

CVS Programmatic Post-Award Webinar 2023-2024

📅 Thu, Jan 19, 2023 10:53AM ⌚ 30:48

SUMMARY KEYWORDS

grant, form, grant program, required, grantees, grant agreement, project, approved, cvs, voca, monitoring, specific, requirements, submit, report, award, file, financial, programs, funds

SPEAKERS

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Thank you for joining us for the crime victim services programmatic post award training provided by the Office for Victims programs within the Division of Criminal Justice, Colorado Department of Public Safety. The slides presented in this training and the recording of the training can be accessed via the website on this slide. This presentation is an overview geared toward all CVS grantees independent of funding source. This particular workshop is geared to those individuals who oversee and provide the day to day administration of their CVS grant. Typically, this individual is the project director, but we realize there are many people involved in managing and ensuring your CVS grant is successful. In addition to this workshop that focuses on the programmatic aspects of your grant, project directors and financial officers should view the Financial Post Award training. As that will inform you specifically on how to track and report expenses in your accounting system, and how to submit required financial reports and payment requests. We also advise that you visit our website and download the slides that accompany this training to use as a helpful resource when you have questions. This slide contains frequently used acronyms. The most commonly used acronym you'll see in this training is Crime Victim Services funds or CVS. The Office of Victim Programs or OVP, is an office within the Division of Criminal Justice. OVP houses a variety of programs that support crime victims, such as the Crime Victim Services funds, which are a variety of federal and state grants that we'll cover shortly. Victim Compensation, which provides compensation for financial losses to families and victims of crime who've been physically or emotionally hurt as a result of a crime. Local VALE which provides grant funding to agencies that provide services to crime victims within local judicial districts based on money collected from people convicted of certain crimes. The SAVE Program, which ensures that medical and anonymous reporting victims of sexual assault are provided payment assistance for medical costs associated with obtaining medical forensic exams, the Colorado Human Trafficking Council and the Colorado Mass Violence Toolkit for crime victim advocates, which is a guide to assist advocates and other professionals responding to mass violence incidents. OVP administers federal and state grants, which we call our CVS funds. These grants are awarded to the Colorado Department of Public Safety, Division of Criminal Justice and are administered and distributed through the Office for Victims programs. As the state administering agency, our office is given the discretion to interpret and determine further funding priorities and allowability of certain activities for each grant. In addition, OVP administers the state VALE funds. But these funds are not part of the CVS process and run on a different funding timeline. This chart outlines each grant, the specific intent and if there's a match requirement or not. Briefly, our office administers VOCA, VAWA, SASP, SLFRF or commonly

referred to as ARPA, and general funds. Of the the five funding sources included in CVS funds this cycle, four are federal. All grant programs are unique in their purpose for funding and grant requirements. At this point, programs should know their source of funding. But if not, please review your grant agreement, which will list your funding source. As you can see in the notes, if you are a new program receiving VOCA funds for the first time, normally you would be required to provide 25% match. As you can also see, all required match has been waived for VOCA for the 2023/2024 grant period, due to the impact of COVID-19. SASP, ARPA/SLFRF and state general funds do not require match. VAWA does require a 25% match, but certain programs are not required to provide match, such as tribes and community based Victim Services projects. Now that your granted started, or you've taken over administrative responsibilities for the grant, what should you expect from OVP? First, you'll be working with a grant program manager or GPM, and a grant financial manager or GFM while you administer your grant. If you do not know who your GPM or GFM is, please look in ZoomGrants or contact OVP. You will also be contacted by other staff at DCJ regarding monitoring compliance documents such as insurance or certifications and audits. But you will most often communicate with your GPM and GFM throughout your grant period. Grant Program Managers have already or will soon be contacting you, and will be your main point of contact for all grant related questions. Grant financial managers will contact you regarding any questions or concerns with your payment requests or financial reports. OVP sends out quarterly newsletters with important announcements and information related to CVS funding. This is our primary method for sharing important information. And you will be monitored for program requirements that are shared in the newsletter. So we highly encourage all project officials and individuals who work with the administration of your grant to sign up for this newsletter. You can contact your grant program manager to inquire if you're already on the list or need to be added. OVP also sends out important messages related to CVS grants via email. So it's important that you read everything distributed by our office, because we have a few official platforms for announcements. project should expect a monitoring visit from our office during the current grant period, as it is required by some grant programs that we visit projects every two years. So look for an email from our monitor setting that up with you. This is not an audit, but rather in compliance review. As mentioned earlier, we have additional website resources on our website, including a webinar solely devoted to monitoring and what to expect and how to prepare for your monitoring visit. At some point in the grant cycle, you may be asked to submit financial backup documentation for your payment request. It is expected that projects keep all financial supporting documentation in a hard or electronic grant file. Not every project will be asked to submit financial backup documentation outside of a monitoring visit, but some will. More information about what our office expects in terms of backup documentation is outlined in the Financial Post Award webinar and other resources. Finally, programs can expect more training and resources provided by our office over the grant period. Additional training and resources will be provided as needed, and as specific training needs arise. Like I mentioned earlier, we want to ensure you have the building blocks to successfully manage your grant and the day to day work you have to do. Now that you know generally what to expect from our office, what does OVP expect of your program? It's expected that you submit your monthly quarterly and or annual reports on time. If for whatever reason you need to submit a report late, please contact your grant program manager immediately to get an extension. We know things happen, but if it's not communicated with us, it can have consequences such as delaying payment to your program. Projects are expected to maintain a hard or electronic grant file for their project with all applicable information and documents contained in one place. Please maintain regular communication with your grant program manager regarding staff turnover, Project official changes, budget changes, etc. projects should review their grant agreement budget to see specifically what has been approved. If you have a cost that occurs during the grant cycle that is not specifically in your budget, reach out to your grant program manager prior to incurring the cost, as it may not be allowable under the particular funding source. This is very important because if a cost is determined to be unallowable, you cannot be reimbursed for the cost by your grant. Projects should be providing services as outlined in their grant agreement. Any changes to any services funded by

