



# *Crime Victim Services* *Programmatic Post Award Training*

OFFICE FOR VICTIMS PROGRAMS  
Division of Criminal Justice



**COLORADO**  
Department of Public Safety

# Goal Of Today's Workshop

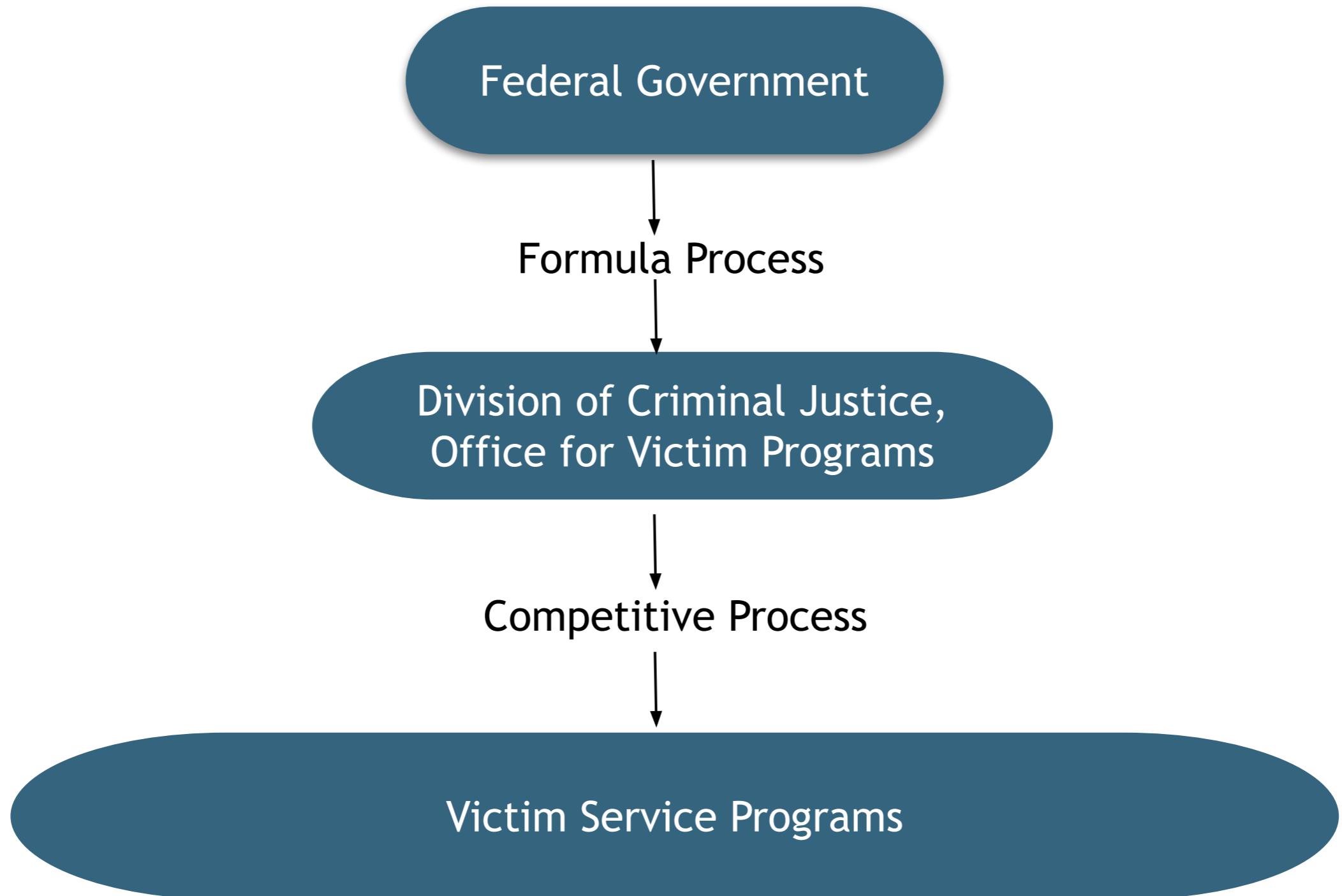


Provide your agency with  
**building blocks**  
to  
successfully meet  
CVS Grant Post-Award  
Requirements

# Common Acronyms

<b>CDPS:</b>	<b>Colorado Department of Public Safety</b>
<b>DCJ:</b>	<b>Division of Criminal Justice</b>
<b>CVS:</b>	<b>Crime Victim Services Funds</b>
<b>OVP:</b>	<b>Office For Victims Programs</b>
<b>VOCA:</b>	<b>Victims of Crime Act</b>
<b>SASP:</b>	<b>Sexual Assault Services Program</b>
<b>VAWA:</b>	<b>Violence Against Women Act</b>
<b>GF:</b>	<b>General Fund</b>
<b>PMT:</b>	<b>Performance Measurement Tool</b>

# Overview of CVS Grant Process



# CVS Grant Types

	VOCA	VAWA	SASP	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 services that support victims of crime.
Match	Yes 20% * (match waived currently)	Yes 25% **	No	No

