Act (VOCA) Special Conditions
- 2017 Victims of Crime Act (VOCA) Special Conditions
- 2015 & 2016 Victims of Crime Act (VOCA) Special Conditions

EXHIBIT D, FEDERAL REQUIREMENTS

The following federal requirements are imposed by the Federal sponsoring agency concerning special requirements of law. These requirements apply to this Agreement and must be passed on to subgrants and subcontractors.

The following federal requirements documents, if checked, are incorporated herein. These documents are located on the DCJ Grants website and may also be obtained from DCJ upon request.

- 2018 Federal Requirements
- 2017 Federal Requirements
- 2015 & 2016 Federal Requirements

EXHIBIT E - STATEMENT OF WORK

Applicant Agency: City of Brighton, by and through the Brighton Police Department

Project Title: 17th JD SART Program & You Have Options Program

Project Description:

Describe the project, staff and services you plan to provide with these grant funds. See instructions for further information.

The 17th JD SART is a community wide collaboration created to prevent, respond to and eliminate sexual assault. The SART's mission is to reduce the impact of sexual violence by providing a consistent, competent, and comprehensive response to victims of sexual assault in the 17th JD. In order to fulfill this mission our approach is to utilize a victim-centered, offender-focused, and multidisciplinary process. This 17th JD grant funded project will allow the continue efforts in developing the coordinated, victim-centered community and criminal justice system responses to sexual assault crimes. The SART Coordinator will attend several trainings both locally and nationally and bring back the information learned to the SART, encouraging and fostering new and innovative ideas to further the mission of the 17th JD SART. She will also:

- Work with all members of the SART to identify glitches in the system quickly and provide a forum for fast resolution.
- Facilitate bi-monthly case review and facilitating case review presentations, which identify agency successes and areas of improvement related to the handling of reported sexual violence.
- Gather statistical data regarding the reporting, investigating, prosecution and final disposition of sexual assault cases to identify gaps and keep the team moving forward, making the statistical data useful, to all agencies in the 17th JD concerned with sexual violence crimes in their communities.
- Raise public awareness about sexual violence through organizing of events, community campaigns during Sexual Assault Awareness Month and other events such as the Adams County Board of County Commissioners Annual Proclamation, Denim Day and the Bandanna Project so that survivors are aware of the victim services available to them.

Brighton/Commerce City Sexual Assault Victim Advocate Specialist:

This position provides primary services to sexual assault victims and witnesses including, crisis intervention, follow up services, information support and referrals, criminal justice support and advocacy, assisting with emergency financial assistance, legal and criminal justice system support and advocacy, personal advocacy, ensuring compliance with the Victim's Rights Act, processing and management of the You Have Options program, community education and outreach services.

This position works in partnership with the BPD SA Detective and members of the BPD/CCPD SATF, 17th Judicial District SART as well as other BPD/CCPD employees, departments/divisions, agencies and the public in order to deliver effective evidence based and innovative services based on best practices.

This position will support and exemplify the mission and values of both City of Brighton and Commerce City and the mission and values of the Brighton and Commerce City Police Departments.

In addition to the duties listed above these staff positions will assist with the ongoing implementation of the "You Have Options Program". "You Have Options Program" is a victim centered approach to breaking down the barriers that impede victims from reporting. This three tier reporting approach allows victims to report as much or as little of the crime as desired. It allows victims to drive the investigation and work at the victims pace. This program also allows victims to control certain aspects of the SA investigation as legally permissible. In some situations, where a DV is reported with the crime of DV, we will provide the victim with as many of the 20 Elements of YHOP as possible to provide a victim centered approach. Through this transformation it is important for those who live/work and visit the communities of Brighton and Commerce City to know they have these options when reporting a SA. Through an aggressive YHOP public awareness campaign to educate and increase reporting rates of victim who do not traditionally report and/or seek medical or advocacy services following a sexual assault, BPD/CCPD must: 1) increase

