

# STATE OF COLORADO

Bill Ritter, Jr., Governor  
James B. Martin, Executive Director

Dedicated to protecting and improving the health and environment of the people of Colorado

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Colorado Department  
of Public Health  
and Environment

## **ANNOUNCEMENT OF FUNDS** **CHILD AND ADOLESCENT VIOLENCE PREVENTION**

The Injury, Suicide and Violence Prevention Unit (ISVP) at the Colorado Department of Public Health and Environment (CDPHE) is pleased to announce the availability of funds to enhance Colorado's capacity to address child and adolescent health through violence prevention. Funding will be provided to up to four (4) agencies for implementation of a community-level initiative or "bold step" identified in *Bold Steps Toward Child and Adolescent Health: A Plan for Youth Violence Prevention in Colorado* (<http://www.cdphe.state.co.us/ps/YVPP/StrategicPlan-BoldSteps.pdf>) through August 2010.

### **BACKGROUND**

In September 2006, The Centers for Disease Control and Prevention (CDC) awarded the Prevention Services Division (PSD) of the CDPHE funds to enhance Colorado's capacity to address child and adolescent health through violence prevention. Colorado was awarded funding to implement violence prevention strategies designed to prevent child maltreatment, suicide, sexual violence, bullying, school violence, community violence and teen dating violence.

Communities invited to submit requests for funds were identified based on a statewide needs assessment. Data related to violence and related risk factors were analyzed in all 64 Colorado counties by CDPHE, OMNI Research and Training, Inc., and the Violence Prevention Advisory Group. The data were summarized in an epidemiological profile that identified seven counties with a need for violence prevention initiatives. The epidemiological profile examined health, substance abuse, child abuse school incident and achievement data, and judicial filing and arrest data. The seven counties, or "hot spots," were identified based on an analysis of multiple indicators that are known to be associated with violence risk.

Based on the epidemiological profile, the seven counties completed a community readiness assessment conducted by the Colorado Injury Control and Research Center (CICRC) at Colorado State University. Key informants were selected from various community-based organizations, including law enforcement, public health, education, the faith-based community, local non-profits (e.g. Boys and Girls Clubs, Big Brother-Big Sisters, etc.) hospitals and other health care facilities, mental health and social services. Elected officials were also surveyed. The CICRC's Community Readiness interviews are designed to address six dimensions: community efforts in prevention programming, community knowledge about prevention efforts, community

leadership, community climate to support prevention of the issue, knowledge about the magnitude of the problem as an issue in the community, and resources available to address the issue.

As a result of the epidemiological profile and the community readiness assessment, El Paso County was identified as one of the pilot sites to implement community-level interventions designed to prevent child and adolescent violence. The El Paso County Department of Public Health and Environment completed a project targeting the “bold step” to include adolescents as advisors and collaborators in the decision-making process for all violence prevention and positive youth development activities.

CDPHE now seeks to award agencies in El Paso County to continue the good work already accomplished in the community with funding for projects directly fulfilling any of the “bold steps” recommended under the community domain on page nine of *Bold Steps Toward Child and Adolescent Health: A Plan for Youth Violence Prevention in Colorado* (<http://www.cdphe.state.co.us/ps/YVPP/StrategicPlan-BoldSteps.pdf>).

### **PURPOSE OF FUNDING**

CDPHE aims to implement and evaluate strategies at the community-level in order to assess the effectiveness of an integrated, youth development-focused approach to preventing violence perpetrated on and by children and youth. CDPHE’s approach is informed by evidence noting the existence of risk and protective factors that are shared across multiple types of violence. This project is therefore guided by the assumption that by implementing strategies that address risk and protective factors at the community-level, communities can prevent violence. The agencies awarded funding under this initiative will be required to demonstrate the ability to quickly implement a community-level bold step from the aforementioned plan. Because the funding is a one time opportunity that is short in duration (funding ends 7/31/10), **agencies eligible for funding will need to already be engaged in work that directly fulfills at least one of the community level “bold steps.”** This pilot project will allow the CDPHE to enhance community and political support for integrated prevention approaches, ultimately contributing to statewide reductions in all forms of child and adolescent violence.

### **ELIGIBILITY**

Any private nonprofit or not-for profit community-based organization; faith-based organization; local government including public health, human services, or law-enforcement agency; local public or private school, school district or group of school districts.

A grant CANNOT be awarded to fund projects already completed, to fund the purchase of equipment, or to fund law suits.

### **AMOUNT AVAILABLE**

The total amount available for disbursement is anticipated to be up to \$40,000. Up to four agencies will be funded at up to \$10,000. Proposed budgets should not exceed \$10,000 for the funding period.

