



State of Colorado Department of Military and Veterans Affairs

Veterans Trust Fund Grantee Handbook

Grant Year 2025-2026

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Congratulations on your Veterans Trust Fund Grant!

The Veterans Trust Fund Grant is administered by the Colorado Board of Veterans Affairs and the staff of the Colorado Division of Veterans Affairs. These grant funds can be expended only on behalf of Colorado veterans who are in need of material or financial assistance.

Grant recipients are nonprofit veterans' organizations that are nationally recognized by Congress as an organization that can provide services to veterans. Generally, those organizations hold a 501(c)(19) or (23) although those nationally recognized organizations with a 501(c)4 are also eligible.

Our grants office is available to assist you in the administration and execution of your grant. If you have questions about allowable expenses, reimbursements, reporting requirements, or any other aspects of your grant, please contact us using the information below.

Colorado Division of Veterans Affairs

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This handbook explains important grant policies and procedures.

Read it thoroughly and keep it available as a resource.

It is mandatory that each grantee reads this handbook in its entirety.



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Initial Steps

Letter of Instruction

Each grantee's Authorized Representative will receive a Letter of Instruction (LOI) and Terms and Conditions via email. These documents serve as your OFFICIAL Agreement.

This is a legally binding document between the grantee organization and the State. Read the entire document and ensure that you understand the terms and requirements.

This grant is unilateral, meaning that the full terms of the agreement are automatic upon receipt. You do not need to sign or return any copies of the agreement. Services or work covered under the grant agreement shall commence **July 1, 2025**. Funds spent prior to the agreement start date cannot be reimbursed.

EFT Authorization Form

All grantees must be set up to receive reimbursement funds via Electronic Funds Transfer (EFT). No exceptions will be made.

All grantees must submit an ACH form to complete the EFT setup, if there is not already an EFT authorization for your account. Your reimbursements will be deposited directly into your account. If needed, please contact us and you will receive a fillable PDF version of this form to complete and submit. Payments cannot be sent until your EFT authorization is approved through the State of Colorado Central Accounting Department. The email address provided on the form will receive notice when payment is sent.

Authorized Representatives and Program Contacts

If at any time during the grant period, the individual(s) noted on your application as the Authorized Representatives and/or the Program Contact changes, you must notify us in writing immediately.



Authorized Representatives and Program Contacts (continued)

You will need to send an official signed letter with the changes identified. **Please keep in mind that even if there are changes to personnel, the grant is to the organization as a whole.** You will need to perform the duties of these individuals in their stead or return the grant to the Division of Veterans Affairs (DVA).

Supporting Documents

Keep all supporting documentation for grant expenses in a secure file. Include a file for each veteran served. This ensures that all grant documents remain available for potential review by the Grant Administrator, Grant Specialist, or the State Auditor's Office. Details on what documentation to include when submitting a request for payment can be found in the Reimbursement Request section of this handbook.

The veteran file should contain a copy of the veteran's DD214 or Letter from the VA demonstrating other than Dishonorable Discharge status, your organization's paperwork determining need for assistance and/or intake form, and any other important information pertaining to that individual. **DO NOT SEND THESE DOCUMENTS WITH REIMBURSEMENT REQUESTS.**

Please ensure that all documents containing private information are locked and secure. Minimize access by others. Keep in mind that a veteran's identity and information should be kept as securely as your own.

Accounting Requirements for Grant Funds

You are required to keep grant funds segregated from other finances. This can easily be done by keeping a separate bank account for grant funds or using an accounting software that supports distinct cost centers.



Grant Overview

Payment Eligibility

All grant payments are on a reimbursement basis only. No advance payments will be issued under any circumstances.

Grant funds can be spent ONLY on items that are listed in the grant application and approved in the Letter of Instruction and Grant Agreement. If there is question regarding whether an expense is allowable, please refer to your application budget and grant agreement. If you are still uncertain, please contact the Grant Administrator.

Grant funds must be spent within the grant period in order to qualify for reimbursement. The grant period begins July 1st and ends on June 30th. Funds spent before the agreement is fully executed or after June 30th cannot be reimbursed. Funds must be expended and utilized during the grant period.

