



**PEACE OFFICER STANDARDS & TRAINING  
LAW ENFORCEMENT TRAINING  
GRANT PROGRAM GUIDELINES  
for  
Colorado POST Award Recipients**

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## INTRODUCTION

This Guideline is a Department of Law-Peace Officer Standards and Training (POST) policy developed by POST to assist award recipients in their understanding of the program rules and the administration of POST funds. This was created to help ensure agencies meet the financial, administrative, and audit requirements for the use of POST funds.

Agencies must meet certain requirements for POST-funded grant programs. The requirements contained in these Guidelines are not all-inclusive. For example, the *Special Provisions* included in the grant agreement/contract also have requirements that must be met by grantees. In addition, other source materials, such as POST forms required in the administration of the grant award, will be referenced in these Guidelines. Certain portions of the Guidelines may not apply to all grantees. For example, if equipment purchases are not authorized under the grant, the grantee will not need to reference the section of the Guidelines on equipment procurement. Revision and additions to the Guidelines will be provided whenever necessary and posted on the POST website.

The POST board reviews and approves grant funding allocations at the June board meeting each year for the upcoming grant year.

### Grants available

**Regional Grant Program:** Ten (10) training regions have been established throughout the state that are responsible for applying for funds on behalf of the law enforcement agencies within their geographical location. Eligible applicants must be a local government, college, university, or not-for-profit for the purpose of funding peace officer training programs to law enforcement agencies throughout the state. The Regional Grant Program year begins July 1st and ends June 30th.

Please visit the POST website to view the Training Regions and Grant Contacts for each region.  
<https://www.colorado.gov/pacific/post/training-regions-and-grant-contacts>

**In-Service Grant Program:** Eligible applicants are law enforcement agencies. Funds may only be utilized by employed, certified Colorado peace officers. The In-Service grant program year begins July 1st and ends March 31st.

Regional and In-Service Grant funds are available to acquire training, conduct training, and attend training for Colorado peace officers who are currently employed by a law enforcement agency. Examples of allowable costs include: tuition, lodging, travel costs, instructor fees, class supplies, travel costs, backfill, and overtime. In- or out-of-state travel is permissible using POST funds. Training equipment is also an allowable expense. Examples of allowable equipment costs include: Simulators, Simunitions, training ammunition, targets, arrest control training gear, driver training equipment, range and driving track improvements, etc.

**Capital Improvement Training Grant:** The Capital Improvement Training Grant Program is designed to improve law enforcement training facilities in Colorado. Eligible applicants are law enforcement agencies as well as the POST training regions. Projects benefitting region wide training initiatives will be prioritized.

If your agency/region would like to apply for this funding opportunity, the application will be open March 1<sup>st</sup> through March 31st. The application is located on the POST website:

<https://post.colorado.gov/grants/available-grants-due-dates>

**Very Small Agency Backfill Grant Program:** The Very Small Agency Backfill Program is meant specifically for agencies with ten (10) or fewer peace officers. The program can be used to backfill for certified officers as well as sworn detention officers. Larger agencies will be given consideration on a case by case basis. This program is designed to assist “very small agencies” with schedule coverage so their staff can attend law enforcement training. POST can reimburse the providing agency up to \$50/hr. for each hour their staff works under this program, which includes benefit costs. Additional funds may be requested in order to cover travel time, lodging costs, and mileage, for officers providing the backfill.

Agencies wanting to reimburse their own employees’ overtime for coverage should request funding from the In-Service Grant Program or submit a request to their training region.

Law enforcement agencies interested in applying for grant funding must complete an application for funding at least thirty (30) days in advance of the training. Applications for the program can be located on the POST website<https://post.colorado.gov/grants/available-grants-due-dates>.

**Public Safety Leadership Development Grant Program:** POST will be providing grant funding in the form of scholarships to twenty-five (25) certified peace officers for the purpose of attending one of the Public Safety Leadership Development Programs hosted by the Daniels College of Business. Priority will be given to small/rural law enforcement agencies. The application must be submitted to POST at least thirty (30) days in advance of the class to be considered.

**Rural and Small Agency Academy Scholarship Grant Program:** The Program was developed by way of House Bill 20-1229 to provide scholarships to law enforcement agencies in rural and smaller jurisdictions with limited resources. Funding is provided to assist such agencies with the payment of tuition costs for peace officer candidates to attend an approved basic law enforcement training academy. If your agency/region would like to apply for this funding opportunity, the application will be open March 1<sup>st</sup> through March 31st. The application is located on the POST website: <https://post.colorado.gov/grants/available-grants-due-dates> .

Grant awards are not provided to individuals. If you have any questions regarding any of the POST Grant Programs, please contact Grant Manager Kimberly Hernandez at 720-508-6682 or via e-mail at [Kimberly.hernandez@coag.gov](mailto:Kimberly.hernandez@coag.gov).

## AUTHORITY

POST funding was created under the authority of SB 03-103 and defined in C.R.S. § 24-31-303 (2) (b) & (3), C.R.S. § 24-31-310 and C.R.S. § 42-3-304 (24). This created a POST Board cash fund for the purpose of providing funding for the training of Colorado peace officers through awards by the POST Board.

The Law Enforcement Training Grant Program is funded by a \$1.00 fee cash fund (from license plate fees) which shall be used only for the training of peace officers of this State, especially peace officers in rural and smaller jurisdictions that have limited resources due to the size or location of such jurisdictions and for operating and administrative costs of Department of Law Peace Officer Standards and Training (POST).

## SECTION 1 – GRANT PROCESS

- 1.1 **Notice of Funding.** The regional grant process begins with the issuance of a Notice of Funding Availability (NOFA). This occurs on March 1<sup>st</sup> annually and is posted on the POST website. The grant application period is open through March and closes on March 31st. Consideration for funding shall be based on a funding formula that may take the following factors into consideration: number of agencies in the Region, size of agencies, agencies' designation of rural or urban (OMB Map utilized) and previous performance of the applicant (if applicable).
- 1.2 **Eligible Applicants.** To be eligible to apply for a grant award an applicant must be a local government, college, university, or not for profit organization providing peace officer training programs. State agencies may not apply directly to POST but may apply for funds through their training region.
- 1.3 **Application.** In order to be considered for funding for a given program year, applicants must apply to POST. **Applications are due March 31<sup>st</sup> of each year unless otherwise noted.**
- 1.4 **Needs Assessment.** As a condition of funding, POST Training Regions shall conduct and submit a needs assessment of the area or region served, with their POST application on a tri-annual basis. A full law enforcement training assessment shall be completed, at a minimum, once every three (3) years; updates detailing significant variances may be provided in intervening years. The assessment shall include at a minimum:
  - An executive summary including key findings and priorities
  - Identification of the top priority training and training equipment needs of the Region
  - A description of the needs assessment process (e.g. surveys, forums, focus groups) and the identification of agencies surveyed
- 1.5 **Application Review.** After the grant application period closes the grant applications are reviewed by POST and the POST Board Grant-subcommittee. The subcommittee recommends how annual allocations will be distributed each year and determines funding levels that are recommended to the POST Board for approval. POST will provide the Grant subcommittee with information concerning the timeliness and accuracy of the current application being submitted, the applicants past performance (if applicable), training accomplishments in the past two years, and whether the application addresses training identified in the most current needs assessment submitted to POST.
- 1.6 **Grant Award.** The final award occurs during the June POST Board meeting. The POST Board will approve, approve with modification, or deny applications during the POST Board meeting. Each applicant will receive written notification of the action taken.
- 1.7 **Appeals.** Eligible applicants who are denied all funding may submit a written appeal to the POST Director within ten (10) calendar days of the date of the written notification of the denial. The right to appeal does not extend to reductions recommended by the subcommittee or made by the POST Board. Appeals are limited to the reason for which the denial was made. Appeals are not intended to revisit the original request. The POST Director shall make a recommendation of the appeal to the POST Board at the next scheduled Board meeting. The majority vote of the POST Board to grant or deny the basis of the appeal shall be the final agency action.

