

2016



COLORADO
Division of Criminal Justice
Department of Public Safety

ZOOMGRANTS

ZOOMGRANTS BOARD/COUNCIL APPLICATION REVIEW TRAINING REVISED 03/06/2018

The Division of Criminal Justice (DCJ) retired the Colorado Grants Management System (COGMS) effective October 2016, and launched ZoomGrants in October 2016. These instructions are intended to assist with the Basic Navigation of Board/Council members during Application Review within ZoomGrants. A supplemental Job Aid will be made available for specific Grant Programs.

ZG Board/Council Training

I.	Log into ZoomGrants.....	3
II.	ZoomGrants Structure	4
III.	Navigation Administration Tabs.....	4
A.	My Account	4
B.	Program History	5
C.	Announcements	5
D.	My Profile	7
IV.	Navigation- Program Tabs.....	8
A.	Dashboard Tab	8
1.	Applications – Official Decisions	9
2.	My Review.....	10
3.	Judicial District	10
4.	Award Classification.....	11
5.	Grant Program Manager	11
6.	Project Status	11
7.	Saved Reports	12
8.	Edit Dashboard Items.....	12
9.	Activity Stream.....	12
10.	Group Messages Sent	13
11.	Map	13
B.	Applications.....	14
1.	Submitted Applications.....	14
	Open, Print, or PDF an application.....	15
C.	Pre-Application/Organizational Details	16
D.	Scoring.....	16
	My Vote:.....	17
	My Recommend(ed amount):.....	17
	My Score:	17

Admin Score:.....	17
E. Financial, Reporting & Data	17
F. My Profile.....	18
V. Application Tabs.....	18
A. Application Summary.....	18
Send Email:.....	19
Full Applicant History:	19
Add/Delete Documents:	19
1. Header Information- Located on each tab.....	20
2. Official Decision	20
3. Review Tools	20
B. Organizational Details	21
C. Statement of Work & Application Questions	21
D. Budget Summary.....	21
E. Tables	21
1. Goals & Objectives	21
2. Personnel: Budget & Budget Narrative Details.....	21
3. Non-Personnel: Budget & Budget Narrative Details.....	21
4. Additional Project Funding	22
5. Prior Funding for the grant project.....	22
6. Additional Financial Details.....	22
F. Documents	22
G. Extra	22

I. Log into ZoomGrants

Go to ZoomGrants.com and login using the credentials that were provided to you by DCJ.

Log in to ZoomGrants.com, click on Login in the top right corner. You may use any **up to date** browser (Internet Explorer, Mozilla Firefox, Safari, etc.). Chrome is preferred.



- It is recommended that you use the Remember me! Feature
DCJ set up a generic password for you. You may change this at any time to something more secure. If you need to reset your password, click on the Forgot Password option on the main ZoomGrants.com page.

ZoomGrants requires all users to maintain a Security Profile to aid in the retrieval of passwords. If you forget your password, answering those three questions correctly will allow you to reset your password. If you have yet to set up your Security Profile, you will receive your password in an email from Notices@ZoomGrants.com.

A screenshot of the ZoomGrants login page. The page has a dark wood-grain header with the text 'Log In' in white. Below the header is a breadcrumb trail 'Home / Log In'. The main content area is light blue and contains a login form. The form has two input fields: 'Email Login:' with the value 'DV1@DV.com' and 'Password:' with masked characters '.....'. Below the password field is a checkbox labeled 'Remember me! (for Administrators and Reviewers only)'. At the bottom of the form is an orange 'LOGIN' button, which is circled in red. Below the button is a link 'Forgot Password'. At the very bottom of the page, there is a message: 'If you received an invitation, you need to [Log in to Invitations here.](#)'

II. ZoomGrants Structure

The ZoomGrants (ZG) structure is a tab system. There are a series of tabs that drill down from general to specific. **Note:** In ZoomGrants the term **Program** is equivalent to a **Funding Opportunity**.

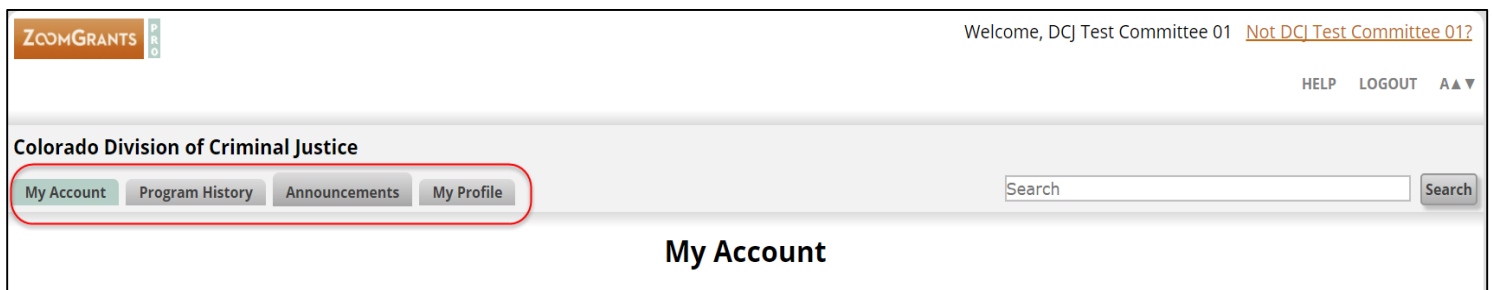
Administrative Tabs: Tabs contain information across all Programs you have access to (i.e. not program specific).

