



COLORADO

Crime Victim Services Programmatic Post Award Training

OFFICE FOR VICTIMS PROGRAMS
Division of Criminal Justice

<https://dcj.colorado.gov/dcj-offices/victims-programs/grant-funding-for-agencies/crime-victim-services-funds>



COLORADO
Department of Public Safety

Goal Of Today's Workshop

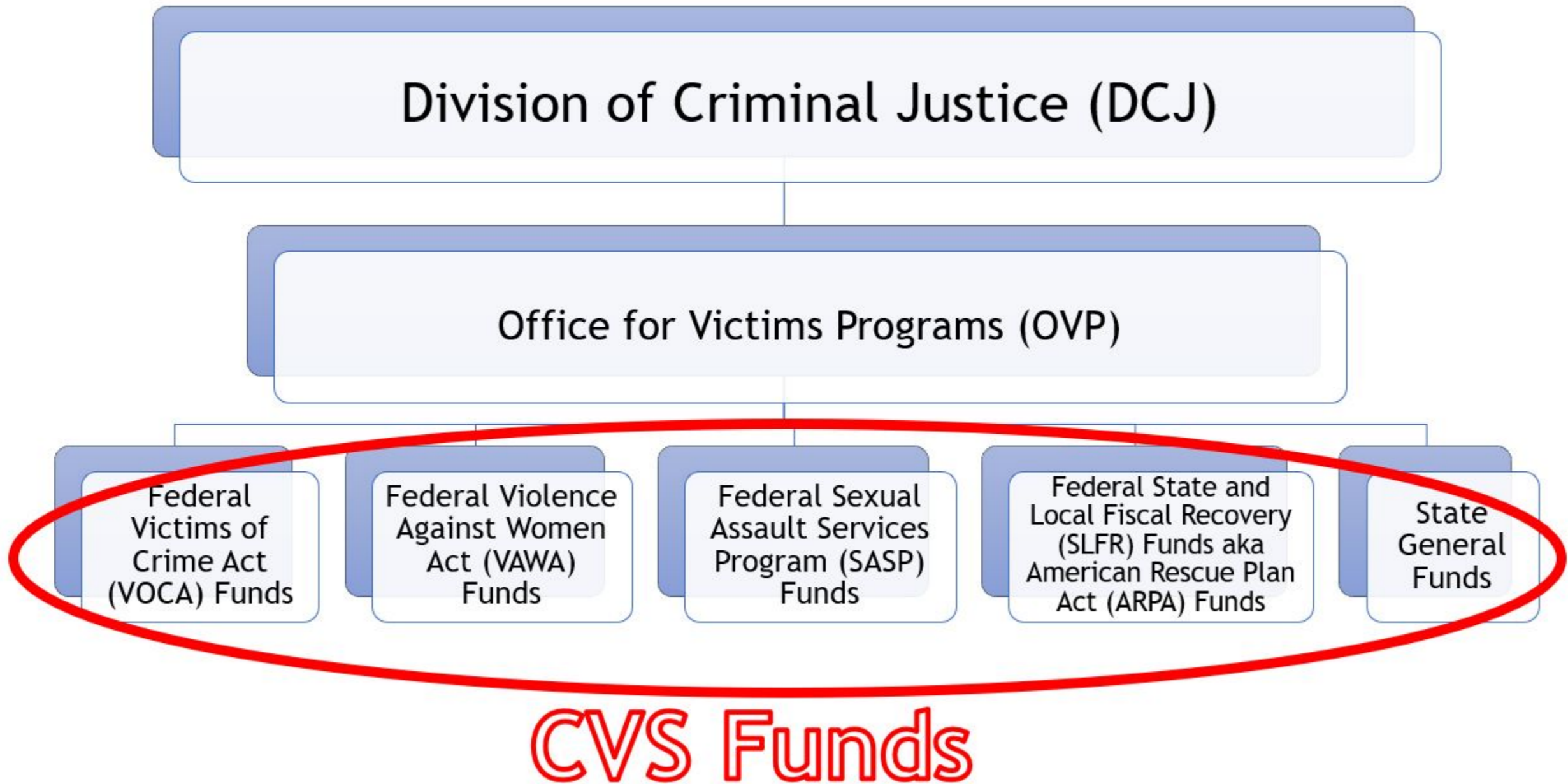


Provide your agency with
building blocks
to
successfully meet
CVS Grant Post-Award
Requirements