## **SECTION 2 - GRANT AGREEMENT/CONTRACT AND AWARD PERIOD**

- 2.1 **Program Year/Award Period.** The program year (the starting and ending date of the POST grant) is July 1<sup>st</sup> through June 30<sup>th</sup>. All grant agreements/contracts for grant funds will begin on their Effective Date (the date the agreement/contract is signed by the State Controller delegate) and terminate June 30th. **Grantees shall not expend funds prior to grant agreement/contract being fully executed by all required parties.** An exception to this allows scholarship registration fees expended by individual agencies due to course waitlists (this exception applies ONLY to the Regional Grant Program Grantees) as fiscal agent will reimburse the agency in the grant year in which the course was completed. In addition, all funds must be encumbered and liquidated prior to June 30<sup>th</sup>. Funds may not be rolled over or used past June 30<sup>th</sup>.
- 2.2 **Grant Agreement/Contract.** The grant agreement/contract is the document that obligates and reserves a specific amount of POST funds for the grantee's approved application. It is the official notification to the grantee that the award of funds has been approved. The grant agreement/contract identifies the granting agency, the grantee name, the award period, approved budget, special conditions, and other State and Department of Law requirements which must be met if the award is accepted. It will also include training descriptions and the number of trainings to be delivered, approved equipment purchases (if applicable), start and end dates of the performance period, the number of peace officers expected to benefit from the trainings, the approved class budget, and identify the responsible administrator. The final approved version of the grantee's grant application is incorporated as part of the grant agreement/contract.

The Fiscal Agent designated in the grant application/contract receives three copies of the grant agreement/contract with attachments. The Authorized Official of the fiscal agent must sign each of the copies. The authorized official is the individual authorized to enter into binding commitments on behalf of the applicant agency. If the applicant agency is:

- A city.....Mayor/ City Manager signs
- A county.....Board of County Commissioners/Sheriff signs
- Police Department....Mayor/ City Manager/Police Chief signs
- Non-Profit.....President/Chairperson of Board of Directors signs
- Higher Ed.....President or Dept. Chair/Dean signs

- 2.3 All copies of the grant agreement/contract with original signature or electronic signature via DocuSign and the attachments must be returned to POST. The signature of the Authorized Official indicates acceptance of the grant award and agreement to meet the approved goals, objectives, and administrative, programmatic, and financial requirements of the grant.
- 2.4 Upon receipt by POST, the Attorney General designee and the State Controller designee for the Colorado Department of Law will sign all copies of the grant agreement/contract. One original copy of the grant agreement/contract, the scope of work, the incorporated final approved application, special provisions and any certified assurances will be returned to the Fiscal Agent, and one copy each to the Responsible Administrator and the Grant Contact. The grantee may not incur any costs prior to the grant agreement/contract Effective Date which is when the State Controller Delegate signs the document.

- 2.5 **Budget Modifications.** The award recipient is generally bound by the budget approved by the POST Board. Prior approval for any change to the scope of work or budget of the approved project shall be obtained from POST. No deviations are authorized without prior written approval from POST with the exception that the grantee may adjust individual budget line item expenditure amounts within an individual training course/class without approval of POST provided there is no increase to the total approved class budget.
- 2.6 **Written requests to modify a budget shall be signed by the Responsible Administrator** and submitted to POST utilizing the POST Grant Modification Form. The request must include detailed information regarding the reason for the change, what new activity will be carried out in its place, and the proposed budget change. POST will generally respond to modification requests within ten (10) business days of the receipt of the request. **The request must be approved by POST before deviating from the current approved budget. Any changes to the budget or scope of work that have not been approved by POST may not be eligible for reimbursement.**

### **SECTION 3 – GRANTEE ACCOUNTING SYSTEM CRITERIA**

- 3.1 **Classify Revenues and Expenditures.** Grantee must have a system that classifies all revenues and expenditures by funding source(s). All POST funds received must be recorded as State funds so they may be included in the grantee agency's audit report or financial statement. Each grant must be tracked and recorded separately, whether it is a new or continuation grant award, with all revenues and expenditures reflecting the appropriate grant number. Funds awarded for one project may not be used to support another project.
- 3.2 **Broad Budget Categories.** The accounting system must allow expenditures to be classified by the broad budget categories listed in the approved budget. The budget is broken down into five (5) broad categories: Training, Equipment, Scholarships, Grant-Administration, and Program Delivery. Not all projects will have approved budget amounts in each budget category. The grantee should regularly compare actual expenditures with budget amounts in each budget category. Supporting documents such as invoices and attendance documentation must be kept in order to verify all entries made in the accounting system, must be clearly marked with the accounting code, and must be approved for payment by the Fiscal Agent.
- 3.3 **Submission of Reports.** The system must contain adequate expenditure information for the prompt and proper submission of financial reports. Amounts reported on the financial form must match and be reconciled with the accounting sub-ledger or general ledger.
- 3.4 **Internal Controls.** The system must be designed with an adequate method of internal controls to safeguard the funds. Expenditures must be tracked and reconciled with the general ledger. If the agency has more than one source of funds, sub-ledgers will be necessary, and a process must be in place to reconcile with the general ledger. The system must also provide cost and property controls to ensure optimal use of grant funds, conformance with management policies, and any general or specific conditions of a grant.
- 3.5 **Commingling Funds.** The accounting system of all grantees must ensure that funds received and expended through any POST grant are not commingled with funds from other funding sources. Each award must be accounted for separately. Grantees are prohibited from commingling funds on either a program-by-program basis or project-by-project basis.

- 3.6 **Accounting Controls.** The grantee's accounting system must assure that POST funds obligated in the grant are properly expended. POST funds may be expended only for goods and services as detailed in the grant agreement/contract and approved budget and budget narrative. Any expenditure that is unallowable using POST funds will not be reimbursed by POST.

## **SECTION 4 - COMMENCEMENT OF PROJECT**

- 4.1 **Beginning of Project.** The grant agreement/contract is effective when fully signed by all parties. After POST returns the fully signed grant agreement/contract the project is ready to begin. If a project is not operational within sixty (60) days after the starting date of the grant period, the Responsible Administrator must report the following by letter, to POST: (a) the steps being taken to initiate the project, (b) the reasons for the delay, and (c) the expected starting date. If a project is not operational within ninety (90) days of the original start date of the grant period, POST may begin termination or reduction in grant award as described below:

POST will monitor the performance of the grantee for compliance with the required goals/objectives and performance standards. POST will provide reasonable technical assistance to the grantee, concerning project goals/objectives, performance standards, and grantee requirements; however, substandard performance as determined by POST may result in termination or reduction of the grant award as follows:

- 4.2 **Termination for Convenience.** Either party may terminate the grant with thirty (30) days' written notice of intent to cancel or terminate. The grant may be terminated by POST if, in the opinion of POST, it is in the best interest of the State of Colorado to terminate the grant. If the grant is terminated for convenience by either the grantee or the State, the grantee shall be paid the necessary and allowable costs incurred through the date of termination, but not exceeding a prorated amount based on the number of days of project operation prior to the date of termination. Exception: if the project is completed prior to the end of the original grant duration and all terms are satisfied, then the full award amount would be paid.

