

COLORADO DEPARTMENT OF HUMAN SERVICES

OFFICE OF CHILDREN, YOUTH & FAMILIES
DOMESTIC VIOLENCE PROGRAM

ANNOUNCEMENT OF AVAILABILITY OF FUNDS FOR TRAINING AND TECHNICAL ASSISTANCE AND APPLICATION REQUIREMENTS

FUNDING PERIOD:
JANUARY 1, 2014 – DECEMBER 31, 2014

DEADLINE: SEPTEMBER 6, 2013

DOMESTIC VIOLENCE PROGRAM
1575 SHERMAN STREET – 3RD FLOOR
DENVER, CO 80203

WWW.COLORADO.GOV/CDHS/DVP



Domestic Violence Program



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GENERAL INFORMATION

This document provides information regarding the application for funding available for training and technical assistance projects through the Colorado Department of Human Services (CDHS), Domestic Violence Program (DVP). The primary purpose of the funding available through this announcement is to support training and technical assistance projects that enhance the capacity of domestic violence crisis centers in Colorado to better serve victims and their families and maintain high standards of nonprofit management best practices. Interested applicants should thoroughly read this document and the application prior to completing the application. Applicants may access these instructions and the application at: <http://www.colorado.gov/cdhs/dvp>.

This is the second year that DVP has made funding available for training and technical assistance projects through an open solicitation. However, DVP has funded training and technical assistance projects for 10 years through sole source contracts. This open solicitation represents a more transparent process used to select contractors for the delivery of training and technical assistance. DVP believes it is in the best interests of the State of Colorado, CDHS, and community-based domestic violence programs to review and consider a diverse pool of applications to determine the how best to equitably distribute public dollars for training and technical assistance projects.

For the 2012 – 2013 training and technical assistance funding cycle, DVP contracted with three programs for delivery of a myriad of training and technical assistance projects. Additional details regarding these projects can be found at: <http://www.colorado.gov/cdhs/dvp>.

In addition to this solicitation, DVP has state and federal dollars available for funding community-based domestic violence programs that provide direct services to victims. DVP has administered funding for those services since 1984. For the 2013 – 2014 funding cycle, DVP will contract with 47 community-based domestic violence programs for the delivery of services to victims and their families, community education, and prevention programming. A list of DVP-funded programs can be found at: <http://www.colorado.gov/cdhs/dvp>.

Issuance of this announcement and application in no way constitutes a commitment by the State of Colorado to award any contract. The State reserves the right to reject any or all applications, to waive informalities and minor irregularities in applications received, to accept any portion of an application, or to cancel this announcement if it is in the best interest of the State to do so.

Failure to provide all information requested within timelines specified or to follow the application instructions and format shall disqualify the application.

ABOUT THE DOMESTIC VIOLENCE PROGRAM

In 1983, the Colorado General Assembly created the Domestic Violence Program (DVP). Located in the Colorado Department of Human Services (CDHS), Office of Children, Youth and Families (OCYF), DVP is the sole government entity dedicated entirely to funding and sustaining community-based domestic violence programs across the state. The DVP oversees approximately \$3 million annually in funding.

AVAILABLE FUNDING

For the funding cycle scheduled to begin January 1, 2014, DVP has available a maximum amount of \$91,000.00 available for training and technical assistance projects. All dollars for training and technical assistance projects are derived from state cash funding comprised of income tax check-off contributions and marriage and divorce filing fees. These are state-generated dollars and no federal funding will be used to support training and technical assistance projects.

The amount available for special projects is determined based on the total amount of DVP funding available from several sources. Approximately 8% of DVP's state cash funding will be used to support training and technical assistance projects. The amount available for the 2014 funding cycle is approximately \$20,000 less than in the previous 2012 – 2013 funding cycle.

NOTE: The numbers above reflect estimates available on July 23, 2013 and actual amounts available could decrease or increase at anytime. DVP is not obligated to award all or any of the funding available.

APPLICANTS WITH A CURRENT CONTRACT FOR FUNDING

Applicants currently receiving DVP funding for training and technical projects are required to submit a full and complete application for funding. Information regarding currently funded training and technical assistance projects such as compliance history and success in reaching goals and objectives in previous contracts may be reviewed in making funding decisions. All currently funded training and technical assistance projects should make every effort to ensure they have demonstrated successful resolution of outstanding compliance items, if any.

