

Job Aid- Grantee- Submitting Reports and Payments

Job Aid	Submitting Reports and Payments (External document for Grantees)
Grant Programs	All active grants using ZoomGrants for Post Award Submissions
Publication Date	12/29/16
Revision Date	09/06/2018
Description	This job aid provides instructions for Grantees on how to upload Post Award Submissions (Payment Requests, Narrative Reports, and other reporting requirements) to DCJ via ZoomGrants.

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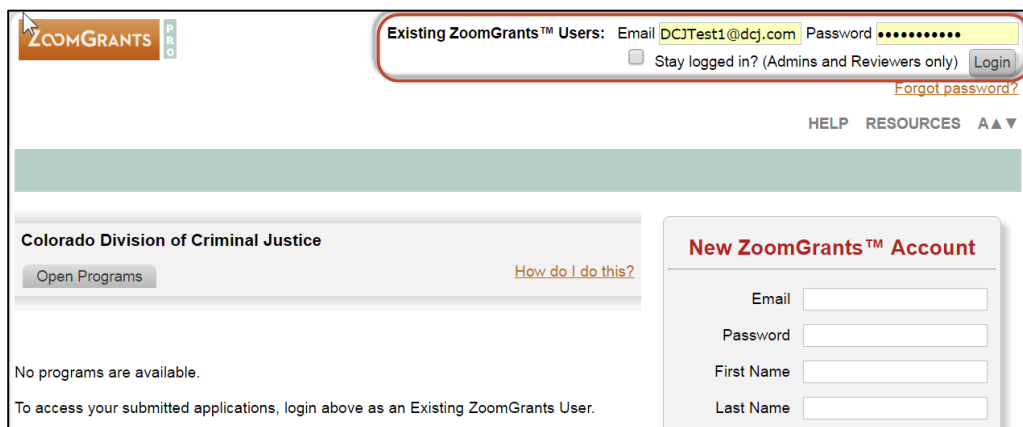
I. Log into ZoomGrants and access the Project

You may use any **up to date** browser (Internet Explorer, Mozilla Firefox, Safari, etc.). Chrome is preferred.

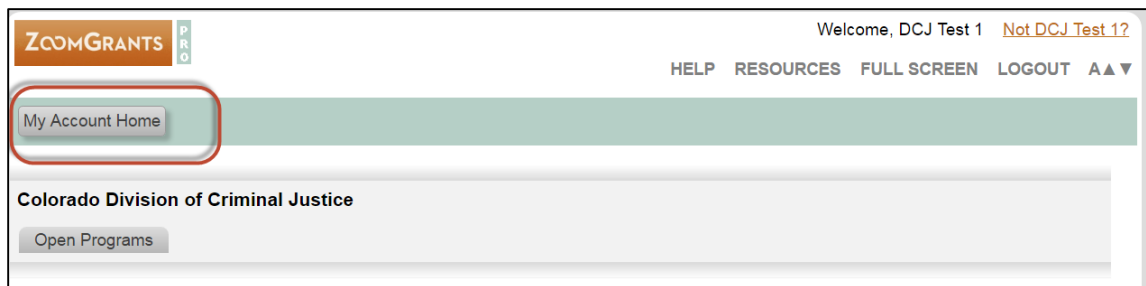
There are two ways to log in depending on whether you are an **Account Owner** or a **Collaborator**. An **Account Owner** is responsible for all projects within his/her account and is the only person who can update **Organization Information** and create new applications. A **Collaborator** is an individual who has been given access to a particular project by the **Account Owner**.

A. Account Owner login

1. Account Owner Login: <https://zoomgrants.com/gprop.asp?donorid=2225>
2. Log into ZoomGrants using your credentials



3. Click on **My Account Home**



4. By default, **My Applications** screen is what you see once you click on **My Account Home**. You may only submit payment requests and other post award submissions if your project has been **Approved**. All **Approved** projects will be located in the **Approved Applications** section located on the right side of the screen.
5. Click on the **Project Name** to access the desired project. Once the project is open you may submit a post award submission. See sections II-VI below.

My Account Home

My Applications Account Profile

Incomplete Applications (1)
(full application not yet submitted)
[show/hide](#)

Colorado Division of Criminal Justice
Office for Victims Programs
2016-2018 OVP Transition Grants (deadline 6/1/2017)

\$140,470.00 2017-VU-1 [redacted] er (CY18)

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

Archived Applications (0)
(application abandoned)

Approved Applications (3)
[show/hide](#)

Colorado Division of Criminal Justice
Office for Victims Programs
2016-2018 OVP Transition Grants (deadline 6/1/2017)

\$64,354.00 2015-VA-14- [redacted] ky
Center (CY 16)

\$14,615.00 2015-VX-15- [redacted] iments

\$139,521.00 2016-VU-1 [redacted] eacy
Center

Add Payment Request Add Report

Add Payment Request Add Report

Add Payment Request Add Report

Declined Applications (0)

B. Collaborator login

1. Collaborator Login: <http://www.zoomgrants.com/invitations.asp>
2. Log into ZoomGrants using your credentials

Note: if you have not yet logged in as a collaborator your temporary password will be in the original email for invitation to collaborate. However, if you do not have the original email nor know your password, you can go to <https://www.zoomgrants.com> to reset your password.