### **TARGET POPULATION**

Children and adolescents up to age 18.

## **FUNDING REQUIREMENTS**

Agencies must meet the following requirements:

- Applicants must be located in El Paso County.
- Applicants must work closely with the Colorado Department of Public Health and Environment.
- Applicants must utilize the Community Tool Box as directed by the ISVP Unit. This toolbox is a web-based recording, measurement, and reporting tool for community work required by the CDC.
- Applicants must be willing to participate in a site visit with staff of the ISVP Unit and Fiscal Unit to meet key stakeholders, discuss implementation practices, receive technical support, strategize goals and objectives and ensure contract and fiscal fidelity.
- Grantees must comply with invoicing, monthly reporting, and end of year report requirements and deadlines.

GRANTEES MUST BE ABLE TO SHOW THAT THE WORK OF THEIR AGENCIES DIRECTLY FULFILLS AT LEAST ONE COMMUNITY LEVEL BOLD STEP FROM THE LIST BELOW (also found on page nine of *Bold Steps Toward Child and Adolescent Health: A Plan for Youth Violence Prevention in Colorado* (<http://www.cdph.state.co.us/ps/YVPP/StrategicPlan-BoldSteps.pdf>)).

### **Bold Steps**

1. Strengthen and expand research-based mentoring programs community-wide.
2. Foster community investment in positive youth development services, involving all relevant community agencies and service providers.
3. Create school and community partnerships that enable every child to be successful in school. Such strategies may include academic improvement programs, increased opportunity for school involvement and after-school activities (Boys and Girls Clubs, job opportunities, community outreach programs, etc.).
4. Develop and use school-based curricula that integrate violence prevention into lessons that prepare students to succeed academically.
5. Include adolescents as advisors and collaborators in the decision-making process for all violence prevention and positive youth development activities.
6. Enhance engagement and bonding of children and adolescents with caring adults.
7. Emphasize and assist in the development of initiatives that generate community support for child and adolescent violence prevention practices.

- **Monthly Invoices** will be due to the ISVP Unit no later than the **second Wednesday** of every month for the previous month's activities and purchases. Requests for reimbursement will only be made for work completed to date, as the CDPHE's

purchasing rules only reimburse for work completed prior to invoicing. Monthly invoices must be submitted on a reimbursement form that will be supplied by the ISVP Unit at the beginning of the award period. Funds must be used to complete work as outlined in the approved budget and scope of work. Any changes to the budget must be approved by the ISVP Unit. Reimbursement will be distributed upon the satisfaction of deliverables described in the Monthly Report.

- **Monthly Reports** will be due the **second Wednesday** of every month describing the previous month's activities and deliverables. Monthly reports must be submitted on a template that will be supplied by the ISVP Unit at the beginning of grant award.
- An **End of Year Report**, due August 15, 2010, must include a description of work completed or incomplete as described in the Scope of Work.

## **GRANT PERIOD**

Funding will begin upon grantees' receipt of a state contract and will continue through July 31, 2010. **Work is not to begin on awarded projects until the grantee receives a signed contract and directions outlining the billing procedures from the ISVP.**

### **Proposed schedule of Activities**

- November 9, 2009      Announcement of funds available and request for applications
- **December 1, 2009**      **Applications due to the CDPHE by 4:00 P.M.**
- December 7, 2009      Application review meeting
- December 9, 2009      Notification of denials
- **December 18, 2009**      Announcement of awards
- **January 15, 2010**      **Beginning of Funding**
- **August 15, 2010**      **Final invoice due**
- **August 15, 2010**      **End of year report due to the ISVP**

**Please Note:** The CDPHE reserves the right to reject any or all proposals, to waive informalities and minor irregularities in proposals received, and to accept any portion of the proposal, or all items proposed, if deemed in the best interest of the CDPHE to do so. Failure of the applicant to provide any information requested in this Request for Applications shall be the responsibility of the applicant agency, and will result in the disqualification of the applicant. The fact that an applicant meets eligibility requirements and applies for eligible services does not guarantee funding. Proposals may be funded fully, partially or not at all.

### **Notification of Open Records Act**

All materials submitted regarding this application becomes the property of the State of Colorado and are subject to the terms of Colorado Revised Statutes 24-72-201 through 24-72-206, Public (open) Records. The State of Colorado has the right to use any or all information/materials presented in the application, subject to limitation for proprietary or confidential information. Disqualifications or denial to the application does not eliminate this right. Any additional restrictions on the use or inspection of materials contained within the proposal shall be clearly stated in the proposal itself. The contents of the application will become contractual obligations if the project is funded.