NOTE: Previous DVP funding in no way guarantees future funding.

APPLICANTS WITHOUT A CURRENT CONTRACT FOR FUNDING

Applicants without a current contract for funding will be reviewed using the same scoring and eligibility criteria as those with a current contract for funding. Although DVP will review applicants with a current contract for their compliance history and success in reaching goals and objectives, those applicants that do not have a current contract will not be excluded due to not having any history managing a DVP contract.

MULTI-YEAR FUNDING

All potential applicants should note that all awards made under this funding announcement will be granted for two (2) consecutive one-year periods. Successful applicants will not have to reapply for funding in 2014. All application materials including goals and objectives, and budget information should be submitted for a one-year period. Contracts will be executed annually for funded training and technical assistance projects that successfully meet all DVP requirements. DVP anticipates the next announcement for funding will occur in July 2015. The amount of funding available is unknown at this time.

FUNDING PRIORITIES

The priorities for the use of dollars available for training and technical projects shall be activities that enhance the ability of domestic violence crisis centers to:

- 1) Provide direct services to domestic violence victims and their families including empowerment based advocacy, crisis intervention, emergency shelter, counseling, information and referrals, and other supportive services.
- 2) Make available specialized advocacy services for underserved populations including victims vulnerable due to rural isolation, age, language barriers, disabilities, gender or sexual orientation, or refugee or immigration status.
- 3) Develop and maintain community partnerships that coordinate service delivery.
- 4) Offer community education to inform the public regarding the availability of domestic violence services and the problem of domestic violence.
- 5) Achieve high standards of nonprofit management effectiveness that support domestic violence crisis centers' efforts in achieving their mission including fundraising and grant writing, fiscal responsibility and management, governance, strategic planning, leadership succession, and policy development.

ALLOWABLE ACTIVITIES

The audience or end-user of all activities must be the staff or volunteers of domestic violence crisis centers. The following training and technical assistance activities are allowable:

- 1) In-person delivery of training, including conferences.
- 2) On-line, web-based, or video training.
- 3) On-demand technical assistance in-person, on-line or via telephone.
- 4) Networking opportunities.
- 5) Professional development opportunities.
- 6) Consultant-based technical assistance.
- 7) Mentoring or coaching for leaders.

The following types of activities are unallowable:

- 1) Projects that have a primary purpose to delivery direct services to victims and their families.
- 2) Training and technical assistance projects that do not have domestic violence crisis center staff as the primary end-user or audience.

GENERAL SPECIFICATIONS

Potential applicants should be aware of the following:

- 1) Multiple projects and activities proposed by the same applicant are allowed. However, applicants are encouraged to link their projects and activities together using common themes or outcomes.
- 2) Coordinated projects with multiple partners are highly encouraged. Applicants should interact with and make use of diverse experience and qualifications from a variety of partners in implementing a project. To make the best use of limited funding, applicants may wish to submit joint proposals to consolidate resources.
- 3) Programs that currently receive funding (contracts) from DVP for direct services may submit an application for funding of a training and technical assistance project. As an applicant, they would propose to be a training and technical assistance provider. The applicant would need to ensure that the project was a separate function from any other DVP-funded activities and must have the ability to provide training and technical assistance to other domestic violence crisis centers in Colorado.

ELIGIBILITY

Eligible entities include:

- Governmental entities including: 1) State agencies, 2) Counties, 3) Cities and counties, 4) Cities, 5) Towns, 6) Municipalities, and 7) Special districts.
- Nongovernmental entities including: 1) Individual persons, 2) private nonprofit agencies/organizations, 3) For-profit corporations, or 3) Other community-based or community-oriented entities.

NOTE: Funding of government organizations is not considered a DVP priority and DVP shall allocate no more than 25%, or \$22,750.00 of available funding to government agencies.

