

Managing your Crime Victim Services (CVS) Grant from the Office for Victims Programs

Introduction to Grant Management

February 2015

OVP Structure

- * The Office for Victims Programs (OVP) is the unit within the Colorado Department of Public Safety, Division of Criminal Justice that manages 4 different grant programs:
 - * Federal Victims of Crime Act (VOCA)
 - * Federal Violence Against Women Act (VAWA)
 - * Federal Sexual Assault Services Program (SASP)
 - * State Victim Assistance and Law Enforcement (State VALE)

OVP Structure

- *Agencies apply for grant funds through the CVS application using COGMS*
- *For applications approved for funding by the CVS Board, staff decide which funding source will fund the project based on the requirements for each of the grant programs.
- *COGMS is the Colorado Grants Management System used by OVP and grantees to manage the grant process from beginning to end, including reporting progress on goals and objectives, financial reporting and requesting reimbursement of project expenditures.

OVP Structure

- * Regional Grant Managers
- * Staff each manage one of the grant programs and are also responsible for managing grants for a region of the state
 - * Jill Nore: Northwest & State Agencies/ State VALE Adm.
 - * Louise Esquibel: Northeast & Denver/SASP Adm.
 - * Debbie Kasyon: Southeast, Southwest & State Agencies/VAWA Administrator

OVP Structure

- * On occasion you may be contacted by someone other than your assigned regional grant manager. For example, you may be contacted by the SASP administrator regarding a SASP issue, even though Louise is not your regional grant manager.

OVP Structure

- * Other Staff Members at OVP
 - * Nancy Feldman, OVP Manager
 - * Laura Montoya, Kathy Holland & Stephanie Piechowski, Financial Staff
 - * Betsy Anderson, Monitoring Coordinator
 - * Lee Hettema, Administrative Assistant
 - * Andi Martin, VRA Specialist
 - * Tony Tilger, VC Administrator
 - * Terri Livermore, Sexual Assault Response Project Manager
 - * Maria A. Trujillo, Human Trafficking Program Manager

General Requirements

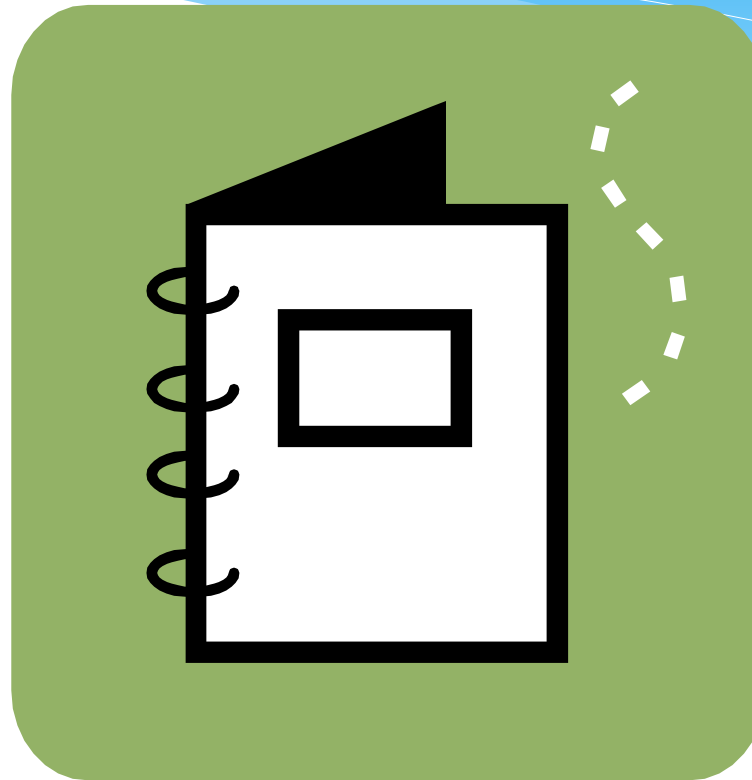
- * You are required to report **expenditures** on a quarterly basis in COGMS using the *2015 Financial Report* *
 - * Grantee Agencies: Reports are reviewed to ensure proper expenditures of federal and cash or in kind match dollars
 - * State Agencies: CORE meets the accounting system criteria for reporting requirements, including state funding used as match
- * There is a separate presentation that goes over the details of financial reporting that you can access for instructions on how to complete the financial forms.

