

24-33.5-529. State's mission for assistance in recruiting and training (SMART) grant program

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Application Instructions

Project Application Tips

An active Unique Entity Identifier (UEI) registered with SAM is required to submit your Application.

Organize goals and objectives. Make sure objectives are measurable and viable.

Use only whole dollar amounts in your budget and be sure to have the financial person who will be working on the project with you look over and verify your proposed budget.

Justify and explain all budget items and calculations in the budget narrative. Example: price per unit x number of units = total price for all units

Double-check budget descriptions to make sure they contain a sufficient level of detail and all figures total correctly.

Questions?

Please read these instructions and the FAQs before calling.

If you experience problems or have questions about how to use ZoomGrants, contact Gillian Trickett by email DCJGMS@state.co.us

For questions regarding the application or program and other than technical ZoomGrants issues, contact Robyn May by email robyn.may@state.co.us

Summary Tab:

Project Name/Project Title: Please be descriptive of the project to be funded and do not label it merely "SMART Grant Program". It should be unique to your project and agency.

Amount Requested: Enter the amount of funding requested in this application.

Applicant Information:* ([Account Owner](#)) Enter the name and contact information of the person that will be responsible for this account.

Organization Information*: Enter all requested information for the applicant agency.

CEO/Executive Director* (if NA, enter Signature Authority): If the applicant agency does not have a CEO/Executive Director, enter the individual that is authorized to enter into a legally binding contract with DCJ.

If you have questions about updating your Organization Information, please contact Gillian Trickett by email DCJGMS@state.co.us.

** Returning DCJ ZoomGrants users will already have this information populated. Changes made to these fields may only be performed by the [Account Owner](#) and will update all applications/grants associated with this account. DO NOT CHANGE the Organizational information without first consulting DCJGMS@state.co.us. Changing information that has already been validated may result in a delay in processing payments or other aspects of your grant application.*

Organizational Details Tab:

(Q1) Legal Entity Name: If your agency is a DBA (doing business as), the Legal name will be different than the Applicant Agency Name. If your agency is NOT a DBA, then the Applicant Agency Name and Legal Entity name will be the same.

(Q2) Legal Entity Physical Address: Street Address, City, State, Zip + 4

(Q3) Are you a Colorado State Agency? e.g. Colorado Department of Revenue, Colorado Department of Corrections, Colorado Department of Public Safety, etc. Choose yes or no.

(Q4) Legal Entity County Enter the county of your legal entity address.

(Q5) Entity's Fiscal Year End: Enter the month and last day of your fiscal year.

(Q6) Payment Mailing Address. This will be used to match entries in the state financial system, regardless of payment type (EFT vs Mail)

(Q7) Is your agency a Law Enforcement Agency in a rural county or municipality with a population of fewer than 50,000 persons, wholly located either east of Interstate 25 or west of the continental divide? Choose yes or no.

(Q8) Organization Type Choose your organization type from the list:

- **Colorado Law Enforcement Agency:** County or municipal law enforcement agencies, including those serving rural jurisdictions, which for this section means a county or municipality with a population of fewer than fifty thousand people according to the last federal census
- Tribal Law Enforcement Agency
- Third-party on behalf of a Law Enforcement Agency
- State Institution of Higher Education (not eligible for SMART funds)

Questions/Statement of Work Tab:

Project Duration

(Q1) Project Start Date: Enter “04/01/25” or a later date

(Q2) Project End Date: Enter “03/31/26” or an earlier date

Project Type

(Q3) Project Type: Questions below will be conditionally visible based on this response.

- SMART Policing Grant
- LE Workforce, Retention, and Tuition Grant

Primary Contact

(Q4) Applicant Primary Contact: Name, Phone, email address This is the individual who will be contacted during the review period and will be notified of award decisions and next steps. Enter the name, telephone number, and e-mail address.

Project Officials

Project Officials: (Q5-14) You must have a minimum of three contacts for this application, the Project Director, Financial Officer, and Signature Authority (also called the Authorized Official). All three must be from the applicant agency and must be unique individuals; one person cannot serve in more than one role.