- 4.3 **Reduction in Grant Award Amount for Cause.** POST may reduce the total grant award amount for cause, without compensation. Before the State reduces the grant amount for cause, it will first give ten (10) days' written notice to the grantee stating the reasons for reduction, procedures completed to correct the problems, and the date the award amount will be reduced in the event problems have not been corrected to the satisfaction of POST. In the event the grant is reduced for cause, POST will only reimburse the grantee for acceptable work or deliverables received prior to the date of reduction, not to exceed the reduced award amount. In the event the grant is reduced for cause, final payment to the grantee may be withheld at the discretion of POST until a final financial and/or programmatic review is completed by POST.

- 4.4 **Termination for Cause.** POST may terminate the grant for cause without compensation for termination costs. Before the State terminates the grant for cause, it will first give ten (10) days' written notice to the grantee, stating the reasons for termination, procedures to be completed to correct the problems, and the date the award will be terminated in the event problems have not been corrected to the satisfaction of POST.

In the event the grant is terminated for cause, POST will only reimburse the grantee for acceptable work or deliverables received up to the date of termination, not to exceed the award amount. In the event the grant is reduced for cause, final payment to the grantee may be withheld at the discretion of POST until a final financial and/or programmatic review is completed by POST.

- 4.5 **Reduced Need of Original Award.** If funds will not be fully utilized by the grantee based on a reduced need for the funds, the grantee must notify POST in writing no later than March 31<sup>st</sup> of the award period indicating the reasons for reducing the original award. A grantee's failure to notify POST, or to notify POST in a timely manner, is a performance deficiency and will be considered when making future awards.
- 4.6 **Equipment Purchased Under Grant.** Any equipment purchased under the grant would revert, at the discretion of POST, to POST upon termination of the grant for any of the reasons mentioned in this section.

## **SECTION 5 – ALLOWABLE PROGRAM COSTS FOR STUDENTS**

- 5.1 **Expenditures.** Expenditures shall be in accordance with the approved budget. If an award recipient expends funds contrary to the provisions of the award, such action may be denied or require the repayment of those funds. POST may require repayment of expenditures that do not conform to the provisions of the award even if the expenditures are determined allowable. POST has final authority to approve expenditures.
- 5.2 **Travel Costs.** Travel costs for students traveling for POST training and scholarship provided training are eligible and include commercial transportation, air fare, registration costs, tuition, parking, public transportation, computer connection fees, mileage, per diem, and lodging. **Rental cars are allowable, but must be accompanied by documentation that clearly demonstrates the car rental is necessary to attend the training and that it is more cost effective than commercial (taxi, shuttle, bus) transportation. Renting a car simply as a mode of transportation to and from the airport to the lodging will not be approved unless no other means of transportation exists.** POST recommends receiving pre-approval to ensure the car rental is eligible for reimbursement.
- 5.3 **Taxes.** The State is exempt from all federal excise taxes and from all State and local government sales and use taxes. Such exemptions apply when materials are purchased, or services rendered to benefit the State. Grantee shall be solely liable for paying such taxes as the State is prohibited from paying for or reimbursing the grantee for them.
- 5.4 **Mileage for Personal Vehicles.** A traveler may be allowed mileage reimbursement for each mile actually and necessarily traveled. The traveler's local mileage rate, the training region's mileage rate, or the State's mileage rate shall be used to determine mileage reimbursement but shall not exceed the State's mileage rate. Payment requests must be accompanied by documentation that identifies the miles traveled, the origination and destination address, and the purpose of the trip. Student mileage for personal vehicles may not be requested in advance of travel. On January 1 of each year, travelers shall be allowed mileage reimbursement of 90% of the prevailing IRS rate per mile for each mile actually and necessarily traveled while on official state business and 95% of the prevailing IRS rate per mile for four-wheel-drive vehicles (if necessary due to road, terrain, or adverse weather conditions). Current Mileage rates can be obtained at: <https://www.colorado.gov/pacific/osc/mileage-reimbursement-rate>.

5.5 **Mileage for Fleet Vehicles.** A traveler may be allowed mileage reimbursement for each mile actually and necessarily traveled. The traveler's local fleet mileage rate shall be used to determine mileage reimbursement but shall not exceed the State's fleet mileage rate. Payment requests must be accompanied by documentation that identifies the miles traveled, the origination and destination address, and the purpose of the trip. Student mileage for fleet vehicles may not be requested in advance of travel. The State utilizes the Variable Rates (Fuel & Maintenance) section from the Division of Capital Assets as the fleet vehicle rate. State fleet mileage reimbursement rates are updated July 1<sup>st</sup> of each year. Current mileage rates can be obtained at:

<https://www.colorado.gov/pacific/dca/division-capital-assets-dca-rates-0>.

5.6 **Per-diem.** Per-diem is allowable when the student is in travel status or attending training. Same day per-diem will not be paid unless the student is in approved over-night travel mode. The traveler's local per -diem policy, the training region's local per-diem policy, or the State per-diem policy shall be used to determine all per-diem payments based on the location of the training site, but may not exceed the State's per-diem rate. Anyone receiving per-diem allowances who is attending training in which a meal is provided must deduct that meal from the per-diem allowance. Student per-diem may not be requested in advance of travel. Colorado and other state per-diem rates can be obtained at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

#### **Eligible meal reimbursements defined below:**

##### **Travel Within a Single Day**

- Lunch is not reimbursed
- Breakfast and dinner may be allowed if the student departure from home is before 5 am and return is after 8 pm

##### **Overnight Travel**

- Departure from home
  1. Before 5 am – breakfast, lunch, dinner
  2. Before 11 am – lunch, dinner
  3. Before 4 pm – dinner
- Arrival at home
  1. After 9 am – breakfast
  2. After 1 pm – breakfast, lunch
  3. After 8 pm – breakfast, lunch, dinner

5.7 **Lodging.** Lodging is allowable when the student is in travel status attending or conducting POST – funded and approved training. A traveler shall be paid only for cost-effective travel expenses. The traveler's local lodging policy, the training region's lodging policy, or the State's lodging policy shall be used to determine all lodging payments based on the training site but may not exceed the State's lodging rate which can be obtained at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Actual itemized hotel bills, showing the check-in/check-out dates, must be submitted as documentation of expense. Credit card statements, confirmations and itineraries are insufficient types of documentation. **Student lodging expenses may be requested in advance of travel. A written quote provided by the lodging provider must accompany the payment request when costs are charged to the grant.** Colorado

and other State lodging rates can be obtained at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