CVS grant funds should be reported to your grant program manager. Often this will require change forms such as a budget revision or grant amendment. Overall, you need to be familiar with your approved budget, approved budget line items, and the services to be provided through the funded project. While your grant program manager is available to answer any questions you may have, there are also online resources you can access to answer questions you have about managing your grant filling out and submitting reports and other requirements related to the CVS grant. In these next few slides, we will be highlighting some resources available to you to help you successfully manage your award. This slide and the following slide contain helpful information regarding grant administration resources. The first resource is your grant agreement. It contains your approved budget and Statement of Work, terms and requirements of your grant agreement, and the applicable special conditions. You can find a copy of your executed grant agreement in the ZoomGrants system under the grant agreement tab. The OVP website also contains helpful resources such as funding source specific information, technical assistance, CVS connections e-newsletter archives and signup button and general OVP information. One extremely helpful resource is the essential grant accounting and financial documentation packet. The packet is guidance regarding general accounting practices and has samples of required financial backup documentation. On the DCJ grants and resources website, you can find reporting form guidance, ZoomGrants resources, and the DCJ administrative guides for both federal and state funds. You'll also find helpful information about civil rights and legal requirements. As aforementioned DCJ has federal and state administrative guides to support you in administering your award. Last but not least, the DOJ grants financial guide is a helpful resource for those managing federal funds, which include VOCA, VAWA, SASP, and ARPA recipients. As mentioned in the previous slides, your grant agreement is a resource for you and includes the terms or requirements of your grant agreement. There are many terms and conditions that apply to your award. However, there are four we want to highlight as they are new to your grant award for this grant period. These terms and requirements are specific to federal grantees. So if you're receiving state general funds, these requirements do not apply to you. The first has to do with determining the suitability of staff before allowing them to interact with minors participating in your program. The special condition references specific databases that must be checked to meet this requirement. Please review this special condition and the DCJ guidance that has been created for this special condition. Another one we want to point out is the requirement to verify employment eligibility of grant funded staff. There is no one system for verifying employment, but many grantees use E verify. You must also maintain records of a grant-funded employee eligibility verifications in accordance with form I-9 requirements. Our monitors will review the I-9 forms for grant funded staff during your monitoring review. A new federal special condition this cycle is that in procurement transactions, you cannot place unreasonable restrictions on competition and cannot discriminate against a person or entity on the basis of them being an associate of the federal government. Our monitors are required to review this special condition within the context of reviewing your procurement processes. Lastly, VAWA and SASP Grantees are required to have a policy for responding to workplace related incidents of sexual misconduct, domestic violence and dating violence. Again, there are many special conditions and requirements related to your award. These four are being highlighted because they're fairly new and may require action on your part. Now that we've gone over resources to help you successfully manage your grant, we're going to talk a little more about your grant file and what should be included in it at all times. First of all, you need to ensure that you keep your file for at least three years after the project has been officially closed by DCJ. This is because the files can still be pulled for auditing or site visits by our funders. So it's important that your grant file be on hand and readily available. Keep in mind that it takes our office up to six months to officially close your project after a grant period ends. So in reality, it's best to maintain your grant project file for three and a half years following the end of the grant period. There are a few components to a complete grant file and how this looks may vary slightly between each agency. One important thing to remember is that you should have one grant file per award. For example, if you have a VAWA grant and a VOCA grant, you should have two separate grant files, one for VAWA, and one for VOCA keeping your documentation separate for each