### **Award Notification**

The ISVP Unit will formally advise each applicant of the final decision to award or deny a funding proposal via a letter to the applicant. If you wish to appeal the decision of your application, please submit a two-page letter detailing your request and reason(s) for the appeal to:

Shannon Breitzman, Injury Suicide Violence Prevention Unit Director  
CDPHE  
PSD-ISVP-A4  
4300 Cherry Creek Drive South  
Denver, CO 80246-1530

**This letter must be received within 7 calendar days of award notifications.** Appeals will be reviewed by a panel of no less than three people to determine a final response.

### **Documentation of Program Budget Changes**

All programs funded by the ISVP must adhere to the program budget and services described in the proposal or revisions filed subsequent to the approval. Budget deviations impacting the scope of the work must have prior written approval from the ISVP Unit.

### **Insurance Requirements for Private Agencies**

If your agency is a private (501(c)3 or for-profit) venture, you will need to provide assurance of insurance coverage with your proposal. This coverage should include general liability insurance for personnel of your agency and may also include insurance coverage for the activities of your Board of Directors. Please see Attachment B.

### **Supporting Documents for Use in Preparing Application**

In 2006, the Injury, Suicide and Violence Prevention Unit of the Colorado Department of Public Health and Environment published *Bold Steps Toward Child and Adolescent Health: A Plan for Youth Violence Prevention in Colorado* (<http://www.cdphe.state.co.us/ps/YVPP/StrategicPlan-BoldSteps.pdf>). The purpose of the document is to create integrated recommendations that address shared risk and protective factors for multiple types of child and adolescent violence across all domains of influence (individual, relationship, community, society). The plan is designed, in part, to encourage communities to use it as a framework upon which to build more specific strategies to targeted community needs, such as violence prevention.

### **APPLICATION**

The application should be preceded by a cover letter signed by the Executive Director of the applicant agency. Please complete all required forms and include the required attachments. Submit one (1) original application and one (1) electronic Microsoft Word© to [Francesca.Isabelle@state.co.us](mailto:Francesca.Isabelle@state.co.us) No later than 4:00 p.m. on December 1, 2009.

Applications must be typed on 8.5" x 11" paper, single-spaced, use 12-point font (Times New Roman or comparable), use 1-inch margins, and be single-sided. The Narrative pages must be numbered, and be no more than 5 pages in length. The Cover Letter is not part of the 5 pages. The budget and budget justification sections ARE part of the 5 page limit.

## **CHECKLIST**

- Cover letter signed by the Executive Director of the Applicant Agency**
- W-9 Form**

## **NARRATIVE SECTION**

- Section 1: Applicant Information**
- Section 2: Proposal Narrative**
- Section 3: Budget Page Provide figures for the project/program. Required budget items are provided. Please use this format**

**Narrative Section** - The narrative section of each application will be scored on a 100 point scale by the review team, and will be based on the following criteria

### **1. Please provide the following applicant information (5 points):**

- Name of applicant agency
- Name of the executive director and the primary contact person for the proposed project
- Contact information to include email, fax, telephone, address
- Agency Federal ID Number (nine digits): \_\_\_\_\_
- Organizational Description and Mission Statement
- Amount of Funds Requested : \$\_\_\_\_\_

### **2. Target Population and Activity (15 points)**

- Describe the target population to be served
- Quantify the number of children and youth to be served by the proposed activities

### **3. Project Summary (20 points)**

Summarize the proposed project activities. Identify which community level “bold step” will be implemented from the *Bold Steps Toward Child and Adolescent Health: A Plan for Youth Violence Prevention in Colorado*. Describe how the agency’s proposed activities fulfill the identified “bold step.”

**4. Goals and Objectives (25 points)**

- Outline the goals and objectives necessary to implement the selected bold step with specific indicators of success, and reflective of a time period beginning in January 2010 and ending July 31, 2010.

**5. Capacity (15 points)**

- Demonstrate the agency’s capacity to complete the goals and objectives by describing the qualifications of staff assigned to the proposed project, and by describing how the work of your agency already fulfills the identified community level “bold step.” Identify the person responsible for fiscal reporting and describe their qualifications.

**6. Budget and Budget Narrative (20 points)**

- Project narrative needs clear justification of costs related to implementing the proposed project.