APPLICATION PROCESS DATES

Contract Period		January 1, 2014 – December 31, 2014	
Date		Action	
July 23, 2013		Funding announcement and application released	
August 9, 2013		Email message deadline to indicate intent to apply (see below)	
August 21, 2013		Technical assistance webinar (see below)	
August 30, 2013		Written inquires and questions deadline (see below)	
September 6, 2013		Application deadline	
October 9, 2013		Training and Technical Assistance Review Committee meets	
November 1, 2013		Award announcements	
January 1, 2014		Contract period begins	

****All dates are subject to change. Please check the DVP website (www.colorado.gov/cdhs/dvp) for updates to this calendar****

INTENT TO SUBMIT AN APPLICATION

DVP requests that potential applicants inform DVP of their intent to submit an application for funding. This will assist DVP in determining the total number of projects requesting funding and allows DVP to adequately plan staff and training and technical assistance projects review committee workload. Each potential applicant should submit an email message that includes the following:

1. Subject line of email: "DVP Application for Training and Technical Assistance Projects Funding."
2. Notification that the applicant intends to request DVP training and technical assistance projects funding for the contract period January 1, 2014 – December 31, 2014.

3. Applicant's name (i.e. Organization Name), address, phone, fax, email and person responsible for communication regarding the application.
4. Brief description of proposed project(s).
5. Potential amount of funding to be requested for the period January 1, 2014 – December 31, 2014.

Notification to DVP of intent to apply is non-binding and does not obligate applicants to submit a full application, nor does it obligate the state to award funding. Please submit the email message to Shelly.Marquez@state.co.us by close of business **August 9, 2013**.

WRITTEN INQUIRIES

Beginning **July 23, 2013** and ending **August 30, 2013 at 4:00 pm**, applicants may submit written inquiries to DVP about the application and instructions. Please send all inquiries using the following format:

1. Submit electronically to the email address: Chelsea.Baldwin@state.co.us.
2. Include a reference to a page and section of the application pertaining to the question.
3. Review the DVP website at: <http://www.colorado.gov/cdhs/dvp> prior to submitting to see if other applicants posed the same or similar question. This will assist in avoiding duplication of questions.

Applicants will not receive a direct response to their inquiry. DVP cannot answer phone calls or meet with applicants individually related to the application or instructions. Nor can DVP offer opinions regarding the feasibility of project ideas; applicants must review the application requirements to determine whether or not to submit an application. After DVP receives an inquiry, it shall be posted, with a response on the DVP website at: <http://www.colorado.gov/cdhs/dvp>. Responses to inquiries shall be updated weekly, at minimum.

NOTE: The inquiries and responses are considered an official addendum to this announcement and may correct, modify, or clarify any information contained herein. Applicants are responsible for reviewing all inquiries and responses. DVP staff cannot answer any questions regarding the application after August 30, 2013.

TECHNICAL ASSISTANCE WEBINAR

DVP will offer all potential applicants for training and technical assistance projects funding the opportunity to participate in a webinar on **August 21, 2013**. The webinar will provide tips on submitting a high-quality application and highlight the critical application instructions, which will be followed by a question and answer session. Applicants will need a phone line and a computer with an Internet connection to participate. At the conclusion of the webinar, DVP will make available any handouts including Power Point slides, as well as a recording of the

webinar. These materials will be available on the DVP website www.colorado.gov/cdhs/dvp 48 hours after the webinar.

To participate in the webinar, applicants must register at:
<http://cohuman.adobeconnect.com/ttawebinar2013/>

NOTE: The webinar is considered an official addendum to this announcement and may correct, modify, or clarify any information contained herein. Applicants are responsible for reviewing all questions and responses. DVP staff cannot answer any questions regarding the application after August 30, 2013.

APPLICATION COMPONENTS

Applicants must submit a full and complete application by **September 6, 2013 at 4:00 pm** with the following components to be considered for funding. If the application is missing one or more of the components listed below, the application will automatically be disqualified. Read the “Award Decision Making Process” section for information regarding disqualification notifications.