Common Acronyms

CDPS:	Colorado Department of Public Safety
DCJ:	Division of Criminal Justice
CVS:	Crime Victim Services Funds
OVP:	Office For Victims Programs
VOCA:	Victims of Crime Act
SASP:	Sexual Assault Services Program
VAWA:	Violence Against Women Act
SLFRF:	State and Local Fiscal Recovery Fund
ARPA:	American Rescue Plan Act
PMT:	Performance Measurement Tool

Overview of CVS Grant Process



CVS Grant Types

	VOCA	VAWA	SASP	SLFRF	General Fund
Grant Type					
Intent	Provides funding for direct services for victims of crime.	Assists projects that seek to develop and strengthen effective responses to sexual assault, domestic violence, dating violence and stalking.	Dedicated to the provision of direct intervention and related assistance for victims of sexual assault.	Provides funding for wrap around services for victims of crime impacted by the COVID pandemic. One-time funding source for CY23/24 cycle.	Provides funding for services that support victims of crime. These funds are not guaranteed to be available in future cycles.
Match	Yes 20% * (match waived for 2023-2024)	Yes 25% **	No	No	No

What to Expect From OVP



COMMUNICATION:

News, announcements and resources via quarterly newsletters and other forms of communication



MONITORING:

Compliance review and onsite visit



DOCUMENTATION REQUESTS:

Staff may request supporting documentation for grant expenditures or other required grants document (e.g. whistleblower policy).



TECHNICAL ASSISTANCE:

More training and resources for grantees

What OVP Expects From Grantees



POST-AWARD SUBMISSIONS: Submit program and financial reports on time



GRANT FILE: Maintain up-to-date grant file



Communication: Maintain regular communication with CVS Grants Team staff

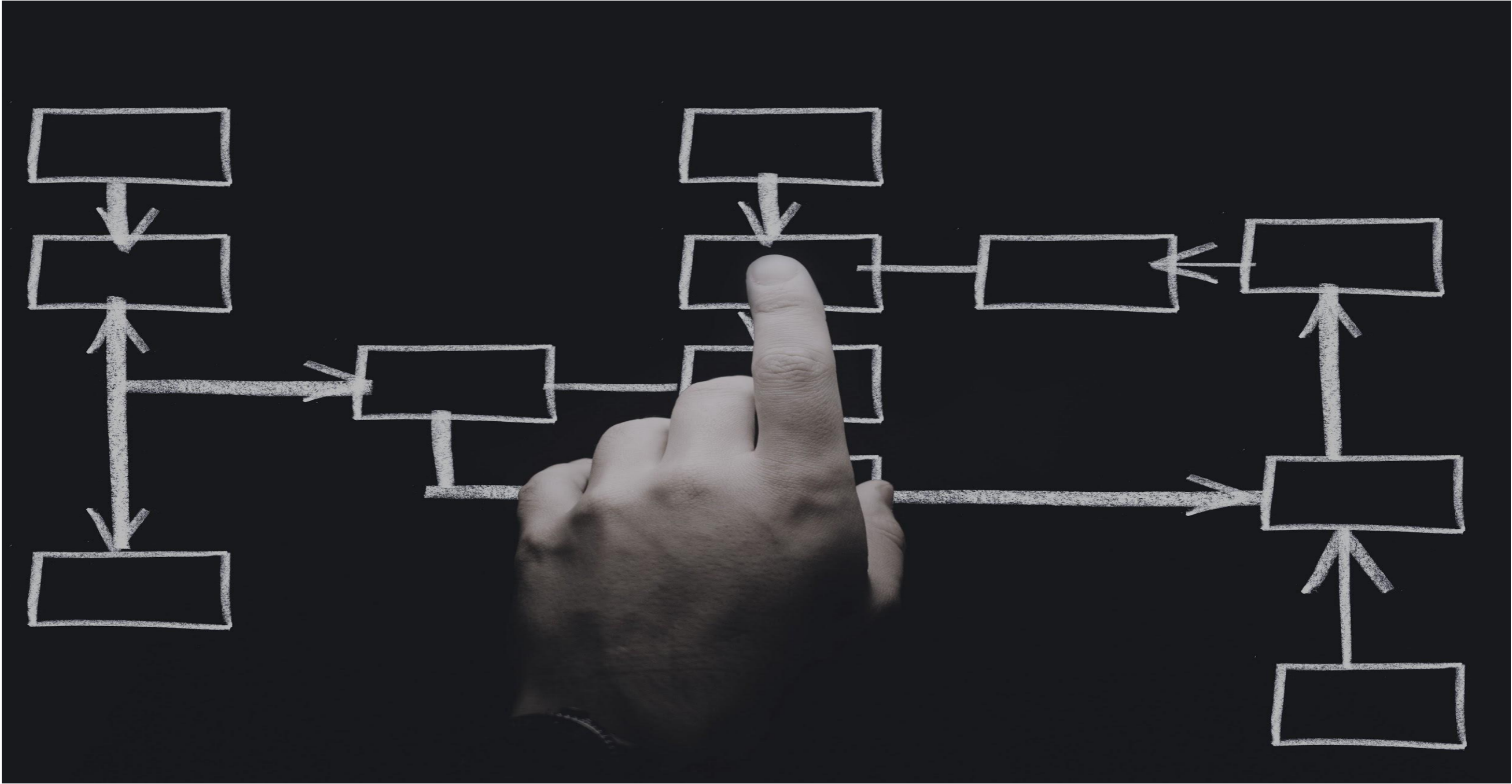


REFER TO GRANT AGREEMENT: Provide services as outlined in your grant agreement, or latest approved modifications



ADHERE TO BUDGET: Adhere to approved budget and approved budget line items (i.e. modifications, if applicable)

Grant Administration Resources



Grant Administration Resources

RESOURCE	CONTENTS / LOCATION
Grant Agreement	<ul style="list-style-type: none">● Approved budget and statement of work● Terms and requirements of grant agreement● Applicable special conditions* <p>Location: “Grant Agreement” Tab in ZoomGrants</p>
OVP Website	<ul style="list-style-type: none">● Funding source specific information● Resources and Technical Assistance● CVS Connections E-Newsletter archives & sign-up● General OVP information <p>Location: https://dcj.colorado.gov/dcj-offices/office-for-victims-programs</p>
Essential Grant Accounting & Financial Documentation Packet	<ul style="list-style-type: none">● Guidance regarding general accounting practices and samples of required financial back-up documentation <p>Location: https://cdpsdocs.state.co.us/dcj/DCJ%20External%20Website/OVP/Essential%20Grant%20Accounting%20and%20Financial%20Documentation%20Packet.pdf</p>

Grant Administration Resources - Cont'd

RESOURCE	CONTENTS
DCJ Grants & Resources Website	<ul style="list-style-type: none">● Reporting Forms Guidance● ZoomGrants Resources● DCJ Administrative Guides (Federal & State)● Civil Rights and Legal Requirements <p>Location: https://dcj.colorado.gov/dcj-grants</p>
DCJ Federal & State Administrative Guides	<ul style="list-style-type: none">● Financial Requirements● Administrative Requirements● Audit Requirements <p>Location: https://cdpsdocs.state.co.us/dcj/Grants/Federal_AdminGuide.pdf https://cdpsdocs.state.co.us/dcj/Grants/State_AdminGuide.pdf</p>
DOJ Grants Financial Guide	<ul style="list-style-type: none">● Reference manual for VOCA, VAWA, & SASP recipients● Guidance for ensuring effective day-to-day management of awards. <p>Location: https://www.ojp.gov/funding/financialguidedojo/overview</p>