Dashboard/Program Tabs: Tabs contain information across all Applications within a Program that you have access to (i.e. not application specific).

Application/Project Tabs: Tabs contain information to a specific Application.

III. Navigation Administration Tabs

Once you log in, you will see the tabs and Programs that are available to you. This will always be what you see when you log in and is considered your home page. Note: Your tabs will wrap onto a new line if you increase the font size on your page, but the content remains the same.



A. My Account

Provides a quick snapshot of the number of applications Submitted, Incomplete and the Total Awarded for each Program for which you are assigned. It also provides access to the Dashboard.

- Incomplete Applications after the application deadline will NOT be scored.
- Total Awarded will not appear until after the Funding Conference.

The yellow-highlighted “New” means there are grants that you have not opened or there has been a change in them since you last opened it. This is specific to each user.

Note: In ZoomGrants the term **Program** is equivalent to a **Funding Opportunity**.

- **Programs Waiting to Open: (Not visible in the example below)** The Program has been created, but is not yet accepting applications. Only those programs that you’ve been assigned to will appear here. *No action required for the Board/Council Reviewer.*
- **Open Programs:** Any Program that is actively accepting applications. Only those programs that you’ve been assigned to will appear here. *No action required for the Board/Council Reviewer.*

- **Recently Closed Programs:** The application deadline has passed. Only those programs that you've been assigned to will appear here. *These are the applications that will be scored.*

ZoomGrants | Welcome, DCJ Test Committee 01 | [Not DCJ Test Committee 01?](#) | HELP | LOGOUT | A A ▼

Colorado Division of Criminal Justice

My Account | Program History | Announcements | My Profile

Search

My Account

Open Programs

none

Recently Closed Programs (within 18 months)

	Submitted	Incomplete	Total Awarded	
☆ Office for Victims Programs 2016-2018 OVP Transition Grants 2/13/2018 - 2/13/2018	592	15	\$ 54,235,131.16	Dashboard

B. Program History

All Programs (including the current Program for which you are reviewing applications) will appear here. After a Program has been closed for 18 months it will only appear here and not be visible on the My Account tab.

C. Announcements

Announcement will contain important notifications from DCJ to Council members reviewing the Applications. This is also how ZoomGrants will push out announcements, especially new features. Click on the tab and a new pop-up window appears. Pop-up windows may be exited out of by clicking the X button in the top right corner.

ZoomGrants | Welcome, DCJ Test Committee 01 | [Not DCJ Test Committee 01?](#) | HELP | LOGOUT | A A ▼

Colorado Division of Criminal Justice

My Account | Program History | Announcements | My Profile

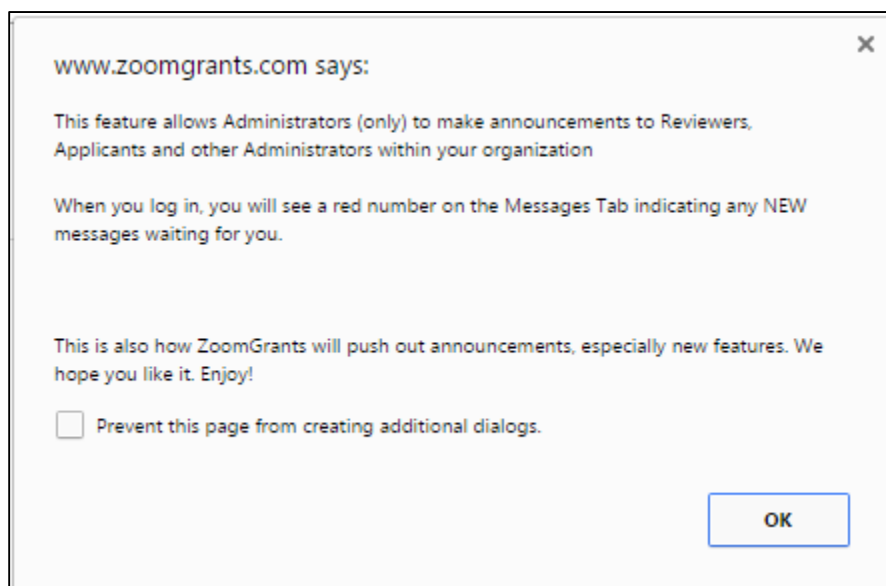
Search

My Account

If the windows do not pop-up check the pop-up blocker associated with your browser.