1. Digitally Signed PDF Cover Page Form – download from DVP website: www.colorado.gov/cdhs/dvp
2. Project Narrative – maximum 15 single-sided pages (see below for details)
3. Logic Model – download form from DVP website: www.colorado.gov/cdhs/dvp
4. Budget Form – download from DVP website: www.colorado.gov/cdhs/dvp
5. Required Attachments (see below for details)
6. One (1) original of the complete application with the original signature of the individual authorized to commit the applicant to the terms of the application. The original copy must be bound with one (1) binder clip. Do not use any three-ring binders, paperclips or staples. All pages in the original copy, including attachments must be single-sided. Do not include pages with double-sided printing.
7. Three (3) copies of the complete application (including cover letter and attachments.) Each copy must be bound with one (1) binder clip. Do not use any three-ring binders, paperclips or staples. All pages in the copies, including attachments must be single-sided.
8. Electronic copy of the complete application emailed to Chelsea.Baldwin@state.co.us. For the electronic documents, please label each document with the applicant name and the title of the document. Compressed files may need to be used for large documents. A complete electronic copy includes the following:
 - o PDF Cover Page Form (do not scan this form)
 - o Project Narrative (PDF or Microsoft Word)
 - o Logic Model Excel Spreadsheet (do not scan this form)

- Budget form Excel Spreadsheet (do not scan this form)
- Required Attachments (may be PDF scanned documents, Microsoft Word or Excel)

NOTE: Applicants are required to submit all components of the application. One or more late, missing, or incomplete components will result in automatic denial of the application.

APPLICATION SUBMITTAL REQUIREMENTS

The DVP requires applicants to use Federal Express or United Parcel Service guaranteed delivery in sending hard copies of the applications. If applicant prefers to hand deliver the application or use a courier service to deliver the application to the DVP office, please contact Shelly Marquez at Shelly.Marquez@state.co.us or (303) 866-3150, 24 hours prior to anticipated delivery to ensure staff is available to receive the application. DVP's office is located in a secure building and security personnel cannot accept packages on DVP's behalf.

If applicant lives in a remote area where Federal Express or United Parcel Service is not available, please contact Shelly Marquez at Shelly.Marquez@state.co.us or (303) 866-3150 to make special arrangements to use United States Postal Service delivery. Special arrangements should be made at least 10 days prior to the application deadline. DVP does not recommend the use of the United States Postal Service including "First Class," "Overnight Guaranteed," "Express Mail" or, "Priority Mail." Applications sent using these methods are received at a secondary state mail sorting facility prior to their delivery at the DVP office. Use of these mailing methods could jeopardize the delivery of the application by the deadline.

A total of four (4) hard copies (one original and three copies) of the application shall be sealed in a package showing the following information on the outside:

"Name of Applicant"
Application for Training and Technical Assistance Funding

The application package shall be delivered to:

Chelsea Baldwin, DVP Coordinator
Colorado Department of Human Services
Domestic Violence Program
1575 Sherman Street, 3rd Floor
Denver, CO 80203-1714

Deadline: September 6, 2013 at 4:00 pm. Absolutely no applications shall be accepted after this time. Late applications shall not be reviewed or considered for funding. Postmarks shall not be considered in compliance with the deadline. **INCOMPLETE applications shall be disqualified.**

NOTE: DVP will provide written verification regarding receipt of hand-delivered applications. For applications arriving via Federal Express or United Parcel Service, package tracking shall serve as verification of receipt. DVP staff cannot verify any packages delivered via USPS unless special arrangements have been made in advance.

For electronic copies of the application emailed to DVP, staff will provide email verification of receipt.

PROJECT NARRATIVE

The project narrative must be submitted in the following format:

- 8 ½ x 11 paper with 1-inch margins,
- Times New Roman or Arial 11 or 12 point font,
- Header on each page with the applicant name and page number, and
- Cannot exceed 15 pages.

For the project narrative, applicants must address all the components below in the order outlined. Applicants shall also be evaluated on the overall quality of the application. Those that provide full, complete responses to all required components shall be awarded the maximum points available.