grant award. Grantees can maintain hard copies or electronic versions of their grant materials. This slide contains information on what we expect you to keep in your either hard or electronic grant file. In addition to the elements on the previous slide, your grant file should also contain programmatic documentation, copies of any important communications with DCJ, approved forms, audit, insurance and SAM communications, email approvals or denials of cost and services, and important information regarding the Office for Civil Rights, limited English proficiency and Equal Opportunity plans of your agency, as well as login information for applicable systems and websites. Each grant award is required to include the name and contact information of their project officials, which include the project director, financial officer, and signature authority, but may also include a separate primary contact and the executive director as applicable. Any changes in the project officials must be communicated to your grant program manager along with one signed copy of the DCJ Form 4B uploaded into ZoomGrants under the Documents tab. Once approved, your grant program manager will upload an approved form under administrative documents under the Documents tab in ZoomGrants. Grantees should then put the approved form in their own agency grant file. More examples are provided in the DCJ administrative guide for grantees receiving federal grant funds as available on the DCJ grants website. It's important that there's a separation of duty between all these positions. The same person cannot serve as both the signature authority and project director or any combination of project officials. Not all projects will have approved budget amounts in each budget category listed in this slide. Each grantee should regularly compare actual expenditures with the approved budget amounts in each budget category. As mentioned previously, you should always keep a copy of your most recent approved budget in your grant file. Grantees can see real time approved budget by category in the budget summary tab in ZoomGrants. However, specific approved costs within those individual budget categories will be found in your actual grant budget as part of your grant agreement. If you submit any budget amendments or get approval from your grant program manager to incur a cost, this should be updated on your end as well and kept with your grant file. I will briefly review each budget category. For a more in depth review of budget categories and the supporting documentation required for each, please review the Financial Post Award webinar. The first budget category is personnel, which includes the salaries and or fringe benefits of grant funded staff, Supplies and operating is for project related programs supplies. Travel is for program staff related travel costs. Equipment, items costing \$5,000 or more per unit and a useful life of more than one year. Consultants and contracts professional services provided for the grant funded project that require the submission of a DCJ Form 16, and sometimes the DCJ Form 17. Indirect costs incurred that are necessary to the provision of direct services that cannot be tied to or readily allocated to a specific grant project or activity. Examples of costs frequently treated as indirect are general supplies and depreciation. Now we're going to start looking at required reports and forms to submit to DCJ for various grant changes. Quarter 1 reports are due April 17 2023, and include a financial report, a narrative report, your payment request, and depending on your funding source, either the VOCA PMT or the ARPA and general fund report. This slide gives you deadlines, outlines which Reports and Actions are required by those deadlines and tells you where these reports or forms need to be submitted either in the ZoomGrants system or via another online system. Please take note that in Quarter 2, the financial report and payment request are due early due to the state fiscal year. This will also be the case in Quarter 6. The narrative report CVS 2 is the only report that requires an attachment to be uploaded in ZoomGrants. Both the financial report and the payment request are submitted through ZoomGrants directly. This webinar does not go into detail about how to fill out the These financial forms and we'll only concentrate on the programmatic specific forms and reports that all grantees have to complete. Review the Financial Post Award webinar for specifics on how to complete the financial reports and payment requests. Specific information about the data reports for the VOCA PMT, the ARPA general fund grants will be available on our website soon. And information about the SASP and STOP VAWA annual report will be provided by the specific administrator for those programs in our office. This is a continuation of the dates and forms that are due in the second year of your grant period. The first form I'm going to talk about is the CVS2 narrative report form, which

