



Victim Services
2221 South Timberline Road
PO Box 580
Fort Collins, CO 80522
970.224.6089
970.416.2781 - fax
fcgov.com

DATE: November 20, 2025

TO: Kelly DiMartino, City Manager

FROM: Britta Davis, Victim Services Supervisor

CC: Frank Barrett, Assistant Chief, Criminal Investigations Division
Juan Gonzalez, Financial Analyst, Police Services
Andrew Trevino, Assistant City Attorney

RE: 2026 V.A.L.E. Grant

Initials: FR, JG, AST

Dear City Manager DiMartino,

The Victim Services Unit has been awarded a \$70,000 Victim Assistance and Law Enforcement (V.A.L.E.) grant for the period from January 1, 2026, to December 31, 2026. The V.A.L.E. grant is awarded through the Eighth Judicial District Victim Assistance and Law Enforcement Board to help fund services provided by the Victim Services Unit. This grant will primarily fund Victim Services Unit personnel as well as training and mileage reimbursement for the volunteer Victim Advocates.

V.A.L.E. is an annual grant that the Victim Services Unit has applied for and received since the inception of the program in 1996. Last year we received \$70,000 and are pleased that we received the same amount this year and did not sustain any budget cuts, for this specific grant, for the fiscal year 2026.

Please find the attached contract for the 2026 Victim Assistance and Law Enforcement grant.

I would greatly appreciate it if you could please review and sign the attached contract. There are no monetary matches for this grant. Could you please have this returned to me by Monday, December 1, 2025, so that I can ensure the contract is submitted by the deadline that would be great.

The Victim Services Unit greatly appreciates all your support!



EIGHTH JUDICIAL DISTRICT
LARIMER AND JACKSON COUNTIES

V.A.L.E.
VICTIM ASSISTANCE AND LAW ENFORCEMENT BOARD

CONTRACT

Pursuant to the Assistance to Victims of and Witnesses to Crimes and Aid to Law Enforcement Act, Article 4.2 Title 24 C.R.S., the Victim Assistance and Law Enforcement Board (V.A.L.E.) of the Eighth Judicial District has made the following award:

Grantee: City of Fort Collins/Police Services

Grant Number: 26LV0810

Project Title: Fort Collins Police Services/Victim Services Unit

Purpose of Grant Funds: Salaries/Benefits/Training/Other

Services/Equipment Being Funded: Direct Victim Services

Grant Period: 1/1/2026 – 12/31/2026

Amount of Grant Award: \$70,000

Quarterly Installments:

On or about 1/10/26	\$17,500
On or about 4/10/26	\$17,500
On or about 7/10/26	\$17,500
On or about 10/10/26	\$17,500

BE IT UNDERSTOOD THAT:

1. DISBURSEMENT

- All disbursements of awards are contingent upon the availability of V.A.L.E. funds.

- The grant recipient agrees that all funds received under this grant shall be expended solely for the purposes stated above and that any funds not so expended, including funds lost or diverted to other purposes, shall be repaid to the V.A.L.E. fund.
- The funds granted by this Contract for victim services shall be disbursed in quarterly installments pending V.A.L.E. Board approval of all required reports and verification of expenses.

2. APPLICATION

The contents of the grant application will become contractual obligations of the grant recipient and are incorporated into this Contract as if fully set forth herein.

3. REPORTING

- The grant recipient is required to submit a program and financial report two (2) times: July 15, 2026 and January 15, 2027. The reports will be completed on ZoomGrants®. The reports will be available a minimum of two weeks prior to their due dates
- The grant recipient is required to complete the state issued demographic survey two (2) times: July 15, 2026 and January 15, 2027. The survey link will be provided to the grant recipient prior to the listed due dates. Please contact the VALE Administrator if collection of demographic information is not possible.
- If the grant award is for a scholarship, training event or equipment, the agency may, at the discretion of the Board, be required to submit one financial and programmatic report.
- Failure to submit required reports by the dates due may result in termination of the grant award, return of awarded funds, and/or loss of future funding from V.A.L.E.
- All grant recipients shall make available to the Board or its authorized designee upon request, all current records, and other information, including audit/financial statements, relative to the implementation of the grant.

