

Youth Violence Prevention Grant Program (SB 23-241) Application Handbook SFY 2024



COLORADO
Office of School Safety
Department of Public Safety

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1 GENERAL INFORMATION

1.1 Executive Summary

The purpose of this Request for Applications (RFA) is to solicit applications for the Youth Violence Prevention Grant Program (SB 23-241). This is a discretionary grant program and a total of \$1,000,000 in funding is available to eligible applicants.

This grant program provides funding to provide rapid response grants to public schools, public charter schools, community-based organizations, and cities and counties with youth diversion or probation programs to address youth violence by developing strategies for the prevention of youth violence, and strategies for youth violence intervention.

This document contains information about the program rules and requirements, the types of expenses eligible for funding, and instructions for completing and submitting the grant application.

The program is open to public schools, public charter schools, community-based organizations, and cities and counties with youth diversion or probation programs.

The authority to administer this grant program rests with the Colorado Department of Public Safety, Executive Director's Office (EDO), Office of School

Safety, including amendments, alterations, or changes to these guidelines and award distribution.

1.2 Timeline

Announcement and Application Handbook Available	September 1, 2023
Application Submission Deadline	November 13, 2023 (this is an extension from the original date of October 13, 2023)
Notification of Funding Recommendations	November 27, 2023
Requests for Reconsiderations	December 4, 2023
Period of Performance Start Date	December 5, 2023

1.3 Issue/Problem Statement

This funding announcement is in response to the needs identified by the State Legislators to address youth violence by developing strategies for preventing youth violence, and developing strategies for youth violence intervention.

1.4 Purpose of the Funds

The purpose of the grant program is to provide rapid response grants to public schools, public charter schools, community-based organizations, and cities and counties with youth diversion or probation programs to address youth violence, develop strategies for preventing youth violence, and develop strategies for youth violence intervention. Grant recipients may use the money received through the grant program for the following purposes:

1. develop & implement strategies for the prevention of youth violence,

2 develop & implement strategies for youth violence intervention

1.5 Target Applicants

Applicant must be public schools, public charter schools, community-based organizations, and/or cities and counties with youth diversion or probation programs.

1.6 Eligible Applicants

Any application that does not address the eligibility requirements listed below will be eliminated from further consideration. To be eligible to apply for and receive grant funding, an applicant must:

1. Submit an application to the Office of School Safety in the form prescribed by OSS on or before November 13, 2023; and
2. An applicant must be a public school, public charter schools, community-based organizations, and/or cities and counties with youth diversion or probation programs; and

Additionally, recipients of the grant agree to provide OSS, upon request at any time during the life of the grant contract, such cooperation and information deemed necessary by the OSS to evaluate the outcome and success of this Program.

1.7 Amount Available

This grant program is appropriated from section 24-33.5-2703, C.R.S. For the 2023 Program, \$1,000,000 has been appropriated. \$1,000,000 is available for recipients of this grant program with a maximum award of \$100,000.

2 APPLICATION GUIDELINES and TEMPLATE

Applicants must submit an electronic copy by 5:00 p.m. MST on November 13, 2023.

Please email the electronic copy of your application to cdps_oss_yvp@state.co.us.

OSS will review each application for eligibility and completeness.

Only one application per applicant can be submitted. If multiple applications are submitted by a single applicant, all applications will be rejected. All information, affirmations, and certifications will be treated as material representations of fact upon which the OSS will rely in awarding grants. The RFA package consists of this application handbook and the application template.

Applicants must complete all sections of the application as described below. Attention should be given to completeness and specificity of the responses. Indicate if a statement or question is not relevant to your agency or application.

The application template consists of three sections; Signature Page, Project/Budget Narrative, and Project Budget.

2.1 Applicant Info Signatures Page

Applicant School (District) Name: Enter the legal name of your agency.

Applicant Agency Type: Type of agency that is applying for grant funds.

Points of Contact: Enter all information for all four (4) points of contact; Primary POC, Secondary POC, Official Authorized, and Fiscal Agent. Ensure each POC signs and dates their section.