victim awareness about the program; 2) educate victims about available medical care, advocacy services, and the YHOP reporting options (anonymous, partial, or complete); and 3) develop victim trust by abiding by YHOP's 20 Elements in all reported sexual assault cases. Although BPD and CCPD has conducted community presentations, distributed posters, flyers and brochures throughout the community, and local papers have written articles about YHOP, BPD/CCPD lacks the resources necessary to fully educate the community regarding this program. Victims in both Brighton and Commerce City remain unaware of their options and the services they can receive through this victim centered program unless they are already looking to report to law enforcement. BPD and CCPD want to provide each member of our community with information regarding their option to be supported and access services that can help them define what justice means for them. To accomplish this, BPD/CCPD intends to launch a public awareness campaign designed to provide: commercial advertising through OUTFRONT Media making over 9,696,388 impressions; mobile network ads will be served to mobile phones with an app based platform within zip codes in and around Brighton and Commerce City, providing 8,034,610 ads on over 150,000 + Appsnot only providing education but also a direct connection to call, report or gather additional information on reporting options. This public awareness campaign is intended to saturate the Brighton and Commerce City community with "YOU HAVE OPTIONS" program education which, in turn, will empower and connect victims with the knowledge to make a fully informed decision regarding seeking medical, advocacy services and their reporting options.

Underserved communities make up a vast amount of SA survivors in our community. This project strives to address this issue in multifaceted approach. This project raises awareness of these groups and highlights their unique needs. This project also works towards meeting the needs of underserved SA survivors through community events. During Sexual Assault Awareness month, this project issues proclamations, provides displays through-out the community and participates in handing out You Have Options bracelets. This project, additionally, provides out-reach to groups representing underserved SA survivors. Working with groups in the community that already have interaction with underserved SA survivors has allowed this project to have more access into providing support and meeting the needs of these survivors. In addition, the BCSAVAS will provide quality initial and follow up services to all SA reporting victims regardless of age, race, sex or identified gender. This BCSAVAS will receive specialized training to build upon current knowledge that will allow for a victim-centered approach, opening avenues for victims to feel safe, believed and supported before, during and after reporting.

Project Purpose Area: Victims Services

Complete these data grids only if your project will provide DIRECT victim services. Provide only the number of victims (primary and secondary) who will receive services from Crime Victim Services (CVS) grant-funded personnel during each of the 24-month periods in the tables below.

Types of Crimes	Estimated Numbers of Victims
Adult Physical Assault	40
Adult Sexual Assault	236
Adults Sexually Abused/Assaulted as Children	45
Arson	0
Bullying (Verbal, Cyber or Physical)	0
Burglary	0
Child Physical Abuse or Neglect	40
Child Pornography	0
Child Sexual Abuse/Assault	105
Domestic and/or Family Violence	200
DUI/DWI Incidents	0
Elder Abuse or Neglect	0
Hate Crime: Racial/Religious/Gender/Sexual Orientation/Other	0
Human Trafficking: Labor	0
Human Trafficking: Sex	30
Identity Theft/Fraud/Financial Crime	0
Kidnapping (noncustodial)	0
Kidnapping (custodial)	0
Mass Violence (domestic/international)	0
Other Vehicular Victimization (e.g. Hit & Run)	0
Robbery	45
Stalking/Harassment	0
Survivors of Homicide Victims	0
Teen Dating Violence	0
Terrorism (domestic/international)	0
Other: please explain	0
UNDUPLICATED TOTAL	741

Types of Services	Estimated Numbers of Victims
Information & Referral Services	
Information about the criminal justice process	741
Information about victim rights, how to obtain notifications, etc.	741
Referral to other victim service programs	400
Referral to other services, supports & resources (legal, medical, faith-based, address confidentiality, etc.)	500
Personal Advocacy/Accompaniment Services	
Victim advocacy/accompaniment to emergency medical care	100
Victim advocacy/accompaniment to medical forensic exam	50
Law enforcement interview advocacy/accompaniment	300
Individual advocacy (assistance in applying for public benefits, return of personal property or effects)	100
Performance of medical forensic exam or interview, or medical evidence collection	0
Immigration assistance (e.g. special visas, continued presence application, and other immigration relief)	0
Intervention with employer, creditor, landlord or academic institution	100
Child or dependent care assistance (includes coordination of services)	0
Transportation assistance (includes coordination of services)	75
Interpreter services	0
Emotional Support or Safety Services	
Crisis intervention (in-person, includes safety planning, etc.)	741
Hotline/crisis line counseling	0
On-scene crisis response	400
Individual counseling	0
Support groups (facilitated or peer)	0
Other therapy (traditional, cultural or alternative healing; art, writing or play therapy, etc.)	0
Emergency financial assistance	40
Shelter/Housing Services	
Emergency shelter or safe house	0
Transitional housing	0
Relocation assistance (includes assistance with obtaining housing)	0
Criminal/Civil Justice System Assistance Services	
Notification of criminal events	741
Victim impact statement assistance	40
Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)	0
Civil legal assistance in obtaining protection or restraining order	0
Civil legal assistance with family law issues (custody, visitation or support)	0
Other emergency justice-related assistance	0
Immigration assistance (e.g. special visas, continued presence application, and other immigration relief)	0
Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and victim/witness)	25
Law enforcement interview advocacy/accompaniment	350
Criminal advocacy/accompaniment	150
Other legal advice and/or counsel	0
Crime Victim Compensation	
Assistance with Victim Compensation	400