# What to Expect From OVP



## **COMMUNICATION:**

News, announcements and resources primarily through monthly 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 documents (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

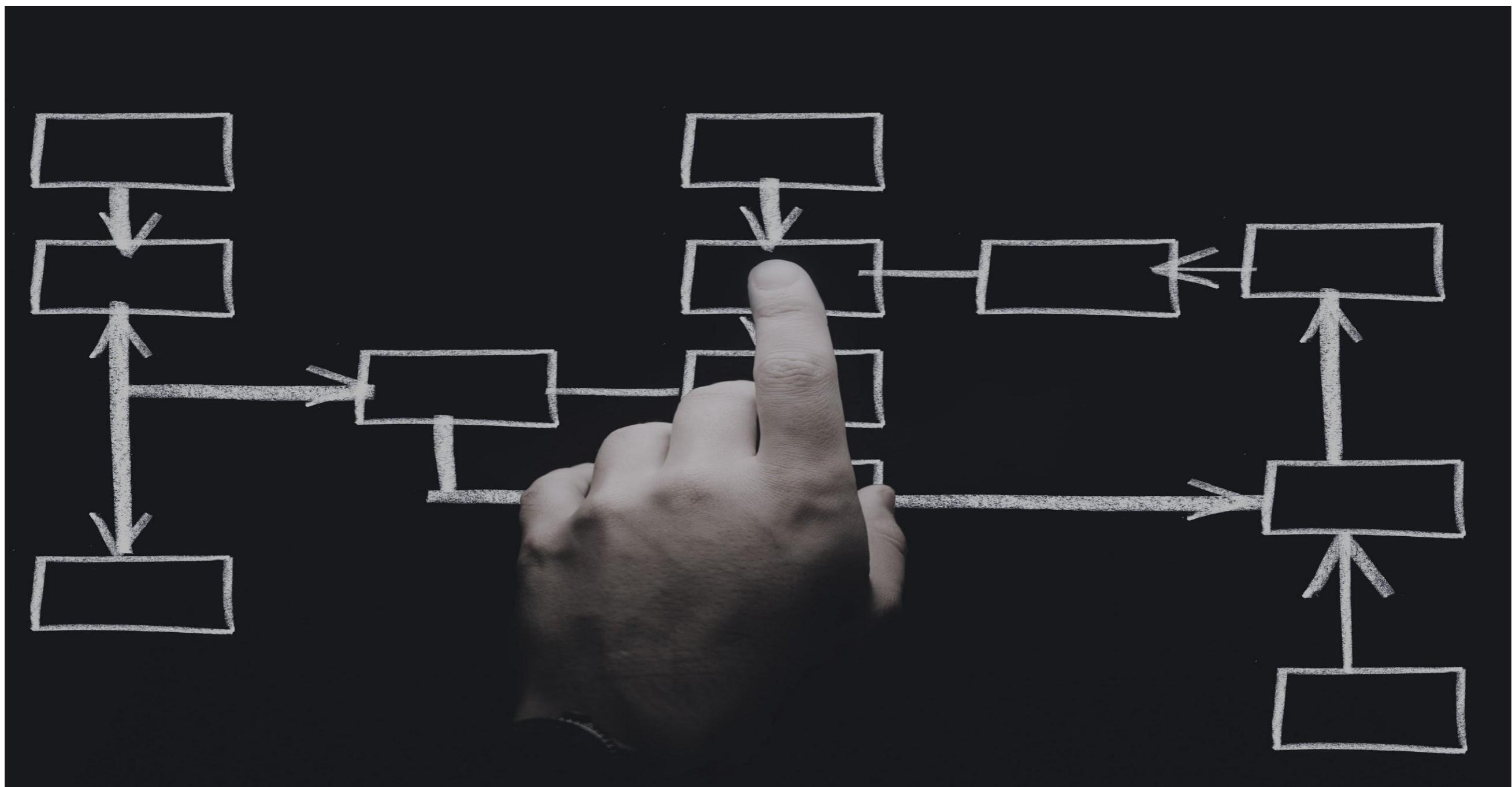


**REFER TO GRANT AGREEMENT:** Provide services as outlined in your grant agreement, or latest approved modifications



**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"><li>• Approved budget and statement of work</li><li>• Terms and requirements of grant agreement</li><li>• Applicable special conditions*</li></ul> <p>Location: “Application / Grant Documents” in Fluxx</p>
OVP Website	<ul style="list-style-type: none"><li>• Funding source specific information</li><li>• Resources and Technical Assistance</li><li>• CVS Connections E-Newsletter archives &amp; sign-up</li><li>• General OVP information</li></ul> <p>Location: <a href="https://dcj.colorado.gov/dcj-offices/ovp/hmpage">https://dcj.colorado.gov/dcj-offices/ovp/hmpage</a></p>
Essential Grant Accounting & Financial Documentation Packet	<ul style="list-style-type: none"><li>• Guidance regarding general accounting practices and samples of required financial back-up documentation</li></ul> <p>Location: <a href="https://drive.google.com/file/d/109gMEFsbhS9JrxS9J7Euq547in822N-N/view?usp=sharing">https://drive.google.com/file/d/109gMEFsbhS9JrxS9J7Euq547in822N-N/view?usp=sharing</a></p>

