



**PEACE OFFICER STANDARDS & TRAINING
LAW ENFORCEMENT TRAINING REGION
POST 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 document developed by POST to assist award recipients in their understanding of the program rules and their administration of POST funds to ensure agencies understand and 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 your 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.

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). It 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 Region Grant Program is funded by a \$1.00 fee cash fund 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 grant process begins with the issuance of a Notice of Funding Availability (NOFA) or Request for Proposal. This occurs on March 1st annually and is posted on the POST website. The grant application period is open through March and closes on March 31.
- 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.
- 1.3 **Application.** In order to be considered for funding for a given program year, applicants must submit an application to POST. **Applications are due March 31st of each year.** **Agencies wanting to complete an application may contact Becky.Calomino@coag.gov for instructions.**
- 1.4 **Needs Assessment.** As a condition of funding, POST Training Regions shall conduct and submit a need assessment of the area or region served, with their POST application on a tri-annual basis beginning in 2014. 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 staff and the POST Board Grant Review Subcommittee (Committee). The Committee determines how annual allocations will be distributed each year and determines funding levels that will be recommended to the POST Board for award.

POST staff will provide the Committee 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.

Consideration for funding shall be based on financial resources available and training that will improve the skills and safety of peace officers as they perform their duties in serving the public. Particular attention shall be made to the training needs of the smaller and rural jurisdictions that have limited resources. The Committee shall utilize a fair, impartial process of reviewing, evaluating and recommending applications for funding to the POST Board.

Applicants have an opportunity to make a brief presentation to the Committee, upon request to POST. The Committee may also take this opportunity to ask questions about the application, fiscal agent, training needs, etc. Applicants are encouraged to make presentations particularly if their application contains large equipment or uncommon requests.

- 1.6 **Grant Award.** After the Committee review, applicants are then preliminarily notified of their selection to receive a grant award of POST funds. 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 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 Committee 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 1st through June 30th. 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. **All funds must be encumbered and liquidated prior to June 30th. Funds may not be rolled over or continued past June 30th.**

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, the 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 state agency Department or Division Director signs
- 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 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 in the Colorado Department of Law will sign all copies of the grant agreement/contract. One original of the grant agreement/contract, the scope of work, the incorporated final approved application, and special provisions and any certified assurances will be returned to the Fiscal Agent, and one copy each to the the Responsible Administrator and the Grant Contact.

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 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 Contract 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.**

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 that 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-Admin 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 to verify all entries made in the accounting system, be clearly marked with the accounting code and 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 with POST funds will require repayment.

SECTION 4 -COMMENCEMENT OF PROJECT

- 4.1 **Beginning of Project.** The grant agreement/contract is effective when fully executed by all parties. After POST returns the completed 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, 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.** In the event that 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 31st 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 at time of payment request by documentation that clearly demonstrates the car rental is necessary to attend the training and demonstrate that it is more cost effective than commercial (taxi, shuttle, bus) transportation would be. Renting a rental 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.**
- 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 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.
- 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.

- 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 shall be used to determine all per-diem payments based on the location of the traveler for each day of the trip, 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.

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 training. A traveler shall be paid only for cost-effective travel expenses. Actual itemized hotel bills must be submitted as documentation of expense. Credit card statements are not sufficient 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.**

- 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 law enforcement officer, who is traveling to or from, or attending or conducting, POST-training is allowable. Hourly salary shall not exceed \$50 per hour. Documentation of hourly salary and the time card 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 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.

SECTION 6 – ALLOWABLE PROGRAM COSTS FOR INSTRUCTORS

- 6.1 **Peace Officer Instructor Fee.** The maximum daily fee for peace officer instructors 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 Trainer Costs.** Professional trainer fees will be reviewed and approved during the POST application approval process. All expenses for professional services must be supported by a valid, signed contract between the grantee and the contractor, and by detailed invoices from the contractor, 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 the POST Grant Manager as needed. POST will generally need 10 business days to accommodate the review process.

