



Important Post-Award Information for New CVS Applicants

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Special Conditions

Special Conditions refer to any requirements your agency must comply with once your project is funded and your agency enters into a contract with the Division of Criminal Justice, Colorado Department of Public Safety. Every grant agreement contains special conditions that are required by the State of Colorado, but CVS grantees must also comply with federal and program-specific (VOCA, STOP VAWA or SASP) special conditions. Special conditions spell out CVS grantee requirements on a variety of topics including, but not limited to:

1. Required financial and administrative procedures and policies
2. Civil Rights compliance and restrictions on activities like lobbying
3. Background check requirements for employees and volunteers working with minors and violence in the workplace policies
4. Rules regarding safeguarding Personally Identifying Information (PII) and Victim Confidentiality
5. Nonprofit liability, worker's compensation, automotive and/or professional liability insurance requirements
6. Reporting requirement and grant documentation retention

If awarded, CVS grantees should their grant agreement and special conditions in full and reach out to their Grant Manager with any questions. To see a full list of federal and program-specific special conditions that apply to CVS grants visit:

<https://dcj.colorado.gov/grant-agreements-and-federal-requirements>

Tracking and Reporting

All grantees are required to submit the following quarterly:

- Programmatic report
- Payment request
- Financial report
 - Grantees are required to maintain documentation of grant expenditures (i.e. accounting reports, receipts, timesheets).



- Additional fund-specific programmatic report
 - All grantees, regardless of fund source, are required to collect and report demographics (i.e. race, sex, national origin, age, and disability of victims receiving assistance, where such information is voluntarily furnished by the victim) as well as information on the specific services provided.

Fund-Specific Programmatic Reporting Requirements:

- VOCA recipients are required to submit this information on a quarterly basis in the federal Performance Measures Tool (PMT) system.
 - ◆ [Sample quarterly PMT Report](#) (VOCA)
- STOP VAWA & SASP recipients are required to submit this information annually on a reporting form provided by OVP.
 - ◆ [STOP Subgrantee Annual Report](#)
 - ◆ [SASP Subgrantee Annual Report](#)

Monitoring

Federal and state fiscal rules and regulations require that the Division of Criminal Justice (DCJ) track, document and measure the use of grant funds. The Office for Victims Programs (OVP) will conduct a comprehensive monitoring review of grant-funded agencies at least once every two years.

The purpose of monitoring is to assist agencies in gaining compliance with state and federal regulations. OVP will work collaboratively with an agency to identify and correct any problems encountered during monitoring - we want all our funded agencies to succeed!

Monitoring has four phases. You will be given advance notice when your agency is being monitored for a specific quarter (a 3-month period during the project period). In each phase, the monitors will ask you to provide confirmation and/or documentation to verify compliance with state and federal regulations. Some of what you would be asked to provide is described below for each phase. The lists are not exhaustive, but monitors will provide grantees with detailed information about what needs to be provided during each phase. **Examples of many of the items listed below and other helpful materials can be found on the [CVS website](#).**

Phase 1 - Review of financial backup documentation. You will be asked to provide:

- Current chart of accounts
- Deposit records for CVS grant revenue



- Accounting ledger showing the CVS grant expenditures
- Timesheets
- Copies of the labor distribution/payroll distribution
- Source documentation
- Documentation of federal grant match expenditures (cash/in-kind)
- A list of current grant-funded staff

Phase 2 - Review of administrative and programmatic information. You will be asked to provide copies of policies and procedures that address the following:

- Personnel Policies
- Financial Policies
- Board of Directors' By-laws (non-profits only)
- Ensuring client confidentiality
- Protection of personally identifying information
- Data collection & Evaluation of services
- Grant records retention
- "Whistleblower" Policy
- Responding to Limited English Proficiency (LEP) individuals
- Responding to work-place related incidents of sexual misconduct, domestic violence and dating violence (STOP VAWA & SASP)

Phase 3 - On-site (or virtual) review. During this meeting, the monitor will ask to see:

- The project director and grant funded staff;
- the Grant File (containing grant agreement, correspondence, and any related documents);
- where confidential client files are stored;
- how most recently reported data was generated; and
- that the administrative guide is readily available.

Phase 4 - Issuance of the monitoring report.

We understand this is a lot of information. If you have any questions about any information in this document, please email cvsgroups@state.co.us or call 303-239-5719 and ask to speak to a member of the CVS Grants Team.