Project Purpose Area: System Improvement

Check items in this section only if one of the primary purposes of your grant-funded project is to improve a community's or a system's (e.g. criminal justice system) response to victims of crime. Check only those system improvement areas that describe the type of activities and services for which you are requesting grant funds.

- Specialized Units
- Policies, Protocols, Orders
- Multidisciplinary Coordinated Response to Domestic Violence
- Multidisciplinary Coordinated Response to Sexual Assault
- Multidisciplinary Coordinated Response (non DV/SA crimes)
- Statewide/Multijurisdictional formal & informal multidisciplinary efforts
- Data Collection & Communication Systems
- Model project that can demonstrate success and a plan for statewide replication
- Coordinating meetings between tribal and nontribal entities
- Other (please describe)

Project Specific Goals and Objectives:

Applicants are limited to four goals and no more than three objectives for each goal. Objectives must be measurable and related to the personnel/consultants requested in the grant and any match personnel. Do not repeat services you have already addressed in the project purpose area grids.

Goal 1: The 17th JD SART will focus on developing victim-centered collaborative activities with law enforcement, prosecution and community non-profit agencies to enhance and increase safety and justice for sexual assault victims in the 17th JD.

	Objective/Position Title Responsible	Intended Outcome/Impact	Data Collection	Timeframe
1.1	The 17th JD SART Coordinator will facilitate 11 SART meetings to provide information on emerging best practice, changes in sexual assault laws and discuss gaps in services.	Attendees will learn information to take back to their home agency to improve response to victims of sexual assault.	Documentation of number of SART meetings, attendees will sign in. Each member of the SART will be sent an electronic survey twice a year (total of 4 times in the grant period) to provide feedback on the effectiveness of meeting, information learned and agencies change in practice due to participation in SART.	During the 24 month grant period
1.2	The 17th JD SART Coordinator will identify strengths in the current SA response and gaps in services for survivors.	The SART will be able to tailor their initiatives to support existing positive practices and address identified gaps.	Excel spread sheet of monthly statistical data on number of SA reported to LE, filings with DA's office, # of victims accessing services	During the 24 month grant period
1.3				

Goal 2: The Brighton/Commerce City Sexual Assault Victim Advocate Specialist (BCSAVAS) will provide specialized direct services to meet the needs of sexual assault victims in the City of Brighton and Commerce City.

	Objective/Position Title Responsible	Intended Outcome/Impact	Data Collection	Timeframe
2.1	The BCSAVAS will provide direct services to 281 primary and secondary victims of sexual assault	Victims will report they felt believed, informed of reporting options, personnel options, and criminal justice process.	The BCSAVAS will enter number of victims/witnesses served, by crime type, all services provided into the Brighton/Commerce City Victim Services Database BPD/CCPD VSU DB. BCSAVAS will	During the 24 month grant period.

			also send out a Client Satisfaction Survey within 5 days of closing the case.	
2.2	The BCSAVAS will attend 4 trainings on primary issues facing sexual assault victims to	The BCSAVAS will further develop skills in assisting victims in moving forward from a victim to a survivor to a thriving community member.	The BCSAVAS will provide a brief summary on each training attended, outlining key take always and how she will apply it.	During the 24 month grant period.
2.3	The BCSAVAS will participate in weekly BPD/CCPD SATF case review meeting to review minimum of 120 cases that are reported through YHOP in Brighton/Commerce City.	Victims who either are ready or not ready to fully report will be provided with resources/services, and similarities and trends in cases will be identified.	Data will be compiled in a customized database from the "You Have Options" website.	During the 24 month grant period

Goal 3: Conduct a Public Awareness Campaign for the "You Have Options Program"