(Q5) Project Director: Name This must be an individual other than the authorized official or financial officer and must be from the applicant agency. The project director is the individual who will be in direct charge of the project and must be within the organizational structure of the applicant agency. This should be a person who combines knowledge and experience in the project area with ability in administration and supervision of personnel and will be expected to devote a major portion of his/her time to the project. This person will be required to sign all quarterly reports and other grant forms. Enter salutation, first, last, title, and agency for the project director (*e.g. Mrs. Sally Smith, Program Coordinator, ABC Company*)

(Q6) Project Director: Email Address Enter e-mail address for the project director to be used for primary communication.

(Q7) Project Director: Phone Number Enter primary phone number for the project director.

(Q8) Financial Officer: Name This must be an individual other than the project director or authorized official and must be from the applicant agency. The financial officer is the person who will be responsible for financial matters relating to the project and is in ultimate charge of accounting, management of funds, verification of expenditures, and grant financial reports. Enter salutation, first, last, title, agency (e.g. *Mr. John Doe, Senior Accountant, ABC Accounting Services*)

(Q9) Financial Officer: Email Address Enter e-mail address for the financial officer to be used for primary communication.

(Q10) Financial Officer: Phone Number Enter primary phone number for the financial officer.

(Q11) Signature Authority: Name This must be an individual other than the project director or financial officer. This is the individual authorized to enter into binding commitments on behalf of the applicant agency. For local units of government, this will normally be a city manager, mayor, district attorney, and/or the chair of the county commission. At the state level, this individual will be a department or division head. Enter salutation, first, last, title, agency (e.g. *Ms. Jane Austen, County Commissioner Chair, ABC Company*).

(Q12) Signature Authority: Mailing Address Enter mailing address for the signature authority to be used for mailing documents related to this application. Enter *Street Address, City, State, Zip + 4* (e.g. *700 Kipling Street, Suite 1000, Lakewood, CO 80215-8957*)

(Q13) Signature Authority: Email Address Enter e-mail address for the signature authority to be used for primary communication.

(Q14) Signature Authority: Phone Number Enter primary phone number for the signature authority.

STATEMENT OF WORK

(Q15) Project Summary: When read separately from the rest of the application, this summary should serve as a succinct and accurate description of the proposed work. This will be used for publication and reporting purposes.

(Q16) Project Description: Describe your project that will be funded with a grant award in detail. This description should include a statement explaining your needs using local information and available data.

Applicants must provide enough detail within this application for a reader to fully understand what the project is, what it will be doing, and how it will impact the described problem.

Include the following:

- A description of the problem in terms of causes and consequences. Articulate why this problem should be addressed. Use published literature to support your description where appropriate.
- The extent and nature of the problem in your target population and community. Use data to support your description.
- An explanation of how the project will increase diversity of POST certified and non-certified law enforcement professionals and public safety employees to better reflect the community in which they work.

(Q17) Not visible for SMART Policing Grant

(Q18) Eligible Activities: Select all that Apply.

Increasing Diversity: To increase the diversity of P.O.S.T.-certified and non-certified law enforcement professionals and public safety employees to better reflect the community in which they work.

Salary, Recruit, Train: To cover costs associated with eligible law enforcement officers' salaries and benefits, recruitment, and training to increase the number of officers who are representative of the communities they serve.

Resource: [President's Commission on Law Enforcement and the Administration of Justice Report](#)

(Q19) Not visible for SMART Policing Grant

(Q20) Not visible for SMART Policing Grant

(Q21) Increasing Diversity: Describe how the grant would improve and support increasing the diversity of P.O.S.T.-certified and non-certified law enforcement professionals and public safety employees to better reflect the community in which they work. Include demographic data of the agency and how the grant would enhance the diversity of the agency's workforce and ensure its workforce was reflective of the demographic of the community. (3,000 characters)

Sustainability and Certification

(Q22) Expand and Sustain: How does your agency plan to sustain this project after the grant funding ends? (3,000 characters)

(Q23) Compliance with State and Local Laws: (Select one)

In Compliance: I certify that the applicant agency is in compliance with state and local laws.

Internal Review Needed: I certify that, if awarded, the applicant agency is 1) either in compliance with state and local laws, or 2) is not in compliance with state and local laws and will submit a corrective action plan to DCJ.