ZOOMGRANTS Close Window

Please log in to continue

Please enter your email address and password to continue.

Lyndsay.Clelland@state.co.us Email Address

Password

Log In

3. Access the project by clicking on **View Application** for the desired project. Once the project is open you may submit a post award submission. See sections II-VI below.

Note: Your account is linked to your email address. If you are invited as a **Collaborator**, ALL projects you are invited to will appear here regardless of the project.

Lyndsay Clelland

Edit Profile

Logout

Invitations

Application:
Diversion Program - Year 3
Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
2016-2017 State Juvenile Diversion Program & Marijuana Tax
Cash Funds Transition
Invited as Collaborator

View Application

Application:
Restorative Services - Year 3
Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
2016-2017 State Juvenile Diversion Program & Marijuana Tax
Cash Funds Transition
Invited as Collaborator

View Application

II. Submit a Payment Request (DCJ Form 3)

Payment Requests (DCJ Form 3) are completed within ZoomGrants and there is no attachment.

A. Create & Submit the Payment Request from the Financial Tab

1. Go to the **Financial Tab**

The **Financial Tab** contains an overview of your total grants awarded (less match). It does not contain budget line items details. That information is housed on the **Reports tab** and reported using the **Financial Report (DCJ Form 1-A)**. This **Financial Tab** corresponds to the **Payment Request (DCJ Form 3)** only.

You may frequently check back to this **Financial Tab** to see the status of payment requests.

2. Click on **Create a New Payment Request**

- a. **Payment Requests (DCJ Form 3)** open in a new window. You may submit a payment request either on the **Financial Tab** or under the **My Account Home – Approved grants** section.

Summary	Pre-Application/Organizational Details	Questions / Statement of Work	Budget Summary	Tables	Documents
Grant Agreement	Financial	Report (Post Award Submissions)	Report (Post Award Submissions) Totals		
Financial					
(click on column headers to sort on that column)					
Ask a Financial Question					
Payment Request					
Payment Request Number	Date Submitted	Status	Requested	Funding Amount Approved	Paid Payment
Quarterly - Jul-Sep 2016	10/16/2016	Approved	\$ 23,424.72	\$ 23,424.72	\$ 23,424.72
		Total	\$ 23,424.72	\$ 23,424.72	\$ 23,424.72
Create a New Payment Request					

3. **Complete** the Payment Request: You will be prompted to populate all fields associated with **Payment Request (DCJ Form 3)** prior to submitting.

- a. **Payment Request Contact Name:** the person submitting the form
- b. **Payment Request Contact Email:** the person submitting the form
- c. **Payment Request Contact Phone:** the person submitting the form
- d. **Payment Request Number:** should follow the naming conventions indicated in your Reporting Schedule. If you are unsure of the naming convention for your grant, please review your Reporting Schedule.
- e. **Requested Amount:** enter the amount you are requesting.
- f. **Complete:** the electronic **Payment Request (DCJ Form 3)**
 - Time Period – follow the format as instructed
 - Answer question on receiving previously requested funds.
- g. Submit the **Payment Request (DCJ Form 3)**

Advocate
Colorado Division of Criminal Justice
OVP Transition 2016

2015-VA-14-
Project (CY 16)

DCJ Grant Number
Match Required
Financial Grant Manager
Funding Entity Type (VOCA, VAWA, SASP, State VALE)
Match Percent Required
Program Income Allowed
Federal CFDA Number
Federal Award Number (1)
Federal Award Number (2)

2015-VA-1
Yes
Laura Montoya
Victims of Crime Act (VOCA)
20%
No
16.575
2015-VA-GX-0040
NA

Your Agency address will appear here.

Tel: 970-945-
Fax: 970-928-
EIN: 84-104-

Project Contact
Julie@dcj.com
Tel: 970-928-

Total Requested
\$ 0.00
Funding Amount
\$ 0.00

Date Submitted
Submit Payment Request
[Delete this Payment Request]

Payment Request Contact
Lyndsay Clelland
Lyndsay.Clelland@state.co.us
303-239-0000

Payment Request Number
2016 Payment Request Jan-Mar

[ShowPayment Request Status](#)

Payment Request Details

Requested Amount
\$ 14691.02

TIME PERIOD

2018 Calendar Year (2019 or 2020)

Q Payment Frequency (Q =Quarterly or M = Monthly)

04 Start Month for this Request (Jul=07, Aug=08,... Jun=06)

06 End Month for this Request (Jul=07, Aug=08,... Jun=06)

All Federal/State Dollars previously requested have been received?

☐ Yes

☐ No

4. The **Project Director** must certify the payment before submission.

The Project Director must sign the Payment Request. The Financial Officer should review this request to reconcile with actual and anticipated expenditures for the time period indicated. Allow 30 days from the day you submit the request to receive the funds. If the form is not signed by the authorized Project Director, the request will be denied and returned for proper signature.

The Project Director must type in his/her name to certify the payment.

Payment Request Certification

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the grant award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

THIS MUST BE CERTIFIED BY THE PROJECT DIRECTOR.

NOTE: The Office for Victims Programs may require Supporting Documentation on payments for special projects that is uploaded with the Quarterly Payment Request. If you are unsure if you are required to upload this supporting documentation, please contact your Grant Program Manager.

Documents Requested *

Supporting Documentation

Required?