	Objective/Position Title Responsible	Intended Outcome/Impact	Data Collection	Timeframe
3.1	4 YHOP billboards, 2 in the City of Brighton and 2 in the Commerce City, will be strategically placed providing 9,696,388 projected images.	Victims of past or current unreported sexual assault will be aware of available reporting options, medical services, and advocacy services.	Data will be collected on where the reporting party learned about the YHOP with a YHOP data collection form given at the time of the report.	During the 24 month grant period.
3.2	Mobile network ads will be served to mobile phones with an app based platform within zip codes in and around Brighton and Commerce City, resulting in 8,034,610 ads on over 150,000 + Apps.	Victims of past or current unreported sexual assault will be aware of available reporting options, medical services, and advocacy services.	Data will be collected on clicks, click through Rates, Secondary Actions performed and Secondary Action Rates and where the reporting party learned about YHOP.	During 24 month grant period.
3.3				

Overall Project Evaluation:

Describe the approach for evaluating the project in response to the stated objectives, intended outcomes/impact and data collection. See instructions for further information.

The 17th JD SART Coordinator has developed a survey that will be provided to all participating SART Agencies twice a year. The survey is developed to address the agencies effectiveness and the impact on victims each agency is having as a result of participating on the SART. The survey also solicits feedback on changes participating agencies would like to see to increase the benefits of participating in SART. The survey also asks does the agency share the vision/mission of the 17th JD SART and if not what is your agencies vision/mission for sexual assault victims. These surveys are reviewed by the 17th JD SART Coordinator and this Project Director. The questionnaires will also solicit feedback regarding participation in SART.

The BCSAVAS will enter number of victims served, by crime type, all services provided into the BPD/CCPD VSU DB. This information will be entered at the time services are provided and will be utilized as a case management system to ensure quality of services. The surveys will capture the intended outcomes/impact the program is to accomplish as stated in our goals and objectives. The BCSAVAS will send out the Brighton/Commerce City Victim Services Client Satisfaction Survey within five business days of the closure of each case funded under this project. These surveys are in English and Spanish. Documentation of sent surveys will be indicated by a check mark in the BPD/CCPD VSU DB. Surveys will have a stamped envelope with return address of the VSU manager. Kim Messina will review all returned surveys, contact victims if requested, gather information regarding timeliness of services, VRA information given, and effectiveness of services provided and resources used. She will report all information by category and changes in services as needed. The Victim Advocate Specialists will collect data regarding how victims heard about YHOP by asking in person, through surveys, or online data collection at the time of the reports. This information will be recorded on the YHOP Data Collection Form and tracked through the National YHOP database. OUTFRONT Mobile Network will also report how many "Clicks", "Click Through Rate", "Secondary Actions" performed as well as "Secondary Action Rate" to include, calling numbers provided to report, access medical or additional information, connecting to the YHOP website.

Applicant Agency:	<u>City of Brighton, by and through the Brighton Police Department</u>
Project Title:	<u>17th JD SART Program</u>

(Please do not enter any information in these two summary grids - they will automatically calculate from the next three tabs within this worksheet)

Total 2 Year Budget Summary	Grant Funds	Cash Match	In-Kind Match	Total Match	2 Year Project Total
Personnel	\$197,781	\$95,673	\$0	\$95,673	\$293,454
Supplies & Operating	\$2,800	\$0	\$0	\$0	\$2,800
Travel	\$6,248	\$0	\$0	\$0	\$6,248
Equipment	\$0	\$0	\$0	\$0	\$0
Consultants / Contracts	\$152,680	\$0	\$0	\$0	\$152,680
Indirect Costs	\$23,183	\$0	\$0	\$0	\$23,183
GRAND TOTAL 2 Year Budget	\$382,692	\$95,673	\$0	\$95,673	\$478,365

Personnel Summary	Year 1			Year 2			Total
Personnel	Annual Budget Year 1 (CY19)	Total to be Paid by Grant Year 1 (CY19)	% Paid by Grant (CY19)	Annual Budget Year 2 (CY20)	Total to be Paid by Grant Year 2 (CY20)	% Paid by Grant (CY20)	Total to be Paid by Grant for 2 years
Position # 1	\$69,100	\$34,550	50%	\$71,113	\$35,557	50%	\$70,107
Position # 2	\$65,982	\$62,683	95%	\$68,412	\$64,991	95%	\$127,674
Total Personnel	\$135,082	\$97,233	72%	\$139,525	\$100,548	72%	\$197,781