Expenses (utility payments, transportation, hotel stays, etc.) must occur within the grant period to be allowed. Bills must be **current**, showing services and due date within the grant period. The only exception is if a rent demand letter is served after the grant period begins and may cover unpaid rent prior to the grant term.



Unallowable Expenses

Only the expenses listed in your line-item budget and approved in your agreement can be reimbursed through the Veterans Trust Fund Grant. While not exhaustive, this list provides fundamental policies regarding unallowable payments:

- Grant funds cannot be used to pay refundable deposits of any kind including rent/lease deposits
- Administrative costs, including overhead or indirect rates, are not allowed
- Grantees can use up to 10% of their approved budget for costs associated directly with the VTF Program (Program Costs)
 - These costs **must** have been approved in the original grant application budget
 - If the submitted budget contained administrative expenses, they were disallowed in the LOI and the grant agreement
- VTF funds cannot pay for capital construction or capital improvements. This includes replacing, rather than repairing, appliances or equipment that could improve home value. Please refer to Part 200 of the Code of Federal Regulations (CFR 200) for detailed information regarding capital improvements
- Any ADA-related improvements to a veteran's home **must receive prior approval from the Grant Manager**. This is to ensure the expense would not be classified at a **capital improvement**, which may not be eligible for reimbursement
- Grant funds cannot be used to create a credit balance when paying expenses or bills for a veteran. Any payment that creates a credit balance will be disallowed
- Grant funds cannot be used to cover more than the minimum payment due on a credit card or revolving line of credit
- Equipment purchases are only allowable if the cost falls under the Program Cost category, is under \$5,000, and was approved in the initial application budget
- Grant funds cannot be used to pay gratuities

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Unallowable Expenses (continued)

- Grant funds cannot be used to pay taxes on direct purchases made by tax-exempt organizations
- Budget line items that were not approved and noted in your LOI cannot be paid
- Any expense of \$5,000 or more **MUST** have prior approval from the Grant Manager **BEFORE** the expense is incurred
- Use of funds must follow all applicable Federal, State and Local laws and regulations

Approved Spending Categories

- Medically necessary ADA Adaptations (Requires Prior Approval)
- Childcare Costs (Direct Dependents Only)
- Cremation Services
- Emergency Financial Assistant
 - Household Bills
 - Insurance
 - Groceries
 - Personal Hygiene
 - Hotel Stays
- Employment Related Services
 - Work Attire
 - Tools
 - Professional Services (i.e. Resume Writing)
 - Work Related Education
- Food/Gas Cards
- Health and Wellness
- Housing
 - Rent/Lease Payment(s)
 - Mortgage Payment(s)



Approved Spending Categories (continued)

- Housing Repairs
- Medical - Not Covered by VA
 - Co-Pays
 - Prescriptions
 - Dental Work
 - Vision
- Mental Health
- Program Costs (up to 10% of award amount)
- Services for Surviving Spouses
- Stand Down/Veteran Events
- Transportation - Not Covered by VA
- Utilities

Budget Modifications

Throughout the grant year, budget modifications may be made, at the discretion of the Grants Department, in order to properly assist veterans in need and meet execution rate targets. If you are not spending as much in one category as originally planned in your original budget, you may request to move those funds to another category, at any time during the grant year. Budget modification requests cannot exceed your original approved award amount, and must be an approved spending category.

Programs that are underutilizing their funds may be subjected to award reduction. It is IMPERATIVE that you submit your Reimbursement Requests on a MONTHLY basis and/or stay in communication with the Grants Department.

Budget modifications will be discussed with grantees after the second quarter, before any changes in funding are made. If you are in need of additional funds or a reduction in award, please communicate those needs with the Grant Manager.



Legal Notice: Privacy and HIPAA

Privacy

The Privacy Act of 1974 forbids the disclosure of information from a system of records without the written consent of the individual whose information is disclosed. To protect your veterans' right to privacy, make sure your submissions NEVER contain:

- Copies of DD-214s
- Copies of photo IDs
- Social security numbers

Health Information Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA) also has a privacy rule. This rule protects individually identifiable health information from being shared without the owner's express permission. You may have seen this type of information referred to as "Protected Health Information," or PHI.