Tables (Goals & Objectives and Budget Details) Tab

Goals & Objectives This is a table.

Goals and Objectives: These are the elements against which the project will be evaluated and which will be used to report quarterly and final progress. Using the format below; provide project/program goal(s), objectives, measurement, and timeframe.

Goals: Goals are logical, sensible, clearly written and directly tied to the project. Write one or more goals you will focus on this project. Goals are broad statements (i.e., written in general terms) that convey a project's overall intent to change, reduce, or eliminate the problem described.

Objectives: Objectives are realistic and able to be accomplished in the time frames described. Objectives identify the amount of intended change expressed as a rate, percent or whole number. Include measures that will sufficiently document any change that occurs. Please write at least one measurable objective(s) for each goal. Objective statements should include:

- The specific type of change or improvement that will occur
- The number or percent of individuals impacted (where appropriate)
- The expected magnitude, on average, of the expected change
- If client based, include objectives reflecting the number of clients to be served

Measurement: is the description of what data will be collected to measure the change. Please describe the specific measurement tool(s) you will use to collect data for each objectives. If you do not have a tool, please state TBD (To Be Determined).

Timeframe: The quarter in which the objective will be completed.

Personnel: Budget & Budget Narrative Details Table

Each position must be listed separately and be accompanied by a description that provides justification for the amount requested and details the basis for determining the cost of each position. For each position, explain how the salary and fringe benefit rates were determined. OT = Overtime

General Budget Instructions:

Use only whole dollar amounts in your budget and be sure to have the financial person who will be working on the project with you look over and verify your proposed budget. Justify and explain all budget items and calculations in the budget narrative. Example: price per unit x number of units = total price for all units. Double-check budget descriptions to make sure they contain a sufficient level of detail and all figures add correctly. Include the breakdown of the percentage of money used for recruitment, training, and salaries and benefits, giving priority to salary and benefits.

Budget items should be detailed, reasonable, specifically defined, and justified and the applicant should demonstrate how the costs were determined. It should be clear so that no concerns of supplanting will exist. The budget must be completed entirely and each item listed should be accompanied by a description, which provides justification for the budget items and details the basis for determining the cost of each item.

- The budget must cover the entire project duration.
- In figuring the budget, work with WHOLE DOLLAR AMOUNTS ONLY. When necessary, round to the next highest whole dollar amount.
- The budget is broken into seven Budget Categories: Personnel, Supplies and Operating, Travel, Equipment, Consultant/Professional Services, and Indirect Costs.

Column Headers

Personnel: This budget category should be used when employees are positions within the applicant agency and the implementing agency is a division (under the same unit of government) of the applicant agency.

The Personnel Budget should consider overtime, time needed to acquire new staff, and changing demands for personnel during the course of the project. If the implementing agency is contracted by the applicant agency (i.e., non-profit organization), these costs should be included in Consultants/Contracts (Professional Services).

Questions regarding the difference between a contract employee and a regular employee may be directed to the Internal Revenue Service. Contract employees or independent contractors should be shown under Consultants/Contracts (Professional Services).

Position Title and Name: Add each position by title and name of employee, if available; if two individuals have the same title, list it twice.

Annual Base Salary: Enter the annual, full-time salary or base pay for the position.

Annual Base Salary to be Paid by Grant Funds: Enter the annual salary or base pay for the position to be paid by grant funds.

% to be paid by Grant Funds: ZoomGrants will automatically calculate this % based on the amounts you entered in the annual salary columns.

Annual Fringe: Enter the amount of Fringe Benefits for the position.

Annual Fringe to Be Paid by Grant Funds: Enter the annual fringe for the position to be paid by Grant funds.

% to be paid by Grant Funds: ZoomGrants will automatically calculate this % based on the amounts you entered in the annual fringe columns.

Total Annual Base Salary + Fringe: ZoomGrants will automatically calculate this total based on the amounts you entered in the annual salary and fringe columns.

Total Base Salary + Fringe to Be Paid by Grant Funds: ZoomGrants will automatically calculate this total based on the amounts you entered in the annual salary and fringe columns.