Primary POC: Main person who will oversee the day-to-day management of the project.

Secondary POC: Backup person for the Primary POC.

Authorized Official: The individual who is authorized to enter into legal contracts on behalf of the applicant agency. The Authorized Official must be a person other than the project manager or the financial officer.

Fiscal Agent: The Financial Officer is the person who will be responsible for fiscal matters relating to the project and is ultimately in charge of accounting, management of funds, verification of expenditures and grant financial reporting. This must be an individual other than the project manager or authorized official.

2.2 Project/Budget Narrative

1. **Question 1: Identification** Is your entity identified as a public school, public charter school, community-based organization, and/or city and county? This question has a drop down, please select YES or NO
If yes, does our entity have a youth diversion or probation program?
2. **Questions 2-8:** Answer the questions and provide detailed information. Please adjust the area to accommodate the length of your response. Please put N/A for any question that does not apply to you.

3. **Question 9 Budget Narrative:** The applicant must provide a detailed explanation of the budgeted items listed in the Project Budget. Describe the criteria used to compute budget figures, all budget figures should be justified and explained. The budget narrative should show the relationship between budget figures and proposed project operations. Enter the total requested amount for the project.

2.3 Project Budget Page

The budget must be completed entirely and each item listed should be accompanied by a description which provides justification for the budget items and details the basis for determining the cost of each item. The budget must cover the entire project duration. In figuring the budget, work with **WHOLE DOLLAR AMOUNTS ONLY**. When necessary, round to the next highest whole dollar amount. If there are multiple projects, under Project #, use drop down to identify different projects.

Project #: Select from dropdown, project #1, project #2, etc.

Category: Select the category that best describes the activity.

Activity/Item Description: Enter a short description of the activity/item.

Quantity: Enter quantity to be purchased.

Unit Cost: Enter the unit cost.

The Subtotal and Total fields will auto populate.

The information outlined in the Project/Budget Narrative should match the information listed in the Project Budget.

3 ADMINISTRATION OF GRANT CONTRACTS

The OSS will execute a grant contract with an awardee based on the contents of the submitted application and the intent of the grant program as outlined in this RFA.

The grant contract will include standard State terms and conditions.

3.1 Issuing Agency

These grant program funds are issued by the State of Colorado, Colorado Department of Public Safety, Office of School Safety (OSS).

The OSS is the sole point of contact concerning these funds and all communications must be made through the Office of School Safety.

Failure to submit a complete application, Quarterly reports, timely reimbursement request or any requested documents may result in denial/withholding of funding. Part of the application submission process will be to attach needed documents. See Section 4 for a complete list of attachments.

3.2 Requirements and Restrictions

Applicant must be a must be a public school, public charter schools, community-based organizations, and/or cities and counties with youth diversion or probation programs.

3.3 Application Restrictions and Eligible Cost

Funding under the Program may be used for costs related to the Grant Objectives and Program Goals. OSS has sole discretion in determining which costs are permissible. Permissible costs include, but are not limited to, the categories listed below:

1. Pre-Award Costs are NOT allowed under this grant program (costs incurred or work completed prior to the award date).
2. Applications that only consist of research are not eligible under this grant program. Research is an allowable expense; however, eligible applicants must propose to implement one or more prevention capabilities during the Period of Performance and must demonstrate how any proposed research will support that implementation.
3. Extensions to the Period of Performance are not allowed.
4. Recipient(s) shall not use any part of an award as matching funds for other grants or cooperative agreements, or for lobbying efforts, litigation costs, or intervention in regulatory or adjudicatory proceedings.
5. Planning, training, exercises, and domestic travel are allowed under this grant program
6. Other costs associated with program-related expenses.
7. Salaries, overtime, fringe benefits, travel, or other expenses associated with existing or on-going operations that are not related to this grant program are not allowed. Additionally, dual compensation is not allowed.

3.4 Reporting Requirements

Progress reporting is a requirement of the grant. Progress reports are due quarterly, 30 days after the end of the calendar reporting period, as shown in the table below. Should these due dates fall on a weekend: The reports are due the Friday before the weekend.