PERSONNEL

Position # 1	Annual Budget Year 1 (CY19)	% Paid by Grant (CY19)	Total to be Paid by Grant for 1st year	Annual Budget Year 2 (CY20)	% Paid by Grant (CY20)	Total to be Paid by Grant for 2nd year	Total to be Paid by Grant for 2 years
Name: Malgorzata Pastusiak							
Title: 17th JD SART Coordinator							
Salary	\$54,106	50.00%	\$27,053	\$55,729	50.00%	\$27,865	\$54,918
Fringe/Benefits	\$14,994	50.00%	\$7,497	\$15,384	50.00%	\$7,692	\$15,189
TOTAL	\$69,100	50%	\$34,550	\$71,113	50.00%	\$35,557	\$70,107

Hours per week position works for agency: **40** Total Grant \$ Position #1 **\$70,107**

Type Position #1 budget narrative & justification below:

CY19- 17th JD SART Coordinator (Pastusiak) will work 2080 per year X 26.01 per hour = \$54,106.00 to continue developing the coordinated, victim-centered community and criminal justice system responses to sexual assault crimes in the 17th JD. She will facilitate meeting of the 17th JD criminal justice professionals to enhance services to sexual assault survivors. Fringe/Benefits is 28% of salary to include Pension, Health Insurance, Medicare, Life Insurance = \$14,994.00. CY20 Includes 3% Step Increase in salary per city plan - 17th JD Coordinator (Pastusiak) will work 2080 hrs per year X \$26.79= \$55,729.00 - to continue developing the coordinated, victim-centered community and criminal justice system responses to sexual assault crimes in the 17th JD. Fringe/Benefits- is 28% of salary to include Pension, Health Insurance, Medicare, Life Insurance = \$15,384.00

Position # 2	Annual Budget Year 1 (CY19)	% Paid by Grant (CY19)	Total to be Paid by Grant for 1st year	Annual Budget Year 2 (CY20)	% Paid by Grant (CY20)	Total to be Paid by Grant for 2nd year	Total to be Paid by Grant for 2 years
Name: Stacy Galbo							
Title: Brighton/Commerce City Sex Assault Victim Advocate							
Salary	\$47,743	95.00%	\$45,356	\$49,175	95.00%	\$46,716	\$92,072
Fringe/Benefits	\$18,239	95.00%	\$17,327	\$19,237	95.00%	\$18,275	\$35,602
TOTAL	\$65,982	95.00%	\$62,683	\$68,412	95.00%	\$64,991	\$127,674

Hours per week position works for agency: **40** Total Grant \$ Position #3 **\$127,674**

Type Position #3 budget narrative & justification below:

Brighton/Commerce City Sexual Assault Victim Advocate Specialist (BCSAVAS), Stacy Galbo provides direct services to 281 victims of SA. The BCVAVAS will provide direct services to 281 SA victims/witnesses in Brighton/Commerce City. Total requested amount for this position CY19 \$47,743.00 \$22.95 X 2080 hours = \$47,743.00 (City of Brighton Pay Scale for Victim Advocate Specialist) Annual Benefits are 38% (\$18,239.00) of salary and include, Pension, Medicare, Health Care and Life Insurance (City of Brighton Human Resources Department) CY20 \$49,175.00 \$23.64 X 2080 hours = \$49,175.00 (3% step increase) Annual Benefits are 39% (\$19,237.00) of salary and include, Pension, Medicare, Health Care and Life Insurance (City of Brighton Human Resources Department). 95% of this position's salary and benefits are requested.

2-Yr. Budget for All other Budget Categories
(Supplies & Operating / Travel / Equipment / Consultants-Contracts / Indirect Cost)

Supplies & Operating Item	Item Calculations	Total to be Paid by Grant Funds
EVAWI Conference Registration	1 Registration Fee X \$745.00 x 2 staff	\$1,490
Colorado Advocacy In Action Conference	1 Conference Registration Fee at \$150.00 We are requesting 100% of the cost x 2 staff	\$300
Colorado Organization for Victim Assistance Conference	1 Conference Registration Fee at \$555.00 x 2 staff	\$1,010
TOTAL Supplies & Operating:		\$2,800

Supplies & Operating Budget Narrative/Justification below:

The SART Coordinator and the BCSAVAS will attend the EVAWI Conference during either 2019 or 2020 to enhance services and bring back best practice/innovative programs. The SART Coordinator and the BCSAVAS will attend the Colorado Advocacy In Action Conference during either 2019 or 2020 to increase knowledge and skills, network with other agencies to enhance services to victims of SA. The SART Coordinator and the BCSAVAS will attend the Colorado Organization for Victim Assistance Conference during either 2019 or 2020 to increase skills and knowledge, bring back information on best practice and network with other agencies to enhance current services to victims of SA.