General Requirements

- * You are required to report progress toward project **goals and objectives** on a quarterly basis in COGMS using the *2015 Statistical and Narrative Report* *
- * Agencies receiving VOCA funds will have an extra set of questions to answer with their third quarter report. These questions will appear automatically when the 3rd quarter report is opened in COGMS.
- * *New this year:* The Statistical and Narrative Report and the Financial Report is the same for all grants, no matter the funding source

* There is a separate presentation on how to complete the statistical and narrative report that you can access for instructions.

DCJ Administrative Guide



DCJ Administrative Guides for Federal and State Grants

- * These guides are in the process of being updated by DCJ, however, they contains basic information that will help you understand and meet the financial, administrative and audit requirements of your grant

Administrative Guides are available online at:

<http://dcj.ovp.state.co.us>*

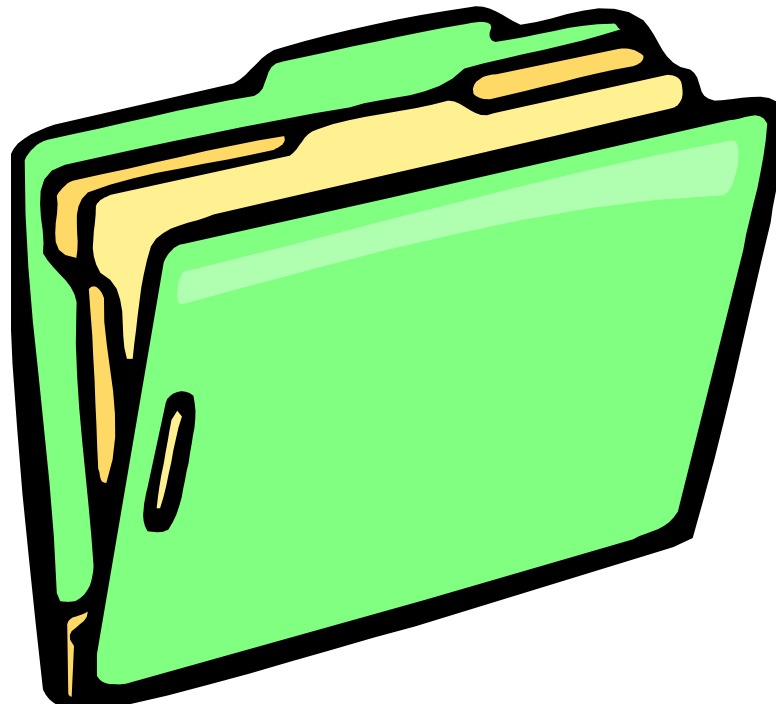
*For federal grants, please refer to the appropriate federal guidelines for complete information about federal requirements.

- * There is an Administrative Guide for state-funded grants (State VALE) and one for federally-funded grants (VOCA, VAWA, SASP).

DCJ Administrative Guides for Federal and State Grants

- * Both the project director and the financial officer of each grant should know how to access the applicable administrative guide and federal requirements.
- * Your contract includes valuable information regarding state and federal requirements.
- * You should also know how to access any applicable federal guidelines and rules and regulations for managing federal funds.

Your Working Grant File



Setting Up a Working Grant File

- * Set up your working grant file so you can easily access the documentation you need to support your grant project and expenditures.
- * Your file should contain some basic information related to your grant:
 - Signed Contract (Grant Agreement or Interagency Agreement for state agencies), including final approved application and required attachments
 - Completed Quarterly Financial Reports
 - Completed Quarterly Statistical and Narrative Reports



Setting Up a Working Grant File (continued)

- * Any other completed DCJ Forms and back up documentation
- * All communication with DCJ/OVP

Working Grant File – Required Documentation

- * In addition to the materials listed on the previous slides, grantees are required to keep supporting documentation for all Revenue and Expenses marked with grant # or other unique identifier, project director or other appropriate signature – depending on agency policies and procedures , and the exact amount paid by the grant.
- * Types of documentation by budget line item includes:
 - ❖ **Personnel**
 - ✓ Payroll records and timesheets with both grant -funded and other paid hours
 - ✓ Sub ledgers for exact GRANT personnel salary/benefits expenses & match with sufficient detail to identify specific personnel funded