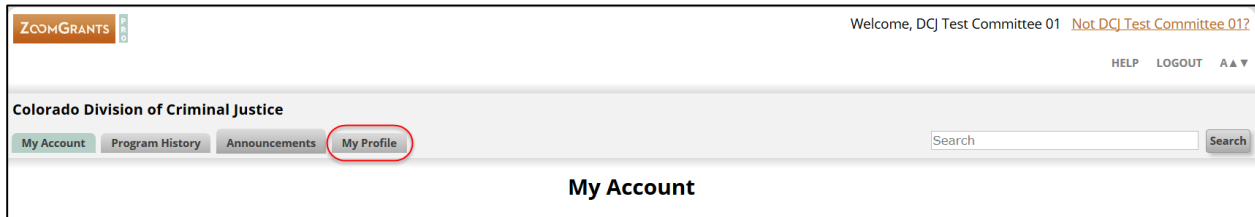
Click on the “What’s this?” link:



D. My Profile

My Profile contains your personal and organizational information. Since Reviewers will be using a generic account that is created for you, we suggested that you **DO NOT** populate this information.

NOTE: If you do populate this information, please keep in mind that your information will be on a generic account that may be repurposed in the future.



IV. Navigation- Program Tabs

Open the grant Program that contains the grants you will be reviewing. To access a Program Dashboard (Dashboard) you may click on **Dashboard** or the **Hyperlink** of the name of the Program from your Home Page (My Account).

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HELP LOGOUT A ▴ ▾

Colorado Division of Criminal Justice

My Account Program History Announcements My Profile

Search

My Account

Open Programs	Submitted	Incomplete	Total Awarded
none			

Recently Closed Programs (within 18 months)

	Submitted	Incomplete	Total Awarded	
☆ Office for Victims Programs 2016-2018 OVP Transition Grants 2/13/2018 - 2/13/2018	592	15	\$ 54,242,209.16	Dashboard

Not seeing your programs?
You may not have been given access to any programs OR they may have closed more than 18 months ago and have moved into the Program History tab (above).
To request access to programs, contact your Administrator and request that they add you on the Committee tab of the Program Setup page.

Once you click on Dashboard you will be taken to a series of **Program tabs** for the selected Program. At the top of every page you will see the name of the Program that is open. [To return to the Home Page click on My Account.](#)

ZoomGRANTS

Welcome, DV Grant Reviewer 1 [Not DV Grant Reviewer 1?](#)

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Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
2017-2018 State Juvenile Diversion Program & Marijuana Tax Cash Funds

\$ 1,540,000.00 Available
11/10/2016 Deadline

My Account | **Dashboard** | Applications | Scoring | Financial | Reporting | Data

Search

Program Dashboard

A. Dashboard Tab

[The Dashboard tab provides quick links to the applications by a variety of filters.](#) All the Program tabs provide summary data (Available amount and Deadline date) for the Program.

- **Available:** The amount available (this includes Administrative Funds) and is not the amount that will be granted out to applicants. DCJ staff will inform you of the actual amount available.
- **Deadline:** The date the applications were due.

ZOOMGRANTS PRO Dashboard Tables: Old Version

Welcome, DV Grant Reviewer 1 [Not DV Grant Reviewer 1?](#)

HELP LOGOUT ▲▼

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
2017-2018 State Juvenile Diversion Program & Marijuana Tax Cash Funds

\$ 1,540,000.00 Available
11/10/2016 Deadline

My Account | **Dashboard** | Applications | Scoring | Financial | Reporting | Data

Search

Program Dashboard

Applications *Official Decisions*
28 Undecided
 28 Total Submitted [View All](#)

My Review
28 Undecided
 28 Total Submitted [view all](#) **27 New**

Messages/Announcements
[Program Messages](#)

Activity Stream
11/10/2016 3:57:46 PM 67053 (Juvenile Diversion 2017-2018) Application submitted by basecallus@dcf.us

ZOOMGRANTS PRO Dashboard Tables: New Version

Welcome, DCJ Test Committee 01 [Not DCJ Test Committee 01?](#)

HELP LOGOUT ▲▼

Colorado Division of Criminal Justice
Office for Victims Programs
2016-2018 OVP Transition Grants

\$ 54,975,248.16 Available
2/13/2018 Deadline

My Account | **Dashboard** | Applications | Scoring | Funding Allocations | Financial | Reporting | Data

My Profile

Search

Program Dashboard

[Edit Dashboard Items](#)

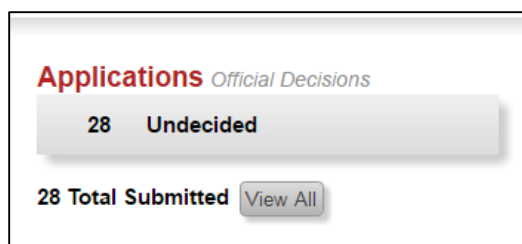
Applications
Applications *Official Decisions*
590 Approved \$ 54,242,209.16
2 Declined
 592 Total Submitted

My Review **A** *Assigned to me*
2 Applications
 2 Total Submitted [view all](#)

Activity Stream
 Financial information is not available to the Committee.
 Activity stream is not available during a blind or limited review.

1. Applications – Official Decisions

Applications will be listed as either Undecided, Approved or Declined. **This reflects the final Board/Council decision.** During your Board/Council Review all Applications will be marked **Undecided**.



- Click on **Undecided**: you will go to Submitted Applications, but your filter will be set to Undecided.

- Click **View All**: you will go to Submitted Applications and will see all submitted application regardless of status.