- A. Funding Need and Problem Statement (10 points)
- Identify the problem/issue to be addressed and describe how the problem was identified.
 - State the need for the proposed project(s).
 - Identify and describe the intended end-users or audience.
 - Estimate of the number of individuals and/or organizations who will be reached, participate in, or benefit from the proposed project(s).
 - Describe how the end-users or audience will benefit from the proposed project(s).
- B. Proposed Training and Technical Assistance Project (25 points)
- Describe the proposed project(s).
 - List activities associated with the proposed project(s).
 - Identify a timeline, associated deliverables, and key staff who will be responsible for the activities, timeline, and deliverables.
 - Describe how the proposed project(s) will appeal to a statewide audience while considering differences in the needs of the intended audience, such as geography (rural and urban, individuals with experience working on domestic violence issues and those with limited experience, or small and large organizations.) Explain how the proposed project(s) will recognize and account for these differences.
 - Describe how the proposed project(s) will encourage maximum audience participation through offsetting direct costs to participants including free events, scholarships, reimbursement for travel expenses, and accessibility for individuals with limited English proficiency and those with disabilities.

- C. Capacity and Sustainability (10 points)
- Provide history with providing training and technical assistance to domestic violence crisis centers.
 - Describe training and qualifications of staff involved in the delivery of the project.
 - Identify the policies or procedures in place that maintain sound financial management and management of a contract for funding from a government agency.
- D. Project Goals and Objectives (10 points)
- Identify goals and objectives, which include at least one goal with at least one process objective and one impact objective (two objectives total) under each goal.
 - Complete the Logic Model (Excel Spreadsheet).
➔ Please see “DVP Guide for... available at: www.colorado.gov/cdhs/dvp
- E. Evaluation and Data Collection Methodology (15 points)
- Describe how the project will track data regarding services provided, activities performed, and outcomes.
 - Provide information regarding effectiveness in meeting the needs of domestic violence crisis centers as well as past progress in meeting goals and objectives and intended outcomes.
 - Describe how feedback is incorporated into delivery of training and technical assistance.
- F. Collaboration/Coordination of Delivery of Training and Technical Assistance (15 points)
- Provide a description of collaborative partnerships that will enhance delivery of proposed project(s).
 - List partners/allies in providing training and technical assistance.
 - Describe how partners/allies engage in resource sharing, coordination of efforts, and avoiding duplication of services.
- G. Budget Narrative (15 points)
- Describe how requested funding will continue or expand training and technical assistance for domestic violence crisis centers in Colorado.
 - Identify how funding clearly relates to goals and objectives identified
 - Provide a detailed cost analysis that explains how costs were determined. For medium-to-large costs (approximately \$5,000+ excluding personnel) DVP requires applicants to propose a process by which they will compare competitive prices and seek responses to solicitations from vendors with a proven track record. Applicants should demonstrate how they would compare proposed prices for same/similar items/services, verify the accuracy of the costs, and how they will evaluate the reasonableness and necessity of the cost.
 - Complete budget request form (Excel Spreadsheet).

REQUIRED ATTACHMENTS

Eligibility Attachments:

1. Applicant mission statement or program purpose statement.
2. A non-proselytization policy to ensure that end-users are not required or encouraged to attend a religious activity or instruction as a requirement to receive training or technical assistance, regardless of the religious affiliation of the applicant.
3. Written non-discrimination policy.

Nonprofit Attachments:

4. IRS tax-exempt letter verifying 501(c)(3) status.
5. Certificate of Good Standing with Colorado Secretary of State's Office. Applicant shall go to: <http://www.sos.state.co.us/biz/BusinessEntityCriteria.do> to print the official Certificate of Good Standing. The certificate must be dated July 23, 2013 or later.
6. Articles of Incorporation.
7. By-laws.
8. Board of Directors Roster which includes member names, contact information, affiliations, if any, and term length/expiration date.
9. Certificate of General Liability Insurance, which establishes a policy is in place for a minimum of \$1,000,000.000 and the State of Colorado Department of Human Services, Domestic Violence Program is listed as "policy holder" or "additional insured." (In lieu of certificate, applicants may submit a statement attesting that insurance will be procured if awarded a DVP contract for funding)

Financial/Budget Attachments:

10. 2013 operating budget for entire organization showing all anticipated revenue and expenses.
11. 2012 year-end (or most recent budget year) unaudited financial statements. (Applicants may omit these if a 2012 audit or financial review is available.)
12. Most recent audit or financial review.
13. Year-to-date statement of financial position/balance sheet that includes assets and liabilities.