☐

Uploaded Documents *

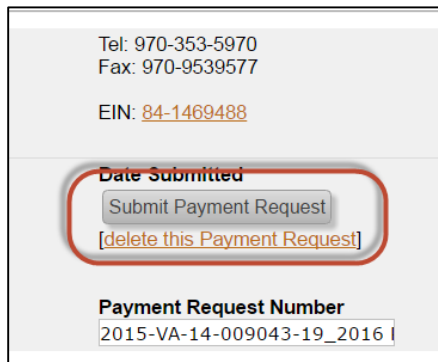
-none-

Upload

** ZoomGrants™ is not responsible for the content of uploaded documents.*

5. **Submit** the Payment Request

If you do not submit the payment it will not be processed. Scroll back up to the top of the Payment Request and click **Submit Payment Request**. The Project Director (PD) must **submit** the **Payment Request (DCJ Form3)**.



The screenshot shows a web form with the following elements:

- Tel: 970-353-5970
- Fax: 970-9539577
- EIN: [84-1469488](#)
- A red rounded rectangle highlights a section containing:
 - Date Submitted**
 -
 - [\[delete this Payment Request\]](#)
- Payment Request Number**
-

You may check back at any time to see if the payment has been processed or returned for edits by clicking on the **Financial Tab**.

As the payment is routed and processed you will see real time updates on the status of the payment request and the overall balances of the award on the invoice/payment request itself.

Payment Request Status

Payment Request Status
Paid

Approved by
Louise Esquibel
Approval Date
2/9/2017

Instructions/Comments

(From Other Invoices on this App)
(This Payment Request)

	Awarded	(-)Pending	(-)Approved	(-)Paid	(-)Funding Amount	(=)Remaining
VOCA-15 (2015-VA-GX-0040) Department of Justice, Office of Justice Programs, Office for Victims of Crime	\$64,354.00	\$0.00	\$0.00	\$48,905.85	\$15,448.15	\$0.00
Approved Amount	\$64354.00	\$0.00	\$0.00	\$48905.85	\$ 15,448.15	\$0.00

Payment

Payment

(for this Payment Request only)

Payment Instructions

15-VA-9043-OCT-DEC Paid

\$ 15,448.15
Total \$15,448.15

Payment Details

Payment Status	Paid
Date (mm/dd/yyyy)	2/13/2017
Amount	\$ 15448.15
Method	CK # 8001498592
Payment Number	15-VA-9043-OCT-DEC
Description	2016-1371
Instructions	VC*67609

Additionally, after you Refresh your page you will see balance and status information on the financial tab.

B. Short cut - Create & Submit the Payment Request from the Approved tab

If you are an **Account Owner** you may create a payment request without opening the project. You may access the Add Payment Request feature from the **Approved** Applications section on your **My Account Home** page.

My Account Home

My ApplicationsAccount Profile

Incomplete Applications (1)
(full application not yet submitted)
[show/hide](#)

Colorado Division of Criminal Justice
Office for Victims Programs
2016-2018 OVP Transition Grants (deadline 6/1/2017)

\$140,470.002017-VU-1

er (CY18)

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

Archived Applications (0)
(application abandoned)

Approved Applications (3)
[show/hide](#)

Colorado Division of Criminal Justice
Office for Victims Programs
2016-2018 OVP Transition Grants (deadline 6/1/2017)

\$64,354.002015-VA-14-1

Center (CY16)

Add Payment Request

Add Report

\$14,615.002015-VX-15-4

ments

Add Payment Request

Add Report

\$139,521.002016-VU-1

Center

Add Payment Request

Add Report

Declined Applications (0)

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09/06/2018

III. Submit a Financial Report (DCJ Form 1-A)

Financial Reports (DCJ Form 1-A) are completed within ZoomGrants and there is no attachment. The Financial Report is completed on the **Report** tab.

A. Create & Submit the Financial Report from the Report Tab

1. Go to the **Report Tab**

If any of the reports are overdue then **OVERDUE** will appear on the tab. Submitted reports will be marked with a green check mark. Overdue reports will show the due date in red bold text on each **Report #** tab that is overdue. Reports not yet due, will show the due date in regular text.

Summary Pre-Application/Organizational Details Questions / Statement of Work Budget Summary Tables Documents

Grant Agreement Financial **Report: OVERDUE** Report Totals

[Ask a Report Question](#) (answers are saved automatically when you move to another field)

Report 1: ✓ Report 2: ✓ Report 3: ✓ Report 4: ✓ Report 5: 10/15/2016 Report 6: 1/15/2017 Report 7: 2/15/2017

2. Identify the **Report #** tab that corresponds to the desired **Financial Report (DCJ Form 1-A)** submission. You must follow the **Reporting Schedule** attached to the **Grant Agreement** tab to determine which report corresponds to each **Report #** tab.

Example: excerpt from a Reporting Schedule

In this example Report #1 corresponds to a Financial Quarterly Report for the period of Jul-Sep 2016; and Report #2 corresponds to a Narrative Quarterly Report for the period of Jul-Sep 2016. To submit a Financial Report, the Grantee should go to Report #1 tab to begin processing the Financial Report.