- 5.8 **Backfill.** Training Regions must make known to the law enforcement agencies within their region that backfill funds are available. Regions may prioritize the use of backfill funds as a lower-use priority. The provision of personnel resources to fill the position of a peace officer who is traveling to or from or attending or conducting training are allowable. Hourly salary shall not exceed \$50 per hour. Documentation of hourly salary, the timecard of the individual officer performing the backfill, and a completed backfill form must accompany the payment request when these costs are charged to the grant. A certificate of completion for the officer who attended training must also be provided to document the backfill was paid to facilitate an officer's training.
- 5.9 **Overtime.** Funds may also be used to pay officers over-time to attend training. Hourly salary shall not exceed \$50 per hour. Documentation of hourly salary and a completed backfill form must accompany the payment request when these costs are charged to the grant. A certificate of completion for the officer who attended training must also be provided to document the backfill was paid to facilitate an officer's training.
- 5.10 **Eligible Payments in Advance of Travel.** Payments in advance of travel are eligible and include:
- Tuition or registration
  - Commercial travel and lodging
  - Training supplies for the student to attend training such as ammo, target, range fee, etc. (not computers or laptops)
- 5.11 **Under no circumstances shall a travel advance exceed \$1,500 per traveler, per trip.** Funds will generally not be disbursed more than ninety (90) days in advance of their actual expenditure, regardless of an encumbrance beyond that date. Extenuating circumstances requiring receipt of funds more than ninety (90) days before actual use must be approved by POST. A traveler shall settle his or her travel advance within sixty (60) days of completion of travel by submitting applicable receipts. Travelers receiving an advance of travel are required to submit a certificate of completion of the training attended.
- 5.12 A traveler's agency which has been advanced funds, but does not attend or complete the training, is responsible to repay the entire amount of funds to POST within 60 days of the training date, but no later than June 30<sup>th</sup> of the current performance period.

## **SECTION 6 – ALLOWABLE PROGRAM COSTS FOR INSTRUCTORS**

- 6.1 **Peace Officer Instructor Fee.** The maximum daily fee for peace officer instructors (contractor) shall not exceed \$400.00 per full day or \$50.00 per hour to conduct training. Peace officer instructors may only receive an instructor fee if they are not being paid by their agency to provide the training. Peace officers who are off duty or use their personal leave time to provide the training may receive instructor fees. **The grantee must ensure that peace officer instructors providing training are not receiving dual compensation.**
- 6.2 The instructor fee does not include travel costs which may also be granted to an instructor. All payment requests for instructor fees must be accompanied by an instructor

- invoice which includes any related travel costs. Printing, lodging, and other costs incurred by the instructor to facilitate the training require receipts and itemized lodging receipts be submitted with payment requests. All POST funds provided to an individual or business for providing training must be recorded and distributed via the use of a W-2 or W-9.
- 6.3 **Allowable Professional Instructor Costs.** Professional trainer fees (contractor) will be reviewed and approved during the POST application approval process. All expenses for professional services must be supported by a valid, signed contract/MOU/agreement between the grantee and the contractor, and by detailed invoices from the instructor which have been approved for payment by the grantee. Professional trainer fees that are not contained within the POST application will have to be reviewed and approved by POST as needed. POST will generally need ten (10) business days to accommodate the review process.
- 6.4 **Allowable Instructor Travel Costs.** Travel costs for peace officer instructors and professional instructors traveling for POST approved training are eligible and include airfare, baggage fees, travel to and from the airport (**not car rental**), mileage, per-diem, and lodging. Air fare and related costs may be allowed only when it is the most economical mode of travel. **Peace officer instructors may only receive travel costs if they are not being compensated by their agency for the costs. Peace officers who are off duty or use their personal leave time to provide the training may receive travel costs.**
- 6.5 **Instructor Mileage for Personal Vehicles.** Instructor mileage for each mile actually and necessarily traveled is an allowable cost. The region's local mileage rate or the State's mileage rate shall be used to determine all reimbursements based on the location of the traveler for each day of the trip but shall not exceed the State's mileage rate. Payment requests must be accompanied by documentation that identifies the miles traveled, the origination and destination address, and the purpose of the trip.
- 6.6 **Instructor Car Rental.** Car rental for instructors is not allowable. Exceptions to this rule may be made on a case by case basis upon written request of the award recipient to POST **prior** to the cost being incurred.
- 6.7 **Mileage for Fleet Vehicles.** An instructor may be allowed fleet mileage reimbursement for each mile actually and necessarily traveled. The traveler's local fleet mileage rate shall be used to determine mileage reimbursement but shall not exceed the State's fleet mileage rate. Payment requests must be accompanied by documentation that identifies the miles traveled, the origination and destination address, and the purpose of the trip.
- 6.8 **Instructor Lodging.** Instructor lodging is allowable when the instructor is conducting training. A traveler shall be reimbursed only for the night before the first day of training is to occur and during each full day of training including the last day. A traveler shall be paid only for cost-effective lodging expenses. The region's lodging rate, or the State's lodging rate may be used, but cost may not exceed the State lodging rate. Actual itemized hotel bills must be submitted as documentation of expense for payment purposes. Credit card statements, confirmations and itineraries are insufficient types of documentation and cannot be accepted in lieu of an itemized receipt.

## **SECTION 7 – ALLOWABLE CLASS COSTS**

- 7.1 **Refreshments/Snacks.** The cost of refreshments and snacks and other related non-meal costs associated with the training are allowable but may not exceed \$5 per day per expected peace officer. The term “refreshment” refers to light snacks and beverages customarily available during morning and afternoon breaks that are a scheduled part of the training agenda. The amount and variety of the refreshments provided may not be greater than what is appropriate for the expected number of eligible attendees to be approved by POST. Non-peace officers (civilians, military, etc.) attending training because there are available seats should not be included in the \$5 per day per expected peace officer count for refreshments/snacks since they are not eligible recipients.
- 7.2 **Meal Purchase.** POST funds may not be used for meal purchases for peace officers or instructors without prior approval of POST. POST pays a daily per-diem rate in lieu of individual meal reimbursements. On those occasions when volunteer instructors are utilized, the volunteers may be paid the local per-diem rate, the region's per-diem rate; or the State per-diem rate but the rate may not exceed the State per-diem rate (whichever is utilized) for the meal. **When requesting funds to provide meals or pay per-diem to instructor volunteers, a list of the volunteer's names must be submitted with the payment request.**
- 7.3 **Training Supplies.** An individual item with a unit cost less than \$5,000 is considered a supply, not equipment. Training supplies are items that are expended or consumed during the training class (e.g., manuals, field guides, targets, ammunition, simunitons, masks, disks, USB drives, easels, markers, binders, batteries, etc.). Printing and mailing of class materials are considered a supply and are allowable.

## **SECTION 8 - ALLOWABLE SCHOLARSHIP COSTS**

- 8.1 **Scholarship.** A scholarship is financial assistance provided to a student to cover the cost of attending training within the Region, outside of the Region, or out of State. **POST cannot reimburse any costs associated with a scholarship unless a certificate of attendance is received.** POST may not accept letters of attendance from the officer's agency in lieu of a certificate. **Travelers must submit a certificate of completion with the payment request.** Scholarships should not be provided if a training vendor cannot provide a certificate of completion.
- 8.2 **Conference Attendance.** Training Regions wishing to provide scholarship funds to attend conferences must ensure the conference is training related. It is highly recommended that Regions submit conference agendas to POST **prior to attendance** for POST approval to ensure reimbursement costs are allowable. POST may reduce or deny costs associated with conference attendance if the conference does not have a reasonable training component. Regions will be required to submit the conference agenda to POST when submitting the payment request. **POST cannot reimburse any costs associated with a scholarship unless a certificate of attendance/completion is received.** Scholarships should not be provided if a training vendor cannot provide a certificate of completion.