PHI includes any information regarding your veterans' physical or mental health condition or the health care they receive. To protect your veterans' health care privacy, make sure you NEVER send the following connected with a veteran's name:

- Copies of prescription labels
- Medical or therapy bills that show the condition being treated
- Reasons for medical transport that disclose the type of appointment

Please Note: If your requests for payment violate these federal laws they cannot be processed, and payment cannot be issued. You may need to redact this information PRIOR to submitting your documentation.



Policy

Every grantee is required to have a written policy in place outlining **eligibility criteria and procedures** related to the Veterans Trust Fund Grant (VTF). The Grants Manager will collaborate with grantees to ensure each policy reflects **best practices** and aligns with program standards.

Additionally, the following statement must appear verbatim in all grantee policies:

If a veteran believes they have been discriminated against, or would like to file a complaint related to the Veterans Trust Fund Grant (VTF), please contact:

Lisa Stamm, DVA Grants Manager

Lisa.Stamm@dmva.state.co.us

720-628-1480



Underserved Veterans

All grantees are required to track Underserved Veteran data as part of their application and/or intake forms. The underserved veteran data from the application forms must be tracked and entered in accordance with reporting requirements. While veterans are not required to complete the underserved veteran information, refusal to provide this information does not disqualify them from receiving VTF services.

VTF Grantees are encouraged to use practical prioritization methods such as:

- Intake scoring based on urgency or financial hardship
- Dedicated outreach hours or event-based targeting
- First-serve intake for underrepresented demographics

For the purposes of the VTF grant, underserved veterans include:

- Ethnic and minority veterans
- Women veterans
- Native American veterans
- LGBTQ+ Veterans
- Veterans living in remote or rural areas
- Veterans over the age of 65
- Currently incarcerated veterans

Inclusionary Services

Grant services are meant to be inclusive and should be provided to all eligible veterans in a non-discriminatory manner. State law prohibits discrimination in the areas of employment, housing, credit, public accommodations, and education. Under Colorado law, discrimination and different treatment are illegal if based on race, color, creed, national origin, religion, sex, sexual orientation, gender identity, pregnancy, physical disability, mental disability, retaliation, age (in employment and credit), familial status (in housing and credit) or marital



Inclusionary Services (continued)

status (in credit). Discrimination in the provision of services and activities is prohibited. Each grantee should ensure that outreach is conducted to those underserved veteran populations in your area. Each grantee will be required to attend trainings pertaining to underserved veterans.

Americans with Disabilities Act (ADA)

All grantees are required to comply with the Americans with Disabilities Act (ADA) and applicable state accessibility laws. This includes ensuring that all programs, services, activities, facilities, events, and communication materials are accessible to individuals with disabilities. Reasonable accommodation must be made as required by law, including, but not limited to, allowing service animals and accommodating mobility aids or medical devices, such as oxygen tanks, particularly when transporting veterans. Grantees are responsible for understanding and implementing current accessibility standards. Additional information regarding ADA compliance can be found at <https://www.ada.gov/resources>.

Additional Guidance

Tax Exempt Status

In Colorado, nonprofit organizations that have 501(c)(3) status with the IRS and substantiate a charitable purpose can apply to the State for exemption from state sales tax. If your organization receives a state tax-exemption, grant funds **cannot** be used to pay sales tax on direct purchases made by your organization. You should use your tax exemption when making such purchases.



Tax Exempt Status (continued)

If your organization is tax-exempt but you have a program that assists veterans with economic support measures such as paying bills, the purchase of those services is done in the name of the veteran and not by the organization providing assistance. It is allowable to pay state, local, and excise taxes in these circumstances.

Liability Insurance

Your organization or post should have liability insurance, particularly if you sponsor a Stand Down or have a transportation program. Liability insurance protects your organization from the risk of being sued and held legally responsible for something that causes injury or harm. To learn more about liability insurance in Colorado, visit the website of the Division of Insurance at www.dora.colorado.gov/insurance or call them at 1-800-930-3745.