- 6.4 **Allowable Instructor Travel Costs.** Travel costs for peace officer instructors and professional trainers 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 sponsoring agency's local 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 identified the miles traveled, the origination and destination address and the purpose of the trip.
- 6.6 **Instructor Car Rental.** Car rental for instructors are not allowable. Exceptions to this rule may be made on a case by case basis upon written request of the award recipient to the POST Grant Manager 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. Actual itemized hotel bills must be submitted as documentation of expense for payment purposes. Credit card statements are not sufficient 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 student. 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 mat not be greater than what is appropriate for the expected number of attendees to be approved by POST.
- 7.2 **Meal Purchase.** POST funds may not be used for meal purchase for students or instructors. Individuals who participate in providing training, and are not compensated, may be paid the local per-diem rate or meals may be purchased on their behalf but may not exceed the local per-diem rate for the meal. **When using funds to provide meals or pay per diem to volunteers a list of the volunteers 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 course of the training class (e.g., manuals, field guides, targets, ammunition, simmunitions, masks, disks, USB ports, easels, markers, binders, batteries, etc.). Printing and mailing of class material is considered a supply and is 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. 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 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.** POST may not accept letters of attendance from the officer's agency in lieu of a certificate.

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

SECTION 9- UNALLOWABLE COSTS

9.1 **Unallowable Costs.** Funds may not be used by the recipient:

- To cover indirect or operating costs;
- If the student is not a Colorado peace officer 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 30th of the grant agreement/contract year;
- To pay activities not approved by POST;
- To pay bonuses or commissions;
- To pay membership fees;
- To pay lobbying, political contributions, and legislative liaison activities;
- To pay incidental expenses, meals; or

- To purchase alcoholic beverages/marijuana/marijuana paraphernalia.

9.2 **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 – 10 GRANT MANAGEMENT & PROGRAM DELIVERY ADMIN COSTS

10.1 **Grant Management Fee.** Approved recipients will receive an additional 5% of the award amount for the administration and reporting responsibilities associated with the award.

10.2 **Allowable Grant Management Expenses.** Allowable grant management expenses are:

- 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 (if required)
- Insurance costs to the agency in complying with the provision of the Award
- Retention and maintenance of POST grant records
- Needs assessment expenses (if applicable)
- Grant meeting expenses (not food or beverages)
- Training calendar costs
- Eligible training and/or training equipment (with prior POST approval)

10.3 **Grant Management Payment.** The grant management fee may be drawn down monthly, quarterly, lump sum or with the final payment request upon the grantee's request. The POST Grant Manager may not authorize the payment of grant admin funds if a compliance issue exists and or has been left unresolved.

10.4 **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 that portion charged to the project by funding source, employees signature and the supervisor's signature and date. Documentation of the use of these funds will be reviewed during monitoring conducted by POST or may be requested by POST at any time.

10.5 **Program Delivery Fee.** This budget category includes direct personnel of the training region and/or fiscal agent whose salaries, or apportion thereof, will be paid by the grant.

- 10.6 **Allowable Program Delivery Expenses.** Allowable program delivery costs are salary or fees paid to personnel associated with 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, qualification, written job descriptions and equal employment opportunity policies if awarded program delivery administrative funds.
- 10.7 **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. The POST Grant Manager may not authorize the payment of program delivery funds if a compliance issue exists and or has been left unresolved.
- 10.8 **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, employees signature and the supervisor's signature and date. Documentation of the use of these funds will be reviewed during monitoring conducted by POST or may be requested by POST at any time.

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 the POST Grant Manager. 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 OF THE TRAINING DATE 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. All invoices must be labeled and should be marked "paid" and controls should be set up to ensure that duplicate payments are not made. Payments should not be made unless there is evidence that goods and/or services have been received. The order date and date of receipt should be indicated to ensure that costs are allowable. 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 the POST Grant Manager 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 students name and agency name, the form must also contain their PID number, training date(s), course name, all instructor names or the vendor name, and identify urban or rural students, and the class location. 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 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 30th and shall include only actual expenses for training attended or equipment purchased prior to June 30. Payment for training can only be approved for actual services received or performed and completed by June 30th. Equipment purchases must be made and the receipt of the equipment must be completed by June 30th 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, class room upgrades/improvements
 - Arrest control equipment
 - Range/track improvements
- 12.2 **Procurement.** The grantee is required to have procurement procedures and 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 as long as the 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 a number of 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 that 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 a number of 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 (equated 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 maintain an inventory form for equipment purchased, in whole or in part, with POST grant funds 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
 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 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 inventory form with the final narrative report and submitted to POST. A copy must be retained in the grantee's file after the final disposition of the property. At the end of the grant award period, title to all equipment may vest in the grantee agency if the grantee certifies in writing that it will use the property for the purposes of the legislation under which the grant was made. If such a certification is not made, title to the property will vest in the state. The state will seek to have the property used for training purposes prior to disposing of it.