Examples of allowable scholarship costs include but are not limited to the following:

- Tuition and registration expenses
- Travel, per-diem, and lodging expenses
- Training supplies required for the student to attend training such as ammo, targets, etc.

## **SECTION 9 - GRANT MANAGEMENT & PROGRAM DELIVERY ADMIN COSTS**

- 9.1 **Grant Management Fee.** Approved recipients will receive 5% included in their award amount for the administration and reporting responsibilities associated with the award.
- 9.2 **Allowable Grant Management Expenses.** Allowable grant management expenses may include:
- Preparation and submission of quarterly and year end reports
  - Preparation and submission of payment requests
  - Preparation and distribution of payments for training
  - Program audit expenses
  - Insurance costs incurred by the agency or region to comply with the provisions of the Award
  - Retention and maintenance of POST grant records
  - Needs assessment expenses
  - Grant meeting expenses (includes refreshments and beverages)
  - Website costs
  - Eligible training and/or training equipment (with prior POST approval)
- 9.3 **Grant Management Payment.** The grant management fee may be drawn down monthly, quarterly, as a lump sum, or with the final payment request upon the grantee's request. Lump sum payment requests will be considered an advance and grantees are limited to one advance per grant/contract year and may not exceed \$10,000. POST may not authorize the payment of grant admin funds if a compliance issue exists and or has been left unresolved.
- 9.4 **Grant Management Cost Documentation.** Payment requests for the grant management fee do not require supporting cost documentation be submitted to POST at the time of payment request; however, supporting cost documentation equal to 100% of the costs must be on file and retained by the grantee for the retention period. Examples of acceptable cost documentation include time sheets, payroll reports, time allocation reports, insurance statements, and invoices and receipts. Time and attendance records must include the date, employee's name, position title, total daily hours and the portion charged to the project by funding source, employee's signature, and the supervisor's signature and date. Documentation of the use of these funds will be reviewed during monitoring conducted by POST and may be requested by POST at any time.
- 9.5 **Program Delivery Fee.** This budget category includes direct personnel costs of the training region and/or fiscal agent whose salaries, or apportion thereof, will be paid by the grant. Approved recipients will receive up to 10% included in their award amount for direct personnel costs. Compensation will be compared to the state's rate for similar type job duties. POST has discretion to increase the program delivery fee to 15% in the case of large training regions requiring more personnel.
- 9.6 **Allowable Program Delivery Expenses.** Allowable program delivery costs are salary or fees paid to personnel associated with the grant administration and direct coordination and delivery of POST training classes. The grantee must have written personnel policies and procedures which address work hours, holidays, vacations, sick leave, overtime pay, comp time, termination, qualifications, written job descriptions, and equal employment opportunity policies if awarded program delivery administrative funds.

- 9.7 **Program Delivery Payment.** Grantee may only draw down program delivery funds monthly, quarterly, or with the final payment request. The allowable amount may only be for a period in which the work has been completed. For example, if the award recipient requests a monthly or quarterly draw then the month or calendar quarter must be completed. POST may not authorize the payment of program delivery funds if a compliance issue exists and or has been left unresolved.
- 9.8 **Program Delivery Cost Documentation.** In addition to normal payroll records, accurate time and attendance records must be maintained on all personnel whose salary is charged to the project. Time and attendance records must include the date, employee's name, position title, total daily hours, and that portion charged to the project by funding source, employee's signature, and the supervisor's signature and date. Documentation of the use of these funds will be reviewed during monitoring conducted by POST and may be requested by POST at any time.

## **SECTION 10 - UNALLOWABLE COSTS**

- 10.1 **Unallowable Costs.** Unallowable costs include, but are not limited to the following:

- To pay indirect or operating costs
- To purchase duty equipment
- To pay costs for students other than Colorado peace officers currently employed by a law enforcement agency
- To pay expenses incurred prior to the effective date of the grant agreement/contract
- To pay expenses incurred after June 30<sup>th</sup> of the grant agreement/contract
- To pay activities not approved by POST
- To pay bonuses or commissions
- To pay membership fees
- To pay car rental fees for instructors or students without prior POST approval
- To pay lobbying, political contributions, and legislative liaison activities, or
- To purchase alcoholic beverages/marijuana/marijuana paraphernalia

- 10.2 **Supplanting.** POST funds must be used to supplement existing funds for program activities and not replace those funds that have been appropriated for the same purpose. Supplanting will be the subject of application review, as well as pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the grantee will be required to supply documentation demonstrating that the reduction of non-POST resources occurred for reason other than the receipt or expected receipt of POST funds. A written certification may be requested by POST of the grantee agency stating that POST funds will not be used to supplant local funds.

## **SECTION 11 - PAYMENTS**

- 11.1 **Payment Request.** Grantees shall submit a request for reimbursement at least once per quarter (four times a year) by the last business day of each calendar quarter for all costs expended during the quarter. Failure to submit a request for payment may result in a compliance deficiency or require that a written plan for improving spending be submitted to POST. If a satisfactory written plan for improving spending is not received, then POST may reduce funding.

- 11.2 **ALL INVOICES MUST BE SUBMITTED WITHIN 60 DAYS UPON COMPLETION OF THE TRAINING OR PURCHASE DATE AND NO LATER THAN JUNE 30<sup>TH</sup> TO BE ELIGIBLE FOR PAYMENT.** On a case by case basis, POST may waive this rule if it is determined that there were extenuating circumstances resulting in the delay in request for payment.
- 11.3 **Payment of Funds.** Payment of funds shall be in accordance with applicable Colorado State Controller Fiscal Rules and Department of Law and POST disbursement procedures. Dated receipts or invoices are required for all expenses. The order date and date of receipt should be indicated to ensure that costs are allowable when equipment or supplies are purchased. If there is a cost which is shared by more than one training activity, the bill should clearly show the dollar amount that applies to each training activity. Payment requests will be reviewed and authorized by POST and generally will be submitted to the Department of Law accounting unit within ten (10) business days of receipt. Incomplete or inaccurate payment requests may result in a delay of payment or partial payment approval.
- 11.4 **Payment Cost Documentation.** Payment requests must be accompanied by a completed POST attendance roster or a Certificate of Completion and a completed reimbursement form when training or scholarship costs are requested. The attendance roster must be on the POST prescribed Microsoft Excel form and contain the student's name, agency name, PID number, training date(s), course name, all instructor names or the vendor name, identification of urban or rural students, and the class location. All invoices must be marked "paid" or provide backup documentation and reflect a delivery date. Incomplete or inaccurate rosters may not be accepted and may delay the payment reimbursement.
- 11.5 **Equipment Payment Request.** Payment requests for equipment purchases must be accompanied by receipts and/or invoices marked "paid" and the invoice or other document must reflect order and delivery date.
- 11.6 **Final Grant Payment.** The final grant payment request must be requested no later than June 30<sup>th</sup> and shall include only actual expenses for training attended or equipment purchased prior to June 30th. Payment for training can only be approved for actual services received or performed and completed by June 30<sup>th</sup>. Equipment purchases must be made, and the receipt of the equipment must be completed by June 30<sup>th</sup> to be eligible for payment.
- 11.7 **Electronic Payment Deposit.** Grantees shall establish an electronic funds transfer (EFT) account with POST to facilitate electronic payment prior to the first payment request. Grantees with existing EFT accounts may be asked to provide current information.