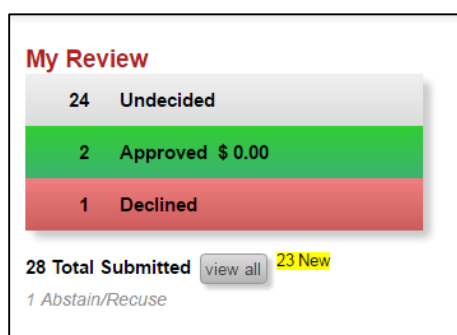
Un-submitted Applications are not visible.

NOTE: Depending on the program you may only see the projects that have been assigned to you. Please the job aid for each particular program for more information.

2. My Review

Applications under My Review will be listed as either Undecided, Approved, Declined, or Abstain/Recuse. Clicking on any category will take you to the Applications tab and apply the filter of the category you selected.

My Review applies only to your review of the record. You will not be able to see other Board/Council member's progress.



- Click on **Undecided**: you will go to the Application Tab and your filter will be set to Undecided.

- Click on **Approved**: you will go to the Application Tab and your filter will be set to Approved.

- Click on **Declined**: you will go to the Application Tab and your filter will be set to Declined.

- Click **View All**: you will go to the Application Tab and will see all

submitted Applications regardless of status. **You will need to select this option to view Applications that you marked Abstain/Recuse.**

NOTE: Depending on the program you may only see the projects that have been assigned to you. Please the job aid for each particular program for more information.

3. Judicial District

This quick link was built by DCJ and maybe different for each grant program; see the job aid for each

4	Not Assigned
2	9
1	10
2	19
1	NA

particular program for more information. Note: that the quick link takes you to the Applications tab and applies the filter that you selected. In this example: The quick link will take you to all submitted Applications assigned to a particular judicial district.

In this example there are four (4) applications Not Assigned, two (2) applications in Judicial district 9, one (1) application in Judicial district 10, etc.

“NA” is reserved for DCJ Administrative Funds.

4. Award Classification

This quick link here will take you to all submitted Applications assigned to a particular award

Award Classification	
4	Not Assigned
1	Administrative
5	Passthrough - Standard

classification. Not all classifications apply to all grant programs, see the job aid for each particular program for more information. Note: that the quick link takes you to the Applications tab and applies the filter that you selected.

In this example there are four (4) applications Not Assigned, one (1) Administrative application, and five (5) Passthrough –

Standard applications.

NOTE: Depending on the program you may only see the projects that have been assigned to you. Please the job aid for each particular program for more information.

5. Grant Program Manager

Grant Program Manager is assigned by the grant manager at various times depending on the grant program, often times it is not done until after the final Board/Council decisions therefore you may not see this populated during your review. This quick links here will take you to all submitted Applications assigned to a particular grant manager.

NOTE: Depending on the program you may only see the projects that have been assigned to you. Please the job aid for each particular program for more information.

6. Project Status

Project Status is assigned by the grant manager at the time the award is setup (after applications are submitted) and updated when the project is closed. This quick link will take you to all submitted Applications assigned to a particular award classification.

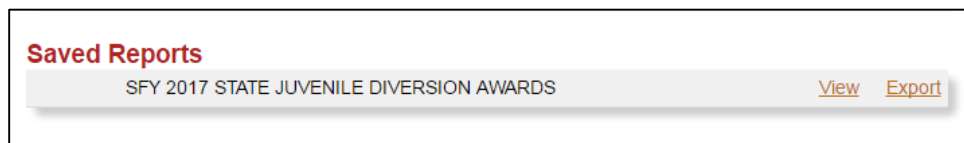
Project Status	
378	Open
215	Closed

In this example there are 378 applications Open and 275 Closed applications. During your Board/Council Review all Applications will be marked **Open**.

NOTE: Depending on the program you may only see the projects that have been assigned to you. Please the job aid for each particular program for more information.

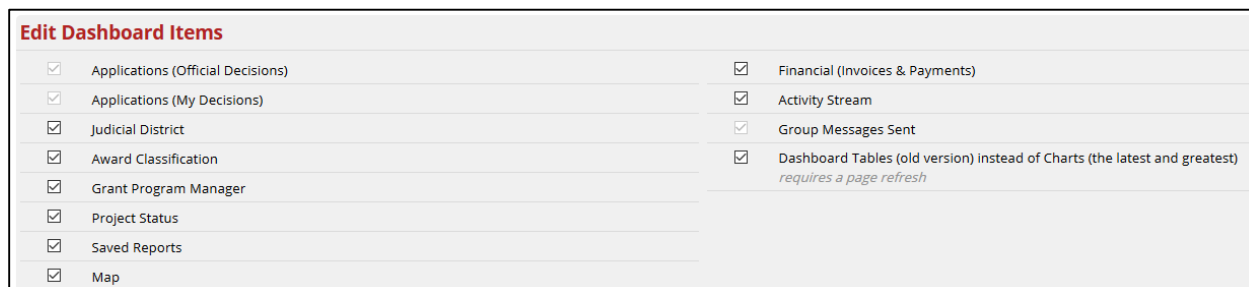
7. Saved Reports

Saved Reports will take you to the reports that you created and saved in Data. Not all programs will have saved reports, see the Job Aid associated with the program you are reviewing for any saved reports.



