



DCJ_Job Aid

Job Aid	DV & MJ Year 2 (or 3) Funding – Duplicating Applications
Grant Programs	Juvenile Diversion & Marijuana Tax Cash Fund
Publication Date	10/16/2017
Revision Date	06/12/2018
Description	This job aid provides instructions for Grantees to duplicate current year projects for continuation funding in Years two or three of the three year cycle.

Overview 0

 A. Account Owner log in..... 1

 B. Click on *My Account Home*. 1

 C. Click on *Approved Applications & Duplicate Application*..... 2

 D. Click on *Incomplete Applications* 2

 E. Complete and submit your 2019-2020 Application..... 3

Overview

The Juvenile Diversion and Marijuana Cash Tax fund state grant programs are funded for one year at a time, and renewed up to two more times for a total of three years. A new announcement/solicitation for new applications is released every three years. The purpose of these instructions is to provide guidance on how to replicate and edit the current grant project for years two and three respectively.

A. Account Owner log in

Use current credentials: <https://zoomgrants.com/gprop.asp?donorid=2225>

Reminder: Only the *Account Owner* can create and submit an Application. *Collaborators* must be added to EACH individual Project.

ZoomGrants

Existing ZoomGrants™ Users: Email
Password
 Stay logged in? (Admins and Reviewers only)
[Forgot password?](#)

HELP RESOURCES A ▲ ▼

Colorado Division of Criminal Justice
 [How do I do this?](#)

New ZoomGrants™ Account
Email

B. Click on *My Account Home*.

If there any Open Programs, do NOT click on them.

ZoomGrants

Welcome, OAJA Admin Funds & In House Grants [Not OAJA Admin Funds & In House Grants?](#)

HELP RESOURCES FULL SCREEN LOGOUT A ▲ ▼

My Account Home

Colorado Division of Criminal Justice

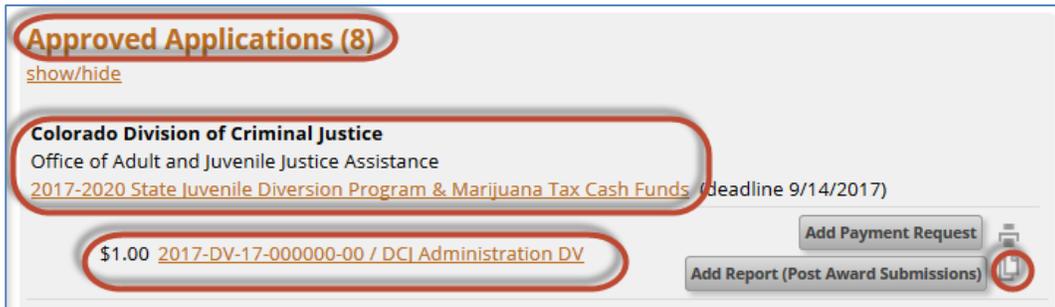
No programs are available.

To access your submitted applications, login above as an Existing ZoomGrants User.

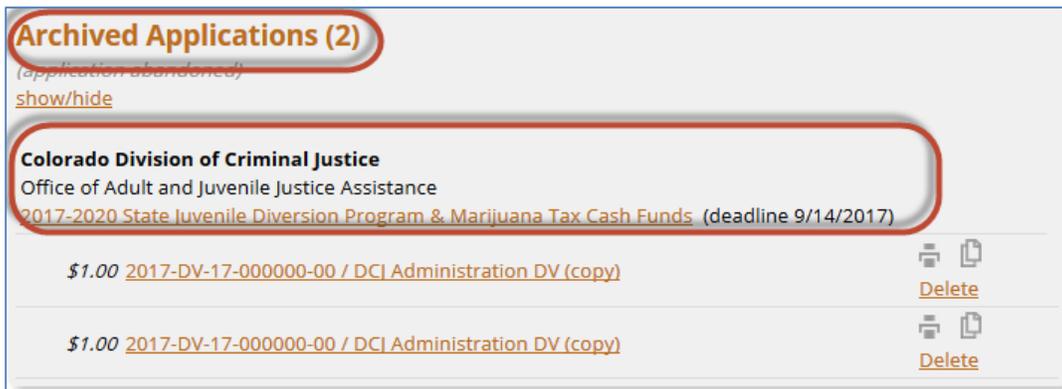
C. Click on *Approved Applications & Duplicate Application*

1. Find your 2018-2019 Application under the 2017-2020 State Juvenile Diversion Program & Marijuana Tax Cash Funds.

2. Click on the Duplicate button . This will create a duplicate application and place it in the *Archived Applications* folder.



The screenshot shows a web interface for 'Approved Applications (8)'. The title is circled in red. Below it is a 'show/hide' link. The main content area is a rounded rectangle containing the following text: 'Colorado Division of Criminal Justice', 'Office of Adult and Juvenile Justice Assistance', and '2017-2020 State Juvenile Diversion Program & Marijuana Tax Cash Funds (deadline 9/14/2017)'. Below this is another rounded rectangle with '\$1.00 2017-DV-17-000000-00 / DCJ Administration DV'. To the right of this are two buttons: 'Add Payment Request' and 'Add Report (Post Award Submissions)'. The 'Add Report' button has a duplicate icon next to it.



The screenshot shows a web interface for 'Archived Applications (2)'. The title is circled in red. Below it is a '(application abandoned)' note and a 'show/hide' link. The main content area is a rounded rectangle containing the following text: 'Colorado Division of Criminal Justice', 'Office of Adult and Juvenile Justice Assistance', and '2017-2020 State Juvenile Diversion Program & Marijuana Tax Cash Funds (deadline 9/14/2017)'. Below this are two rows of application entries. Each row contains '\$1.00 2017-DV-17-000000-00 / DCJ Administration DV (copy)'. To the right of each entry are two icons (a printer and a duplicate icon) and a 'Delete' link.

3. Send an email to DCJ indicating the name of the project you duplicated and that you are ready to begin working on the 2019-2020 Application. Copy the following individuals on the email. The DCJ staff person who gets to the email first will open your 2019-2020 Application for editing and send you a reply email indicating that it is ready for your edits.

Kate.Ferebee@state.co.us

Gary.Fugo@state.co.us

D. Click on *Incomplete Applications*

1. After DCJ staff has marked the application for editing, it will appear under *Incomplete Applications*.

NOTE: It will ALSO still be under *Archived Applications*.

NOTE: The count of *Incomplete Applications* may be "0" even if there is an application present.

2. Click on the name of the project to open the copy of your 2018-2019 Application.

Incomplete Applications (0)
(full application not yet submitted)

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
[2017-2020 State Juvenile Diversion Program & Marijuana Tax Cash Funds](#) (deadline 9/14/2017)

\$1.01 2017-DV-17-000000-00 / DCJ Administration DV (copy)	
\$1.00 2017-DV-17-000000-00 / DCJ Administration DV (copy)	

Submitted Applications (0)
(full application submitted, decision pending)

Archived Applications (2)
(application abandoned)
[show/hide](#)

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
[2017-2020 State Juvenile Diversion Program & Marijuana Tax Cash Funds](#) (deadline 9/14/2017)

\$1.01 2017-DV-17-000000-00 / DCJ Administration DV (copy)	 Delete
\$1.00 2017-DV-17-000000-00 / DCJ Administration DV (copy)	 Delete

E. Complete and submit your 2019-2020 Application

1. Summary Tab: The Account Owner **MUST** add the following DCJ collaborators:
cdps_dcj_diversion-mj@state.co.us
2. Complete and submit your project following the 2019-2020 Application Instructions.