Travel Item	Item Calculations	Total to be Paid by Grant Funds
EVAWI Conference: lodging	5 nights x \$215/night x 2 staff	\$2,150
EVAWI Conference: airfare	Roundtrip Airfare x 2 staff	\$800
EVAWI Conference: Per diem	(Sunday and Friday) X \$48.00 per day = \$96.00 \$28.00 per dinner and 5.00 incidental = \$33.00 x 4 days = \$132.00 x 2 staff	\$456
CAIA Conference: mileage	Roundtrip to Vail, Colorado - 238 miles round trip X .54 per mile	\$129
CAIA Conference: lodging	1 Hotel room at 3 nights X \$148.00 per night x 2 staff	\$888
CAIA Conference: Per diem	2 Travel days X \$55.00 per day = \$111 \$34.00 per dinner and \$5.00 incidental = \$39.00 per day x 2 = \$78.00 x 2 staff	\$378
COVA Conference: mileage	Roundtrip to Keystone, Colorado: 190 miles X .54 per mile	\$103
COVA Conference: per diem	2 travel days Monday lunch is provided, Tuesday breakfast and dinner are provided 1 Attendee X 2 Travel Days (Sunday and Wednesday) \$48.00 per day = \$81.00 1 Attendee X 1 X \$15.00 (Breakfast) = \$15.00 1 Attendee X \$16.00 (Lunch) = \$16.00 1 Attendee X 1 X \$28.00 (Dinner) = \$28.00 x 2 staff	\$280
COVA Conference: lodging	1 Hotel room X 4 nights- Keystone Lodge X \$133.00 per night x 2 staff	\$1,064
Total Travel:		\$6,248

Travel Budget Narrative/Justification Below:

The SART Coordinator and the BCSAVAS will attend EVAWI to bring back best practice/innovative programs to the SART-

1 Hotel room at 5 nights X \$215.00 = \$1075.00 x 2 staff

EVAWI Per Diem figured from GSA.gov in accordance with Brighton City Policy – 2 travel days and 4 full conference days where breakfast and lunch are provided in conference registration.

SART Coordinator X 2 travel days: (Sunday and Friday) X \$48.00 per day = \$96.00

SART Coordinator X \$28.00 per dinner and 5.00 incidental = \$33.00 x 4 days = \$132.00

Total Per Diem: \$228.00 x 2 staff

1 Air Fare- \$400.00 = \$400.00 x 2 staff

SART Coordinator and the BCSAVAS will attend CAIA Conference to increase her knowledge and skills, staying updated on new legislation and bring new information back to the SART.

1 Hotel room at 3 nights X \$148.00 per night = \$444.00 x 2 staff

CAIA Per Diem (Vail)(GSA.gov) –

2 travel days and 2 full conference days where breakfast and lunch are provided.

2 Travel days X \$55.00 per day = \$111

\$34.00 per dinner and \$5.00 incidental = \$39.00 per day x 2 = \$78.00

Total Per Diem CAIA: \$189.00 x 2 staff

Mileage to travel to and from the conference in Vail, Colorado - 238 miles round trip X .54 per mile= 128.52

SART Coordinator

and the BCSAVAS will attend the COVA Conference to network with other agency/service providers, increase knowledge on best practice and bring information back to SART. 1 Hotel room X 4 nights- Keystone Lodge X \$133.00 per night = \$532.00 x 2 staff

COVA Per Diem (Keystone) (GSA.gov) – 2 travel days Monday lunch is provided, Tuesday breakfast and dinner are provided

1 Attendee X 2 Travel Days (Sunday and Wednesday) \$48.00 per day = \$81.00

1 Attendee X 1 X \$15.00 (Breakfast) = \$15.00

1 Attendee X \$16.00 (Lunch) = \$16.00

1 Attendee X 1 X \$28.00 (Dinner) = \$28.00

Total Per Diem = \$140.00 x 2 staff

Mileage to travel to and from the conference in Keystone, Colorado: 190 miles X .54 per mile = \$102.60

Equipment Item	Item Calculations	Total to be Paid by Grant Funds
	Total Equipment:	\$0

