-Accomplishments for July 2023- June 2024 (OSS Grant & Agreements)

The Grants Unit consists of two team members including: the unit manager and a grant analyst. We continue to successfully manage four grant awards including: School Access for Emergency Response Grant Program (SAFER), School Security Disbursement Program (SSD), Youth Violence Prevention Grant Program (YVP), and the Enhanced School Safety Incident Response Grant (ESSIR) within the Office of School Safety Grants Unit. We are currently administering four segments of ESSIR, two segments of SAFER, one segment of YVP, and two segments of SSD. We currently partner with ESSIR (1), YVP (13), SSD (2024-68, 2023-62) SAFER (2025-10, 2024-13) 167 awardees to administer grants that drive the mission of the OSS.

- **Process Improvement**: -
  - o Implementing formal processes for grant administration for all grants (School Access for Emergency Response Grant Program (SAFER), School Security Disbursement Program (SSD), Youth Violence Prevention Grant Program (YVP), Enhanced School Safety Incident Response Grant (ESSIR)) within the Office of School Safety Grants Unit from the inception of the award (request for proposal and application) through closeout (monitoring). We also worked alongside the Office of the State Controller to come up with a formalized process that allows the agreements, CORE entry, signature process, and notifications to be more streamlined.
  - o Working closely with finance to create a financial process for efficient payment and budget revisions.
  - o Publishing a thorough grant management guide for all grants, that provided grant recipients with actionable guidance that streamlined the grant and program management, and a guidance that provided enforceable guidelines and procedures for the state. This management guide made grant/program management efficient and effective while making the process consistent across all grant programs.
  - o Using the grant management guide, individual application handbooks were created for each grant.
  - o Implementing a different email address for each grant program streamlining communications, ensuring that it stays organized, and that each email is answered within a reasonable period of time.
  - o Creating formal documents and forms for each part of the grant administration process including: Grant Change Request, Request for Reimbursement, Quarterly Progress Report, Official Closeout Letters, Official Grant Letters, Official Acceptance Letters, etc.

- o Requiring formal documentation for extensions for quarterly reports and request for reimbursements
- o Creating a detailed budget to actual report that documents the financial and programmatic progress of each grant.
- o The grants team took a process map training course to assist with efficiently and effectively creating and implementing processes.
- o Created a monitoring structure to ensure compliance among all grant programs administered.
- o Created and implemented a reporting review process.
- **Stakeholder Engagement**:

  - o Recently administered a survey to YVP grant recipients where we received an A rating in grant administration and customer service. The survey included 8 questions, requisition information on satisfaction on customer service and support level, response times, effectiveness and access to training and materials, professionalism, and overall satisfaction. We received an overall rating of 9.5 out of 10. I have included a copy of the survey below.
  - o We ensure that all grantees and potential grantees are aware of our open-door policy and willingness to meet.
  - o We have answered countless emails and phone calls related to each of the grant applications and administration.
  - o Hosting frequent webinars and training to ensure that potential awardee and current grant awardees are fully equipped with the information and resources needed to ensure that they are successful. These webinars included: Pre-Award Webinar, Grant Kick- Off Meeting, Recurring Grant Recipient Check-In Meetings, Reporting Requirements Training, Grant Closeout Meetings.
  - o We are implementing onsite visiting beginning the Fall 2024.

Grantee Meetings (This list only encompasses structured planned meetings, it does not include all phone calls or impromptu technical assistance meetings**)**