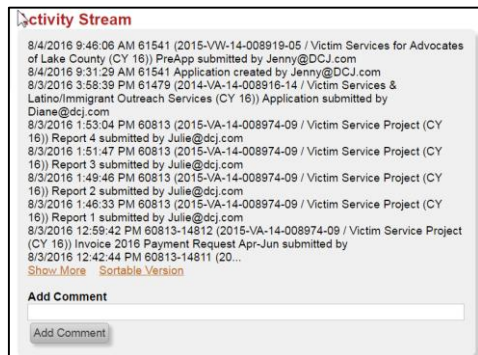
8. Edit Dashboard Items

Each user may tailor your Dashboard. Click on Edit Dashboard Items and a menu will appear and you may uncheck any items that you don't want visible on your dashboard. You may also switch between the Old and New version of the Dashboard Tables. Greyed out checked boxes are permanent and you cannot unselect those.



9. Activity Stream

The Activity Stream contains the latest activities within that program (meaning ALL Projects in this program). Click Show More to view additional activities or click Sortable Version to open the complete Activity Stream in a new window.



The activity streams shows users and update to the ZG project file/application.

NOTE: This may not populate during a blind or limited review.

10. Group Messages Sent

This Dashboard item will only appear if a group message has been sent to the Applicants from DCJ staff for the Program you are reviewing.

Group Messages Sent		
Date	# Sent	Sent By
8/4/2016 2:17:22 PM	10	Laura Montoya

By clicking on the hyperlink you can see the message details:

Sent Message Details

Note: Messages sent prior to 02/17/2016 will be missing the message body and sender.

Date Sent 08/04/2016

Sent By

Sent From 165.127.87.254

Total Sent 10

Message Type List Message

Message Body Sent to: (10 notices sent)

Application Contact: gwen@dcj.comzzz;
Application Contact: director@dcj.comzzz;
Application Contact: director@dcj.comzzz;
Application Contact: DCJTest@dcj.com;
Application Contact: gwen@dcj.com;
Application Contact: gwen@dcj.com;
Application Contact: Diane@dcj.com;
Application Contact: Julie@dcj.com;
Application Contact: Julie@dcj.com;
Application Contact: DCJ_ADMINCVS@dcj.com;

Message Body:

Colorado Division of Criminal Justice
OVP Transition 2016
sent by: Laura Montoya

This is only a test.

Attachments

11. Map

The map shows the locations of the organizations that submitted applications (Organization information located on the application summary, not the legal entity information collected on the Organizational Details tab). ZoomGrants will update the map after the application deadline passes.



B. Applications

The Applications tab provides access to all submitted applications for a program. If you click on the Applications Tab you will get an unfiltered view of all the applications. If you used one of the quick links on the Dashboard, then filters will be applied according to the quick link you selected.

Example: If you selected the quick link for all approved application on your Dashboard, you will go to the Applications tab, but only see the Approved Applications.

NOTE: Depending on the program you may only see the projects that have been assigned to you, which are notated by a large 'A'. Please the job aid for each particular program for more information.

Welcome, DCJ Test Committee 01 [Not DCJ Test Committee 01?](#)

HELP LOGOUT AA ▾

Colorado Division of Criminal Justice
Office for Victims Programs
2016-2018 OVP Transition Grants

\$ 55,073,411.16 Available
2/13/2018 Deadline

My Account | Dashboard | **Applications** | Scoring | Funding Allocations | Financial | Reporting | Data | My Profile

Search


Applications

Submitted Applications | Organizational Details

Submitted Applications	\$ Requested	My Scores	Trial Decisions (Committee)	Official Decisions (Committee)
A District Attorney Victim Witness Assistance Program (CY 16)	\$ 47,957.00	Print PDF N/A	\$ 47,957.00	\$ 47,221.02
District Attorney Victim/Witness Program New	\$ 64,447.00	Print PDF N/A	\$ 64,447.00	\$ 64,447.00
District Attorney VOCA 1x equipment/furniture training New	\$ 13,722.00	Print PDF N/A	\$ 13,722.00	\$ 12,634.39
District Attorney Victim/Witness Program (CY18)	\$ 70,892.00	Print PDF	\$ 70,892.00	\$ 70,892.00

The Applications tab contains subtabs for:

- Submitted Application
- Pre-Application/Organization Details

At any time you may use your filters  button. Using the quick links on the first page will provide some filtering, but if you want to apply multiple filters, use your filters button. Once you click on the filters button a box will appear, chose the criteria, and select Set Filter. Your filters will be applied.

You also have the option to clear your filters to view all the applications under a specific tab (submitted, pre-app, incomplete). **If you can't find a project clear your filters.**

1. Submitted Applications

The Submitted Applications tab provides an overview of all submitted applications and the corresponding Requested amount, Votes, My Score, Trial decision, Official decision; as well as the ability to open, print, or pdf an individual project/application.

NOTE: Depending on the program you may only see the projects that have been assigned to you. Please the job aid for each particular program for more information.