Membership

You may not require a veteran to become a member of your organization to receive services. This is a violation of the grant agreement and could be deemed a crime. Your grant funds will be pulled immediately should you impose these requirements.

Program Specific Guidance and Documentation Requirements

Below please find examples of the documentation required for different types of veterans' assistance. **This is not a comprehensive list.** It provides general guidance regarding programs that are frequently utilized. If you have specific questions about your program, please contact the Grant Administrator **PRIOR** to expending funds. Veteran assistance expenditures are required to help veterans in need. Establish and be prepared to demonstrate need when providing emergency or incidental assistance. Veteran assistance payments that fail to demonstrate need risk not qualifying for grant funds.



Program Specific Guidance and Documentation Requirements (continued)

Proof of Payment by your organization is **REQUIRED** for ALL reimbursement requests. Proof of Payment can be provided by including a copy of the check used for payment, or including a copy of your organization's debit/credit card statement with the corresponding charges highlighted, linking each charge to a line-item number from your Expenditure Spreadsheet. An internal check request is insufficient documentation.

Emergency Financial Assistance

If approved in your line-item budget, grant funds may be used to provide Emergency Financial Assistance in order to help veterans that demonstrate significant financial need. Items that may be covered include, but are not limited to:

- Utility Bills
- Phone Bills (business phone plans are unallowable)
- Cable/Internet Bills
- Firewood or Propane for heating of home
- Septic Tank cleanout

If you have any questions regarding allowable expenses, please reach out to the Grant Administration **BEFORE** the expense is incurred.

Assistance with a veteran's bills requires either

- A copy of a current bill being paid that documents the amount being paid, **or**
- A **dated**, itemized invoice or receipt of payment, **and**
- Proof of Payment made by your organization

The bill or receipt must have the veteran's name on it, be within the current grant period, be dated within 30 days of the payment, and not show a credit balance. **The bill must not indicate autopayments exist on the account**, as that might result in double payment.



Emergency Financial Assistance (continued)

Estimates are not accepted as documentation for any expense. For lodging, the actual **folio** printout showing each day of the stay must be submitted. Accepted documentation does NOT include a reservation confirmation.

Incidental Needs

Some assistance programs help veterans with incidental needs such as gas, groceries, or public transportation assistance. If your program offers this assistance, it must be specifically listed in your line-item budget.

Incidental needs **cannot** be met by providing veterans with:

- cash assistance, **or**
- checks written directly to veterans

Neither of these types of expenditures can be reimbursed. Incidental needs **can** be met by providing veterans with:

- bus passes or tokens
- gift cards or certificates
- the purchase of specific necessary items

Documentation required for Incidental Needs:

- A copy of a current bill being paid that documents the amount being paid, **or**
- A **dated**, itemized invoice or receipt of payment, **and**
- Proof of Payment made by your organization

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Gift Cards and Gift Certificates

Gift certificates and gift cards are limited to **no more than \$50.00 per certificate or card**. You can issue more than one gift card per veteran. The use of gift cards issued by major credit retailers, such as VISA, MasterCard, Discover, AMEX, etc., is discouraged. These cards can be sold for cash or exchanged at a variety of check cashing stores, vending machines, kiosks, and websites. Gift cards and gift certificates should be tailored as closely as possible to a specific need. The veteran should be notified that the gift cards **cannot** be used to purchase tobacco or alcohol.

If your organization offers bus passes, bus tokens, gift cards, or gift certificates, you must maintain a log that includes:

- an identifier for the veteran who received the item(s)
- the unique identifier for the gift card
- distribution date
- the veteran's signature indicating receipt
- a witness's signature for each disbursement (if possible)

Do not submit your grocery/gas/bus pass logs with your payment requests. Keep them on file for future inspection.

For reimbursement for the purchase of gift cards or gift certificates, please provide:

- A copy of the receipt for the purchase **AND**
- A copy of the card (front and back), **OR** activation slip with the unique identifier number, **IF** the identifying card number is not included on the receipt
- Proof of Payment by your organization



Housing Assistance

Housing Assistance may be provided by covering up to 3 months of rent/lease or mortgage payments.