Working Grant File – Required Documentation (continued)

❖ **Supplies & Operating**

- ✓ Sub ledger for exact GRANT Supplies & Operating expenses with detail, i.e. phone, rent, printing, copying, registrations
- ✓ Invoices for all GRANT charges

❖ **Travel**

- ✓ Sub ledger for exact GRANT travel with detail, i.e. lodging, per diem, mileage
- ✓ All travel reimbursement vouchers with original receipts attached (name, signature of person traveling, destination, date of trip, time of departure/return, approved by proper authority)

Working Grant File – Required Documentation (continued)

❖ **Equipment (purchases greater than \$5000)**

- ✓ DCJ form 13 Equipment Procurement Certification Form
- ✓ DCJ form 5 Equipment Inventory/Retention
- ✓ Invoices/Receipts

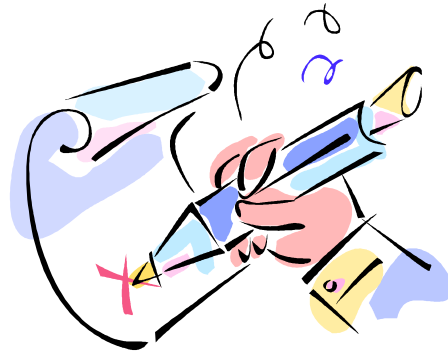
❖ **Professional Services**

- ✓ Signed DCJ Form 16 (prior approval/before expenses allowed)
- ✓ Sub ledgers for exact GRANT Professional Services expenses
- ✓ Signed contract with Contractor signed by your signing authority
- ✓ Detailed Invoices i.e. dates, times, services
- ✓ Professional Liability insurance, if applicable

Working Grant File – Required Documentation (continued)

- All programmatic GRANT database/project records (aggregate information, not individual client files)
- Relevant audit/financial review
- Password and login information for the Systems Award Management (SAM) registration site
- Password and login information for COGMS
- OCR, LEP, EEOP documents as relevant
- Record Retention: **The file must be maintained for seven years after the end of the state fiscal year that includes the grant end date (e.g.: if your grant ends December 30, 2015, you would keep your records until June 2023).**

Award Document



Award Document (continued)

- * The award document is the contract between the grantee and DCJ, this is also called the grant agreement; for state agencies it is known as the interagency agreement (previously known as the Statement of Grant Award – SOGA)
- * The award document Includes contract language, federal and state requirements, special conditions and exhibits (application and blank copies of DCJ and OVP forms)
- * The award document Includes the approved budget by line item and match, if applicable

Award Document (continued)

- * The next slide is a screen shot of the Project Information screen in COGMS where you accessed and printed your contact during contracting
- * The screen shot highlights basic information about your grant including: where to find your grant number, the amount awarded and the grant period

Award Document (continued)

Applicant Name:
LJC_DCJ_2
Applicant Number:
80193702
Project Name:
CVS_SubCom14_test3.0
Project Number:
2015-SV-14-002572-02

Generate Award Documents

Project Information

Award Documents
Worksheet
Table of Contents
Grant Award Letter
Completed Award Documents
Submission Summary

Request Amendment

Export to PDF
Get PDF Viewer

Back to Acknowledge
Award Schedule

Project Information

Reference Submissions

View	Step
This list contains no items	

Crime Victims Services Grant Program 2014

Project Information

Applicant Agency Name: LJC_DCJ_2
Project Title: CVS_SubCom14_test3.0
Grant Number: 2015-SV-14-002572-02
Project Director: John Doe
Type of Funding for this Project: New
Requested Amount(\$): \$15,000
Recommended Funding: Partial
Recommended Funding Amount(\$): \$12,000
Funding Entity Type: S.T.O.P. Violence Against Women Act (VAWA)
Project Duration:
From: 01/01/2015
To: 12/31/2015
Grant Financial Manager: Laura Montoya
Grant Program Manager: Rob Gallup

Grant Number (also found in the upper right corner of your award docs)

Amount Awarded

Grant Period

Back

Next

This e.Form has been submitted

Award Document (continued)

- * The next two slides are screen shots from COGMS.
- * The first slide is the table of contents from your contract. The table of contents is, of course, helpful in accessing specific sections of your contract.
- * The second slide is of the first page of the contract language. The grant number and project name is at the top of the page. A complete copy of this document, signed by your signing authority and state officials was returned to you for your files.