07/01/2016 to 06/30/2017					
Report #	Report Type - Name given to report upon upload	Period	Due Date	Required	Upload to
1	Financial Report (1-A) - Quarterly - Jul-Sep 2016	07/01/2016 - 9/30/2016	10/15/2016	Yes	Reports
2	Narrative Report (2) - Quarterly - Jul-Sep 2016	07/01/2016 - 9/30/2016	10/15/2016	Yes	Reports

3. Complete the **Financial Report (DCJ Form 1-A)** - Answer Questions 1 - 11

Note: The Financial Report in ZoomGrants is different than the paper report. You only need to enter the **Expenditures this Quarter** and **Unpaid Invoices**.

Note: If matching funds is not part of the grant program the match fields (cash and in-kind match) will not be visible and the question numbers will shift up.

- **1. What type of Report is this?** You must select either Financial Report (DCJ Form 1-A) – Quarterly or Financial Report (DCJ Form 1-A) – Final, as appropriate.

- **5. Is this report a Quarterly AND Final Report:** Quarterly and Final Financial Reports may be combined if there are no unpaid invoices at the end of the last quarter and the report is submitted within fifteen (15) days after the end of the quarter.
- **9. Unpaid Invoice This Period:** will not be visible if **Financial Report (DCJ Form 1-A) – Final** was selected for question #1.
- **10. Financial Officer:** The financial officer must type in his/her name to serve as a signature prior to submitting the form.
- **11. Project Director:** The project director must type in his/her name to serve as a signature prior to submitting the form.

4. **Submit** the Financial Report (DCJ Form 1-A)

If you do not submit the Financial Report (DCJ Form 1-A) it will not be processed. Scroll back up to the top of the Report and click **Submit Report #**. The **Project Director (PD)** must **submit** the **Financial Reports**.

The screenshot shows a web application interface for submitting reports. At the top, there are tabs: Summary, Pre-Application/Organizational Details, Questions / Statement of Work, Budget Summary, Tables, and Documents. Below these are sub-tabs: Grant Agreement, Financial, Report (highlighted with a red circle), and Report Totals. A section titled 'Ask a Report Question' (with a red circle) contains a grid of report buttons labeled 'Report 1: 7/15/2017' through 'Report 15: 2/15/2019'. The 'Report 1: 7/15/2017' button is highlighted with a red circle. Below this grid, the heading 'Report 1: 7/15/2017' is displayed. A question '1. What type of Report is this?' is shown with five radio button options. The first option, 'Financial Report (DCJ Form 1-A) - Quarterly', is selected and highlighted with a red circle. The other options are: 'Financial Report (DCJ Form 1-A) - Final', 'Statistical and Narrative Report (DCJ Form 2) - Quarterly', 'Project Income Report (DCJ Form 1-B) - Quarterly', and 'Program Income Report (DCJ Form 1-B) - Quarterly'. The last two options are also highlighted with a red circle. To the right of the question, there are two blue arrows pointing to the selected option and the last two options, with the text 'Financial and Program Income Reports do not require an attachment.' and 'Complete the entire page and then submit.' respectively. A 'Submit Report 1' button is located in the top right corner, highlighted with a red circle and a blue arrow pointing to it from the text 'Complete the entire page and then submit.'

Summary Pre-Application/Organizational Details Questions / Statement of Work Budget Summary Tables Documents

Grant Agreement Financial **Report** Report Totals

Ask a Report Question (answers are saved automatically when you move to another field)

Report 1: 7/15/2017 Report 2: 7/15/2017 Report 3: 10/15/2017 Report 4: 10/15/2017 Report 5: 1/15/2018
 Report 6: 1/15/2018 Report 7: 4/15/2018 Report 8: 4/15/2018 Report 9: 7/15/2018 Report 10: 7/15/2018
 Report 11: 10/15/2018 Report 12: 10/15/2018 Report 13: 1/15/2019 Report 14: 1/15/2019 Report 15: 2/15/2019

Report 1: 7/15/2017

1. What type of Report is this?

☒ Financial Report (DCJ Form 1-A) - Quarterly
☐ Financial Report (DCJ Form 1-A) - Final
☐ Statistical and Narrative Report (DCJ Form 2) - Quarterly
☐ Project Income Report (DCJ Form 1-B) - Quarterly
☐ Program Income Report (DCJ Form 1-B) - Quarterly

Financial and Program Income Reports do not require an attachment.

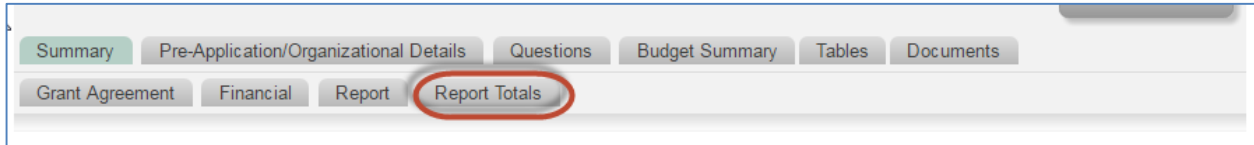
Complete the entire page and then submit.

Submit Report 1

B. View a snapshot of the line item balances to date

The Financial Report does not contain the following columns that are included in the paper **Financial Report (DCJ Form 1-A)**: Approved Budget, Expenditures Beginning of Quarter, and Total Expenditures to Date.

You may find these on the **Report Totals** tab. You should always review your Report Totals tab **PRIOR** to submitting a new Financial Report. From the **Report Totals** tab, scroll down and you will see a summary of all the reports submitted.