Documentation required for Housing Assistance for

- Mortgage Payments:
 - Current Monthly Mortgage Statement
 - Proof of Payment made by your organization
- Rent/Lease Assistance:
 - Pertinent portions of the CURRENT rent/lease agreement, **OR** a rent demand letter, **OR** a detailed receipt **from the landlord**, that includes the following information:
 - Name of the Veteran
 - Name of the Landlord
 - Address
 - Rent/lease term for which payment is being made
 - Monthly rent/lease amount
 - Proof of Payment made by your organization

If the rent/lease agreement does not state a lease term, then it must specify that the term of the lease is month-to-month. Any additional charges such as utilities should also be noted in the documentation. If the veteran receives a discounted rate (such as through HUD/VASH) you must also submit the current paperwork noting the amount the veteran must pay. Pertinent portions of the rent/lease agreement include the information above and a signed and dated signature page. Do not submit additional lease pages or addenda.

If a receipt for rent is submitted, it is preferred that the receipt is an official printout or receipt with the property name or letterhead/logo on the receipt. All information must be verifiable. The receipt must be from the landlord/property manager not from you. **Standardized forms will not be accepted as an official receipt.**

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Transportation

ALL transportation programs require a copy of your transportation policy to be on file with the Grant Administrator.

- Veterans cannot be reimbursed for transportation if they receive travel reimbursement through the VA
- Mileage rates can be found at <https://osc.colorado.gov/financial-operations/fiscal-rules-procedures/travel-fiscal-rule/mileage-reimbursement-rate>

For reimbursement requests for transportation, please use the Transportation Log provided. A single line item on your reimbursement spreadsheet should be included to reflect the amount listed on your Transportation Log. You will also need to include a copy of your Transportation Log with your reimbursement request for the specified time period. A sample Transportation Log is included at the end of this handbook. You will be provided with an editable copy of this spreadsheet for your use.

Drivers can be reimbursed for **EITHER** fuel receipts **OR** mileage. If a veteran or volunteer uses a vehicle owned by state, federal, county government, or by any other private entity, mileage or gas reimbursement is not permitted. If a veteran or volunteer uses a gift card to pay for fuel, s/he will not be reimbursed. We cannot be assured that the gift card being used is not provided through you or another entity. This could result in double dipping, so it can't be reimbursed.

Per diem compensation is available to volunteer drivers who transport veterans to medical appointments. This per diem payment can be provided in addition to mileage payment **or** fuel reimbursement. To be eligible for reimbursement of per diem payments, you must submit a copy of your per diem payment policy to the Grant Administrator before submitting your payment request. Per diem should follow the guidelines below and vary depending upon length of travel time.



Transportation (continued)

The purpose of per diem compensation is to help volunteers pay for meals. Thus, mealtimes need to fall within the period of transit in order to qualify for per diem payment. All per diem rates for Colorado can be found at: <https://osc.colorado.gov/financial-operations/fiscal-rules-procedures/travel-fiscal-rule>

- If a veteran drives his/her personal vehicle to medical appointments and is being reimbursed for fuel or paid mileage, you will need to document the following information on your Transportation Log:
 - An identifier for the veteran
 - Distance travelled for mileage reimbursement, **or** receipts if fuel reimbursement is requested
 - Proof of Payment made by your organization
- If a veteran is renting a car for medical transportation purposes, you will need to document the following information on your Transportation Log:
 - An identifier for the veteran
 - Copy of the rental car agreement and/or invoice
 - Proof of Payment by your organization
- If a volunteer drives his/her personal vehicle to transport other veterans to medical appointments and is being reimbursed for fuel or paid mileage, you will need to document the following information on your Transportation Log:
 - Name of the driver
 - An identifier for the veteran(s)
 - Distance travelled **or** receipts if fuel reimbursement is requested
 - Proof of Payment by your organization



Mental Health Services or Alternative Health Services

Only therapists licensed by the state may receive payment through grant funds. It is the responsibility of the grantee to verify (and provide documentation to the Grant Administrator) that the therapist is licensed without restrictions and is not on probation by DOLA. If you use a licensed mental health program for therapeutic services, you do not have to provide this documentation. You must ensure that the services provided do not duplicate those provided by the VA or a Vet Center. In some cases, you may be required to limit the number of sessions available through grant funding.