From inception of your Small Dollar Grant Agreement (SDGA), Progress Reporting begins, no matter where it falls in the table below. For example, if you have your SDGA effective December 1st - your first progress report is due January 30th.

<u>Report Period</u>	<u>Report Due Dates</u>
October - December	January 30
January - March	April 30
April - June	July 15

The Progress Report consists of two sections, the narrative information and financial updates. The report keeps OSS informed with current information on your grant. The reports require original or dated electronic signatures from your organization’s authorized representatives.

Narrative Information:

- Captures significant activity completed during the quarter
- Identifies challenges/issues within the project
- Identifies any technical assistance needed from OSS (Note in the progress report if there were no expenses and why)

Financial Updates:

- Identifies expenditures to date
- Broken down by project and solution area

Please see Appendix B for more details and instructions on completing the Quarterly Report

3.5 Request for Reimbursement (RFR)

The YVP Grant Program is a reimbursement grant. The recipient and subrecipient pay for grant items first, then the grant reimburses the expenses. The tool/form OSS uses to reimburse your organization’s costs is called a Request for Reimbursement (RFR).

The RFR is submitted when your organization has incurred project-related expenses and needs to be reimbursed for those costs. You can submit an RFR as

often as necessary but you must **submit an RFR at least quarterly, even if you do not have any expenses to reimburse**. Please include an RFR form with your quarterly report indicating you have no reimbursements to request. This will allow OSS to report all activities and expenses. If you have questions, contact the OSS Grant Team (cdps_oss_yvp@state.co.us) for further guidance.

The necessary documentation for an RFR is a signed and completed RFR form with clear descriptions of the expenses, including supporting documents for the expenses and the proof of payment of those expenses. **Appendix A** provides additional details and information about submitting RFRs.

Supporting Documentation

There are different types of supporting documents to include with your Quarterly Report and RFR depending on the nature of the expense you have.

Expense Category	Supporting Documentation
Personnel	Personnel list, time and effort summary If contractor - invoice(s) with hours worked and pay
Fringe Benefits	Payroll documentation with fringe and time (if available)
Travel	Any prior approvals required Receipts Itineraries
Supplies	Invoice and receipt showing the description of the item purchased and received.
Vendors	Copy of contract/agreement with description/statement of work Itemized invoice (with cost per hour & hours worked, if applicable)
Other	Receipts/proof of payment (if applicable)

	<p>Written justification of charges</p> <p>Payroll records with redacted Personally Identifiable Information (PII) and approved corresponding timesheets (if M&A or applicable for other activities)</p> <p>Invoices of other activities requested in the RFR</p>
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Proof of Payment

Proof of payment must also be submitted with your quarterly report. The acceptable types of proof of payments are:

- A copy (front & back) of the cancelled check
- The bank statement or credit card statement with proof of payment of the credit card
- A general ledger or other report from the organization’s financial system clearly indicating the check or EFT number or transaction, the date of payment, payee name, and amount

Please note, OSS reserves the right to request additional documentation for any submitted report or RFR and withhold payment until all issues have been resolved or to decline payment if the expense does not follow the regulations and guidelines in your SDGA.

Note: A cash advance may be requested under special circumstances. Please contact the OSS Grant Team to discuss this option further.

3.6 Funding Decision Criteria

The OSS will review and judge the proposals received based on their adherence to the factors stated in this guide. Failure of the applicant to provide any information requested in the application announcement or instructions may result in disqualification of the application. In addition to other considerations, the following criteria will be evaluated in awarding the grant:

1. The likelihood that the funding of the application will reduce youth

violence.

2. The applicant a public schools, public charter schools, community-based organizations, and/or cities and counties with youth diversion or probation programs
3. Youth violence crime data will show a decrease in youth violence.
4. Is the applicant located in and serving a community facing significant rates of youth violence.
5. The likelihood that the project will lead to youth having a greater positive connection to their school and/or community.