## **SECTION 12 – EQUIPMENT and PROCUREMENT**

- 12.1 **Equipment.** This budget category includes non-expendable personal property with an acquisition cost of \$5,000 or more per unit and a useful life of more than one year. Allowable equipment costs are items that are purchased to provide or facilitate training and must benefit the Region. Examples of allowable purchases include, but are not limited to, the following:

- Simulators and utility trailers
- Training equipment, mats, protective gear, simunitions, training ammunition, taser cartridges
- AV equipment, classroom upgrades/improvements
- Arrest control equipment
- Range/track improvements

12.2 **Procurement.** The grantee is required to have procurement procedures and is required to document its procurement procedures and maintain the documentation in the grant records. Grantees are allowed and encouraged to follow their local procurement requirements if such requirements meet or exceed the State's requirements. Purchases of equipment and services shall be made in a manner providing maximum open and free competition. Procurement shall be made by one of the following methods:

- a) **Small Purchase Procedures.** Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that does not exceed \$25,000 in the aggregate. If small purchase procedures are used for procurement under the grant, written quotes must be obtained and documented from at least three (3) qualified sources.
- b) **Competitive Negotiation.** Competitive negotiation (request for proposal or other competitive process) is one method that can be used to procure goods or services that cost more than \$25,000. A Request for Proposal (RFP) is publicized, negotiations are conducted with more than one of the sources submitting offers, and either a fixed-price or a cost-reimbursable type contract is awarded.

**The following requirements apply to competitive negotiations:**

- a) RFP's must be publicized and identify all evaluation factors and their relative importance. Any response to publicized RFP's shall be honored to the maximum extent possible.
- b) Proposals must be solicited from at least three (3) qualified sources.
- c) Grantees must have a method for conducting technical evaluations of the proposals received and for selecting vendors.
- d) Awards must be made to the responsible firm (individual) whose proposal is most advantageous to the program, with price and other factors considered.

12.3 **Sole Source.** Non-competitive negotiation (sole-source justification) is procurement through the solicitation of a proposal from only one source or after solicitation of multiple sources when competition is determined inadequate. Prior approval by POST is required for all non-competitive procurement. POST approval of non-competitive, sole-source procurement will be given only when the award of a contract is not feasible under small purchase procedures, competitive negotiations or sealed bids, and at least one of the following circumstances apply:

- The grantee can show the item is available only from a single source
- The public need or emergency for the requirement does not permit a delay resulting from competitive solicitation
- After solicitation of multiple sources, competition is determined inadequate

12.4 **Procurement Documentation.** While all procurement processes must be documented, it is particularly important for the grantee to maintain the following documentation for sole-source procurement:

1. A brief description of the program and the item to be procured and its necessity to the program.
2. An explanation of why it is necessary to contract non-competitively, to include the following (as applicable):
  - Expertise and experience of the contractor/vendor
  - Uniqueness of contractor/vendor capability
  - Responsiveness
  - Knowledge of the program
  - Time constraints
3. Specify when contractual/vendor coverage is required and why, and what the impact would be if dates are not met.
4. Specify how long it would take another contractor/vendor to reach the same level of competence (equate to dollars).

12.5 **Equipment/Property Management.** The grantee must have an effective system of property management and controls to safeguard against loss, damage, or theft of equipment. Any loss, damage, or theft must be investigated, fully documented, and reported to POST.

12.6 **Maintenance and Reporting Procedures.** Adequate maintenance procedures must be developed to keep the property in good condition. The grantee is required to review previous fiscal years' equipment inventory reports to ensure accuracy. The grantee is required to maintain an inventory form for equipment purchased, in whole or in part, with POST grant funds for the current fiscal year and to report that information to POST by June 30th each year while the property is still in possession of the grantee. The report should contain the following information:

1. Description of item
2. Serial number and property inventory number
3. Date of purchase
4. Manufacturer's warranty period
5. Mileage (if applicable)
6. Check or voucher number (payment)
7. Cost
8. Equipment location
9. Present Use
10. Condition
11. Disposition information

12.7 **Equipment Payment.** Receipts or invoices with order and delivery dates are required for all equipment items when payment requests are made. When payment is made the invoice should be marked with the date paid and the check or voucher number.

12.8 **Disposition of Equipment.** Disposition includes the sale (for trade-up purposes only) or trade-in of equipment as well as the disposal of equipment at the end of its useful life. Documenting the disposition of equipment must be reported on a POST Equipment Disposition Form accompanied with the Equipment Inventory Report Form which is due to POST by June 30th. If disposition of equipment occurs prior to year-end, the Equipment Disposition Form must be submitted at that time. A copy of the form(s) must be retained in the grantee's file after the final disposition of the property.

In-Service Grantees- At the end of the grant award period, ownership/title to all equipment may vest to the grantee agency if they will use the property for the purposes of the legislation under which the grant was made. POST will require the agency to track the equipment on the Equipment Inventory Report Form. Equipment must be available for inspection by POST personnel. If the grantee agency no longer has a need for the equipment, and the equipment is in working order, the ownership/title to the property will vest to the state. The state will seek to have the property used for training purposes prior to disposing of it.

Regional Grantees – Ownership/Title to all equipment vests to the current fiscal agent of the training region. If the fiscal agent changes, the ownership/title to the equipment moves to the new fiscal agent.

## **SECTION 13 - ADMINISTRATIVE REQUIREMENTS**

- 13.1 **Class Announcement/Enrollment Management/Class Cancellation or Postponement.** Grantee agrees to notify POST at least 60 days in advance of the class date. Enrollment will only be available to officers in that training region until thirty (30) days before the class start date. At that time, officers from other training regions may register for the class. Enrollment will close fifteen (15) days prior to start date of the class. Enrollment past the close date can occur at the discretion of each training region. The Grantee agrees to limit enrollment for training, including the host agency, to four (4) seats, or 20% of the class size (whichever is greater) for each agency within the Region, until fifteen (15) days prior to the start of training. The exception to this is when a course is held at a venue that can accommodate a large number of attendees (such as a virtual training) or there are plenty of open seats. POST recommends regions/agencies consider cancelling or postponing classes if they have less than 50% enrollment fifteen (15) days prior to start of the class. Decisions to postpone or cancel a class are at the sole discretion of the region board or agency.
- 13.2 **POST Acknowledgement.** Grantees are encouraged to make the results and accomplishments of their project activities available to the public. All materials published or resulting from award activities, including videos, must contain an acknowledgement of POST support. The grant recipient agrees that any publications whether written, visual, or audio, but excluding press releases, newsletters and issue analysis, issued by the grantee describing training funded in whole or part shall contain the following statement: **“This training was supported by a grant from the State of Colorado Peace Officer Standards and Training”**.
- 13.3 **Website.** Regional grantees are encouraged to maintain a website in order to communicate training classes and available grant funding to their respective agencies.
- 13.4 **Publication Statement.** Any publication related to grant activities should include the following statement, “The opinion, findings, conclusion, or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Colorado Department of Law, office of Peace Officer Standards and Training.”
- 13.5 **Work Product.** Any software, research, reports, studies, data, photographs or other documents, drawings, models, materials, or Work Product of any type, including drafts, prepared by the grantee in the performance under this grant shall be the exclusive property of the State, and all work product shall be delivered to the State by the grantee upon completion or termination.

