

School Security Disbursement Grant Program

Grant Management Guide

SFY 2024



COLORADO

Office of School Safety

Department of Public Safety

700 Kipling Street, Suite 1000
Lakewood, CO 80215

colorado.gov/oss

Issued April 29, 2024

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1 GENERAL INFORMATION

1.1 Executive Summary

This guide incorporates grant information and regulations from Federal, State, and other resources related to the SSD Grant Program administered by the Office of School Safety. The requirements in this guide are effective for the entire performance period years of the FY2023 grant program.

Awardees of grant awards and their fiscal officers should ensure compliance with all

Federal and State requirements, including, but not limited to, the following:

Administrative Guidance

- The Office of School Safety Grant Program Guidance and Application Kit (as appropriate by grant year)
- Grant Program Directorate Information Bulletins (Legislation)
- OSS '*Grant Management Guide*'
- OSS Application Handbook for applicable grant year

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.

2 ADMINISTRATION OF GRANT CONTRACTS

2.1 Agreements

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 the RFA.

The grant contract will include standard State terms and conditions.

The agreements are the fiscal agents' responsibility for governing the distribution, expenditure, and administration of funds. Recipients must ensure that they have a copy of the Grant Agreement and understand its terms and conditions.

The fully executed Grant Agreement or the Small Dollar Grant Award (SDGA)

is the official notification of award fund approval to the recipient and provides the amount of funds for the recipient's approved projects. The Grant Agreement or SDGA identifies the grantor agency, the subrecipient name, the State grant number, the award period of performance (effective dates), the approved budget summary, and any special and standard conditions that must be met in accepting the award.

Recipients should administer awards in accordance with the fully executed Grant Agreement or SDGA. It is the responsibility of the recipient to ensure that all expenditures are made in compliance with the state guidance and regulations.

Unallowable expenses that have been inadvertently approved within a fully executed Grant Agreement or SDGA are still considered unallowable.

Changes in scope of work, budget or time extensions (if applicable) may require option letters or a modified SDGA to be added on the grant agreement or SDGA, and must be requested and approved by OSS prior to implementing those changes.

2.2 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.

2.3 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 grant issuance date noted on the grant agreement).
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, capital construction, training, and exercises, 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.

2.4 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.

Reporting Period	Due Date
January- March	April 30
April-June	July 30
July- September	October 30
October- December	January 30

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

2.5 Request for Reimbursement (RFR)

The SSD Grant Program is an Advance disbursement grant. The recipient and subrecipient receive the funding upfront and must show proof to the state of expenditures associated with the approved grant functions. The tool/form OSS uses to review these expenditures and justification of your organization’s costs is called a Request for Reimbursement (RFR)/ Proof of Expenditures.

The RFR is submitted alongside your quarterly report when your organization has incurred project-related expenses. You can submit an RFR as often as every 30 days but you must **submit an RFR at least quarterly alongside the OSS quarterly progress report, even if you do not have any new expenses to report.** 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_ssd@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.

<u>Expense Category</u>	<u>Supporting Documentation</u>
Personnel	Personnel list, time and effort summary, pay stubs, time sheets, 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) and proof of payment (general ledger, copy of check, etc.)
Other	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 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, please redact sensitive information such as full account number.
- 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 (This would require the entity to reimburse the state within 30 days of the determination that an expenditure is unallowable)

3 QUESTIONS

Questions and technical assistance regarding the School Security Disbursement Grant Program should be directed to the following email

address: cdps_oss_ssd@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 recipient, 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 allowability review will occur and the files sent to finance for CORE upload. 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 separate tabs. The first sheet is the request form and the second sheet contain the project details. Complete RFR forms, with adequate supporting documentation, will assist in a smooth review process. Recipients must submit the RFR Forms, including the Request Form page and detail sheets, to the OSS Grant Team by emailing them to cdps_oss_ssd@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 encumbrance number on the agreement is the identifying number shown on your award letter and has a format of ##SSD##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.

- If match was committed, please enter in the Match section, if not please disregard this section of the RFR.
- 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 funds your organization has 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)
- Expenditure Budget Category -Please select the area from the options available from the- drop-down menu.
- 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 for tangible items
- Item 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.
- Match 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

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.

Required Return of Funds

Awards can be revolved and/ or funding required to be returned if all the required deliverables specified in the SSD Grant Program Guidance, Requirements, and agreements are out of compliance

2 Appendix B: 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:

Reporting Period	Due Date
January- March	April 30
April-June	July 30
July- September	October 30
October- December	January 30

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 July 15, 2026). 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. The most

current reporting templates can be found on the OSS Grants Website.

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 tab 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

Sub-recipient 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, this is often referred to as the encumbrance number.

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 is required of all grant funded expenses 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 on the grant and pay, pay stub, etc.
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 and a brief description of travels and activities completed.
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 provided.

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.
- 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_ssd@state.co.us Including the following format in the subject line.

24QXSSDentityname

EXAMPLE: 24Q1SSDOSS

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