Additionally, OSS and the appointed review panel will review the application in relation to the following subjects:

Issue Statement: The problem or issue to be addressed is clearly documented with relevant data and analysis substantiated by reference to research literature and/or documented prior program experience.

Project Description: Specific project activities and services to be developed and/or provided are clearly described. Program characteristics and features that will ensure project success are clearly identified. The project and associated costs are clearly defined.

Population to be Served: The applicant describes the goals and target population to be served.

Goals and Objectives: Applicant addresses how they will accomplish their stated goals and objectives, number of customers they intend to serve, and clearly describes the types of services which will be provided. Goal statements provide an overall understanding of the impact the project will have on the identified issue/problem. Objectives are clear, complete, concise, realistic, measurable, and relate to the goal statement. Outcomes are described in measurable terms.

Quality Assurance Plan: Define the outcome, impact, or product you intend to achieve and/or develop. Explain how you will document the progress on your objectives and explain how you will measure the degree to which your grant-funded activities are achieving the intended outcome, impact, or product.

Collaboration: Project/program actively collaborates with other agencies and groups in the communities for purposes of resource sharing, coordination of efforts and addresses duplication of services. Evidence is provided of past successful collaboration projects.

Budget: The budget is reasonable, necessary, and efficient to complete this project. Budget document is completed with accuracy, including a budget narrative that describes in detail all project costs listed on the budget page.

The OSS may fund those applicants whose proposals meet the goals of the grant program. Please read these grant application instructions thoroughly.

3.7 Reconsideration Process

Selection criteria will be strictly adhered to and some requests may not be funded. Any applicant receiving notification of a denial of funding may exercise its right to request reconsideration if done so within six calendar days after receipt of the denial notification. The OSS will make a final decision based on the request for reconsideration. Any applicant requesting reconsideration must submit, in writing, all rebuttal information with the request for reconsideration to the OSS. Reviews will be limited to the reasons, documented in the notification letter, for which the application was denied. In all cases, the decision of the OSS will be final.

3.8 Rejection of Proposals

The OSS reserves the right to reject any and all applications, to waive informalities and minor irregularities in the applications received and to accept any portion of the application for funding if deemed to be in the interest of the State of Colorado. The OSS reserves the option of holding for further consideration those applications with merit which were not funded. Any further consideration is dependent upon the availability of funds.

3.9 General Specifications

By submitting the application, the applicant attests that:

- 1) Applicant's signatory contact person has the authority to submit on behalf of the applicant's organization;
- 2) Submission of an application indicates the applicant's acceptance of all conditions and terms contained in this document, and all other terms and conditions of the award contract;
- 3) Recipients of the grant program must adhere to, and be in full compliance with any, resulting grant contract, and relevant State policies and regulations.

3.10 Special Conditions

- 1) All recipients funded through this grant program agree to provide OSS, upon request at any time during the life of the grant contract, such cooperation and information deemed necessary by OSS.
- 2) Failure to comply with any of the requirements, as listed above, may result in sanctions up to and including the immediate suspension and/or revocation of the grant award.

4 ATTACHMENTS

Attach the following document(s):

1. Completed application (Project Budget tab MUST be submitted as an Excel file)
2. Certification that your organization is a public school, public charter school, community-based organization, and/or city and county with youth diversion or probation programs
3. A copy of a document that shows the communities rate of youth violence; e.g. Healthy Kids Colorado Survey Data, CBI crime data portal (coloradocrimestats.state.co.us/tops/) or anything else appropriate.
4. A copy of your organization's recently signed current W-9

5 QUESTIONS

Questions and technical assistance regarding the Youth Violence Prevention Grant Program (SB 23-241) should be directed to the following email address: cdps_oss_yvp@state.co.us. Please check the oss.colorado.gov frequently for any updates.

1 Appendix A: RFR Instructions

Request for Reimbursement (RFR) and cash advances

RFRs can be submitted monthly **but must be submitted to OSS quarterly at a minimum**. RFR costs should be included as the funds are expended by the subrecipient, and whenever possible, included within the quarter of the actual expenditure. After OSS receives a complete RFR packet (signed request form and supporting documentation) as outlined in this section, standard payment remittance time to the subrecipient is within 45 days. RFRs with incomplete or missing documentation will result in the RFR being returned with a request for clarification or revision.