Equipment Budget Narrative/Justification Below:

Consultants / Contracts Item	Consultant/Contractor Calculations	Total to be Paid by Grant Funds
Outfront Media	OUTFRONT Media (Billboards)4 billboards per month for 2 years We are requesting 100% of cost; OUTFRONT Media (Mobile Network Advertising) \$2,500.00 per 4 weeks X 13 periods per year X 2 years	\$152,680
TOTAL Consultants / Contracts:		\$152,680

Consultants / Contracts Budget Narrative/Justification below:
<p>Public Awareness to educate victims on medial, advocacy, services and reporting options</p> <p>OUTFRONT Media</p> <p>4 Billboards</p> <p>CY19 and CY20 - 1 AD Production/Print Fee for 4 Billboards a flat fee total of \$2,400.00 (Ad will be refreshed or modified every 12 weeks) during the 2 year period.</p> <p>CY19 -4 Billboards (2 in Brighton, 2 in Commerce City) X \$800.00 per billboard X 4 week periods=\$3,200.00 X 13 periods = \$41,600.00</p> <p>CY20 - 4 Billboards (2 in Brighton, 2 in Commerce City) X \$840.00 per billboard X 4 week periods = \$3,600.00 X 13 periods = \$43,680.00</p> <p>Total 2 year Public Awareness Campaign through Billboards \$87,680.00</p> <p>Mobile Network Advertising</p> <p>CY19- Mobile Network Advertising \$2,500.00 per 4 week per X 13 periods =\$32,500.00</p> <p>CY20- Mobile Network Advertising \$2,500.00 per 4 week per X 13 periods =\$32,500.00</p> <p>Total 2 year Public Awareness Campaign through Mobile Network Advertising \$65,000.00</p>

Indirect Costs	<i>List the % of the approved federal negotiated indirect rate or 10% de minimus indirect rate details</i>	Grant Funds
De minimus Rate	Indirect cost is 10% of the total MTDC	\$23,183

Indirect Costs Budget Narrative/Justification below:
Direct costs = \$231,829.00 x .10 = \$23,183. This amount discludes the contract surplus over \$25,000.

2 Year - Project Match (Cash and/or In-Kind)

PERSONNEL MATCH (Employees / volunteers of the applicant agency) Employee / Volunteer / Job Title	CASH MATCH	IN-KIND MATCH	TOTAL MATCH
Gioany Lira-Jasso, BPD/CCPD Victim Advocate Specialist (75% of 2-year salary & fringe)	\$95,673	\$0	\$95,673
	\$0	\$0	\$0
Subtotal	\$95,673	\$0	\$95,673
Source of Match: City of Brighton			

SUPPLIES and OPERATING MATCH (Copying, rent, phone, registration fees and other items under \$5,000)	CASH MATCH	IN-KIND MATCH	TOTAL MATCH
	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0
Source of Match:			

TRAVEL MATCH	CASH MATCH	IN-KIND MATCH	TOTAL MATCH
	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0
Source of Match: City of Brighton -			

EQUIPMENT MATCH	CASH MATCH	IN-KIND MATCH	TOTAL MATCH
	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0
Source of Match:			

CONSULTANTS / CONTRACTS MATCH	CASH MATCH	IN-KIND MATCH	TOTAL MATCH
	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0
Source of Match:			

INDIRECT MATCH	CASH MATCH
	\$0
Subtotal	\$0
Source of Match:	

	CASH MATCH	IN-KIND MATCH	TOTAL MATCH
TOTAL MATCH FOR 2-YEAR PROJECT	\$95,673	\$0	\$95,673

Match Budget Narrative and Justification below:
 Non grant funded BPD/CCPD VA Specialist, Gioany Lira-Jasso's 2-year salary and fringe funded by the City of Brighton will make up the match for this grant request. $\$127,684 \times 75\% = \$95,673.00$

Financial Management Questions Crime Victims Services Grant Program

This section must be completed in cooperation with the designated Financial Officer assigned to this grant/project. **Complete this form in Excel.** Upload the completed electronic version on the "Documents" tab in ZoomGrants.

Enter your response in the field BELOW the question. The questions that use a dropdown menu, click on the space below the question and an arrow will appear to the right of the field showing you the dropdown options.