# Grant Administration Resources - Cont'd

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

	<b>CONTENTS</b>	<b>EXAMPLES</b>
<b>Grant Agreement</b>	<ul style="list-style-type: none"><li>• Signed grant agreement document &amp; exhibits</li><li>• Attachments submitted with grant application</li></ul>	<ul style="list-style-type: none"><li>• DCJ Form 30</li><li>• FMQs (in Fluxx)</li></ul>
<b>Reporting Documentation</b>	<ul style="list-style-type: none"><li>• Financial Reports</li><li>• Payment Requests</li><li>• Quarterly Programmatic Reports</li><li>• Annual Reports, if required</li></ul>	<ul style="list-style-type: none"><li>• Fluxx Submissions</li><li>• Submitted PMT &amp; Jotforms &amp; Supporting Service Data</li><li>• VAWA &amp; SASP Annual Reports</li></ul>
<b>Financial Documentation</b>	<ul style="list-style-type: none"><li>• Documentation of all revenues &amp; actual expenses</li><li>• Grant funded and match staff documentation(if applicable)</li><li>• Subledgers that match and support monthly or quarterly grant and match expenses</li></ul>	<ul style="list-style-type: none"><li>• Payroll Records/Timesheets</li><li>• Invoices</li><li>• Receipts</li><li>• Vouchers</li><li>• Travel Approval Forms</li></ul>

# Your Working Grant File: Contents

	<b>CONTENTS</b>	<b>EXAMPLES</b>
Programmatic Documentation	<ul style="list-style-type: none"><li>Aggregate records, not individual client files (no PII)</li></ul>	<ul style="list-style-type: none"><li>Records supporting number of services you report serving</li></ul>
Communication with DCJ	<ul style="list-style-type: none"><li>Copies of other forms &amp; supporting documentation submitted for DCJ for approval</li><li>Email communication with Grant Program Manager, Grant Financial Manager and other CVS staff</li></ul>	<ul style="list-style-type: none"><li>Fluxx Submissions</li><li>Vendor Contracts</li><li>Audit/Insurance/SAM Communication</li><li>Email approval or denial of cost/services</li></ul>
Additional Information	<ul style="list-style-type: none"><li>Office for Civil Rights (OCR), Limited English Proficiency (LEP), and Equal Opportunity Plan (EEOP) documents as relevant.</li><li>Login information for applicable systems &amp; websites</li></ul>	<ul style="list-style-type: none"><li>Login for Fluxx</li><li>Login for PMT</li></ul>

# Project Official Responsibilities

## Overview of Roles

### Project Director

Has day to day oversight of the project

## Grant Responsibilities

### Responsible for:

- All programmatic & financial aspects
- main point of contact

## Grant Forms & Reporting Responsibilities

- 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 and Fluxx Submission

\* Any changes in the project officials must be communicated to your OVP Grant Program Manager along with one signed copy of the DCJ Form 4-B

# 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

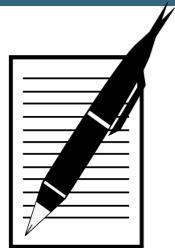
# Understanding Your Budget



## EQUIPMENT

Items costing \$10,000 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:

- 15% 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:  
4/15/26**

**QUARTER  
2**

Apr - Jun

**DUE:  
7/6/26 (Financial)  
7/15/26 (Program)**

- **Financial Report (Fluxx)**
- **Narrative Report (Fluxx)**
- **Payment Request (Fluxx)**
- **VOCA PMT/General Fund Data Report (Online)**

**QUARTER  
3**

Jul - Sep

**DUE:  
10/15/26**

- **Financial Report (Fluxx)**
- **Narrative Report (Fluxx)**
- **Payment Request (Fluxx)**
- **VOCA PMT/General Fund Data Report (Online)**
- **STOP VAWA Annual Report (Online)**
- **SASP Annual Report (Online)**

**QUARTER  
4**

Oct - Dec

**DUE:  
1/15/27**

- **Financial Report (Fluxx)**
- **Narrative Report (Fluxx)**
- **Payment Request (Fluxx)**
- **VOCA PMT/General Fund Data Report (Online)**

- **Financial Report (Fluxx)**
- **Narrative Report (Fluxx)**
- **Payment Request (Fluxx)**
- **VOCA PMT/General Fund Data Report (Online)**

# Additional Requirements

<input checked="" type="checkbox"/>	Must notify Grant Program Manager of any Project or Match staff change, or of any position that is vacant for more than 45 days.
<input checked="" type="checkbox"/>	Published materials must acknowledge grant funding (Federal funding only). Specific language can be found in your Grant Agreement or Admin Guide.
<input checked="" type="checkbox"/>	Projects will be monitored every two (2) years.
<input checked="" type="checkbox"/>	<b>Must Maintain*:</b> <ul style="list-style-type: none"><li>• Current SAM Registration</li><li>• Insurance</li><li>• EEOP Certification</li></ul>

*\*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](mailto:cvsgrants@state.co.us) with any other questions.