OT - Annual Base Salary: Enter the annual overtime base pay for the position.

OT - Annual Base Salary To Be Paid By Grant Funds: Enter the annual overtime base pay for the position to be paid by grant funds.

OT - Annual Fringe: Enter the amount of overtime Fringe Benefits for the position.

OT - Annual Fringe To Be Paid By Grant Funds: Enter the annual overtime Fringe Benefits for the position to be paid by grant funds.

Total To Be Paid By Grant Funds (including overtime): ZoomGrants will automatically calculate this total based on the amounts you entered in the overtime annual salary and fringe columns.

Budget Narrative and Justification: Explain how the salary and fringe benefit rates for this position were determined. An explanation and justification are required if the budget is not for an entry-level position. If the salary is expected to increase during the project year, indicate the percentage of the increase, and the months covered by the increase, and justify it. Be sure that the scheduled salary increase has been included in the annual base salary row, and that the proposed annual base salary is one that is paid for equivalent positions and employee qualifications in your area.

Non-Personnel: Budget and Budget Narrative Details Table:

Budget Narrative and Justification: The applicant must provide a justification and explanation of the budget items listed in each Budget Category, as well as detailing the basis for determining the cost of each item. Failure to justify and explain/show calculations could result in denial of funding.

Describe the criteria used to compute budget figures. All budget figures should be justified and explained. The budget narrative should show the relationship between budget figures and proposed project operations. For example, if this is a training project, explanation of the Consultants/Contracts budget category amount should include an explanation of the need for consultants to provide the training and the hourly cost of the services to be provided.

OAJJA recognizes that governments are constantly faced with the challenges of limited resources. It is important that you describe how maximizing resources will be accomplished and that this project is not duplicating services.

Supplies and Operating: Add expendable or non-durable items within this category by major type [e.g., office supplies, software (regardless of cost), training materials, research forms, telephone, tuition, postage, etc.,] and show the basis for computation: "X" dollars per month for

office supplies, “Y” dollars per person for training tuition, telephone-base charge plus long distance at “Z” dollars per month.

Includes tuition, registration, vehicle gas, leases, etc.

Out-of-state training costs must be justified in terms of availability of comparable training in state.

Large items should be listed and justified (e.g., unusual supply items, software, special printing, etc.)

NOTE: Tuition and registration fees (even if they include lodging and/or subsistence), vehicle gas, leases, and maintenance on project- or government-owned vehicles are operating expenses not travel. These types of costs must be shown in the Supplies and Operating category.

Items with a per unit cost of less than \$5,000 are considered supplies and should be listed in this category. Items costing \$5,000 or more should be listed under Equipment (see D below). If software is being purchased, regardless of the price, it belongs in the Supplies and Operating category. If custom development of software is contracted out, it is subject to prior approval by OAJJA and should be shown in the Consultants/Contracts (Professional Services) Budget. All purchases should be made through competitive bid, state or local award, or established purchasing/procurement procedures.

Budget Narrative and Justification: Explain how the cost of each item was determined and justify the need for the item.

Travel: Add travel expenses for project personnel by purpose (e.g., to attend training sessions, to transport clients, etc.) and show basis for computation. Show airfare, ground transportation, automobile, lodging and meals individually. Indicate if the travel is in-state or out-of-state.

Out-of-state travel must be justified and tied to the project goals and objectives.

Where a jurisdiction has an established travel policy, those rates may be used. Otherwise, state travel rates are the maximum allowed. Allowable State travel rates are:

- Mileage:
 - State Officers and Employees - \$0.56/mile for 2WD, \$0.59/mile for 4WD
 - Out of State - \$0.625/mile
- Lodging: In-state is the actual cost of reasonable accommodations. However, lodging costs in excess of \$96.00 must have prior approval of the Project Director. Out-of-state costs should be federal GSA rates, and reasonable.
- Meals: Exceptions to the following rates are available from the DCJ for higher-cost metropolitan areas.

In-State

Rates per Meal:

Breakfast \$13.00

Lunch \$15.00

Dinner: \$26.00

Total per diem: \$59.00

Incidentals: \$5.00

NOTE: Tuition and registration fees (even if they include lodging and/or subsistence), vehicle gas, leases, and maintenance on the project- or government-owned vehicles are operating expenses not travel. These types of costs must be shown in the Supplies and Operating category.