Highlight of Terms and Requirements of Your Grant Agreement

- Determination of the suitability to work with minors (VOCA, VAWA, SASP Grants)
- Verify employment eligibility
- Programs who receive federal funds cannot place unreasonable restrictions on competition and cannot discriminate against any person or entity on the basis of them being an “associate of the federal government”
- VAWA and SASP grantees must have a policy for response to workplace-related incidents of sexual misconduct, domestic violence, and dating violence

Your Working Grant File



**GRANT FILE(S) MUST BE MAINTAINED FOR 3.5 YEARS
AFTER THE END OF YOUR GRANT PERIOD.**

Your Working Grant File: Contents

	CONTENTS	EXAMPLES
Grant Agreement	<ul style="list-style-type: none"> • Signed grant agreement document & exhibits • Attachments submitted with grant application 	<ul style="list-style-type: none"> • DCJ Form 30 • FMQs • Sources of Income Table
Reporting Documentation	<ul style="list-style-type: none"> • Financial Reports • Payment Requests • Quarterly Programmatic Reports • Annual Reports, if required 	<ul style="list-style-type: none"> • ZoomGrants Submissions (Even & Odd Tabs) • CVS 2 Narrative • Submitted PMT & Backup • VAWA & SASP Annual Reports
Financial Documentation	<ul style="list-style-type: none"> • Documentation of all revenues & actual expenses • Grant funded and match staff documentation • Subledgers that match and support monthly or quarterly grant and match expenses • Relevant audit/financial review 	<ul style="list-style-type: none"> • Payroll Records/Timesheets • Invoices • Receipts • Vouchers • Travel Forms

Your Working Grant File: Contents

	CONTENTS	EXAMPLES
Programmatic Documentation	<ul style="list-style-type: none"> Aggregate records, not individual client files 	<ul style="list-style-type: none"> Records supporting number of services you report serving
Communication with DCJ	<ul style="list-style-type: none"> Copies of other forms & supporting documentation submitted for DCJ for approval Email communication with Grant Program Manager, Grant Financial Manager and other CVS staff 	<ul style="list-style-type: none"> DCJ Form 16 & DCJ Form 17 Vendor Contracts Audit/Insurance/SAM Communication Email approval or denial of cost/services
Additional Information	<ul style="list-style-type: none"> Office for Civil Rights (OCR), Limited English Proficiency (LEP), and Equal Opportunity Plan (EEOP) documents as relevant. Login information for applicable systems & websites 	<ul style="list-style-type: none"> Login for ZoomGrants Login for PMT

Project Official Responsibilities

Overview of Roles

Grant Responsibilities

Grant Forms & Reporting Responsibilities

Project Director

Has day to day oversight of the project

Responsible for:

- All programmatic & financial aspects
- main point of contact
- ZoomGrants Account Management

- Programmatic Reports
- Financial Reports
- Grant Change Forms

Financial Officer

Reviews invoices and other expenses related to the grant

Manages and prepares:

- the grant budget
- grant expense back-up documentation
- financial reports in collaboration with the Project Director

- Financial Reports
- Budget Revision Modification Requests (DCJ Form 4A)

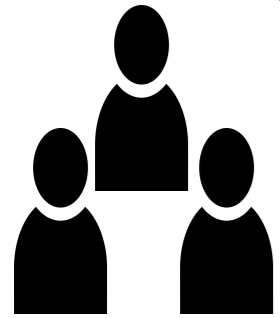
Signature Authority

Authorized to enter into contracts on behalf of agency

- Enters into Grant Agreement with DCJ

- DCJ Form 4B - Only when changing the Project Director
- Able to sign in lieu of Project Director or Financial Officer on any DCJ Form

Understanding Your Budget



PERSONNEL

Salaries and/or fringe benefits, or a portion, paid with grant funds

Examples: Direct Service Staff, Administrative Staff



SUPPLIES & OPERATING:

Project-related program supplies

Examples: Rental space, Conference registrations, Emergency assistance for victims (i.e. travel, food, clothing, emergency shelter, rental assistance, etc.)