A screenshot of a web application interface showing a series of tabs. The tabs are: Summary, Pre-Application/Organizational Details, Questions, Budget Summary, Tables, Documents, Grant Agreement, Financial, Report, and Report Totals. The 'Report Totals' tab is highlighted with a red circle.

Report (Post Award Submissions) Totals

5

Answers must be entered on the individual Report (Post Award Submissions) tabs.
If you recently edited an answer, then Refresh Page to see updated answers here.

1. What type of Report is this?

- | | | | | | | | | | | | |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Financial Report (DCJ Form 1-A) - Quarterly |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Financial Report (DCJ Form 1-A) - Final |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Statistical and Narrative Report (DCJ Form 2) - Quarterly |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Statistical and Narrative Report (DCJ Form 2) - Final |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Program Income Report (DCJ Form 1-B) - Quarterly |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Program Income Report (DCJ Form 1-B) - Final |

2. Prepared By:

-Text questions are not calculated-

3. Prepared By Phone Number:

-Text questions are not calculated-

4. Reporting Period

- | | | | | | | | | | | |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10-01-2016 to 12-31-2016 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 01-01-2017 to 03-31-2017 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 04-01-2017 to 06-30-2017 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 07-01-2017 to 09-30-2017 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10-01-2017 to 12-31-2017 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 01-01-2018 to 03-31-2018 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 04-01-2018 to 06-30-2018 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 07-01-2018 to 09-30-2018 |

5. Is this report a Quarterly AND Final Report

☒ ☐ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ No
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Yes

6. Expenditures This Quarter - Award

Report 1/Q1
Report 3/Q2

13482.11	13792.61	
13,482.11	0.00	13,792.61

Totals	Goal	%	Remaining	
27,274.72	49,590.00	55%	22,315.28	(B) Personnel Expenditures
0.00	0.00	0%	0.00	(B) Supplies & Operating Expenditures
0.00	0.00	0%	0.00	(B) Travel Expenditures
0.00	0.00	0%	0.00	(B) Equipment Expenditures
0.00	0.00	0%	0.00	(B) Consultants/Contracts Expenditures
0.00	0.00	0%	0.00	(B) Indirect Expenditures
27,274.72	49,590.00	55%	22,315.28	TOTAL

In this example quarter 1 & quarter 2 have been submitted.

- The total of the two quarters is calculated in the **Totals** column.
- The **Goal** column is the **Approved Budget** from the Grant Award. (Not all Goals have been entered to date, this is a work in progress. If your Goals are not updated, please contact your DCJ Grant manager to get it updated.)
- The percentage is a calculated value of the Total reported/Approved Budget.
- The Remaining is the amount left per line item.

By scrolling down you will see a similar table for Cash Match and In-Kind Match (if applicable). You will also see an Unpaid Invoices table.

C. Short cut - Create & Submit a Report from the Approved tab

If you are an **Account Owner** you may access your **Report Tab** without opening the project. You may click on the Add Report feature from the **Approved** Applications section on your **My Account Home** page.

Approved Applications

Colorado Division of Criminal Justice
Office for Victims Programs
[2016 OVP Transition \(CVS \(CY16-17\) & VOCA one-time\)](#) (deadline 12/29/2016)

[2015-VA-14-009043-19 / CASA Program and Child Advocacy Center \(CY 16\)](#) **\$64,354.00**

Add Payment Request
Add Report
Print | Duplicate

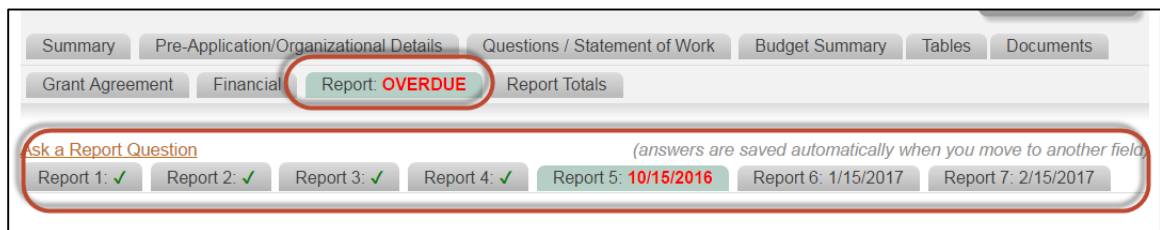
IV. Submit a Program Income Report (DCJ Form 1-B)

Program Income Reports (DCJ Form 1-B) are completed within ZoomGrants and there is no attachment. The Program Income Report is completed on the **Report** tab.

A. Create & Submit the Program Income from the Report Tab

1. Go to the **Report Tab**

If any of the reports are overdue then **OVERDUE** will appear on the tab. Submitted reports will be marked with a green check mark. Overdue reports will show the due date in red bold text on each **Report #** tab that is overdue. Reports not yet due, will show the due date in regular text.



2. Identify the **Report #** tab that corresponds to the desired **Program Income (DCJ Form 1-B)** submission. You must follow the **Reporting Schedule** attached to the **Grant Agreement** tab to determine which report corresponds to each **Report #** tab. Note: most grantees do not have Program Income. If you have Program Income and it is not included in your reporting schedule, contact your DCJ Grant Manager.

