



VALE NARRATIVE REPORTING INSTRUCTIONS

Financial and Narrative Reports must be completed utilizing the VALE reporting templates disseminated by the 2nd Judicial District VALE. If you need help or have questions, please do not hesitate to contact the VALE Administrator at VALEBD@DenverDA.org or 720-913-9022.

Narrative Reporting Deadlines

July 31, 2026

January 31, 2027

Submitting Reports

Please send 1 electronic version of each report via email to: VALEBD@DenverDA.org.

Please note- **only PDFs with e-signatures will be accepted. Scanned hard copies WILL NOT be accepted.**

DEMOGRAPHIC REPORTS

As of January 1st, 2026, demographic reporting is a requirement for your VALE award. The information that you share on behalf of your organization will be sent to the Office for Victims Programs (OVP) at the Division of Criminal Justice. This information is intentionally aggregate only to protect the individuals you are serving. **The due dates for submitting the form are July 15th and January 15th.**

NARRATIVE REPORTS:

This report gives your agency the opportunity to qualitatively and quantitatively show the progression of the VALE funded program.

Tips for a successful Narrative Report:

- The “Amount Received to Date” reported in the narrative needs to be consistent with the amount reported on your Financial Report.
- When completing the year-end reports, they need to include totals for each reporting period as well as the cumulative total for the entire year.
- Every report should include evaluations of objectives for each previous required reporting period. For example, if you are reporting for the year end, the 6-month evaluations should also be included.
- Make sure all objectives are consistent with those submitted with the final, revised agreement.

- Objective evaluations should specifically relate to your stated objective in terms of what was done, by whom, when, and any quantities associated with the objective.
- After each objective evaluation, please provide an explanation as to whether you are on track or not to meet your objective. If not, explain the steps being taken to meet the objective.

AWARD INFORMATION:

Total 2 nd JD VALE Award:	\$ This is the total approved award for the year.
Amount Received YTD:	\$ The total amount of funds your agency has received from the 2 nd JD to date this year.

TOTAL NUMBER OF CRIME VICTIMS SERVED (2nd JD ONLY):

Total number of victims projected to be served in grantee application:	The total number of victims projected to be served. This should match the projections outlined in the final, revised objectives and goals submitted for the VALE grant.
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NUMBER OF VICTIMS OF CRIME SERVED (2ND JD ONLY):

	Jan.-June 30 th	July-December 31 st
Child Physical Abuse	The number of victims served by crime type. Categories should be consistent between the VALE application, the 6 month, and year end reports. Do not delete the 6 month information when completing the year end questions.	
Child Sexual Abuse		
Domestic Violence		
Adult Sexual Assault		
Victims of Vehicular Assault or Vehicular Homicide, DUI/DWI Crashes or Careless Driving Resulting in Death		
Survivors of Homicide Victims		
Assault		
Adults Molested as Children		
Elder Abuse		
Robbery		
Other Violent Crimes: Hate/Bias Crime, Gang Violence, etc.		
Other, please specify:		
Total number of victims served with this award money by agency during reporting period:		

GOALS & OBJECTIVES:

List your organization's goals and objectives as outlined in your VALE grant application. Please include a statement in your narrative that measures your Total to Date figure against your Yearly Target Goal.

Goal 1: Goals & Objectives should be consistent with those submitted with the final, revised agreement. These numbers should not change throughout the year unless there is an adjustment specifically approved by the 2nd JD VALE. *Please note that if your response is longer than what is visible in the form box, you must scroll to view all text.*

Objective 1.1:

Six Month Evaluation (Jan-June): Provide an explanation of the progress made toward the goal and objectives as submitted with the final, revised agreement; include whether the project is on track to meet these goals and objectives. If the project is not on track to meet the goals and objectives, explain what corrective steps are being taken. Objective measurements should be consistent; for example, if the objective is to serve 5 child victims, the evaluation should also refer to "child victims".

Year End Evaluation (July-December): Provide an explanation of the progress made toward the goal and objectives as submitted with the final, revised agreement; include whether the project met the outlined goals and objectives. Do not delete the 6 month information when completing the year end questions.

PLANNING:

Please describe any discrepancies or delays in implementing your stated goals and objectives. *If you have indicated one or more will not be met, include how your agency plans to meet all goals and objectives.*

Provide an explanation of any issues you encountered during the year related to meeting your goals and objectives, including any discrepancies in numbers, changes in stated goals and objectives, etc. Describe steps taken to address these issues. For example, if the 6 month narrative had a plan to get objectives back on track, the year-end report should address its success.

PROBLEMS OR CRITICAL EVENTS:

What, if any, unforeseen challenges have occurred that have or could impact your goals?

Provide an explanation of any challenges that occurred during the reporting period impacting the ability of the project to meet the goals and objectives. For example, if staffing was an issue that impacted the projects ability to meet its goals, report on that here.

COMMUNITY LIAISON AND NETWORKING:

During the reporting period, how did you collaborate with other programs offering similar or like services?

Describe efforts the project took in order to collaborate with programs offering like services. This could be referrals made between agencies, participation in collaborative trainings, or providing support to fellow agencies to address gaps in services.