Colorado Division of Criminal Justice
Office for Victims Programs
2016-2018 OVP Transition Grants

My Account | Dashboard | **Applications** | Scoring | Funding Allocations | Financial | Reporting | Data | My Profile

Search

Applications

Submitted Applications | Organizational Details

Submitted Applications	\$ Requested	My Scores	My Recommendation	Trial Decisions (Committee)
District Attorney / Victim Witness Assistance Program (CY 16)	\$ 47,957.00	N/A	Undecided	\$ 47,957.00
District Attorney / Victim/Witness Program New	\$ 64,447.00	N/A	Undecided	\$ 64,447.00
District Attorney / VOCA 1x equipment/furniture training New	\$ 13,722.00	N/A	Undecided	\$ 13,722.00
District Attorney / Victim/Witness Program (CY18)	\$ 70,892.00		Undecided	\$ 70,892.00

Open, Print, or PDF an application

Click on the appropriate hyperlink to Open, PDF or print an application/project.

Colorado Division of Criminal Justice
Office for Victims Programs
2016-2018 OVP Transition Grants

My Account | Dashboard | **Applications** | Scoring | Funding Allocations | Financial | Reporting | Data | My Profile

Applications

Submitted Applications | Organizational Details

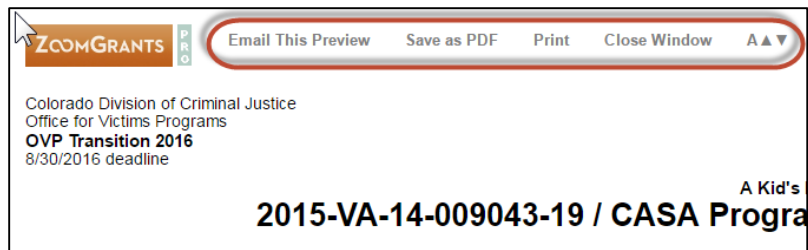
Submitted Applications	\$ Requested	
District Attorney / Victim Witness Assistance Program (CY 16)	\$ 47,957.00	Print PDF
District Attorney / Victim/Witness Program New	\$ 64,447.00	Print PDF
District Attorney / VOCA 1x equipment/furniture training New	\$ 13,722.00	Print PDF
District Attorney / Victim/Witness Program (CY18)	\$ 70,892.00	Print PDF

Open an Application:

Click on the name of the Application to open it. This will allow you to view all aspects of a particular application/project. Scoring is done within the Application; therefore, each application should be opened and reviewed prior to scoring. **See section V. Application/Project Tabs for more information on scoring.**

Print an Application:

This opens a pop-up box and contains ALL the project information for particular project. From this pop-up window you may Email, save, print, etc.



PDF an Application:

This creates a PDF of the ALL the project information for particular project.

C. Pre-Application/Organizational Details

The Pre-Application/Organization Details tab shows information for submitted and un-submitted Applications. As a reviewer, you do not need to utilize this tab unless you want to. It is just another way to view/filter the applications.

Pre-Application/Organizational Details	Requested	My Scores	Judicial District	Award Classification	Grant Program Manager	Project Status	Pre-Application/Organizational Details
No Title	\$ 0.00	Incomplete/ Unsubmitted					A
No Title	\$ 0.00	Incomplete/ Unsubmitted					A
Center Inc. 2018- Juven for La	\$ 79,303.00	Print PDF	8	Passthrough - Standard	Michele Lovejoy	Open	A

D. Scoring

Clicking on the Scoring tab will launch a new pop-up window that allows you to score/update in bulk, and to view a snapshot of your review outcomes. **See section V. Application/Project Tabs for more information on scoring.**

Welcome, Lyndsay Clelland - Senior Administrator
[Not Lyndsay Clelland - Senior Administrator?](#)

[HELP](#)
[LOGOUT](#)

Colorado Division of Criminal Justice
Office for Victims Programs
OVP Transition 2016

\$ 33,825,889.00 Available
8/30/2016 Deadline

[My Account](#)
[Dashboard](#)
[Applications](#)
[Scoring](#)
[Funding Allocations](#)
[Financial](#)
[Reporting](#)
[Data](#)
[Program Setup](#)

2016-2018 OVP Transition Grants

Colorado Division of Criminal Justice
Office for Victims Programs

No funds are available. Please enter an opening balance.

Scoring Report

Click on column title to sort by that column. Click again to reverse the order.
Individual question score averages are calculated by adding all existing scores for the question, and dividing by the number of existing scores.
Committee Score is a total, calculated by adding the individual question averages. Rounding errors could exist.
Average Recommend only includes a recommended amount if the reviewer voted to Approve the application.

Organization Name	Requested Amount	My Vote	My Recommend	Q1Sub	Q2Sub	Q3Sub	Q4Sub	Q5Sub	Q6Q7Q8Sub	Q9Sub	Q10Q11Sub	My Score	Admin Score	Total Adjust Score
<div>Application Title</div> <div>District Attorney</div> <div>/ Victim/Witness Program (CY18)</div> <div>Department</div> <div>/ Greeley Police Department Victim Assistance Unit (CY 16)</div>	\$70,892.00	Undecided	\$ 0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0.00
<div>Application Title</div> <div>District Attorney</div> <div>/ Victim/Witness Program (CY18)</div> <div>Department</div> <div>/ Greeley Police Department Victim Assistance Unit (CY 16)</div>	\$49,512.00	Undecided	\$ 0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0.00

See section V. Application/Project Tabs for more information on scoring.

