

# P.O.S.T. Greater Metro Training Region

## Guidelines and Procedures

The following guidelines and procedures supplement the Peace Officer Standards & Training Law Enforcement Training Region Grant Program Guidelines and pertain specifically to the Greater Metro Training Region (GMTR). Any changes to this document need to be approved by the GMTR Governance Committee.

**Mission.** The Greater Metro Training Region (GMTR) was created by the Peace Officer Standards and Training Office (POST) for the purpose of distributing funding to provide training to Colorado peace officers through awards from POST to the fiscal agent of the Greater Metro Training Region Governance Committee.

**Grant Year.** The grant year starts on July 1<sup>st</sup> and ends on June 30<sup>th</sup>.

### **SECTION 1 – CLASSES (GENERAL INFORMATION)**

**Eligible Recipients.** POST funds are for peace officers who are current employees of law enforcement agencies within the State of Colorado. Civilian employees of law enforcement agencies or military personnel may enroll in these courses only if there is space available and no peace officers are displaced or waitlisted.

The following priority will be used when filling classes:

1. Officers from the GMTR
2. Officers from other Colorado training regions
3. Civilians

In the event that a peace officer from outside Colorado or a civilian (who does not work for a law enforcement agency) wants to attend a class, they may be allowed to attend provided they pay a registration fee directly to the vendor; there is space available; and they do not displace Colorado peace officers. POST will not pay for their attendance.

**Enrollment Limitations.** Each agency is limited to four (4) seats or 20% of the class size (whichever is greater) until four (4) weeks prior to the start of training.

Classes will be opened up to peace officers in outside training regions and civilians four (4) weeks prior to the start of class, provided that there is space available.

There are some exceptions:

- If the class is held at a venue that can host a large number of attendees (50+).
- The class is announced to the GMTR within a month of its start date.
- The class has low registration and is in danger of being cancelled.

**Class Hosting Information.**

- Hosting agencies are responsible for setting up classes directly with the training vendor.
- Class budget – The agency should confirm the cost of the class with the training vendor. If the cost is different than what was budgeted, please notify the GMTR Coordinator.
- Contracts/Agreements – A training vendor is required to provide a contract/MOU/agreement. Please forward this to the GMTR Coordinator for processing. Agencies should not sign any contract or agreement.
- Class Advertising – All classes will be advertised on the GMTR website: <https://greatermetroregion.com/>
- Class Registration – Unless otherwise noted, class registrations will be processed through the GMTR website: <https://greatermetroregion.com/>
- Refreshments – POST will pay \$5 per day per officer. POST will not pay for meals (to include breakfast sandwiches/burritos, etc.).

**Class Reimbursement.** The following documents are required when submitting for reimbursement (which must be received no later than 30 days after the class is held):

- An invoice from the training vendor/instructor
- Itemized refreshment receipts – POST cannot reimburse for sales tax
- Itemized receipts for training supplies, if any
- POST Attendance Roster – a completed attendance roster (preferably typed) is required. POST only tracks law enforcement officers; therefore, please do not include civilians on the roster.
- W-9 / Electronic Fund Transfer – W-9's and EFT's are needed from both the training vendor and the hosting agency (if requested, a check can be issued in lieu of the EFT)

## **SECTION 2 – ALLOWABLE CLASS COSTS**

**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 peace officer. 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 may not be greater than what is appropriate for the expected number of eligible attendees to be approved by POST. Non-peace officers (civilians, military, etc.) attending training because there are available seats should not to be included in the \$5 per day per peace officer count for refreshments/snacks since they are not eligible recipients.

**Meal Purchase.** POST funds may not be used for meal purchases for peace officers or instructors without prior approval of POST. POST pays a daily per diem rate in lieu of individual meal reimbursements. On those occasions when volunteer instructors are utilized, the volunteers may be paid the local per diem rate, the region’s per diem rate, or the State’s per diem rate, however, the rate may not exceed the State’s per diem rate. When requesting funds to provide meals or pay per diem to instructor volunteers a list of the volunteers’ names must be submitted with the payment request.

**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, simunitions, masks, disks, USB ports, easels, markers, binders, batteries, etc.). Printing and mailing of class materials is considered a supply and is allowable.

## **SECTION 3 – SCHOLARSHIPS (GENERAL INFORMATION)**

**Eligible Recipients.** POST scholarship funds are for peace officers who are current employees of law enforcement agencies within the Greater Metro Training Region.

**Scholarship Application Process.** The attendee/agency is required to complete a Scholarship Application form. The application and supporting documentation are then submitted to the GMTR Assistant Coordinator for review. Requests with missing or incomplete information will be returned to the agency for completion.

Scholarships are reviewed by the GMTR Governance Committee on a monthly basis. Based on criteria set forth at the beginning of the grant year, the Governance Committee will decide if the scholarship application will be approved and how much funding will be granted. Depending on funding availability, only a portion of the request (i.e. registration costs) may be granted.

The agency will then be notified regarding the decision.