Grantee Meetings		
YVP	**SSD**	**SAFER**
Jan 11-YVP Kick off meeting	Jan 10- SSD Webinar Prep	March 19- SAFER
Feb 5- Pueblo YVP	Jan 12- SSD Prep- Fort Lewis	April 11 SAFER Application Webinar
Feb 21- Eagle River YVP	Jan 12- SSD Prep- Asnicar	May 9- Review Panel Overview
Feb 21- Riverside Education Center	Jan 12- SSD Prep- Mullen	June 5- Funding Recommendation
Feb 21- South Central BOCES YVP	Jan 12- SSD Prep- Hope Online Academy	July 17- Kick Off Meeting
Feb 21- Boys & Girls Club San Luis YVP	Jan 12- SSD Prep- Hemphill	June 5- Funding Recommendation
Feb 21- Denver Public School YVP	Jan 12- SSD Prep- Jeffco Public Schools	July 17- Kick Off Meeting
Feb 21- NXT chapter YVP	Jan 12- SSD Prep- PEPC Early Learning Center	School Safe Monthly Recurring meeting.
Feb 23- Boys & Girls Club Metro Denver YVP	Jan 16- SSD Prep- Mack Boulder	Total:8
Feb 23- Eureka YVP	Jan 19- SSD Prep- Sedalia	ESSIR
Feb 23- Boys & Girls ClubPueblo YVP	Jan 25- SSD Prep- Moffat Consolidated School District	Dec 29- DeAngelis Foundation
Feb 23- Colorado Dream Foundation YVP	Jan 30- SSD Reporting- Mapleton	Jan 10- DeAngelis Foundation
Feb 23- YESS Institute YVP	Feb 28- Funding	Feb 14- DeAngelis Foundation

	Recommendation	
Feb 23- Joint Initiatives YVP	Feb 29- Funding Recommendation	May 15- DeAngelis Foundation
March 15- DPS	March 5- Grant Training	June13- DeAngelis Foundation
March 20- NXT Chapter YVP	March 7- SSD Kwiyagat Community Academy	July 2- DeAngelis Foundation
	March 19- SSD Finance	**Total- 6**
March 21- Joint Initiatives	March 22- Rulemaking Hearing 8 CCR 1507-71 SSD	
April 10- South Central BOCES	April 19 SSD App Follow-Up: Young Improvement	
April 10- Boys and Girls Club Metro Denver	April 22 SSD App Follow-Up:CCSI Pinnacle	
April 10- Riverside Education Center YVP	Apr 24- SSD Kick- Off Meeting	
April 11- Eagle River	Apr 30- Calhan School District	
April 11- Mosaic	Apr 30- Greely School District	
April 11- NXT chapter YVP	May 8- Boulder Valley	
April 11- BGC San Luis YVP	May 8- Wiley School district	
April 12- Colorado Dream Foundation	May 16- Purdue	
April 12- Eureka YVP	May 29- Yuma School District	
April 12- Joint Initiatives YVP	May 29- Jeffco SSD	
April 18- BGC Pueblo	July 10- SSD Reporting Webinar	

April 19- NXT Chapter	July 17- Platte Canyon School District	
April 22- DPS	**Total-30**	
April 29- YESS institute		
May 1- South Central BOCES		
May 16- Riverside		
May 16- Boys and Girls Club San Luis		
May 16-South Central BOCES		
May 16- Mosaic		
May 16- Colorado Dream Foundation YVP		
May 17- Boys and Girls Club Metro Denver		
May 17- BGC Pueblo		
May 17- DPS YVP		
May 28- YESS Institute		
June 4- Joint Initiatives		
June 13 -DPS		
June 18- Boys and Girls Club Metro Denver		
June 26- South Central BOCES		
June 26- Colorado Dream Foundation YVP		
June 26- Riverside Education Center YVP		
June 26- YESS Institute		

YVP		
June 26- BGC San Luis YVP		
June 26- Eagle River		
June 28- Mosaic		
June 28- Eureka YVP		
June 28- BGC Pueblo		
June 28- Joint Initiatives YVP		
July 11- YESS Institute		
Total - 56		

Applications and Request for Proposals: Three applications, request for proposal, and review committee processes were completed. We worked to remove bias from the selection process by creating a scoring matrix for each review process. (See sample below)

Guide/Handbooks- Three grant management guidebooks

Forms- Request for reimbursement, Grant Change Request, Quarterly Progress Report, Report Extension Request, Proof of Expenditures

Survey: 📄 Youth Violence Prevention Close Out Survey - Google Forms.pdf

Matrix Sample: 📄 Scoring Matrix.pdf

School Access for Emergency Response Grant Program (SAFER)

School Security Disbursement Program (SSD)

Youth Violence Prevention Grant Program (YVP)

Enhanced School Safety Incident Response Grant (ESSIR)