My Vote: Each application may be marked as: Undecided, Approved, Denied, or Abstain/Recuse. The status will update after you enter your recommendation for a particular project.

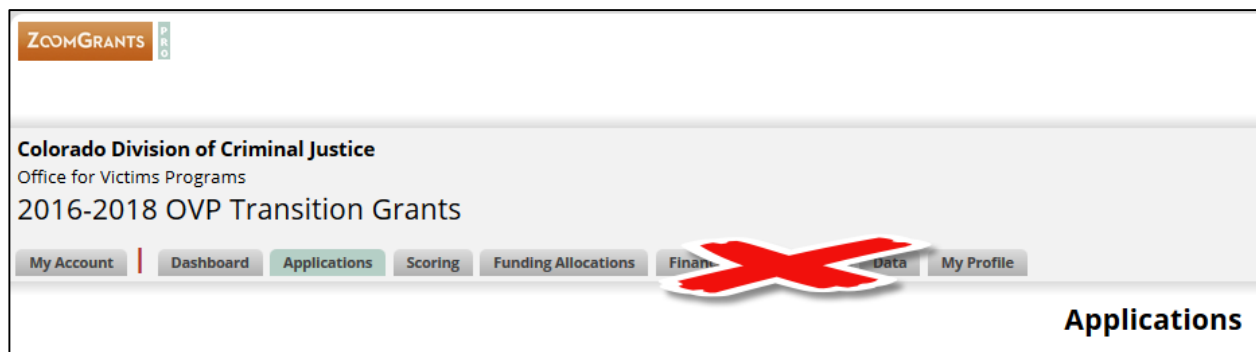
My Recommend(ed amount): Is the amount of grant funding you recommend for each application. Not all grant programs will have this field visible.

My Score: As a reviewer you may have up to 20 questions to answer to score the Application. The content, number and usage of scoring criteria may vary from grant program to grant program. In this example there are ten (10) questions Q1, Q2, etc.

Admin Score: Reflects DCJ staff scoring. Each grant program will utilize these questions differently and may or may not have them populated at the time of your review.

E. Financial, Reporting & Data

These tabs will not be used during the Board/Council Application Review process.



F. My Profile

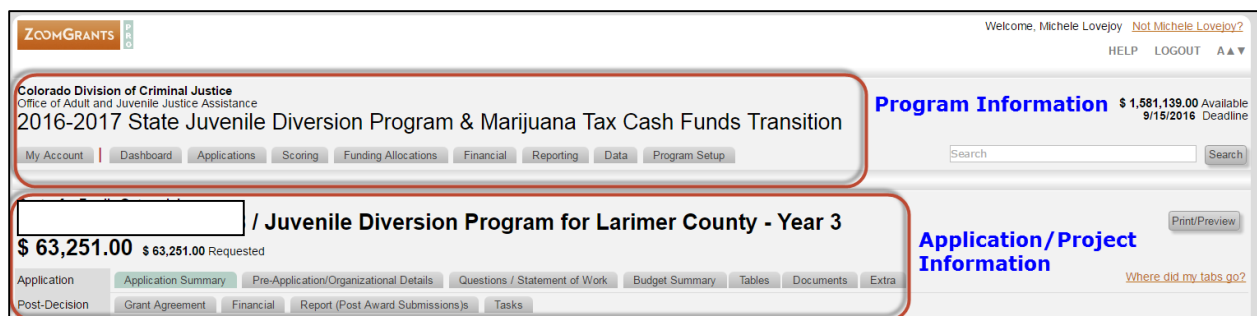
My Profile contains your personal and organizational information. Since Reviewers will be using a generic account that is created for you, we suggested that you **DO NOT** populate this information.

NOTE: If you do populate this information, please keep in mind that your information will be on a generic account that may be repurposed in the future.

V. Application Tabs

You may open an Application from several different places as seen in the above instructions. Regardless of how you open the Application, you will always see the same information. There are a series of tabs associated with each Application.

Once you open an Application there are Program tabs at the top and another row of Application Tabs below. The Application Tabs are specific to the Application you have open. **To move from one application to another use the Program Tabs. To move within and application use the Application tabs.**



A. Application Summary

Once you open an application, you will be on the Application Summary page. This tab contains basic information about the grantee and the application. An easy way to view the entire application without tabbing through the application is to use the Print/Preview button. This generates a PDF of all the information on each of the tabs.