- 13.6 **Reporting of Unexpended Funds.** No later than March 31<sup>st</sup>, the grantee shall notify POST in writing of any potential for unexpended funds (cost savings). Notification should include the amount and an explanation why the funds were not expended. **If POST is not notified in a timely manner of the potential for unexpended funds, and unexpended funds are returned to the State, POST may make a recommendation to the Grant Review Sub-committee that future awards be reduced due to the Region being unable to expend their full award in previous funding cycles.**
- 13.7 **Mandatory Attendance.** The Grantee agrees to attend or delegate attendance at required POST trainings or meetings. POST will reimburse for mileage, lodging (if overnight lodging is required), and per-diem costs incurred to travel to or attend mandatory POST training and meetings.
- 13.8 **Curriculum and Instructor Review.** All training courses and instructors funded by the POST Region Grant Program must be reviewed by POST and assigned a course number prior to the course start date. **If the training course is an Academy Instructor Training course, please refer to Section 13.9 for the required review process.** Agencies sending law enforcement officers to the Colorado County Sheriff's (CSOC) conferences or Chiefs of Police conferences using POST scholarship or training funds are highly encouraged to seek pre-approval from POST to determine whether the training/conference attendance is eligible for reimbursement. The Colorado Office for Victims Assistance (COVA) is also required to have all conference and training classes approved prior to the conference start date. Whether POST is funding the conference or not, a POST training approval form, a course outline, resumes, and relevant documentation which identifies an instructor's qualifications to teach the class must be submitted to POST no less than ten (10) business days prior to the course start date. All course materials must be submitted at the same time. Incomplete submissions will not be reviewed. Review of a course will remain valid for two years from the original date of review. If the review period expires, new materials may need to be submitted for the approval period to be extended. The Course Approval form and an example of the course outline are available on the POST website.
- 13.9 **Academy Instructor Training Program Approval.** Pursuant to Rule 25 of the POST Manual, **new and continuing Instructor Programs referenced in Rule 25** must be approved by POST via a Form 8 located on the Colorado POST website. Requests which relate to the following training areas may take up to three (3) months or longer for authorization due to review by Subject Matter Expert (SME) Committees: Firearms, Driving Training, and Defensive Tactics or Arrest Control. If requesting authorization in these areas a more detailed lesson plan and handouts should be included. If you are requesting authorization for one of the four Academy Instructor Training Program (Firearms, Driving, Arrest Control, or Instructor Methodology) Rule 25 must be followed and proper documentation must be submitted to POST.
- 13.10 **Eligible Training Recipients.** POST funds are for peace officers who are current employees of law enforcement agencies within the State of Colorado. Civilian employees, civilian employees of law enforcement agencies, or military personnel may enroll in these courses **only** if there are extra spaces available and no peace officers are displaced or wait listed. Civilian and military personnel **may not** be provided POST funds for scholarships, nor may funds be used to provide refreshments or class supplies. If personnel attending classes are not peace officers, the Training Region is responsible to remove their names from the attendance roster (or clearly indicate their civilian/military status) prior to

submitting the roster to POST. Grantees may not include civilian or military personnel in their reporting numbers to POST or include them in the “number of students attending” within the grant management data base.

- 13.11 **Audit.** By law, grant recipients expending \$500,000 or more in federal funding during their fiscal year must be audited annually using methodology defined in OMB Circular A-133. Each grant recipient subject to an audit shall submit a hard copy of the most current audit report by June 30<sup>th</sup> to the POST Grant Manager which shall include:

- Auditor’s reports on financial statements and schedule of expenditures, internal control and compliance, as well as a schedule of findings and questioned costs.
- The corrective action plan, if applicable.
- A copy of the management letter, if issued.

**Failure to submit an audit report in a timely manner may delay payments.**

- 13.12 **Public Access to Records.** At a minimum, the following documents must be made available for public inspection at the grant recipient’s central office:

- Approved POST training grant application
- Articles of Incorporation, bylaws, and a board membership list (if applicable)
- All contracts (including funding, consulting, goods and services (training vendor contracts), and delegate contracts) pertaining to POST funds
- Personnel related documentation including timesheets, invoices and all applicable personnel policies
- Contracting and payment information funded by POST
- All quarterly and final reports (including audits) made to POST on projects funded with POST funds
- Minutes of grant-related meetings to include training approvals and individual board member voting
- Training surveys, needs assessments, POST program rules, policies, procedures, grant requirements, etc.

If the requesting person wishes copies of the documents, the grantee may request a reasonable fee, not to exceed the actual cost of preparing such documents. Actual cost may include supply, copying, staff and mailing costs. The Colorado Open Records Act (CORA) recognizes that certain records contain private or privileged information. Content identified by CORA as exempt need not be disclosed.

- 13.13 **Conflict of Interest.** In addition to any other applicable laws, the provisions of this section shall apply to all POST contracts.

- 13.14 The following individuals shall not solicit or accept, directly or indirectly, any personal benefit or promise of a benefit from the grant recipient or a person negotiating, doing business with, or planning, within the individual’s knowledge, to negotiate or do business with the contracting agency:

A member, or any other person or entity under contract with any governmental body that exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the project, including but not limited to any employee of the contracting

agency or any person serving as the monitor of a personal services contract or a member of the immediate family of any individual described above.

- 13.15 No individual described in 13.13, paragraph two shall use his or her position, influence, or information concerning such negotiations, business, or plans to benefit him or herself or another.
- 13.16 A grant recipient shall agree that at the time of contracting the grant recipient has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of the grant recipient's services. The grant recipient shall further covenant that, in the performance of the contract, the grant recipient shall not employ persons having any such known interests.
- 13.17 Grantee shall obtain and maintain insurance at all times during the term of the grant agreement/contract as specified in the grant agreement.
- 13.18 **Revision to Guidelines.** In response to new State regulations, or to changing circumstances among law enforcement training communities, or to resources available to peace officers, it may, from time to time, be necessary to change the POST Grant Program Guidelines. Changes impacting grant recipients will be communicated to Regional grantees in order to seek input prior to implementation..

## **SECTION 14 - REPORTING**

- 14.1 **Reporting.** This section describes quarterly reporting requirements which summarize the project progress, expenditures made, and unexpended funds. **A report must be submitted for every calendar quarter, including partial calendar quarters, as well as for the periods where no grant activity occurs.** Grant payments may be withheld if these reports are delinquent or not corrected.
- 14.2 **Financial Report.** Required financial reports consist of quarterly reports and a final report (4<sup>th</sup> quarter report). Each grant recipient of POST funds must submit reports using the POST Financial Report form for all activities supported by POST grant funds. The financial report shall:
  - Contain an accurate, current, and complete disclosure of the finances related to the POST grant.
  - Contain an accurate, current, and complete disclosure of any unexpended balances during the reporting quarter.
  - Contain the original signature of the Responsible Administrator named in the POST grant agreement/contract, or the chief elected official, or Board President of a not-for profit, or a delegate who has received written signatory authority from the responsible administrator/chief elected official/ board president
  - Be submitted to POST no later than the due date for the calendar quarter for which the report has been prepared.
  - Be re-submitted to POST with corrections within 14 days of notification that errors are contained within the report.
  - Be retained in the grantee's project file to include worksheets and/or ledgers which support the information contained within the report.