Budget Narrative and Justification: Explain the relationship of each cost item to the project, (e.g., if training or conference travel expenses are requested, explain the topic of the conference and its relationship to the project, you must explain why this training cannot be achieved in-state). Out-of-state travel is discouraged and needs to be thoroughly justified.

Equipment: Add each item separately, by unit cost. This category should include all items with a unit cost of **\$5,000 or more** and useful life of more than one year. Items not meeting these criteria should be included in the Supplies and Operating category. Equipment must be justified as necessary and not currently available.

If the proposed equipment is to be shared with entities outside this project, the cost should be prorated based upon the percentage of use of the equipment by this project.

DCJ must provide prior written approval for the actual purchase of all equipment, separate from approval to fund the project. All equipment must be purchased through competitive bid, state or local award, or established purchasing/procurement procedures.

Budget Narrative and Justification: Explain how the cost of each item was determined. Explain why the proposed equipment is essential to conducting the project and is not currently available for use within your agency or organization.

Consultants/Contracts (Professional Services): ***Application must contain a detailed budget and budget narrative for anything listed under Contracted, Consultant and Professional Services.** List each consultant, contractor, or type of service with proposed fee (by eight-hour day or hourly rate). If the applicant agency is contracting with an outside agency to conduct the day-to-day operations of the project, the total cost should be in Consultants/Contracts (Professional Services).

Rates (honoraria are not an allowable expense) for individual professional services must be based on an hourly rate (including preparation and travel time), and must have explicit, separate prior approval from DCJ. Rates for individual consultants/contractors cannot exceed \$650 per day or \$81.25 per hour. Justification is required to establish a “usual” or “going rate” for similar services. Some consultants/contractors provide services at a flat rate rather than an hourly rate. If that is the case, identify the service to be provided, including all covered expenses such as travel, and the rate for each “unit” of service. Contact DCJ if you have questions.

Professional services should be procured competitively. Sole source contracts must be justified and must have specific prior written approval from DCJ before execution of any contract, separate from approval to fund the project.

Budget Narrative and Justification: Explain why proposed consultant/contract services cannot or should not be provided by project staff. Explain how the hourly rate or flat rate was determined. For each consulting organization added, indicate the number of people to be assigned to the project, number of hours per person per day to be spent on the project, and a breakdown of the contract price by major cost item (i.e., supplies, rent, equipment, travel, contracted services)

Indirect Costs: Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. Indirect costs must be applied uniformly and consistently within the applicant organization (i.e. you can not claim the modified total direct cost on one application and a federally negotiated rate on another.

Federally Negotiated Indirect Cost Rate (NICR): If the applicant agency has an existing NICR, you may request up to the approved rate. Attach your NICR to the Documents tab.

If the applicant meets any of the two requirements below, they are eligible to request indirect costs at the approved rate.

Modified Total Direct Cost (MTDC) de minimis: If the applicant has never received a federal negotiated indirect cost rate, and is not required to have a federal negotiated indirect cost rate, they are eligible to request the "de minimis" rate which is 10% of the Modified Total Direct Costs (MTDC).

When using this method, cost must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both.

What is the Modified Total Direct Cost, or MTDC?

- This base includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award).
- MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs.

Documents Tab:

Organizational Chart: Required if personnel is being requested. If your project has personnel in the budget category, you must attach your organizational chart in this section.

Indirect Cost Rate: If the applicant agency has an existing negotiated federal indirect cost rate (NICR) and is requesting indirect on this project, attach you NICR here.

Financial Management Questionnaire (FMQ): Required. Complete the FMQ online using google forms (<https://app.smartsheet.com/b/form/42e5ddef104340c094e992cd7a8c6410>). Upload a copy of your response in ZoomGrants. All applicants are required to download this form, complete, save, and upload back into ZoomGrants. It is the applicant's responsibility to verify the agency's ability to administer funds and comply with federal and state accountability requirements. The questions should be answered by the Applicant Agency with the assistance of the Financial Officer.