1. What accounting system does your organization use? List the name and a brief description of the system. (maximum length = 1,000 characters)

The City of Brighton uses Harris Innoprise ERP system for its accounting and payroll system. The Finance model is a complete integrated system for general ledger, accounts receivable, accounts payable, report generation. In this system we are able to setup grants with specific ID numbers which are used to track grant revenue and expenditures. The system also includes a procurement module with workflow approvals.

2. This grant will be on a cost reimbursement basis. What will be your organization's source of cash and how will your organization manage its cash flow between the time costs are incurred and reimbursed? (maximum length = 1,000 characters)

The City of Brighton does not have any difficulty with managing the costs incurred before reimbursement. The cash balance in the General Fund at 12-31-17 was \$19 million . Most of this cash is reserved under Fund Balance policies of the City for emergencies and stabilization policies.

3a. Which of the following applies to your agency? (select an option from the dropdown box)

Agency has over \$300,000 in revenue from all combined sources.

Submit the most recent Financial Audit to DCJ via ZoomGrants "Documents".

3b. Date of most recent A-133 Audit, Financial Audit or Financial Review?

31-Dec-16

3c. Date the recent A-133 Audit, Financial Audit or Financial Review was sent to DCJ?

9/30/2017

3d. Were there any findings, questioned costs or unallocated costs? (select an option from the dropdown box)

No

The City's Comprehensive Annual Financial Report for the year ending December 31, 2016 at be found at:

<http://www.brightonco.gov/DocumentCenter/View/14518>

Criteria for managing grant funds

Please respond to the following questions regarding whether your accounting system meets the criteria for managing grant funds. These are items that will be monitored by the Division of Criminal Justice (DCJ) staff either by site visits or other reporting mechanisms.

4. Does your accounting system separate all revenues and expenditures by funding source? (select an option from the dropdown box)

Yes

5. Does your accounting system track revenues and expenditures for each grant award separately through a sub-ledger system? (select an option from the dropdown box)

Yes

6. Does your accounting system allow expenditures to be classified by the broad budget categories listed in the approved budget in your grant, i.e. Personnel, Supplies and Operating, Travel, Equipment and Professional Services? (select an option from the dropdown box)

Yes

7. Does your organization have written financial policies and procedures (specific to grants) in place that describe items such as: meeting all grant requirements, the preparation of grant financial reports and statements, the disclosure of financial documents, the ability for staff to prevent and detect misstatements in financial reporting, a method to trace funds, and a process to maintain and safeguard all cash, real and personal property, and other assets? (select an option from the dropdown box)

Yes

8. Is this grant request for less than \$100,000? (select an option from the dropdown box)

No

9. Is this grant request for a new project? (select an option from the dropdown box)

No

10. Has your organization been in existence for three (3) years or more? (select an option from the dropdown box)

Yes

11. Does the staff assigned to this project have two (2) or more year's prior experience with projects with the same or similar requirements? (select an option from the dropdown box)

Yes

12. Does your organization have internal controls in place, such as: a review process to determine reasonableness, allowability and allocability of costs, separation of duties, dual signatures on certain checks, reconciliations or other fiduciary oversight? (select an option from the dropdown box)

Yes

13. Does your organization reconcile sub-ledgers to your general ledger at least monthly or quarterly if the applicant is a governmental entity? (select an option from the dropdown box)

Yes

14. Are accounting records supported by source documentation such as invoices, receipts, timesheets, etc.? (select an option from the dropdown box)

Yes

15. Does your organization routinely record the grant number or other unique identifier on all source documents such as invoices, receipts, time records, deposit records, etc.? (select an option from the dropdown box)

Yes

16. Does your organization maintain time sheets approved by the employee, supervisor and project director for each employee paid by these grant funds? (select an option from the dropdown box)

Yes

17a. Will this grant funded project generate program income? (select an option from the dropdown box)

No

17b. If "Yes", does your accounting system have the ability to track these funds separately? (select an option from the dropdown box)

NA

18. [Non-governmental agencies only] Do the Board bylaws and policies describe the involvement of the Board in the financial oversight and direction of your agency? (select an option from the dropdown box)

NA

19. Does your accounting system have the ability to track in-kind and/or cash match funds? (select an option from the dropdown box)

Yes

20. Are you able to ensure that you will not be using these grant funds to provide services that will be paid by Victim Compensation? (select an option from the dropdown box)

Yes

18. If you answered "No" to any one question (4-7, 12-16, 18-20) above, please provide a brief explanation below. Please refer to question #. (maximum length = 500 characters)