3. Complete the **Program Income (DCJ Form 1-B)** - Answer Questions 1 - 5, 12, 13, 14

- **1. What type of Report is this?** You must select either Project Income Report (DCJ Form 1-B) - Quarterly or Program Income Report (DCJ Form 1-B) - Final, as appropriate.
- **5. Is this report a Quarterly AND Final Report:** Quarterly and Final Program Income Reports may be combined if the percentage of program income has been fully expended at the end of the last quarter and the report is submitted within fifteen (15) days after the end of the quarter.
- **12. PROJECT INCOME RECEIPT AND EXPENDITURES**

Line 1 - Project Income Balance at Beginning of Quarter. If this is the first project income you are reporting for this grant, this figure will be 0. Otherwise, this will be the figure on line 4 of the previous quarterly report.

Line 2 - Receipts/Income this Quarter, by Source: Indicate the source and amount of Project Income during the quarter for

2.a1- Client Fees

2.a2- Registration Fees

2.a3- Other

2_Total - Sum 2.a1 + 2.a2 + 2.a3 and enter the total here

Line 3 - Total Expenditures of Project Income this Quarter: Total expenditures of project income this quarter and enter on line 3.

Line 4 - Balance End of Quarter: Add the amounts on line 1 and 2. Subtract the amount on line 3. Enter the result on line 4.

- **13. Financial Officer:** The financial officer must type in his/her name to serve as a signature prior to submitting the form.
- **14. Project Director:** The project director must type in his/her name to serve as a signature prior to submitting the form.

4. Submit the Program Income (DCJ Form 1-B)

If you do not submit the **Program Income (DCJ Form 1-B)** it will not be processed. Scroll back up to the top of the Report and click **Submit Report #**. The Project Director (PD) must **submit** the **Program Income Reports**.

Summary Pre-Application/Organizational Details Questions / Statement of Work Budget Summary Tables Documents

Grant Agreement Financial **Report** Report Totals

Ask a Report Question (answers are saved automatically when you move to another field)

Report 1: 7/15/2017 Report 2: 7/15/2017 Report 3: 10/15/2017 Report 4: 10/15/2017 Report 5: 1/15/2018

Report 6: 1/15/2018 Report 7: 4/15/2018 Report 8: 4/15/2018 Report 9: 7/15/2018 Report 10: 7/15/2018

Report 11: 10/15/2018 Report 12: 10/15/2018 Report 13: 1/15/2019 Report 14: 1/15/2019 Report 15: 2/15/2019

Report 1: 7/15/2017

Submit Report 1

1. What type of Report is this?

- ☒ Financial Report (DCJ Form 1-A) - Quarterly
- ☐ Financial Report (DCJ Form 1-A) - Final
- ☐ Statistical and Narrative Report (DCJ Form 2) - Quarterly
- ☐ Project Income Report (DCJ Form 1-B) - Quarterly
- ☐ Program Income Report (DCJ Form 1-B) - Quarterly

Financial and Program Income Reports do not require an attachment.

Complete the entire page and then submit.

B. Short cut - Create & Submit a Report from the Approved tab

If you are an **Account Owner** you may access your **Report Tab** without opening the project. You may click on the Add Report feature from the **Approved** Applications section on your **My Account Home** page.

Approved Applications

Colorado Division of Criminal Justice
Office for Victims Programs
2016 OVP Transition (CVS (CY16-17) & VOCA one-time) (deadline 12/29/2016)

2015-VA-14-009043-19 / CASA Program and Child Advocacy Center (CY 16) \$64,354.00

Add Payment Request **Add Report** Print Duplicate

V. Submit a Narrative Report (DCJ Form 2)

Narrative Reports (DCJ Form 2) are **attached** in ZoomGrants. The Narrative Report is **uploaded** on the **Report** tab.

A. Go to the DCJ Grants Website and obtain the appropriate Narrative Form

You should always check the [DCJ Grants website](#) for the most recent version of the Narrative Form prior to completing.

Each Grant Program may have different version of the **Narrative Report (DCJ Form 2)**. Please be sure you are using the correct version.

Download the document to your computer and save it prior to completing the content. It is highly recommended that you digitally sign all DCJ Forms in PDF. Once you have completed the Digital PDF form, upload the document to ZoomGrants as instructed below. **NOTE: The Office of Adult and Juvenile Justice Assistance has two programs, COV and NCHIP, which require an additional report that is uploaded with the Quarterly Narrative Report.**

B. Create & Submit the Narrative Report from the Report Tab

1. Go to the **Report Tab**

If any of the reports are overdue then **OVERDUE** will appear on the tab. Submitted reports will be marked with a green check mark. Overdue reports will show the due date in red bold text on each **Report #** tab that is overdue. Reports not yet due, will show the due date in regular text.

Summary Pre-Application/Organizational Details Questions / Statement of Work Budget Summary Tables Documents

Grant Agreement Financial **Report OVERDUE** Report Totals

[Ask a Report Question](#) (answers are saved automatically when you move to another field)

Report 1: ✓ Report 2: ✓ Report 3: ✓ Report 4: ✓ Report 5: 10/15/2016 Report 6: 1/15/2017 Report 7: 2/15/2017

2. Identify the **Report #** tab that corresponds to the desired **Narrative Report (DCJ Form 2)** submission. You must follow the **Reporting Schedule** attached to the **Grant Agreement** tab to determine which report corresponds to each **Report #** tab.

