

Local VALE Programs – ARPA/SLFRF-Funded Subawards

Reporting Guidelines Effective 8/1/2022

The U.S. Treasury requires quarterly financial and performance reporting for ARPA/SLFRF subawards. Any organization receiving an ARPA/SLFRF subaward from a local VALE board, including district attorney's offices with formal subawards and/or administrative funding allocations, are subject to these requirements. ARPA/SLFRF reporting requirements are additional to any financial or performance reporting required by local VALE boards or the Division of Criminal Justice.

The State Court Administrator's Office (SCAO), in its role as the primary pass-through agency overseeing these funds, will collect and compile the necessary data for transfer to the State Controller's Office, various other state agencies, and ultimately, the U.S. Treasury.

Local VALE program administrators are responsible for communicating all reporting requirements to their subrecipients and ensuring each entity submits an ARPA/SLFRF-Funded Subaward Quarterly Performance Report (see template) in a timely manner.

Financial Data

Local VALE programs should present all ARPA/SLFRF-related cost reimbursement requests for entities receiving a board-approved subaward to their local court executive using the appropriate form. **Please note there are now two cost reimbursement templates – i.e., one for use by nonprofit entities (blue tab) and another for governmental entities (yellow tab).** Local VALE programs **must** ensure the correct form is used by the entity seeking reimbursement because the accounting coding differs by type of entity.

Local court executives will then process all reimbursement requests through the State's accounting system, CORE. The SCAO, with assistance from the local VALE programs, will compile and monitor all ARPA/SLFRF-funded obligations and expenditures using CORE data to ensure total district funding allocations and individual subawards are not overspent.

The \$3 million appropriated by SB22-183 for use by local VALE is available until 12/31/24. Any funds remaining unspent on this date will revert to the Economic Recovery and Relief Cash Fund.

Performance Data and Detailed Reporting Instructions

Per U.S. Treasury requirements, all entities receiving ARPA/SLFRF-funded local VALE subawards must track and submit quarterly reports on clients served. Please note that district attorney's offices do not need to track any performance data related to their administrative funding allocations, but they **must** track clients served by their victim services program, as applicable.

Template: Subrecipients should complete Sections 1 and 2 of the reporting template in as much detail as possible.

Section 1 (Narrative) should include quantifiable data if available (e.g., percentage increase in service demand during the pandemic, clients left unserved due to pandemic-related funding or staffing shortages).

Section 2 (Clients Served) should count persons served by each of the subrecipient organization's major programs. For example, if an organization operates a shelter and provides legal services for domestic abuse survivors, report these clients separately. If a client receives services through multiple programs, count them once in the most resource-intensive program category. If the organization collects basic demographic information on clients served, these data can be attached in a supplemental report.

Quarterly performance reports due dates are as follows:

- Calendar Q1 (January 1 to March 31) **Report due April 10**
- Calendar Q2 (April 1 to June 30) **Report due July 10**
- Calendar Q3 (July 1 to September 30) **Report due October 10**
- Calendar Q4 (October 1 to December 31) **Report due January 10**

If a due date falls on a weekend or state holiday, reports are due the next business day.

Submittal: Local VALE program administrators should collect performance reports from each of their subrecipients, attach the individual reports to one email (if possible), and submit them to: valearpa@judicial.state.co.us. Do **not** compile information obtained from individual subrecipient reports into one report for the entire local VALE program.

Thank you in advance for your cooperation and for everything you're doing to help individuals in your communities recover from victimization during these challenging times.

Please reach out if you need clarification or additional guidance: valearpa@judicial.state.co.us