Award Document (continued)

Applicant: LJC_DCJ_2
Project: CVS_SubCom14_test3.0

80193702
 2015-SV-14-002572-02

Grant #	CMS #	CFDA #	State/Federal Award #
2015-SV-14-002572-02			FY2014/2015, FY2015/2016

STATE OF COLORADO
Department of Public Safety, Division of Criminal Justice
Grant Agreement
with
LJC_DCJ_2
TABLE OF CONTENTS

1. PARTIES	
2. EFFECTIVE DATE AND NOTICE OF NONLIABILITY	
3. RECITALS	
4. DEFINITIONS	
5. TERM	
6. STATEMENT OF WORK	
7. PAYMENTS TO GRANTEE	
8. REPORTING - NOTIFICATION	
9. GRANTEE RECORDS	
10. CONFIDENTIAL INFORMATION - STATE RECORDS	
11. CONFLICTS OF INTEREST	
12. REPRESENTATIONS AND WARRANTIES	
13. INSURANCE	
14. BREACH	
15. REMEDIES	
16. NOTICES AND REPRESENTATIVES	
17. RIGHTS IN DATA, DOCUMENTS, AND COMPUTER SOFTWARE	
18. GOVERNMENTAL IMMUNITY	
19. STATEWIDE CONTRACT MANAGEMENT SYSTEM	
20. GENERAL PROVISIONS	
21. COLORADO SPECIAL PROVISIONS	
22. FEDERAL CERTIFIED ASSURANCES	
23. ADDITIONAL GRANT REQUIREMENTS	
24. COLORADO SUPPLEMENTAL PROVISIONS FOR FFATA	
25. SIGNATURE PAGE	
EXHIBIT A – SPECIAL CONDITIONS	
EXHIBIT B1 – BODY OF APPLICATION	
EXHIBIT B2 – GOALS AND OBJECTIVES	
EXHIBIT B3 – BUDGET AND BUDGET NARRATIVE	
EXHIBIT C – SAMPLE OPTION LETTER	

Award Document (continued)

Applicant: LJC_DCJ_2
Project: CVS_SubCom14_test3.0

**Grant
Number**

80193702

→ 2015-SV-14-002572-02

1. PARTIES

This Grant Agreement (hereinafter called “Grant”) is entered into by and between the LJC_DCJ_2 (hereinafter called “Grantee”), and the **STATE OF COLORADO** acting by and through the Department of Public Safety, Division of Criminal Justice (hereinafter called the “State.”).

2. EFFECTIVE DATE AND NOTICE OF NONLIABILITY

This Grant shall not be effective or enforceable until it is approved and signed by the Colorado State Controller or designee (hereinafter called the “Effective Date”). The State shall not be liable to pay or reimburse Grantee for any performance hereunder, including, but not limited to costs or expenses incurred, or be bound by any provision hereof prior to the Effective Date. Provided, however, that authorized Pre-award Costs incurred prior to the Effective Date may be submitted for reimbursement as provided in §7(B)(v) below.

3. RECITALS

A. Authority, Appropriation, And Approval

Authority to enter into this Grant exists in Colorado Revised Statutes 24-33.5-503 and 507. Funds have been budgeted, appropriated and otherwise made available and a sufficient unencumbered balance thereof remains available pursuant to United States Department of Justice, Office on Violence Against Women, under federal statutory authority 42 U.S.C. 3796gg - 3796gg-5 and 3796gg-8 (OVW – S.T.O.P. Formula), 28 CFR Part 90, and under applicable program rules and regulations established by the federal program office as referenced under CFDA number(s) 0 to the

