

STATE OF COLORADO

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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Bill Owens
Governor

Major General
Mason C. Whitney
The Adjutant General

Policy Letter: DMVA 37-3

Effective Date: March 1, 2004

Summary: Policy and Guidance for Disbursement of Grant Funds

Applicability: DMVA Division of Veterans Affairs, Board of Veterans Affairs

Staff Proponent: DMVA Controller

Supersedes: New

Official:

William L. Robinson
Deputy Director

Distribution: TAG
Controller
DMVA Division of Veterans Affairs
Board of Veterans Affairs

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

DISBURSEMENT PROCEDURES FOR APPROVED VETERAN TRUST FUND GRANTS

GENERAL GUIDELINES:

1. Grant recipients should not expend any funds until notified by the Division of Veterans Affairs that the grant has been approved and the contract between the recipient and the Department of Military and Veterans Affairs (DMVA) has been executed.
2. Grant funds must be spent by May 31 of the award state fiscal year. The Board of Veterans Affairs may reallocate unused funds for eligible projects.
3. Non-profit veteran service organizations must provide proof that funds from a grant go directly to the needs of their veteran clients in accordance with the provisions of the contract. Funds will be disbursed to the organizations when items are purchased or services performed, based upon the invoice/receipt/cancelled check which proves payment or contains the following information along with the invoice or receipt: date paid, check #, signature and the amount. In cases where check copies are not sent to the Accounting and Finance Office at DMVA, the grant recipient is responsible for maintaining documents for three (3) years after the grant closes.
4. If a grant recipient has limited funds, upon the qualified request of the grantee, the State Controller may approve a waiver to advance funds prior to the receipt of documented expenses in order to help the grant recipient implement the project. The grant recipient is to submit supporting documentation to the Accounting and Finance Office within 30 days of the expenditure.
5. For grant application information refer to <http://www.dmva.state.co.us/pages/31/data/00313F1691CE12BE.htm>