- 14.3 **Final Financial Report (4<sup>th</sup> quarter report).** At the point all funds for a particular grant award are fully expended and received or the award term has ended, all grantees must submit a final financial report of actual total expenditures using the POST prescribed financial reporting form. The final report is due within 5 days of full expenditure if the grant is completed prior to the termination date.
- 14.4 **Payment Delay.** In the event a financial report is late or inaccurate, payments may be delayed until the report is corrected, received, and verified as accurate.
- 14.5 **Project Progress Report.** Project progress reports consist of quarterly reports and a final report (4<sup>th</sup> quarter report). Each recipient of POST funds must submit reports using the POST Progress Report form for activities supported by POST funds. The progress report shall:
- Contain an accurate, current, and complete narrative describing what classes were conducted, what classes were canceled or postponed, how many scholarships were provided, any equipment purchased, **and describe what classes or activities will be conducted in the next quarter.** The report should also include any accomplishments or challenges the grantee is encountering carrying out the project.
  - Not contain reporting numbers of civilian, civilian law enforcement employees, or military personnel.
  - If your grant authorized the purchase of equipment the grantee should provide narrative describing the status of the procurement.
  - Contain the original signature of the Responsible Administrator named in the POST grant agreement/contract, or the chief elected official, or board president of a not-for profit, or a delegate who has received written signatory authority from the responsible administrator/chief elected official/ board president
  - Be submitted to POST no later than the due date for the calendar quarter for which the report has been prepared.
  - Be re-submitted to POST with corrections within fourteen (14) days of notification that errors are contained within the report.
  - Be retained in the grantee's project file to include worksheets and/or ledgers which support the information contained within the report.
- 14.6 **Final Progress Report.** At the point all funds for a particular grant award are fully expended and received and all training activities have been completed, all grantees must submit a final progress report using the POST prescribed progress reporting form. The final report is due within five (5) business days of full expenditure if the grant is completed prior to the termination date.
- 14.7 **Payment Delay.** In the event a progress report is late or inaccurate, payments may be delayed until the report is corrected, received and verified as accurate.
- 14.8 **Report Due Dates.** Grant recipients shall submit quarterly, unexpended funds and equipment reports to POST by their due date as indicated below.

<b>Report Period</b>	<b>Report Type</b>	<b>Due Date</b>
July 1 <sup>st</sup> – September 30 <sup>th</sup>	Progress and Financial	October 7th
October 1 <sup>st</sup> – December 31 <sup>st</sup>	Progress and Financial	January 6th
January 1 <sup>st</sup> – March 31 <sup>st</sup>	Progress and Financial	April 7th
July 1 <sup>st</sup> -June 30th	Unexpended Funds	March 31st

April 1 <sup>st</sup> – June 30 <sup>th</sup>	Final Progress and Financial	July 7th
July 1 <sup>st</sup> - June 30th	Equipment Report	June 30th

- 14.9 **Unexpended Funds.** Any unexpended funds are subject to de-obligation and will become available for redistribution or be used to carry out POST training initiatives. Grantees will be notified if recaptured funds are available for redistribution. Grantees are encouraged to contact the POST Grant Manager if they have projects/training they could use recaptured funds for. Recaptured funds are for the use of projects/training that can be completed by June 30<sup>th</sup>.
- 14.10 **Equipment Report.** If your grant purchased equipment, a POST Inventory Equipment form must be submitted for each equipment item by June 30th each year. Equipment records must be retained for seven (7) years from the date the report is submitted to POST. If any litigation, claim, or audit is started before the expiration of the seven-year period, the records shall be retained until the litigation, claims, or audit findings involving records have been resolved.
- 14.11 **Retention of Records** All grant records must be retained for three (3) years after the end of the State fiscal year that includes the end date of the grant. For example, if the grant ended June 30, 2018, the State fiscal year would be July 1, 2017 to June 30, 2018. The files could be destroyed after June 30, 2021. If an audit is in progress and/or the findings of a completed audit have not been resolved satisfactorily, then records must be retained beyond the three-year period until such issues are resolved.
- 14.12 **Grant Records.** Grant records include all financial records, supporting documentation, statistical records, and all other records pertinent to the grant. These include books of original entry, source documents supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, consultant/volunteer time and activity reports, canceled checks, related documents, and records. Source documents include copies of the grant award with the final approved application, required financial and narrative reports, and forms.

## **SECTION 15 - MONITORING**

- 15.1 **Monitoring.** POST places the highest value on accountability through a consistent and fair overall system of reviewing, and tracking, the use of State grant funds and the more specific day-to-day review processes that assure a particular grantee is in compliance with State rules and regulations as they meet the goals and objectives of the grant agreement.
- State fiscal rules and regulations require that POST establish and carry out activities that will track, document, and measure the use of POST funds for the following purposes:
1. Compliance with State rules and laws;
  2. Quantitative and qualitative data collection;
  3. Progress in meeting goals and objectives;
  4. Evaluation and outcome measures and project effectiveness;
  5. Strategic planning and collaborative activities at the local level; and
  6. Reporting to funding sources, stakeholders, and customers.
- 15.2 **Purpose of Monitoring.** The purposes of monitoring and oversight systems are: (a) to document the work POST is doing using State grant funds; (b) to ensure the grantee is meeting applicable State programmatic and financial intent, rules, and requirements for

the use of the funds; and (c) to identify technical assistance or training needs. Except for a grantee's willful disregard of funding requirements or suspected fraudulent activity, POST's philosophy is to work collaboratively with an agency to identify and correct any problems. However, a grantee's continued inability or unwillingness to meet the requirements for use of State grant funds may result in a range of appropriate responses, from the establishment of special grant conditions to termination of the grant award.

When monitoring is done in response to a perceived problem or concern, it is generally for one of the following reasons:

- Late or inaccurate quarterly reports
- Payment requests are completed incorrectly
- Expenditures in unauthorized budget categories
- No or low expenditures
- Discrepancies between narratives and financial reports
- Approved budget figures are wrong on quarterly financial reports
- Program start up delayed or extended period of non-activity
- Not meeting goals and objectives
- Authorized Officials, Responsible Administrators, and other key staff changes
- Requesting budget revisions more than twice per year
- On-going misunderstandings
- Allegations of misuse of funds, misconduct, or violations of grant conditions
- Failure to comply with previous requests or corrective actions

15.3 **Type of Monitoring.** Due to resource limitations and the number of awards made by POST, most grantee monitoring will be conducted through what is commonly referred to as *desk-monitoring*. Monitoring activities are supplemented by technical assistance and training to educate grantees about the intent and purpose of the funds. Additionally, fiscal and programmatic grant management practices and training opportunities may be reviewed. Technical assistance and training help can be provided to identify and fill gaps in areas where information may be lacking, and address or anticipate problems which may arise during the course of implementing a program or process.

## **SECTION 16 - TECHNICAL ASSISTANCE**

16.1 **Technical Assistance.** POST has responsibility for providing recipients of funding with a range of technical assistance and training in order to establish and maintain sound financial and administrative management and program practices. Technical assistance is available during the application period and through the term of the grant agreement/contract.