For professional mental or alternative health services, submit:

- A copy of the invoice from the therapist
- Proof of Payment by your organization

Other Professional Services

If you are paying an invoice for professional services, such as employment related expenses, training, education, etc., please include:

- Copy of the invoice from the billing entity
- Proof of Payment by your organization

Stand Down/Veteran Events

Stand Downs are unique events and some different procedures apply. Grantee organizations providing services at a Stand Down do not need to collect and file a DD214 from every veteran served, as long as a veteran's status is determined when they check in to the event.

At a Stand Down, grantee organizations need to maintain a sign-in list or a log of each veteran to whom they provide service. This log can be compared to the master log maintained at check-in. Satisfaction surveys should be provided on the spot so they can be completed on site, with a confidential return method available so the surveys can be left at the event and do not need to be sent back.



Unique Expenses

Vehicle Purchase

If your organization's approved budget and LOI include the purchase of a vehicle for your organization, please provide the following documentation for reimbursement:

- Copy of the original bid sheet
- Copy of the sales agreement
- Proof of Payment made by your organization

Vehicle Signage

For vehicles purchased in part or whole through grant funds, vehicle signage is required. This signage can be paid for with grant funds. The wording is exact and must state:

"Purchased with funds provided by the State of Colorado Veterans Trust Fund Grant"

For reimbursement of signage costs, please provide the following documentation for reimbursement:

- Detailed/Itemized invoice or receipt
- Proof of Payment made by your organization

Grant funds cannot pay for any other signage or plaques.



Reimbursement Process

Reimbursement and Replenishment

Documentation of expenditures is required with any request for payment. A Request for Payment or Reimbursement Request is any time you are asking for reimbursement of expended funds.

Payment requests require a cover letter specifying the amount requested and a spreadsheet detailing expenses. This spreadsheet is a necessary item of documentation. If it is not included your request cannot be processed.

Please use the Expenditure Spreadsheet provided. A sample can be found at the end of this handbook. You will be provided with an editable copy of this spreadsheet for your use.

Each line item must link each service to a veteran, but it is not necessary to provide the veteran's name. You can use case or client file numbers, or just the last name of the veteran. This is enough information to connect each expenditure to a veteran without disclosing personal identity.

Send all of the following as a **SINGLE** PDF file when submitting a request for payment:

- Cover letter with your grant number and the total amount requested
- Spreadsheet
- Required documentation for each expenditure

All documentation should be included in the order listed on the Expenditure Spreadsheet.

This is all the documentation that is required. It is designed to clearly show the amount requested, what was paid with the funds, and verification of payment made and received.

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Reimbursement and Replenishment (continued)

If you are documenting that an expense was paid with a check, a cancelled check is not required. A photocopy of the check is sufficient and can be made at the time the check is issued.

If a check that has been reimbursed is not cashed or is returned within the grant period, that documentation needs to be submitted and the funds accounted for either through documenting and subtracting the amount on a subsequent request, or by submitting a check to DMVA. In cases of a returned security deposit from a previous grant period, you must submit a check to DMVA to reimburse that amount from a previous grant award. Please note, starting with the 2025-2026 grant year, grant funds can no longer be used to cover refundable security deposits of any kind.

Do not send these items when submitting a request for payment:

- Extra copies
- Blank papers
- DD214s or other identification documents

Before sending your request for payment, check your PDF file to ensure that all the required documents are included and all documentation is legible. The reimbursement request cannot be processed if documents cannot be read.

It is the responsibility of the grantee to ensure documentation is complete and legible.

Documentation Errors

If your reimbursement request is rejected, you will be notified of the corrections that need to be made. When resubmitting your reimbursement request, you will need to resubmit your entire request, including any corrections that need to be made. Partial documentation will not be accepted.

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Redacting Information

Bills, receipts, and bank statements that are submitted in support of your payment request must be as intact as possible. Redact **only** the following information:

- Personal identifiers, such as social security or driver's license numbers
- Account numbers
- Health information, such as the purpose of a medical visit or a prescription label

If additional information is redacted or documents appear to be altered, payment cannot be issued.