4. FUNDING CHANGES

- Any change in the use of grant funds must be approved by the V.A.L.E. Board prior to the change being implemented. The request for such change shall be in writing.
- In the event all of the monies paid to the grantee are not expended within the contractual period, the grantee must request at least 30 days before the end of the grant period, a time extension and demonstrate how the funds will be utilized. The Board will review the request and may approve as presented or request funds to be repaid to the Board. All monies not utilized during the grant period and provided for under an approved plan shall be returned.

5. EQUIPMENT

- If equipment is part of the grantee's application and approved by the Board, the equipment purchased by the V.A.L.E. Board in this contract is to be used in

accordance with the grantee's application. When the grantee has no further use for the equipment, the grantee will notify the Board in writing. The V.A.L.E. Board shall determine what is to be done with the no longer needed, broken or damaged equipment.

6. NON-DISCRIMINATION

- The grant recipient agrees to comply with all applicable non-discrimination legal mandates.

7. NON-COMPLIANCE

Non-compliance with any portion of this Contract may result in:

- Withholding of funds [Suspension of grant]
- The grant recipient returning money to the V.A.L.E. Fund
- Other Action as deemed necessary by the members of the V.A.L.E. Board
- Any combination of the above

8. SPECIAL CONDITIONS

Special conditions for the award which have been stipulated between the V.A.L.E Board and the grant recipient are as follows:

- The grantee will prepare an amended "2026 V.A.L.E. FINAL BUDGET" reflecting the actual award. The amended document must be returned with this completed contract.

Amendment of any other terms of this Contract shall have prior approval of the V.A.L.E. Board. Requests for amendments shall be in writing.

The grant recipient, through the following signatories, understands and agrees that any VALE monies received as a result of the awarding of the grant application shall be subject to the terms of this Contract.

SIGNATURE PAGE

Signed by:

Britta Davis

93FAF0449BD549A...

Project Director

11/20/2025 | 11:50 AM MST

Date

The person who has direct responsibility for the implementation of the project. This person should combine knowledge and experience in the project area with the ability to administer the project and supervise personnel. He/she shares responsibility with the Financial Officer for seeing that all expenditures are within the approved budget. The person will normally devote a major portion of his/her time to the project and is responsible for meeting all reporting requirements. The Project Director must be a person other than the Authorized Official or the Financial Officer.

Signed by:

Juan Gonzalez

4962F583FD2F4C6...

Financial Officer

11/20/2025 | 10:00 AM MST

Date

The person who is responsible for all financial matters related to the program and who has the responsibility for the accounting, management of funds, verification of expenditures, audit information and financial reports. The person who actually prepares the financial reports may be under the supervision of the Financial Officer. The Financial Officer must be a person other than the Project Director or the Authorized Official.

DocuSigned by:

Kelly DiMartino

0B86D5871D89400...

Authorized Official

11/25/2025 | 6:32 AM PST

Date

The Authorized Official is the person who is, by virtue of such person's position, authorized to enter into contracts for the grant recipient.

V.A.L.E. Board Chair

Date



EIGHTH JUDICIAL DISTRICT
LARIMER AND JACKSON COUNTIES

V.A.L.E. VICTIM ASSISTANCE AND LAW ENFORCEMENT BOARD

V.A.L.E. 2026 FINAL BUDGET

GRANTEE: City of Fort Collins

GRANT NUMBER: 26LV0810

PROJECT TITLE: Victim Services Unit

TOTAL 2025 V.A.L.E. AWARD 70,000

TOTAL 2026 V.A.L.E. REQUEST 88,498

TOTAL 2026 V.A.L.E. AWARD 70,000

Please update your VALE budget to reflect your award amount.

EXPENSE CATEGORY	2026 V.A.L.E. REQUESTED BUDGET	2026 V.A.L.E. FINAL BUDGET
Salary & Benefits	80,498	67,500
Training	6,000	1500
Mileage	2000	1000
TOTAL	88,498.00	70,000

Britta Davis

PROJECT DIRECTOR NAME

Signed by:

Britta Davis

03FAF0449BD549A...