SECTION 13 - ADMINISTRATIVE REQUIREMENTS

- 13.1 **POST Acknowledgement.** Grantees are encouraged to make the results and accomplishment 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.
- 13.2 **Publications.** 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 Board”.**
- 13.3 **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.
- 13.4 **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.
- 13.5 **Reporting of Unexpended Funds.** No later than March 31st, the granee shall notify the POST Grant Manager shall 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 recommendations to the Grant Review Committee that future awards be reduced due to the Region being unable to expend their full award in previous funding cycles.**
- 13.6 **Mandatory Attendance.** The grant recipient agrees to attend or delegate attendance to attend necessary POST training or meetings. POST will reimburse for mileage, lodging and per- diem (if over-night lodging is required) costs incurred to travel to or attend mandatory POST training and meetings.
- 13.7 **Curriculum and Instructor Review.** All training courses (except for scholarship training) 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. A POST Training Approval form, a course outline, and resumes and relevant documentation which identifies an instructors qualifications to teach the class must be submitted to POST no less than 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 or approved. Review of a course will remain valid for two years from the original date of review. If the review period expires, new materials must be submitted in order for the approval period

to be extended. The Course Approval form and an example of the course outline are available on the POST website.

- 13.8 **Academy Instructor Training Program Approval.** Pursuant to Rule 25 of the POST Manual, **new** Academy Instructor Training Programs must be approved by POST. New training programs require the submission of a POST Form 8 and all supporting documentation (as outlined in Rule 25) at least ninety days prior to the anticipated start date of the program. **Continuing academy instructor training programs must** submit a completed POST Form 8 to POST at least thirty days but no more than sixty days, prior to the start date of each scheduled training class.
- 13.9 **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 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 in the grant management data base.
- 13.10 **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 30th 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.

- 13.11 **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 board membership list (if applicable)
 - All contracts (including funding, consulting, goods and services and delegate contracts) pertaining to POST funds
 - 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 the 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.

- 13.12 **Conflict of Interest.** In addition to any other applicable laws, the provisions of this section shall apply to all POST contracts.
- 13.13 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.
- 13.14 No individual described in paragraph (2) of this subsection shall use his or her position, influence, or information concerning such negotiations, business, or plans to benefit him or herself or another.
- 13.15 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.
- 13.16 Grantee shall obtain and maintain insurance at all times during the term of the grant agreement/contract as specified in the grant agreement.
- 13.17 **Revision to Guidelines.** In response to new state regulations, or to changing circumstances among law enforcement training community or to resources available to peace officers, it may, from time to time, be necessary to change the POST Region Grant Program Guidelines. Changes impacting grant recipients will be communicated prior to their implementation and will only be implemented at the beginning of a grant cycle.

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 (4th 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.** At the point that all funds for a particular grant award are fully expended and receipted 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 30 days of full expenditure if the grant is completed prior to the termination date.

14.4 **Payment Delay.** In the event that 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 (4th 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 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 that all funds for a particular grant award are fully expended and receipted 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 30 days of full expenditure if the grant is completed prior to the termination date.

14.7 **Payment Delay.** In the event that a progress report is late or inaccurate, payments may be delayed until the report is corrected, received and verified as accurate.

14.8 **Reports Due Date.** Grant recipients shall submit quarterly reports to POST by their due date as indicated below.

Report Period	Report Type	Due Date
July 1 st – September 30 th	Progress and Financial	October 31 st
October 1 st – December 31 st	Progress and Financial	January 31 st
January 1 st – March 31 st	Progress and Financial	April 30 th
July 1 st -June 30 th	Unexpended Funds	March 31 st
April 1 st – June 30 th	Final Progress and Financial	July 31 st

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. Training Regions and Providers will be notified if recaptured funds are available for redistribution.

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 seven (7) years after the end of the state fiscal year that includes the end date of the grant. For example, if the grant ended 6/30/2015, the state fiscal year would be July 1, 2015 to June 30, 2016. The files could be destroyed after June 30, 2023. 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 seven-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 that 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 condition 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 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, 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 to identify and fill gaps in areas where information may be lacking, and address or anticipate problems which may arise in 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.