How to Submit

You are required to submit at least one reimbursement request each month. Please send each request **only once**. You should receive an automatic reply that your request has been received. Do not send more than two reimbursement requests per month. If you do not have expenses for any month during the grant period, please communicate that with the grants department.

Reimbursement documentation **MUST** include your **ASSIGNED GRANT NUMBER (VTF-XX)**. Please combine all documentation into a single file using the following file name example: [GrantNumber_MMYYYY_Reimbursement] and keep the file size under 10MB, to avoid being rejected by our state email filters.

All Payment/Reimbursement Requests should be sent as a **SINGLE**, PDF to: Grant.reimbursement@dmva.state.co.us.

Reimbursement requests must be sent alone, under separate cover. Do not send them with quarterly reports, surveys, or other correspondence.

Final reimbursement requests for the grant year must be received via email by the close of business (5:00PM MDT) on **June 30**.

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When to expect payment

The best way to ensure prompt reimbursement is to make sure your request is complete and correct before submitting. Once your complete reimbursement request has been reviewed and approved, you can expect payment within three weeks. Please keep in mind that State fiscal policies allow up to 45 days for payment processing from the date of complete document submission. Complete documentation includes the following:

- Cover letter including your grant number, total amount request, and any extenuating or pre-approved expenses
- Expenditure Spreadsheet
- Transportation Log (if applicable)
- Required documentation for all expenditures in the order it is listed on your Expenditure Spreadsheet

Please note: some banks hold the funds for up to a week before releasing them into your account. We have no control over your bank's policies. You should contact your bank to find out what the policy is and how long your funds will be held.

Additional Requirements

DMVA Satisfaction Survey

The DMVA Satisfaction Survey is a mandatory assessment tool provided by the State. Use the following guidelines regarding your satisfaction surveys:

- Provide a survey to each unduplicated(new) veteran served
- Provide a method for participants to return surveys anonymously
- Keep your surveys on file



DMVA Satisfaction Survey (continued)

Do not send your surveys or copies of surveys to the Grant Administrator. These are your responsibility to keep on file. Survey results will be compiled and included in your regular quarterly reports. Please do feel free to include significant statements made by the veterans in the comments section.

DMVA Required Reporting

Quarterly progress reports and a final closeout report must be submitted to the Grant Manager as instructed. The quarterly reports are due on the 15th of October, January, April, and July. A cumulative closeout report is also due by July 15th. This final report should reconcile all grant funds and include **CUMULATIVE NUMBERS** for the entire grant year. You are required to use the current, web-based form. Links will be sent out upon the close of each quarter. Reports submitted in any format other than the web-based form will not be accepted.

Only veterans served through the Veterans Trust Fund Grant Funds should be included in your reporting data. You may serve additional veterans through other funding sources, but those numbers should not be included in your VTF quarterly or final reports.

Missing or incomplete reports are considered untimely. If your reports are untimely, you are out of compliance with grant requirements. Problems with compliance are a factor in the evaluation of future grant applications.

All requested information on the report is required. Please see the table starting on the following page for reporting definitions.



Quarterly Report Definitions

Please use this as guidance when completing the requested information on your quarterly and final reports.

Report Field	What To Include
Name of Grantee	This is the name of the organization receiving the grant, not the name of the person completing the report. This field is required. Omission may result in your reporting being non-compliant
Quarter	The reporting period is the quarter that just ended.
Final	The final report should include information from entire grant year.
Number of new (unduplicated) veterans NOTE: During the 1 st quarter, all veterans served are considered “new”	This is the number of veterans served during the quarter that just ended who were being served for the first time this grant year. This should only include veterans who received services due to the use of your grant funds. Please provide the number of new veterans that identify as male and the number that identify as females.
Total number of veterans (new and returning)	This is the total number of veterans served (including new and returning or ongoing) during the quarter. This should only include veterans who received services due to the use of your grant funds.
Number of service contacts	A service contact is each time a veteran requests and receives assistance. If a veteran receives more than one type of assistance simultaneously, count it as one service contact.