The RFR form is a fillable Excel workbook containing two worksheets. The first sheet is the request form and the second sheet contain the project details. Complete RFR forms, with adequate supporting documentation, will expedite the reimbursement process. Subrecipients must submit the RFR Forms,

including the Request Form page and detail sheets, to the OSS Grant Team by emailing them to cdps_oss_yvp@state.co.us.

Request Form

All fields on the RFR request page and the corresponding Project number form(s) are required to be completed, and the expenses adequately documented.

The top section of the form requests your organization's grant and contact information. **The grant number is the identifying number shown on your award letter and has a format of ##YVP##XXX.** The Award Period is the grant period of performance. Please complete all the requested information including contact phone and email.

The second section of the form contains a summary of the current requested amount along with overall grant financial activities. Please enter the total grant award amount on Line 1 - this is the amount awarded for all projects and can be found on your award letter and statement of work.

- The YVP Grant Program does NOT require matching funds. Please leave the match information on the form blank.
- Line 2 will automatically populate from the Project Request Summary of Expenses shown in the next section of the form. That information is entered on the Project Details sheet.
- Line 3 and 4 indicate the amount of reimbursement your organization has requested and received as of the date of this request. Please ensure this information is current and reconciles to your organization's financial records.
- Lines 5 and 6 automatically calculate from the information contained in Lines 1 through 4 above.

The report requires two signatures by individuals authorized to sign for the organization. These must be original and either wet/pen-and-ink (the document was printed and signed by hand) or electronic (date and time stamped using Adobe Acrobat or similar verifying software) signatures. Typing in a cursive font is **NOT** considered a valid signature and is **not** acceptable.

Project Detail Worksheet

This worksheet contains the specific cost information / details regarding project activities. The total expenditures from this sheet are linked to the Request Form.

The first section of the form will be automatically populated from the information entered in the RFR request form.

Project line details include the following required fields:

- Line Item Reference - refers to the line item number in your current approved budget/Statement of Work
- Specific Jurisdiction - the name of your organization(s)
- Solution Area -Please select the area from the four options available from the- drop-down menu.
- Service/Goods - line item details/description (see RFR Checklist table below)
- Date Paid (if RFR is a Cash Advance request, list “CA”) This should be the date the payment was made whether by check or electronic transfer. Please remember to include a copy of the proof of payment with the RFR.
- Quantity - a minimum of one must be entered
- Service/Goods Cost - the total per item cost, which must match the amount documented and paid. This amount should include the entire cost of the service or good, including any delivery charges etc.
- Total Actual Cost - the total amount for the line item (this field will calculate automatically) and must reconcile to the amount shown on the invoice or other back up documentation provided.
- Total Reimbursement Requested - the amount requested by the subrecipient for this line expense (Total Actual Cost minus any Jurisdiction’s Contribution). This amount does not have to equal the total actual cost calculated in the previous column.
- Jurisdiction’s Contribution - any costs your organization paid and is not seeking reimbursement for (this field will update automatically).
- Comments - additional notes or information concerning this expense (not a required field).

The following page provides an RFR checklist table with specific details and examples concerning the requirements for line item details to be entered in the RFR form and necessary backup documentation for the expenses submitted with the form. Please verify the electronic submission of the backup documentation is clearly legible.

RFR Checklist

Expense Category	Supporting Documentation
Personnel	<ul style="list-style-type: none"> • Personnel list, time and effort summary • If contractor - invoice(s) with hours worked and pay
Fringe Benefits	<ul style="list-style-type: none"> • Payroll documentation with fringe and time (if available)
Travel	<ul style="list-style-type: none"> • Any prior approvals required • Receipts • Itineraries
Supplies	<ul style="list-style-type: none"> • Invoice and receipt showing the description of the item purchased and received.