14. Year-to-date statement of financial activities or income statement showing profit and loss.
15. DVP budget request form – download from www.colorado.gov/cdhs/dvp.

Misc. Attachments:

16. Attach two letters of support specific to the proposed project from individuals or organizations that are external to the project.
17. Letters of support/commitment from project partners including proposed consultants, demonstrating their roles.
18. Organization chart showing staff/board/volunteer structure and lines of supervision. The organization chart should name all positions (paid and unpaid) and indicate if positions are part-time or full-time.
19. Job descriptions for all staff included in the budget request.
20. Logic model form – download from www.colorado.gov/cdhs/dvp

ATTACHMENTS INSTRUCTIONS

The DVP training and technical assistance application requires several attachments using the following set of requirements:

- Do not insert attachments in the middle of the application pages; all attachments must be included at the end of the application.
- Label all attachments using the instructions provided in the application. For example, the applicant mission statement should be labeled “1.” Labels should be placed in the upper right corner of the attachment.
- For attachments that are more than one page, please indicate page numbers accordingly, do not staple or paperclip them together, and do not use double sided printing.
- Do not submit any attachments separately from the application. DVP will not consider attachments that do not accompany the full application, even if those attachments are submitted prior to the application deadline. Only those materials received with the application package shall be reviewed. Do not submit attachments that are not required, as they will not be reviewed.

AWARD DECISION-MAKING PROCESS

DVP shall equally and fairly consider all proposals submitted from eligible applicants within the application guidelines. **DVP funding is competitive in nature and no eligible applicant is guaranteed funding.** Applicants should dedicate at least 40 hours to review, develop, edit, and finalize their application. DVP funding awards shall be determined using a multi-tiered process.

- 1) DVP staff shall conduct an administrative and technical review of each application for eligibility, ability to meet requirements, allowable expenses, adherence to deadlines, and other required elements of the application. **If the technical review finds that required elements of the application are not complete, the application shall be disqualified from further review.**
- 2) A training and technical assistance review committee shall review applications and score them based on the criteria outlined in these instructions.
- 3) The review committee shall vote on a recommended award for each applicant's proposed project(s). Final award recommendations shall be determined based on the quality of the application, funding priorities, and total dollars available.
- 4) The review committee's recommendations are forwarded to the CDHS Executive Director who reviews the recommendations and makes the final decision regarding award approvals or denials.
- 5) DVP staff shall issue notification to applicants regarding the outcome of their application as outlined below.

AWARD NOTIFICATION PROCESS

DVP staff will provide written notification to all applicants regarding the outcome of their application including application score and additional feedback using one or more actions described below:

- 1) Approval of Funding – Applicants approved for funding will be notified of DVP's intent to issue a contract for the projects. Approved applicants may be awarded their full or partial request. They may be asked to comply with contingencies as outlined below or to revise and resubmit their project budget. More information about CDHS contracts is below.
- 2) Denial of Funding – Applicants denied funding will be provided with information outlining the reason(s) for the denial of the application as outlined below.

DENIED APPLICATIONS

Denials for funding may be based on one or more reasons as described below:

- 1) Denial based on outcome of technical review – during the DVP staff technical review of the application, an applicant may be denied based on failure to meet the application deadline or submit a complete application, failure to show eligibility for funding, or proposing unallowable expenses. Applicants denied based on the technical review will not be reviewed by the training and technical assistance review committee nor will they receive an application score.
- 2) Denial based on outcome of training and technical assistance review committee review – during this review of the application, an applicant may be denied based on failure to demonstrate how funding will be used to support priorities, an unclear or unfocused proposal, or the committee may find that the dollars available exceed the requests made and therefore, are unable to support all applications. Applicants reviewed and denied by the committee will receive their application score, feedback regarding their score, and a list of project strengths and opportunities for improvements.