**Scholarship Application Requirements.** The following documents are required when requesting scholarship funds:

- Scholarship Application (including officer PID number, Applicant Signature, Agency Approval Signature and Fiscal Contact)
- If requesting travel expenses, please provide estimated expenses for per diem, hotel, airfare, etc.
- Course Announcement (including cost and location)
- Course Registration form
- W-9 / Electronic Fund Transfer – only needed once for each agency (if requested, a check can be issued in lieu of the EFT)
- Please note that the agency is reimbursed after the officer has successfully completed the course and all required documentation has been submitted

**Scholarship Reimbursement.** The following documents are required when requesting reimbursement (which must be received no later than 30 days after the class is held):

- Course Certificate of Completion
- Proof of payment (copy of a canceled check/credit card statement or an invoice showing “paid” and/or a zero balance)
- If being reimbursed for travel expenses, please include any related receipts (hotel, airfare, rental car [if previously approved], gas, etc.)
- If you are receiving per diem, you do not need to provide food receipts

#### **SECTION 4 – ALLOWABLE SCHOLARSHIP COSTS**

**Scholarship.** A scholarship is financial assistance provided to a student to cover the cost of attending training within the Region, outside 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. Students 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.

**Conference Attendance.** The GMTR will provide scholarship funds to attend conferences provided the conference is training related. It is highly recommended that agencies submit conference agendas to the GMTR Coordinator/Assistant Coordinator prior to attendance for POST approval to ensure reimbursement costs are allowable. POST may reduce or deny costs associated with conference attendance if the conference does not have a reasonable training component. Agencies 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/completion is received. Scholarships should not be provided if a training vendor cannot provide a certificate of completion.

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 ammunition, targets, etc.

## **SECTION 5 – ALLOWABLE STUDENT COSTS**

**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. POST recommends receiving pre-approval to ensure the car rental is eligible for reimbursement.

**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. The agency shall be solely liable for paying such taxes as the State is prohibited from paying for or reimbursing the agency for them.

**Mileage for Personal Vehicles.** A student may be allowed mileage reimbursement for each mile actually and necessarily traveled. The student's local mileage rate, the training region's mileage rate or the State's 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.

**Mileage for Fleet Vehicles.** A student may be allowed mileage reimbursement for each mile actually and necessarily traveled. The student'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.

**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 student's local per diem policy; the training region's local per diem policy; or the State's per diem policy shall be used to determine all per diem payments based on the location of the student 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. Colorado and other state per diem rates can be obtained at <https://www.perdiem101.com/conus/2017/colorado>.

Eligible meal reimbursements are defined below:

Travel Within a Single Day:

- Lunch is not reimbursed
- Breakfast and dinner may be allowed if the student's departure from home is before 5 am and return is after 8 pm

Overnight Travel:

- Departure from home:
  - Before 5 am – breakfast, lunch, dinner
  - Before 11 am – lunch, dinner
  - Before 4 pm – dinner
- Arrival at home:
  - After 9 am – breakfast
  - After 1 pm – breakfast, lunch
  - After 8 pm – breakfast, lunch, dinner

**Lodging.** Lodging is allowable when the student is in travel status attending or conducting POST-funded and approved training. A student shall be paid only for cost effective travel expenses. The student's local lodging policy; the training region's lodging policy; or the State's lodging policy shall be used to determine all lodging payments based on the location of the student for each day of the trip, but may not exceed the State's lodging rate which can be obtained at <https://www.perdiem101.com/conus/2017/colorado>. 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. Colorado and other State lodging rates can be obtained at <https://www.perdiem101.com/conus/2017/colorado>.

**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 peace officer, who is traveling to or from or attending or conducting training, are 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.

**Overtime.** Funds may also be used to pay officers overtime 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.

**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 ammunition, targets, range fee, etc. (not computers or laptops)

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 student shall settle his or her travel advance within sixty (60) days of completion of travel by submitting applicable receipts. Students receiving an advance of travel are required to submit a certificate of completion of the training attended.

If an agency has been advanced funds, however, the student does not attend or complete the training, the agency is responsible to repay the entire amount of funds to POST within sixty (60) days of the training date, but no later than June 30<sup>th</sup> of the current performance period.

## **SECTION 6 – ALLOWABLE COSTS FOR INSTRUCTORS**

**Peace Officer Instructor Fee.** The maximum daily fee for peace officer instructors (contractor) 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.

Please contact the GMTR Coordinator for more information.

## **SECTION 7 – UNALLOWABLE COSTS**

Unallowable costs include, but are not limited to the following:

- To pay indirect or operating costs
- To purchase duty equipment
- To pay costs for students other than Colorado peace officers 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 30<sup>th</sup> of the grant agreement/contract
- To pay activities not approved by POST
- To pay bonuses or commissions
- To pay membership fees
- To pay car rental fees for instructors or students without prior POST approval
- To pay lobbying, political contributions, and legislative liaison activities
- To purchase alcoholic beverages/marijuana/marijuana paraphernalia

## **SECTION 8 – EQUIPMENT**

**Available Equipment.** The GMTR owns a variety of equipment which is available to all agencies within the GMTR. The equipment includes, but is not limited to, the following:

- Automatic Traffic Scenario Simulator
- Driving Simulator
- Ti Shooting Simulator
- Simunitions Equipment

A complete listing of all equipment is available under the “Equipment” tab on the GMTR website: <https://greatermetroregion.com/gmr-equipment/>

All equipment requests should be directed to the respective hosting agency.

**Hosting Agencies.** Agencies which are housing GMTR equipment are required to loan out equipment to other agencies within the GMTR provided that proper notice has been given.

Hosting agencies are required to properly maintain all GMTR equipment. With prior authorization, POST will pay for any required maintenance agreements, routine maintenance, damaged/defective equipment, etc. All equipment-related maintenance requests should be directed to the GMTR Coordinator.