TRAVEL

Program staff related travel costs

Examples: Conference related mileage/lodging/per diem & Mileage to provide direct services

Understanding Your Budget



EQUIPMENT

Items costing \$5,000 or more per unit and a useful life of more than one year

Examples: Colposcopes



CONSULTANTS/ CONTRACTS

Professional services provided for the grant project and requires submission of the DCJ Form 16 and sometimes the DCJ Form 17

Examples: Attorneys, Specialized clinical and therapeutic services, In-service trainer for direct service staff, Accountants.



INDIRECT

Costs incurred that are necessary to the provision of direct services, but cannot be tied to, or readily allocated to, a specific grant project or activity. There are 2 types of indirect calculations:

- 10% De Minimis Rate
- Federally Negotiated Rates

Agencies should have a line for indirect costs in their accounting system, as these funds are not directly allocated as specific costs.

Quarterly Reporting Schedule

**QUARTER
1**

Jan - Mar

**DUE:
4/17/23**

- Financial Report (ZG Tab #1)
- Narrative Report (ZG Tab #2)
- Payment Request (ZG "Financial Tab")
- VOCA PMT/ARPA/General Report (Online)

**QUARTER
2**

Apr - Jun

**DUE:
7/10/23 (Fin.)
7/17/23 (Prog.)**

- Financial Report (ZG Tab #3)
- Narrative Report (ZG Tab #4)
- Payment Request (ZG "Financial Tab")
- VOCA PMT/ARPA/General Report (Online)

**QUARTER
3**

Jul - Sep

**DUE:
10/16/23**

- Financial Report (ZG Tab #5)
- Narrative Report (ZG Tab #6)
- Payment Request (ZG "Financial Tab")
- VOCA PMT/ARPA/General Report (Online)

**QUARTER
4**

Oct - Dec

**DUE:
1/15/24**

- Financial Report (ZG Tab #7)
- Narrative Report (ZG Tab #8)
- Payment Request (ZG "Financial Tab")
- VOCA PMT/ARPA/General Report (Online)
- STOP VAWA Annual Report (E-mail)
- SASP Annual Report (E-mail)

Quarterly Reporting Schedule

**QUARTER
5**

Jan - Mar

**DUE:
4/15/24**

- Financial Report (ZG Tab #9)
- Narrative Report (ZG Tab #10)
- Payment Request (ZG "Financial Tab")
- VOCA PMT/ARPA/General Report (Online)

**QUARTER
6**

Apr - Jun

DUE:
7/8/24 (Fin.)
7/15/24 (Prog.)

- Financial Report (ZG Tab #11)
- Narrative Report (ZG Tab #12)
- Payment Request (ZG "Financial Tab")
- VOCA PMT/ARPA/General Report (Online)

**QUARTER
7**

Jul - Sep

**DUE:
10/15/24**

- Financial Report (ZG Tab #13)
- Narrative Report (ZG Tab #14)
- Payment Request (ZG "Financial Tab")
- VOCA PMT/ARPA/General Report (Online)

**QUARTER
8**

Oct - Dec

**DUE:
1/15/25**

- Financial Report (ZG Tab #15)
- Narrative Report (ZG Tab #16)
- Payment Request (ZG "Financial Tab")
- VOCA PMT/ARPA/General Report (Online)
- STOP VAWA Annual Report (E-mail)
- SASP Annual Report (E-mail)

Quarterly Narrative Form (DCJ Form CVS 2)

**NEW
VERSION**

COLORADO DIVISION OF CRIMINAL JUSTICE (DCJ) CVS 2 Quarterly Report - Narrative Form

INSTRUCTIONS:

- Download and save this form to your computer.
- If you have multiple CVS grants, you will need to download and use separate forms for each grant. Do not use one form for multiple grants or multiple funding sources.
- Once you have saved the form, open the form from its saved location and complete the applicable fields.
- To ensure the content you have entered is visible, simply press “tab” or click outside of the field and it should automatically expand.
- If you have goals and objectives, in order to work off the previous quarter’s version of the CVS 2, save an unsigned copy of the CVS 2 onto your computer each quarter and work off that version
- Sign electronically. After signing electronically, you will be prompted to save the document.
- Once completed and saved, reopen to ensure your responses were saved before uploading into ZoomGrants.