Example: excerpt from a Reporting Schedule

In this example Report #1 corresponds to a Financial Quarterly Report for the period of Jul-Sep 2016; and Report #2 corresponds to a Narrative Quarterly Report for the period of Jul-Sep 2016. To submit a Narrative Report, the Grantee should go to Report #2 tab to begin processing the Narrative Report.

07/01/2016 to 06/30/2017					
Report #	Report Type - Name given to report upon upload	Period	Due Date	Required	Upload to
1	Financial Report (1-A) - Quarterly - Jul-Sep 2016	07/01/2016 - 9/30/2016	10/15/2016	Yes	Reports
2	Narrative Report (2) - Quarterly - Jul-Sep 2016	07/01/2016 - 9/30/2016	10/15/2016	Yes	Reports

3. Complete the **Narrative Report (DCJ Form 2)** - Answer Questions 1 - 4

- **1. What type of Report is this?** You must select either Statistical and Narrative Report (DCJ Form 2) - Quarterly or Statistical and Narrative Report (DCJ Form 2) - Final, as appropriate. (**Note:** not all grant programs have a final narrative report.)

4. Attach the completed **Narrative Report (DCJ Form 2)**

Click on **Upload**

Documents Requested *	Required?	Uploaded Documents *
Statistical and Narrative Report (DCJ Form 2) - Quarterly Download template: linked file CVS Narrative Report Template		-none-
		Upload

A window will pop-up. If the window does not pop-up, check your pop-up blockers and try again.

File Upload Window

Document Requested Statistical and Narrative Report (DCJ Form 2) - Quarterly **Uploaded Document *** -none-

1 File description

2 Type of attachment ☒ File Upload (file size limited to 4MB each) ☐ Link to File (YouTube, Dropbox, cloud storage, webserver, etc.)

3 Select a file to upload No file chosen

No file chosen

Be sure to include the file extension
File size is limited to 4MB.
Supported file extensions:
.DOC, .XLS, .DOCX, .XLSX, .TXT, .RTF, .WPS, .SXW, .ODT, .TAB, .CSV, .WKS, .SXC, .ODS, .PPT, .PPS, .SXI, .ODP, .PDF, .GIF, .JPG, .PNG, .MW, .WAV, .AIF, .MP3, .MP4, .MID, .MPG, .MOV, .WMV, .RM, .JPEG, .SHP, .SHX, .DBF, .KML, .KMZ, .TIF, .TIFF

Document type PROPOSAL DOCUMENT

Be sure to verify that your upload was successful by testing the link to download your file after this page reloads.

* ZoomGrants™ is not responsible for the content of uploaded or linked documents.

1. Enter a file description
2. Chose the file to upload
3. Then click **Upload Now**
4. Refresh the page to see the uploaded document.

Documents Requested *	Required?	Uploaded Documents *
Statistical and Narrative Report (DCJ Form 2) - Quarterly		This list will be updated when the page is refreshed. Upload

[Refresh Page](#)

* ZoomGrants™ is not responsible for the content of uploaded documents.

5. **Submit the Narrative Report (DCJ Form 2)**

If you do not submit the **Narrative Report (DCJ Form 2)** it will not be processed. Scroll back up to the top of the Report and click **Submit Report #**.

[Ask a Report Question](#) (answers are saved automatically when you move to another field)

Report 1: 7/15/2017	Report 2: 7/15/2017	Report 3: 10/15/2017	Report 4: 10/15/2017	Report 5: 1/15/2018
Report 6: 1/15/2018	Report 7: 4/15/2018	Report 8: 4/15/2018	Report 9: 7/15/2018	Report 10: 7/15/2018
Report 11: 10/15/2018	Report 12: 10/15/2018	Report 13: 1/15/2019	Report 14: 1/15/2019	Report 15: 2/15/2019

Report 2: 7/15/2017 [Submit Report 2](#)

1. What type of Report is this?

- ☐ Financial Report (DCJ Form 1-A) - Quarterly
- ☐ Financial Report (DCJ Form 1-A) - Final
- ☒ **Statistical and Narrative Report (DCJ Form 2) - Quarterly**
- ☐ Project Income Report (DCJ Form 1-B) - Quarterly
- ☐ Program Income Report (DCJ Form 1-B) - Quarterly

Statistical and Narrative Reports Require an attachment.

Complete the entire page and then submit.

C. Short cut - Create & Submit a Report from the Approved tab

If you are an **Account Owner** you may access your **Report Tab** without opening the project. You may click on the Add Report feature from the **Approved** Applications section on your **My Account Home** page.