Vendors	<ul style="list-style-type: none"> • Copy of contract/agreement with description/statement of work • Itemized invoice (with cost per hour & hours worked, if applicable)
Other	<ul style="list-style-type: none"> • Receipts/proof of payment (if applicable) • Written justification of charges • Payroll records with redacted Personally Identifiable Information (PII) and approved corresponding timesheets (if M&A or applicable for other activities) • Invoices of other activities requested in the RFR

Proof of Payment

Proof of payment documents validate the purchase transaction, must reconcile to the RFR amount claimed and can include:

- Cancelled checks (front and back) / External source (e.g. financial institution/bank statements)
- Credit Card statements with detail indicating the expense related to the RFR amount claimed, and evidence supporting the payment of the credit card (i.e. the following month’s credit card statement showing a paid prior balance)
- Reports such as General Ledger, Accounts Payables or other financial reports clearly indicating the check or EFT number/transaction, date of payment, payee name, and amount

Submission of RFR

Upon completion of the RFR form (including authorized signatures), please submit the form, project detail sheet and all the necessary supporting documentation to the OSS Grant Team at

cdps_oss_yvp@state.co.us

The OSS Grant Team will review your organization’s request and contact you when the RFR is forwarded for payment of if additional information is necessary.

Withholding of Payment Requests

Requests for reimbursement can be withheld if all the required deliverables specified in the YVP Grant Program Guidance, Requirements, and agreements are out of compliance

1 Appendix A: Quarterly Reports Instructions

Due Dates

Quarterly progress reports are required as part of the grant terms and conditions and are due on the following dates:

Report Period	Report Due Dates
October - December	January 30
January - March	April 30
April - June	July 15 (FINAL)

Each report should encompass only the previous quarter’s activities and spending. Keep this in mind as the report should discuss the past, and not the current month’s activities or spending. There may be reporting periods when no grant activities took place and no funds were spent. A quarterly report will still be due in these cases.

Final Report Note: The final report will be due when you complete and fully pay for your projects (which must be done by June 30, 2024). This may be before the end of your period of performance. Once your grant is officially closed by the State of Colorado, you will no longer be required to submit quarterly reports.

Purpose of Reports

Quarterly reports indicate your organization’s progress on the approved projects and assist the OSS Grant Team in supporting you.

If you have not been able to conduct any grant activities in the past quarter, that is acceptable. Please report that information and any barriers or issues your organization is experiencing. OSS understands these projects can be complex and take several quarters to plan and execute.

Submitting complete and timely quarterly reports assists OSS in knowing your organization is moving forward on the approved projects and funds are being managed responsibly, even if there is no activity.

How to Complete Reports

Reports are completed in a form that works best as a MS Excel document. You will be provided with the report template and can request a report template by emailing cdps_oss_yvp@state.co.us

When you first open the file, you may need to select the *Enable Editing* box from the top of the form to allow you to enter the necessary data. Please become familiar with the format and the information

requested. Each quarter of the year is shown on the bottom of the Excel spreadsheet along with the time period covered by the report.

The report is structured to help you complete it quickly. There are a number of elements that will automatically copy from one report quarter to the next report quarter. **It is very important to use the correct tab and submit every report.** The following information will provide some tips to make completing your report easier.

1. General Information

Subrecipient Name: This is your organization’s name as it appears on the OSS-issued grant agreement documents.

Grant #: This is the number assigned to your organization for this grant period. This information is found on the OSS-issued grant agreement documents.

Award Amount: This is the total grant funding awarded to the organization for all projects.

AMOUNT OBLIGATED TO DATE: Report the amount of funds the organization has spent and/or obligated (through purchase orders/vendor agreements) for the grant projects. This is the total of all grant projects to date.