GRANTEE: <input type="text"/>	GRANT NUMBER: <input type="text"/>	
PROJECT TITLE: <input type="text"/>	PROJECT DURATION FROM <input type="text"/> TO <input type="text"/>	
PREPARED BY: <input type="text"/>		
DATE: <input type="text"/>	EMAIL ADDRESS: <input type="text"/>	PHONE: <input type="text"/>

SELECT THE FUNDING SOURCE FOR THIS GRANT AWARD:

VOCA S.T.O.P. VAWA SASP ARPA/General Funds

Opening Forms



DON'T PANIC!

You will receive an error message...

Please wait...

If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document. You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/go/reader_download.

For more assistance with Adobe Reader visit <http://www.adobe.com/go/acreader>. Windows is either a registered trademark or a trademark of Microsoft Corporation in the United States and/or other countries. Mac is a trademark of Apple Inc., registered in the United States and other countries. Linux is the registered trademark of Linus Torvalds in the U.S. and other countries.

VIDEO INSTRUCTIONS ON HOW TO OPEN FORMS: <https://youtu.be/aOXRAqiGTsl>

DCJ Forms

Form Description	Form Number	Where to Submit	Signature Required
Quarterly & Final Subgrant Financial Report	DCJ 1-A	ZoomGrants Report Tabs	Project Director & Financial Officer
Payment Request	DCJ 3	ZoomGrants Financial Tab	Project Director
Quarterly Statistical & Narrative Report*	CVS2	ZoomGrants Report Tabs	Project Director
PMT (VOCA only)	N/A	PMT Website	Project Director
SASP Program Annual Progress Report (SASP only)	N/A	Email	Project Director
STOP Program Annual Progress Report (VAWA Only)	N/A	Email	Project Director
Budget Revision*	DCJ 4-A	Documents Tab	Project Director & Financial Officer
Change in Project Officials*	DCJ 4-B	Documents Tab	Project Director** and signature of new Project Official
Modification of Other Grant Agreement Terms	DCJ 4-D	Documents Tab	Project Director
Equipment Inventory/Retention	DCJ 5	Documents Tab	Project Director
Equipment Procurement Certification Form	DCJ 13	Documents Tab	Project Director
Professional Services/Consultant* Certification	DCJ 16 & 17	Documents Tab	Project Director and Contractor (if applicable)

DCJ Forms

- Blank templates of DCJ Forms can be found in ZoomGrants under the “Documents” Tab
- All forms should be submitted via ZoomGrants for Grant Program Managers to review & approve
- Be sure to keep a copy of the approved form from your Grant Manager with your grant file

Documents Requested	Required?	Uploaded Documents *
Application download template	<input checked="" type="checkbox"/>	-none-
Financial Management Questionnaire (FMQ) download template	<input checked="" type="checkbox"/>	-none-
Sources of Income Table [Nonprofits only] download template	<input type="checkbox"/>	-none-
Organizational Chart [If applicable; See Instructions]	<input type="checkbox"/>	-none-
Job Descriptions [If applicable; See Instructions]	<input type="checkbox"/>	-none-
Volunteer Job Description(s) [VOCA applicants only; See Instructions]	<input type="checkbox"/>	-none-
Proof of nonprofit status [SASP and VAWA Nonprofit Applicants only]	<input type="checkbox"/>	-none-
Current Federally Negotiated Indirect Cost Rate Agreement [If applicable; See Instructions]	<input type="checkbox"/>	-none-
VOCA Volunteer Requirement Waiver [If applicable; VOCA applicants only] download template	<input type="checkbox"/>	-none-
Sample timesheet (staff & volunteer (if using volunteers as match; VAWA grantees ONLY)	<input type="checkbox"/>	-none-

Change in Project Officials (DCJ Form 4B)

COLORADO DIVISION OF CRIMINAL JUSTICE
CHANGE IN PROJECT OFFICIALS (DCJ Form 4-B)

See page two to view full instructions for completing this form.