is a required quarterly report to be submitted by all projects. Please note, this form has changed significantly this grant cycle, so do not use past versions of this form when completing it for your 2023-2024 Award. The CVS2 narrative report is where you will monitor your project's progress and highlight any project implementation updates, changes, challenges or accomplishments. A webinar covering this required report in depth will soon be available on our website. Many of our grant reports and forms have been created using Adobe livecycle. This software was also used to create the grant application you filled out in early 2022. Because they were created using Adobe livecycle, they may appear different from other Adobe PDFs. When attempting to open you should download the form, save it to your computer, close it and then open it. If you receive the please wait message shown on this slide, when attempting to open our report or forms, this is completely normal, but requires troubleshooting on your end. Do not follow the instructions listed here on the please wait error message. Instead, first ensure that you're opening the form in Adobe Reader and not in your internet browser. If you're still receiving the please wait message, then try updating your free Adobe Reader program by going to the website listed on this slide and clicking download Acrobat Reader button. Even if you're already have Adobe Acrobat Reader installed, you must use the latest version in order to open this form. We've also created a video on how to open Adobe livecycle forms, which can be found on YouTube via the link listed on this slide. This slide lists several of the DCJ forms that you may or may not use while administering your award. We're only going to cover the most frequently used next. Templates for DCJ forms can be found in ZoomGrants under the Documents tab. Grantees are required to use the most current approved version of all reporting forms so please download and use the templates provided in ZoomGrants, as sometimes they can change. Many programs will not utilize them majority of the forms available. When filling out your DCJ forms for any change or updates to your grant, the forms must also be submitted into grants under the Documents tab for grant program managers to review and approve. Grant Program Managers will upload approved forms in the Documents tab under admin documents, so you have them for your grant file. As we outlined earlier, all grants have three project officials, the project director, financial officer and signature authority. At any point in the year, or grant cycle, if any of these individuals change for the grant, projects must notify their grant program manager by submitting a DCJ Form 4B via ZoomGrants. Project officials may not sign off on any documents until the grant program manager has approved and changed the respective officials in Zoomgrants. For financial officers and signature authority changes, the project director signs the form. For Project Director changes, the signature authority must sign the form to authorize the change. Another common form that affects many of our programs is the DCJ form 16 consultant contract Certification Form. If you do not have funds budgeted in the consultant contracts budget category, then this does not apply to you. If you do have consultants or contracts approved in your budget, you will be using this form for every consultant contract in your grant budget. While you have an approved line item in your grant budget, this does not mean you're approved to request reimbursement for this expense. You must submit this form before requesting reimbursement to ensure that you're complying with federal and state regulations regarding services provided by outside contractors. In situations where the consultant contractor is charging rates that exceed the rates listed on the form, which are currently at \$81.25 An hour or \$650 a day, prior approval is needed before entering into a legally binding contract with the contractor or consultant. The form is very detailed and does provide step by step instructions for how to complete it. I want to highlight a couple key aspects, but you should read the instructions to ensure you fill it out completely. In addition to submitting the form, a copy of the P.O. or contract and all necessary documentation must be submitted. A draft copy of the P.O. or contract must be submitted with the form before entering into a contract that exceeds the maximum hourly rate. A debarement form or DCJ form 17 is required for all individual contractors not in SAM. A third commonly used form is the DCJ Form 4A or the budget revision form. This form is required when grantees want to move funds between budget categories, for example, from personnel to supplies and operating. An approval from your grant program manager on this form is required before deviating from the current approved budget. Changes within

a budget category must receive prior approval, but this can also sometimes be done via email and may not require a modification form. Now that I've gone over the basic elements of your grant and what's expected programmatically, I want to take a few minutes to highlight some important information and requirements that are laid out in your grant agreement. And that are sometimes overlooked by programs. First, staff changes. This is different from the project officials I noted before. These are staff listed in your approved budget being reimbursed by the grant or being used as match. If you've read your grant agreement, you may have noticed that you must immediately notify OVP of any project or match staff changes or if any grant funded or match position is vacant for more than 45 days. This means if there was a job title change, salary change, change in the amount charged to the award. Or if the staff person left and someone else took over on the grant, you must let us know about the change. This only applies to staff funded by the grant. The second thing that's often missed by our programs is that all published or printed materials paid for by any of our federal grant funds must include an acknowledgement to the funding. If we're paying for brochures, presentation videos, or anything to be produced, you must acknowledge your grant funding. There's very specific language that needs to be included in this acknowledgement and it can be found in your grant agreement. Something else that we've mentioned before is that grantees will be monitored by our office at least once during the two year grant period. It's a requirement that we monitor our programs every two years. This is not an audit, but a compliance review. There's a specific webinar that addresses monitoring in more detail and goes over what to expect during your review. You're also required to submit an audit or financial review, along with the applicable management letter annually to DCJ. Finally, as a recipient of our grant funding, you must maintain our current SAM registration. SAM stands for System for Award Management; maintain required insurance coverages as outlined in your grant agreement; and maintain EOP certification and civil rights training certifications. As all of these will be monitored during your monitoring visit and our staff will reach out when we're notified that either your SAM registration is about to expire or your insurance coverage is about to expire. Some of these requirements may not apply to all grantees so if you have concerns or questions as always, please reach out to your grant program manager. This concludes the programmatic requirements webinar. These slides are also available on our website to download and refer to later. If you have questions, please contact your grant program manager directly. You can also reach out to us at our email address cvsgrants@state.co.us with any questions or concerns. Thank you for all the work you do for crime victims in Colorado. We're so looking forward to working with you over the grant period.