PREVENTION SERVICES DIVISION APPLICATION BUDGET FORM					
APPLICANT:					
PROJECT:					
PLEASE ROUND FIGURES TO THE NEAREST WHOLE DOLLAR	Annual Salary Rate	Full Time Equivalent	Total Amount Required	SOURCE OF FUNDS	
				Kind or Other	Amount Requested from ISVP
<b>PERSONNEL EXPENSES:</b>			\$		\$
			\$		\$
			\$		\$
			\$		\$
Fringe Benefit Rate and Expenses			\$		\$
<b>Sub-total Personnel Expenses</b>			\$	\$	\$
<b>CONTRACTUAL SERVICES:</b>					\$
					\$
					\$
					\$
					\$
					\$

			\$
			\$
			\$
			\$
<b>Sub-total Contractual Services</b>	\$	\$	\$
<b>OPERATING EXPENSES:</b>			\$
			\$
			\$
			\$
			\$
			\$
<b>Sub-total Operating Expenses</b>			\$
<b>TRAVEL:</b>			\$
			\$
			\$
			\$
			\$
			\$
			\$
<b>Sub-total Travel Expenses</b>	\$	\$	\$
<b>ADMINISTRATIVE/INDIRECT:</b>			
<b>If indirect, specify rate: 0.00%</b>			
<b>Sub-total Administrative/Indirect Expenses</b>	\$	\$	\$
<b>TOTAL PROJECT COSTS</b>	\$	\$	\$

The total amount requested cannot be more than \$ 10,000

**Budget Preparation Guidelines**

*Important: In each budget category, the “Total Amount Required” should be the sum of the “Applicant and Other” and the “Requested from ISVP” columns.*

**APPLICANT:** This should be filled with the lead agency’s name.

**PERSONNEL EXPENSES:** This category captures the personnel costs required to perform the project. Please include the base annual salary and FTE (full-time equivalency or percentage of effort) of each position as it relates to the project. For each position, state the Total Amount Required for the project, the amount requested from ISVP and the amount being provided from non-ISVP sources. Costs identified under Personnel are only for project staff who are employees of the applicant organization. Costs for project staff who are not employees of the applicant organization should be entered under **Contracted Services**.

**CONTRACTED SERVICES:**

**Consultants:** Fees or honoraria paid to individuals for a specific service provided based on an agreed per diem rate. Some examples are training, technical assistance and evaluation.

**Contracts:** Agreements entered into with specific deliverables and expectations negotiated for an agreed-upon price over a specified period. The salaries and fringe benefits of personnel working on the project who are not employees of the applicant organization would be included under Contracts.

**OPERATING EXPENSES:** These are direct, non-personnel project related costs. In the budget, state the amount requested from ISVP and the amounts being provided from non-ISVP sources. Examples include curriculum purchase, office supplies, printing, program marketing materials, telephone, postage, etc.

**TRAVEL:** Travel by project staff and consultants directly related to the project. For local travel, you should use the mileage reimbursement rate approved by your organization.

**ADMINISTRATIVE/INDIRECT RATE AND COSTS:** This is not a required budget category, especially if the expenses associated with the project are captured in other budget categories. No more than 20 percent of your budget can go toward administrative/indirect costs.

**TOTAL PROJECT COSTS:** **This is a very important line!** Calculate and report the Total Amount Required, the Applicant and Other, and the Requested from ISVP. Please re-check each calculation and then re-check each column's addition. Finally, confirm that the **Total Amount Required** equals **Applicant and Other** plus the **Amount Requested from ISVP**. Upon completion of checking and re-checking your figures, please ask another person to check everything again!

**BUDGET JUSTIFICATION:** Please provide specific explanation for each line item as to how specific costs were determined. For non-negotiable costs, simply state request for proposal states cost is non-negotiable.

**SIGNATURE FORM - ORIGINAL SIGNATURES REQUIRED IN BLUE INK**

The grantee and responsible signatories certify by signing that they have read the Application and are fully cognizant of their duties and responsibilities for this project. The grantee understands and agrees that any sub grant award received as a result of this application shall incorporate by reference the information contained herein. Responsibility for narrative and fiscal

reporting requirements are delegated to the designated Project Director, who will sign all such reports. This delegation is for purposes of reporting to the Division and for operational ease, and in no way limits the authority and responsibility of the Authorized Official. In accordance with the Colorado Revised Statutes 24-72-202.6, information supplied in this application is considered a public record.

<b>AUTHORIZED OFFICIAL</b>		<b>FINANCIAL OFFICER</b>	
<b><u>Name</u></b>		<b><u>Name</u></b>	
<b><u>Position</u></b>		<b><u>Position</u></b>	
<b><u>Agency</u></b>		<b><u>Agency</u></b>	
<b><u>Signature</u></b>		<b><u>Signature</u></b>	

<b>PROJECT DIRECTOR</b>	
<b><u>Name</u></b>	
<b><u>Position</u></b>	
<b><u>Agency</u></b>	
<b><u>Signature</u></b>	

**Attachment A**  
**State of Colorado Contractor Insurance Requirement**

Insurance – Contractor. During the term of this contract, and any renewals or extensions thereof, Contractor shall, and hereby agrees to, obtain, maintain, and keep in force at all times during the term of this contract an insurance policy or policies, issued by a company authorized to do business in Colorado, in the kinds and minimum amounts, and under the conditions specified below.