Roles and Responsibilities



Project Director Responsibilities

- Project Director is responsible for day to day oversight and has the ultimate responsibility for the grant project
- Project Director must be aware at all times about what is happening with the grant project
- Project Director is the “go to” person. It is fine to use administrative staff to help with details, however, the Project Director must have complete oversight of the project
- Project Director is responsible for completion of all DCJ Reporting Forms: quarterly narrative reports, data report forms, quarterly financial reports (sometimes the financial officer completes this form), payment requests, and any grant modifications
- This is the person that OVP staff will contact with questions

Project Director Responsibilities (continued)

- Project Director must know what the grant application includes; what the grant pays for and what your agency agreed to do
- Project Director should know the goals of the project, whether they are being met and if there are any issues with project goals
- Responsible for monitoring and managing any personnel services. Pay close attention to timesheets (should have detailed information about the number of hours worked)
- Regularly communicate with your DCJ grant manager; it is better to ask a question than to GUESS!

Project Director Responsibilities (continued)

- Coordinate with the project's Financial Officer on a regular basis and keep them in the loop with regard to grant activities
- Project Director must thoroughly review invoices, receipts, payroll records, mileage vouchers, time sheets, etc. and all other expenses related to the grant
- All expense documents should be marked with the uniquely assigned grant name and number (or some other unique number) and then signed and dated by the Project Director (or other assigned person as outlined in your policies and procedures)

Special Requirements for VAWA and SASP Grantees

- * VAWA and SASP grantees are required to complete an annual progress report in addition to the quarterly narrative reports (outside the COGMS system)
- * These reports are sent to the federal Office on Violence Against Women, reviewed and analyzed by the University of Southern Maine, Muskie School of Public Service, and then compiled with other states' data and provided to Congress
- * VAWA grantees complete the **2 VAWA: Federal Annual Progress Report**
- * SASP grantees complete the **SASP: Federal Annual Progress Report**
- * Grantees must submit both an electronic and a hard copy of the annual report to their grant manager by January 31 each year

Special Requirements for VAWA and SASP Grantees

- * Both reports are available on our website at <http://dcj.ovp.state.co.us>
- * In addition to the report forms, there are instructions and helpful hints documents
- * **VAWA and SASP grantees should review these reports early in the grant year** to see what data they are required to track throughout the year for the reports
- * While the VAWA report is long, grantees are required to complete only the sections that apply to their grant
- * Questions regarding these reports?

VAWA – call Debbie Kasyon at 303-239-5703

SASP – call Louise Esquibel at 303-239-4402

Financial Officer Responsibilities

- Financial Officer must thoroughly review invoices, receipts, payroll records, mileage vouchers, time sheets, etc. and all other expenses related to the grant
- Ensure that all internal controls are in place and are operating
- Set up accounting system(s) structure for the grant
- Coordinate with the Project Director on a regular basis and keep them in the loop with regard to the financial status of the grant

Financial Officer Responsibilities (continued)

- Reconcile at least quarterly to general ledger or subledger accounts
- Prepare the financial reports using quarterly data from your accounting system
- Monitor budget for proper expenditure of grant and matching funds

Signing Authority's Responsibilities

- * The Signing Authority (previously referred to as the Authorized Official) is the person who has the authority to enter into the contract
- * The Signing Authority must sign the DCJ Form 30 re: Civil Rights obligations and must also sign any professional services contracts the agency enters into with independent contractors
- * If the Executive Director is allowed to sign contracts for the agency, you will be required to submit documentation of this delegation to DCJ

COGMS

- * Starting in 2015, COGMS will be used to:
 - * Submit **all** of your reports, payment requests, modification requests, forms; nothing is submitted outside of COGMS except the annual report for SASP and VAWA grantees and back up documentation for certain forms such as the DCJ 16, the DCJ 13, etc.
 - * Manage the **Applicant Profile** for your agency
 - * Manage the **Registrants** for your grant (only people listed as registrants in COGMS can access the system)

(Refer to the other training modules and Post Award Instructions for information on the specific forms required for your grant and how to submit them in COGMS)

Questions

- * Financial Questions:

- Laura Montoya (303)239-4650
- Kathy Holland (303)239-4395

- All other Grant Questions, call your grant manager:

- * Louise Esquibel- NE & Denver (303) 239-4402
- * Jill Nore - NW & State (303) 239-5714
- * Debbie Kasyon – SE & SW (303) 239-5703