GRANTEE: The Victim Services Agency	GRANT NUMBER: 2015-VA-23-4358
PROJECT TITLE: Domestic Violence Response	PROJECT DURATION FROM: 1/1/17 TO: 12/31/17
PREPARED BY: Jan Mueller	PHONE: (303) 239-4358
	DATE: 3/31/17
THE PURPOSE OF THIS REQUEST IS TO (Select One): <input checked="" type="radio"/> CHANGE THE PROJECT DIRECTOR <input type="radio"/> CHANGE THE FINANCIAL OFFICER <input type="radio"/> CHANGE THE SIGNATURE AUTHORITY	

FORMER OFFICIAL	NEW OFFICIAL
NAME: Sharon Jones	NAME: Sally Smith
	TITLE: Project Director
AGENCY NAME: The Victim Services Agency	AGENCY NAME: The Victim Services Agency
MAILING ADDRESS: 100 Main Street, Lakewood, CO 80215	MAILING ADDRESS: 100 Main Street, Lakewood, CO 80215
	TELEPHONE: (303) 239-4358 FAX: (303) 239-1234
	EMAIL: sally.smith@email.com
	SIGNATURE: 
DATE CHANGE EFFECTIVE: 4/1/17	

REASON FOR CHANGE: Previous project director left the agency for a new job

All other terms and conditions of the original grant with any approved modifications thereto remain in full force and effect. I, hereby certify that the content of this form, other than the data entry required, has not been altered.

 PROJECT DIRECTOR OR SIGNATURE AUTHORITY

 DATE

Note: If the purpose of the request is to change the Project Director, the Signature Authority must certify the change.

Submit one signed form to DCJ. A copy will be returned for your records.

PURPOSE

To Change a project official for your grant

TIPS

- Grantees must notify Grant Program Managers of any Project Official Change within fifteen (15) days following the change;
- If you have multiple CVS awards, one form is needed for each grant;
- A copy with DCJ Approval will be uploaded into ZoomGrants.

Consultants/Contracts Certification Form (DCJ Form 16)

COLORADO DIVISION OF CRIMINAL JUSTICE
CONSULTANTS/CONTRACTS CERTIFICATION (DCJ FORM 16)

See instructions on page two of this form.

GRANTEE: The Victim Services Agency	GRANT NUMBER: 2015-VA-23-4356
PROJECT TITLE: Domestic Violence Response	PROJECT DURATION: FROM: 1/1/17 TO: 12/31/17
PROJECT DIRECTOR: Jan Mueller	PHONE: 303-239-0956

This form is used to verify the grantee's compliance with federal/state regulations regarding services provided by outside contractors under contract with the project. This form must be completed and forwarded to DCJ at the time of contract execution, and if the hourly rate exceeds the maximum per hour rate prior approval must also be submitted before contract execution. Refer to the DCJ Administrative Guide applicable to your grant program (State or Federal) for additional information. All sections must be completed.

SECTION I: CONTRACTOR INFORMATION

Contractor's Name and Address: _____

SECTION II: PRIOR APPROVAL

Not Applicable - The maximum hourly rate does not exceed \$650 per 8-hour day (\$81.25/hr.) (Federally Funded Grants), OR State Funded Grants. Complete Section III.

Prior Approval Required (federal grant funds only) - The hourly rate exceeds the maximum per hour and is _____/hr. Attach a written justification for the payment rate with this form, and the proposed draft of the Statement of Work, Purchase Order, or Contract. Stop here and submit to DCJ, do not complete Section III until prior approval is granted.

SECTION III: CONTRACT EXECUTION DETAILS

A. Grantee has verified that the contractor is not on the federal debarment list and is actively registered at <https://www.sam.gov>.

B. Total Contract Amount: _____
Amount Paid by Grant: _____ Amount Paid by Match (if applicable): _____

C. Attach a copy of the signed Statement of Work, Purchase Order, or Contract with outside contractor.
Date executed: _____

D. Indicate the type of Procurement Process used to select this contractor. All procurements must be conducted in a manner to provide, to the maximum extent practical, open and free competition. Attach a description of the process utilized.
 Competitive (informal/formal) Sole Source Other

E. Has contractor been notified of the provision regarding copyrighted materials? (see page 2 for provisions)
 YES NO N/A

SUBMIT ONE COPY TO DCJ

SIGNED AT CONTRACT EXECUTION: By my signature, I certify that (1) records will be maintained and reflect the basis (invoice) for payments to the contractor, (2) invoices for payments will be consistently applied for all aspects of this program, (3) dual compensation is not allowed (i.e. the consultant is not receiving payment from more than one source for the same work for this project), (4) the information on this form is accurate and verifiable.