- a. Worker's Compensation Insurance as required by state statute, and Employer's Liability Insurance covering all of Contractor's employees acting within the course and scope of their employment.
- b. Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows:

- I. \$1,000,000 each occurrence;
- II. \$1,000,000 general aggregate;
- III. \$1,000,000 products and completed operations aggregate; and
- IV. \$50,000 any one fire.

If any aggregate limit is reduced below \$1,000,000 because of claims made or paid, the Contractor shall immediately obtain additional insurance to restore the full aggregate limit and furnish to the State a certificate or other document satisfactory to the State showing compliance with this provision.

- c. Automobile Liability Insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit as follows: \$1,000,000 each accident combined single limit.
- d. The State of Colorado shall be named as an additional insured on the Commercial General Liability and Automobile Liability Insurance policies. Coverage required of the contract will be primary over any insurance or self-insurance program carried by the State of Colorado.
- e. The insurance shall include provisions preventing cancellation or non-renewal without at least forty-five (45) calendar days prior written notice to the State by certified mail.
- f. The Contractor will require all insurance policies in any way related to the contract and secured and maintained by the Contractor to include clauses stating that each carrier will waive all rights of recovery, under subrogation or otherwise, against the State of Colorado, its agencies, institutions, organizations, officers, agents, employees and volunteers.
- g. All policies evidencing the insurance coverages required hereunder shall be issued by insurance companies satisfactory to the State.
- h. The Contractor shall provide such other insurance as may be required by law, or in a specific solicitation.

I have read and understand the State insurance requirement. If this grant proposal is funded I will provide a Certificate of Insurance to CDPHE by April 22, 2008.

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**Signature of Authorized Official**

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**Date**

**Attachment B**

**VENDOR DISCLOSURE STATEMENT**  
**Contract Performance Outside the United States or Colorado**  
**Colorado Revised Statute 24-102-206**

Contract or Purchase Order Routing Number: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

The person completing this form should be the business' President, Board Chairperson, Contract's Authorized Signatory or the Purchase Order's Statement of Work Signatory.

This form shall be completed and returned to the contracting agency. This applies to all state contracts and purchase orders for services executed after August 3, 2007.

1. Are any services under the contract or any subcontracts or purchase order anticipated to be performed outside the United States or Colorado?

Yes  No

If "Yes", please complete the following two questions and then sign the form.

If "No", please sign the form.

2. Where will the services be performed under the contract, including any subcontracts or purchase order? (List country(ies) and/or state(s).

3. Explain why it is necessary or advantageous to go outside of the United States or the State of Colorado to perform the services under the contract or any subcontracts or purchase order.

Signature: \_\_\_\_\_

Printed Name \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment C

### What you need to know about Goals and Objectives

**Project goals are clear, general statements that describe the outcome/impact/product that the project is intended to achieve. They should relate to the project description and the budget pages of the application.**

Project objectives (no more than three per goal) describe the concrete, measurable steps you will take to reach the goal and achieve your intended outcome/impact/product. Objectives should be quantifiable (i.e., a numeric value can be attached). Objectives state specifically what will be done; by whom, by when and the method of measurement, and should be directly related to the requested budget items. If an objective cannot be quantified with a numeric value, it should be able to be measured by a yes or no response. (i.e. Yes, this objective was done as described and on time). Project objectives should describe the measurable steps by which the outcome/impact/product will be achieved during the grant period.

Project objectives should include both *process measures* (progress on objectives) and *outcome measures* (progress on achieving the outcome, impact or product).

*Process measures* quantify the progress on objectives and answer the questions: “Who will do what by when, to/for whom, and how many?” etc.

*Outcome measures* identify and quantify the measurable outcome/impact/product and answer the questions: “How will things be different at the conclusion of the project than they are right now?, and How do we know that our project activities are the cause of the difference?” They are quantifiable by number or percentage.

**Measurable objectives will give reviewers a clear picture of what your project will do. If your project is awarded a grant, you will be required to submit mid-year and final-year reports throughout the three-year project that provide updates and progress on your objectives, which will allow for evaluation of the success and effectiveness of your program.**

Project goals and objectives should describe exactly what services or activities ISVP funds will support in your program. Do not include services that are supported by other funding sources. Specify target population, number of participants and the number of times the program(s) will be presented.