RECONSIDERATION/APPEAL PROCESS

Applicants receiving notification of denial of their application for funding may exercise their right to request reconsideration and appeal the award determination. Additionally, applicants that have a current contract for funding and receive an award at a reduced amount from the year prior may exercise their right to request reconsideration and appeal the award determination. All applicants are required to adhere to the following when requesting reconsideration/appeal:

1. A formal request for reconsideration/appeal must be sent in writing within five (5) business days from the date of notification of denial or award letter. Appeals must be received no later than November 8, 2013.
2. The written notification may be sent to the following address or via email (preferred):

Colorado Department of Human Services
Domestic Violence Program
1575 Sherman Street, 3rd Floor
Denver, CO 80203
Attn: Ruth M. Glenn, DVP Director
Ruth.Glenn@state.co.us

3. The written notification must include reasons for request and rebuttal information. Please include specific citations from the application instructions and/or completed application that support a basis for the appeal. Do not send additional supporting documentation not originally included in the application.

4. The request must state the applicant's desired outcome/resolution to the reconsideration/appeal.
5. DVP staff, training and technical assistance review committee members, and DVP Advisory Committee members will review the request within ten (10) business days and provide notice to the applicant of the decision.
6. The decision regarding the outcome of the appeal will be made by a sub-committee consisting of DVP staff, and at least one member from each of the training and technical assistance review committee and the DVP Advisory Committee. The subcommittee's decision shall be final.

Please note the following regarding the reconsideration/appeal process:

- Scoring criteria and the award determination process will be strictly adhered to and an application for funding does not guarantee that DVP will make an award.
- Applicants whose funding is denied will be provided with specific reasons for the denial.
- Reductions in awards for funding based on fewer dollars/funds available is not a reason for reconsideration/appeal.
- DVP's agreement with an applicant's reconsideration/appeal does not guarantee that the DVP will change the funding decision.
- Appeals based on applicant errors or mistakes in the original submitted application will not be considered.
- Applicants are required to be aware of all amendments to the original application instructions as well as the technical assistance webinar, provided on the DVP website: www.colorado.gov/cdhs/dvp

NOTE: In making award decisions, DVP does not set-aside funding to be used as a reserve for applicants to appeal the amount of their award and change the amount of their funding. Nor can applicants, through the grievance process, reverse recommendations or decisions made by the review committee or the CDHS executive director.

CONTRACTS

Funded projects shall be subject to all terms and conditions contained in the contracts including the submitted application. All contracts are subject to contracting regulations of the State of Colorado and internal policies of the Colorado Department of Human Services. Per the requirements of Colorado Revised Statutes, 24-102-205(3)(c), the State of Colorado is required to maintain a publicly searchable database of all personal services contracts. All contracts with a sum total paid in excess of \$100,000.00 will be included in the publicly accessible database. Additional information is available at <http://contractsweb.state.co.us>. Additionally, the public can access information regarding expenditures made by state government through the transparency online project at: <http://tops.state.co.us/>.

NOTE: Applicants that are ultimately awarded funding through this announcement should not assume that funding will continue past December 31, 2014, as the status of future funding is not known.

FUNDING CONTINGENCIES

Upon review of the application, the DVP staff or the training and technical assistance review committee may find that although the applicant has been awarded funding, a contract for funding cannot be executed without the successful resolution of a contingency. Examples of contingencies may include, but are not limited to: revisions to goals and objectives, modifications to budget or reduction of certain line items, clarifications of project components, and/or procurement of required insurance. An applicant with a funding contingency must comply fully with all elements of the contingency including deadlines, or risk forfeiting their award. Contingencies are non-negotiable and responses are time-sensitive.

REIMBURSEMENT PROCESS

Contractors shall seek reimbursement for approved costs after the expenditure has been made. Contractors must be fully prepared to pay for project costs with unrestricted funds for at least the first 120 days of the funding cycle. Contractors must maintain supporting documentation such as receipts, invoices, or time cards. Unless otherwise mutually agreed upon, DVP will reimburse contractors for training and technical assistance on a quarterly basis. All invoices and reimbursements must comply with all DVP and CDHS accounting policies and procedures. All DVP-funded projects shall be required to have reimbursements deposited by Electronic Funds Transfers (EFT); they shall not receive a paper check.

REPORTING REQUIREMENTS

DVP requires that all contractors comply with reporting requirements. DVP requires all contractors to complete regular reports, which show progress toward meeting goals and objectives.