AMOUNT SPENT TO DATE: This is the amount the organization has fully paid for to date. This amount should reconcile/agree with the total documentation submitted for the grant. Documentation for payments includes Supporting Documentation (see table below) and Proof of Payment which can be any of the following:

- A copy (front & back) of the cancelled check
- The bank statement or credit card statement with proof of payment of the credit card
- A general ledger or other report from the organization’s financial system clearly indicating the check or EFT number or transaction, the date of payment, payee name, and amount

Expense Category	Supporting Documentation
Personnel	<ul style="list-style-type: none"> • Personnel list, time and effort summary • If contractor - invoice(s) with hours worked and pay
Fringe Benefits	<ul style="list-style-type: none"> • Payroll documentation with fringe and time (if

	available)
Travel	<ul style="list-style-type: none"> • Any prior approvals required • Receipts • Itineraries
Supplies	<ul style="list-style-type: none"> • Invoice and receipt showing the description of the item purchased and received.
Vendors	<ul style="list-style-type: none"> • Copy of contract/agreement with description/statement of work • Itemized invoice (with cost per hour & hours worked, if applicable)
Other	<ul style="list-style-type: none"> • Receipts (if applicable) • Written justification of charges

Please include documentation for any completed payments made in the last quarter. You do not need to include documentation from previous quarters if you provided that documentation with previous quarterly reports. All documentation will be required with the final report, if not previously provide

Additional Tips:

- Some of the information you enter in the first quarter report will populate the other quarter reports, so start with the first quarter and you can save a little work in the future. Complete the first quarter report and all subsequent reports will update with the correct information.
- Question 1. You can assume the end of your period of performance will be the anticipated project completion date for reports submitted at the beginning of the grant award period. As you get closer to completing projects, you should revise this information to reflect a more accurate completion date.
- Question 2. Be specific and concise as to the grant activities conducted during the quarter. The application Implementation and Measurement Plan (IMP) should be used to make reporting consistent. For example, if activity 1.1.1 in the IMP was to conduct a training, put that information with the numerical coding (1.1.1) in the report. This should also include the performance measures outlined in the IMP.
- There are multiple reasons activities did not take place during the quarter. This can include waiting for responses from vendors, other events took priority (for example a major holiday or

weather may have made it unreasonable for work to proceed), turnover in project staff or management, waiting for approvals. etc.

- Question 3. Please describe any challenges your organization has encountered this quarter, including both internal and external issues that resulted in project delays.
- Question 4. Briefly describe any combined efforts (whether financial or operational) your organization has made with other organizations or individuals, including local law enforcement, nonprofit entities, national or regional organizations and/or for-profit enterprises.
- Question 5. Are there any activities OSS can assist your organization with in moving forward on any project? While the state agency cannot perform specific grant management tasks involved in completing the approved projects, OSS can provide other services to subrecipients.
- The FINAL report includes Question 2-5 above, and also includes an IMP question where you will describe any unmet goals, objectives, and/or activities by the conclusion of the performance period. If there are unspent funds associated with these, please provide that information as well.
- Financial section:
 - For purposes of this report, expenditures are required to be reported by project area.
 - Total Budget is the grant awarded amount and the expenditures this quarter amount should be the total amount spent for this project during the quarter. If your organization has expenditures that have been incurred but not paid, please do not include them.
 - This grant does not require matching funds.
 - Please note, some of the data you enter will carry over into future reports through pre-programmed formulas. If these formulas cause challenges or incorrect information, please contact the OSS Grant Team.
- **The report requires two signatures.** These must be original (the document was printed and signed by hand) or electronic (date and time stamped using Adobe Acrobat or similar verifying software) signatures. **Typing in a cursive font is not considered a valid signature and is not acceptable.**

How to Submit Reports

Email your report to the OSS Grant Team at cdps_oss_yvp@state.co.us

To ensure proper delivery, please copy and paste the above address into your email, there are some underscores that are easy to miss when you enter it manually.

OSS will confirm your quarterly progress report has been received within 3 business days. If you have not received confirmation within 3 business days, please contact the OSS Grant Team.

OSS will review your report and contact you if any additional information or revisions are necessary to complete the report. An approval email will be forwarded to you once the report is approved.

If you have any questions or concerns regarding the preparation and/or submission of your organization's quarterly progress report, please contact the OSS Grant Team