Approved Applications

Colorado Division of Criminal Justice
Office for Victims Programs
[2016 OVP Transition \(CVS \(CY16-17\) & VOCA one-time\)](#) (deadline 12/29/2016)

2015-VA-14-009043-19 / CASA Program and Child Advocacy Center (CY 16) \$64,354.00

[Add Payment Request](#) [Add Report](#) [Print](#) | [Duplicate](#)

VI. Submit all other Reports and Change Forms

All other reports, certifications, and requested documents are **attached** in ZoomGrants. These forms are **uploaded** on the **Documents** tab. This includes, but is not limited to:

- Equipment Inventory/Retention Certification (DCJ Form 5)
- Equipment Procurement Certification (DCJ Form 13)
- Consultants/Contracts Certification (DCJ Form 16)
- Certification of Compliance with Regulations - Office of Civil Rights, Department of Justice (DCJ Form 30)
- Conference Policy and Certification (DCJ Form 31)
- Certification of Match (DCJ Form 32)
- Budget Revision (DJC Form 4-A)
- Change in Project Officials (DCJ Form 4-B)
- Change in Grant Award Period (DCJ Form 4-C)
- Modification of Other Grant Agreement Terms (DCJ Form 4-D)

A. Go to the DCJ Grants Website and obtain the appropriate Form

You should always check the [DCJ Grants website](#) for the most recent version of the form prior to completing.

Download the document to your computer and save it prior to completing the content. It is highly recommended that you digitally sign all DCJ Forms in PDF. Once you have completed the Digital PDF form, upload the document to ZoomGrants as instructed below.

B. Create & Submit the Forms/Documents from the Documents tab

1. Go to the **Documents** Tab

Note: This list may vary from program to program

Summary	Pre-Application/Organizational Details	Questions / Statement of Work	Budget Summary	Tables	Documents
Grant Agreement	Financial	Report: OVERDUE	Report Totals		

Documents

Documents Requested *	Required?	Uploaded Documents *
Organizational Chart – with requested personnel highlighted. (including personnel which would be paid with matching funds)	-none-	<input type="button" value="Upload"/>
Job Descriptions for staff that would be paid for with OVP funds	-none-	<input type="button" value="Upload"/>
Job Descriptions for volunteer staff – if volunteers are used as match	-none-	<input type="button" value="Upload"/>
Job Descriptions for match staff – if paid staff is used as match	-none-	<input type="button" value="Upload"/>
Board Members list – non-profit agencies only	-none-	<input type="button" value="Upload"/>
Proof of non-profit status – new non-profit applicants only	-none-	<input type="button" value="Upload"/>
Sample timesheet currently used by the position(s) for which you are requesting OVP funding	-none-	<input type="button" value="Upload"/>
Sample timesheet currently used by the volunteer staff – if volunteers are used as match	-none-	<input type="button" value="Upload"/>
Budget Revision (DCJ Form 4-A)	-none-	<input type="button" value="Upload"/>
Change in Project Officials (DCJ Form 4-B)	-none-	<input type="button" value="Upload"/>
Change in Grant Award Period (DCJ Form 4-C)	-none-	<input type="button" value="Upload"/>
Modification of Other Grant Agreement Terms (DCJ Form 4-D)	-none-	<input type="button" value="Upload"/>
Equipment Inventory/Retention Certification (DCJ Form 5)	-none-	<input type="button" value="Upload"/>
Equipment Procurement Certification (DCJ Form 13)	-none-	<input type="button" value="Upload"/>
Consultants/Contracts (DCJ Form 16)	-none-	<input type="button" value="Upload"/>
Certification of Compliance with Regulations, Office for Civil Rights, Department of Justice (DCJ Form 30)	-none-	<input type="button" value="Upload"/>
Audit/Financial Review (Please link this document rather than attaching, if possible)	-none-	<input type="button" value="Upload"/>

- Identify the Row/item that corresponds to the form. (Note: if it is not clear which row you should attach a form to or there is not an entry for the type of form, please contact your DCJ Grant Manager).
- Click on **Upload**. A window will pop-up. If the window does not pop-up, check your pop-up blockers and try again.

ZoomGrants (GRANTA...ST.COM, LLC) [US] | https://zoomgrants.com/fileup.asp?go=y&propri

ZOOMGRANTS Close Window Help

File Upload Window

Document Requested	Uploaded Document *
Statistical and Narrative Report (DCJ Form 2) - Quarterly	-none-

- File description (e.g. IRS Letter, Financials, etc.)
- Type of attachment
 - ☒ File Upload (file size limited to 4MB each)
 - ☐ Link to File (YouTube, Dropbox, cloud storage, webserver, etc.)
- Select a file to upload

No " / " allowed in filenames.
Be sure to include the file extension
File size is limited to 4MB.
Supported file extensions:
.DOC, .XLS, .DOCX, .XLSX, .TXT, .RTF, .WPS, .SXW, .ODT, .TAB, .CSV, .WKS, .SXC, .ODS, .PPT, .PPS, .SXI, .ODP, .PDF, .GIF, .JPG, .PNG, .MW, .WAV, .AIF, .MP3, .MP4, .MID, .MPG, .MOV, .WMV, .RM, .JPEG, .SHP, .SHX, .DBF, .KML, .KMZ, .TIF, .TIFF

Document type: PROPOSAL DOCUMENT

Be sure to verify that your upload was successful by testing the link to download your file after this page reloads.

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5. Enter a file description
6. Chose the file to upload
7. Then click **Upload Now**
8. Refresh the page to see the uploaded document.

Documents

Documents Requested *	Required?	Uploaded Documents *
Organizational Chart - with requested personnel highlighted. (including personnel which would be paid with matching funds)		This list will be updated when the page is refreshed.
Job Descriptions for staff that would be paid for with OVP funds		-none-
Job Descriptions for volunteer staff - if volunteers are used		

A DCJ Grant Manager will receive a notice that you have uploaded a document. No further action is needed on your part.