PROJECT DIRECTOR SIGNATURE

11/20/2025 | 11:50 AM MST

DATE

Juan Gonzalez

FINANCIAL OFFICER NAME

Signed by:

Juan Gonzalez

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FINANCIAL OFFICER SIGNATURE

11/20/2025 | 10:00 AM MST

DATE

Certificate Of Completion

Envelope Id: E8CAB0C8-0EF0-468D-B91D-AEB193E1CEC7

Subject: Complete with Docusign: VALE Grant.pdf

Source Envelope:

Document Pages: 6

Certificate Pages: 5

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-07:00) Mountain Time (US & Canada)

Status: Completed

Envelope Originator:

Kelly Valdez

2221 S. Timberline Road

Fort Collins, CO 80525

kvaldez@fcgov.com

IP Address: 198.59.47.100

Record Tracking

Status: Original

11/20/2025 9:52:16 AM

Holder: Kelly Valdez

kvaldez@fcgov.com

Location: DocuSign

Signer Events

Andrew S. Trevino

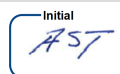
atrevino@fcgov.com

Assistant City Attorney II

Fort Collins City Attorney's Office

Security Level: Email, Account Authentication
(None)

Signature

Initial


Signature Adoption: Uploaded Signature Image
Using IP Address: 198.59.47.100

Timestamp

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Viewed: 11/20/2025 9:59:18 AM

Signed: 11/20/2025 10:00:14 AM

Electronic Record and Signature Disclosure:

Accepted: 11/20/2025 9:59:18 AM

ID: e6db37c5-ce8d-4184-805c-1ca5f271fe27

Frank Barrett

fbarrett@fcgov.com

Security Level: Email, Account Authentication
(None)

Initial


Signature Adoption: Drawn on Device
Using IP Address: 198.59.47.100
Signed using mobile

Sent: 11/20/2025 9:58:27 AM

Viewed: 11/20/2025 10:49:24 AM

Signed: 11/20/2025 10:49:54 AM

Electronic Record and Signature Disclosure:

Accepted: 11/20/2025 10:49:24 AM

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Juan Gonzalez

jgonzalez@fcgov.com

Financial Analyst

Security Level: Email, Account Authentication
(None)

Signed by:

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Signature Adoption: Pre-selected Style
Using IP Address: 198.59.47.100

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Viewed: 11/20/2025 9:59:46 AM

Signed: 11/20/2025 10:00:31 AM

Electronic Record and Signature Disclosure:

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ID: f50290d7-ee9a-4f41-9060-58cf6ecfe83c

Britta Davis

bdavis@fcgov.com

Security Level: Email, Account Authentication
(None)

Signed by:

03FAF0449BD549A...

Signature Adoption: Pre-selected Style
Using IP Address: 198.59.47.100

Sent: 11/20/2025 10:49:55 AM

Viewed: 11/20/2025 11:49:58 AM

Signed: 11/20/2025 11:50:49 AM

Electronic Record and Signature Disclosure:

Accepted: 11/20/2025 11:49:58 AM

ID: b0b0363b-7544-46b0-89db-1eb909dc3b3f

Signer Events	Signature	Timestamp
Kelly DiMartino kdimartino@fcgov.com City Manager the City of Fort Collins Security Level: Email, Account Authentication (None)	<div>DocuSigned by:  0B86D5871D89400...</div> <div>Signature Adoption: Pre-selected Style Using IP Address: 2605:b40:1203:6900:1cd0:a504:1334:8cbe</div>	Sent: 11/20/2025 11:50:51 AM Viewed: 11/25/2025 7:32:00 AM Signed: 11/25/2025 7:32:19 AM

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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/20/2025 9:58:28 AM
Certified Delivered	Security Checked	11/25/2025 7:32:00 AM
Signing Complete	Security Checked	11/25/2025 7:32:19 AM
Completed	Security Checked	11/25/2025 7:32:19 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, City of Fort Collins - Police Administration (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact City of Fort Collins - Police Administration:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: sgundry@fcgov.com

To advise City of Fort Collins - Police Administration of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at sgundry@fcgov.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from City of Fort Collins - Police Administration

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to sgundry@fcgov.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with City of Fort Collins - Police Administration

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to sgundry@fcgov.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify City of Fort Collins - Police Administration as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by City of Fort Collins - Police Administration during the course of your relationship with City of Fort Collins - Police Administration.