DEPARTMENT OF MILITARY AND VETERANS' AFFAIRS

Division of Veterans Affairs

6848 S. Revere Parkway

Centennial, CO 80112



Average number of service contacts per individual	Divide the total number of service contacts by the number of veterans. Hint: If you come up with a number that is less than 1, it is incorrect. Reverse your numbers and then divide
Number receiving specific services	Use the categories provided. If you have a service type that does not fit into the categories, use the "other" option and then specify
Satisfaction surveys distributed	How many surveys did you give out?
Satisfaction surveys returned	How many completed surveys did you receive?
Satisfaction survey results	Count and report the number of responses in each response category.
Program Specific Results or Outcomes	Count and report the number of responses in each response category
Are there any events or factors that have impacted your spending?	Answer yes or no. If yes, explain exactly what those event or factors were. This could be something as simple as increased or decreased contacts, time of year, delays, etc.
Are you on track to expend your grant funds?	Answer yes or no regarding whether you are on track to expend all of your grant funds. If no, fully explain your projection as to how much you will spend.
Comments	Feel free to include comments from your surveys and well as your feedback regarding your grant and the overall grant program.



Sample Expenditure Spreadsheet

Colorado Division of Veterans Affairs
 Veterans Trust Fund (VTF) / Veterans Assistance Grant (VAG)
 Grantee Expenditure Spreadsheet



Organization:		Input your information in green cells			
Grant Number:		Reimbursement Period:			
Invoice Date (MM/DD/YYYY)	Check Number / Payment Method	Amount	Paid To	Purpose - Select From Drop Down	Veteran
1		\$ -			
2		\$ -			
3		\$ -			
4		\$ -			
5		\$ -			
6		\$ -			
7		\$ -			
8		\$ -			
9		\$ -			
10		\$ -			
11		\$ -			
12		\$ -			
13		\$ -			
14		\$ -			
15		\$ -			
16		\$ -			
17		\$ -			
18		\$ -			
19		\$ -			
20		\$ -			
21		\$ -			
22		\$ -			
23		\$ -			
24		\$ -			
25		\$ -			
Request Total:		\$ -			

Please include all documentation in the order of your spreadsheet

For DVA Internal Use Only
 GAE: _____ Vendor: _____
 Line: _____ Address: _____

DEPARTMENT OF MILITARY AND VETERANS' AFFAIRS

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Sample Transportation Log

Colorado Division of Veterans Affairs

Veterans Trust Fund (VTF) / Veterans Assistance Grant (VAG)

Veterans Mileage/Per Diem Travel Reimbursement



Organization:											
Grant Number:			Reimbursement Period:								
Veteran	Driver	Date	Driving To/From	Start Time	End Time	Travel Time	Total Miles	Milage Rate	Per Diem Amount	Total Paid to Driver	Check Number
1								\$ 0.63	\$ -	\$ -	
2								\$ 0.63	\$ -	\$ -	
3								\$ 0.63	\$ -	\$ -	
4								\$ 0.63	\$ -	\$ -	
5								\$ 0.63	\$ -	\$ -	
6								\$ 0.63	\$ -	\$ -	
7								\$ 0.63	\$ -	\$ -	
8								\$ 0.63	\$ -	\$ -	
9								\$ 0.63	\$ -	\$ -	
10								\$ 0.63	\$ -	\$ -	
11								\$ 0.63	\$ -	\$ -	
12								\$ 0.63	\$ -	\$ -	
13								\$ 0.63	\$ -	\$ -	
14								\$ 0.63	\$ -	\$ -	
15								\$ 0.63	\$ -	\$ -	
16								\$ 0.63	\$ -	\$ -	
17								\$ 0.63	\$ -	\$ -	
18								\$ 0.63	\$ -	\$ -	
19								\$ 0.63	\$ -	\$ -	
20								\$ 0.63	\$ -	\$ -	

Total: \$ -

State of Colorado - Effective 1/1/2025			Mileage Reimbursement Rate OSC
2WD	\$0.63	Normal Driving Conditions	
4WD	\$0.67	Use only when travelling in inclement weather, i.e. Snowy Conditions	