PROJECT DIRECTOR SIGNATURE

DATE

Colorado Division of Criminal Justice Use Only

Prior Approval: Approved Denied NA Contract Execution: Approved Denied

DCJ GRANT MANAGER SIGNATURE/DATE _____ DCJ GRANT MANAGER SIGNATURE/DATE _____

Denial Reason(s): _____

Page 1 of 2 DCJ16_v8 (Rev. 05/16)

PURPOSE

To verify compliance with regulations regarding services provided by outside contractors being funded by grant funds.

TIPS

- Must be submitted for any contract or consultant paid with grant funds or used as match;
- Payment requests including these costs will not be processed if forms have not been received and approved by your Grant Program Manager.
- A copy of the PO/contract and all necessary documentation must be submitted with the form.
- A draft copy of the PO/contract must be submitted with the form BEFORE entering into a contract that exceeds the maximum hourly rate (\$81.25/hr or \$650/8-hr day)
- Debarment Form (DCJ Form 17) is required for all individual contractors not in SAM
- Reference your specific Admin Guide (State or Federal) for additional information.

Budget Revision Form (DCJ Form 4-A)

COLORADO DIVISION OF CRIMINAL JUSTICE
BUDGET REVISION (DCJ FORM 4-A)

See page three to view full instructions for completing this form.

GRANTEE: Victim Service Agency	GRANT NUMBER: 2018-VW-002-12
PROJECT TITLE: Domestic Violence Response	PROJECT DURATION FROM: 1/1/19 TO: 12/31/20
PREPARED BY: John Smith	PHONE: (123) 123-1212 DATE: 3/15/19

A GRANT MODIFICATION IS NOT AUTHORIZED UNTIL APPROVED IS RECEIVED IN WRITING FROM DCJ. To request a change, submit one signed form, including any required attachments, to DCJ. Once approved by DCJ, a copy will be returned for your records.

A. EXPLANATION OF BUDGET REVISION REQUEST & BUDGET NARRATIVE explaining and justifying the need for a budget revision (attach additional pages as needed). Include detailed information describing the change to each budget line item (e.g. if moving money from personnel to supplies and operating, you must describe each detailed line item that is changed in both of those categories).

On January 20 we hired our Victim Advocate for the grant, because of the lag in hiring time we have vacancy savings of \$1200 - \$1000 in salary and \$200 in fringe. We would like to move this money to supplies and operating to our Emergency Hotel stay line item which we have under budgeted for so far this year.

PURPOSE

Initiates a request to move funds from one budget category to another.

TIPS

- Approval from Grant Program Manager is required before deviating from the current approved budget;
- Form is used for revisions for both grant funds and match funds.
- Changes *within a budget category must receive prior approval from your Grant Program Manager* (via e-mail), but may not require a modification form.

PAGE 1

Additional Requirements

✓	Must notify Grant Program Manager of any Project or Match staff change, or of any position that is vacant for more than 45 days.
✓	Published materials must acknowledge grant funding (Federal funding only). Specific language can be found in your Grant Agreement or Admin Guide.
✓	Projects will be monitored every two (2) years.
✓	Audits/Financial Reviews must be submitted annually to cdps_dcj_audits@state.co.us with a Management Letter. Resource: https://dcj.colorado.gov/grantee-audit-requirements
✓	Must Maintain*: <ul style="list-style-type: none">● Current SAM Registration● Insurance● EEOP Certification

**Some grantees may be exempt from certain requirements based on source of funding.*

Questions

- Contact your Grant Program Manager if you have specific questions about the implementation of your award.
- Email cvsgrants@state.co.us with any other questions.