ZOOMGRANTS Welcome, DV Grant Reviewer 1 [Not DV Grant Reviewer 1?](#)
HELP LOGOUT ▲▼

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
2017-2018 State Juvenile Diversion Program & Marijuana Tax Cash Funds

\$ 1,540,000.00 Available
11/10/2016 Deadline

My Account | Dashboard Applications Scoring Financial Reporting Data

Search [] Search

[] /Juvenile Diversion Program [Print/Preview](#)

\$ 40,000.00 Requested

Application Application Summary Pre-Application/Organizational Details Statement of Work & Application Questions Budget Summary Tables (G&O, Budget Details, Additional Funding) Documents Extra

Official Decision Undecided \$ 0.00 Review Tools

Application Summary

Application Submitted: 10/27/2016 1:13:08 PM
Pre-Application/Organizational Details Submitted: 10/19/2016 9:21:15 AM
Pre-Application/Organizational Details Status: Approved (to continue)

Application Contact
Ann []
[Send Email](#) (includes Additional Contacts)

Additional Contacts
Email Addresses, separated by comma
none entered

Applicant History
1 Approved (\$49,158.00)
0 Declined
2 Undecided
[Full Applicant History](#)

Settings

Primary Contact: Michele Lovejoy

Judicial District: 22

Award Classification: Passthrough - Standard

Grant Program Manager: Michele Lovejoy

Project Status: Open

☐ Open for Editing (post-Deadline, this application only)

☐ Notified of Official Decision (Applicant can view Official Decision, and access Post-Decision functions)

Official Decision Comment

IRS Verification

✓ Verified Exempt Organization
[View IRS Record](#) Last updated 11/11/2016 5:20:55 PM

Send Email: This functionality is part of ZG, but not DCJ policy. Please do not send an email to the grantee.

Full Applicant History: Launches a pop-up window with a history of the grantee's funding/applications through DCJ since the start of ZoomGrants. This information may show grant programs other than the grant program you are reviewing.

ZoomGrants (GRANTANALYST.COM, LLC) [US] | <https://www.zoomgrants.com/history.asp?userid=ann.wetton@cortezrecovery.org&recipid=1017714&legalname=Cortez%20Addictions%20Services>

ZOOMGRANTS [] [Close Window](#) [Refresh Page](#)

[] **Services**

Account Summary

Documents
-none-
[Add/Delete Documents](#)

Applications Received
(through ZoomGrants™)

Application	Program	Requested	Official Decision
[] /Juvenile Diversion Program	2017-2018 State Juvenile Diversion Program & Marijuana Tax Cash Funds (11/10/2016 deadline)	\$40,000.00	Undecided
[] /Diversion Treatment Funds	2017-2018 State Juvenile Diversion Program & Marijuana Tax Cash Funds (11/10/2016 deadline)	\$10,000.00	Undecided
[] / Juvenile Diversion Program - Year 3	2016-2017 State Juvenile Diversion Program & Marijuana Tax Cash Funds Transition (9/28/2016 deadline)	\$49,158.00	\$49,158.00
		\$99,158.00	\$49,158.00

Add/Delete Documents: This functionality is part of ZG, but not DCJ policy. Please do not add or deleted Documents on this page.

1. Header Information- Located on each tab

Once you open an application you will see header information for the project you have opened.

ZoomGrants

Welcome, DV Grant Reviewer 1 [Not DV Grant Reviewer 1?](#)

HELP LOGOUT ▲▼

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance

2017-2018 State Juvenile Diversion Program & Marijuana Tax Cash Funds

\$1,540,000.00 Available
11/10/2016 Deadline

My Account | Dashboard Applications Scoring Financial Reporting Data

Search

2017-2018 State Juvenile Diversion Program

\$40,000.00 Requested

Print/Preview

Application Application Summary Pre-Application/Organizational Details Statement of Work & Application Questions Budget Summary Tables (G&O, Budget Details, Additional Funding) Documents Extra

Official Decision Undecided \$ 0.00 Review Tools

2. Official Decision

The **Official Decision** is populated by DCJ grant managers after the Board/Council has completed the application reviews and the appropriate funding meeting/final decisions have been made.

3. Review Tools

This opens the scoring tab for this project. There is not a specific tab for the Review Tools. You must drill down to the Review Tools from the application Header underneath the Application Tabs. Depending on the grant program you may be prompted to enter Trial Information. See the job aid to see if Trial scores are used with the program you are reviewing.

To return to the rest of the application click on any Application tab.

See the Job Aid to determine how to complete this section.

ZoomGrants

Welcome, DV Grant Reviewer 1 [Not DV Grant Reviewer 1?](#)

HELP LOGOUT ▲▼

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance

2017-2018 State Juvenile Diversion Program & Marijuana Tax Cash Funds

\$1,540,000.00 Available
11/10/2016 Deadline

My Account | Dashboard Applications Scoring Financial Reporting Data

Search

Center 2017-2018 State Juvenile Diversion Program for Larimer County

\$79,303.00 Requested

Print/Preview

Application Application Summary Pre-Application/Organizational Details Statement of Work & Application Questions Budget Summary Tables (G&O, Budget Details, Additional Funding) Documents Extra

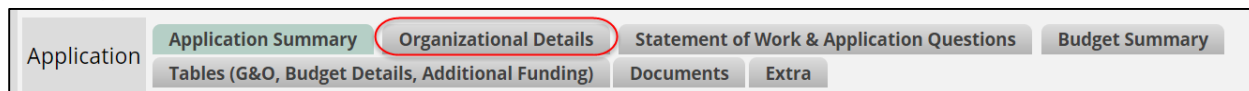
Official Decision Undecided \$ 0.00 Review Tools

Vote Undecided Recommended Amount \$ 0

Conflict Statement

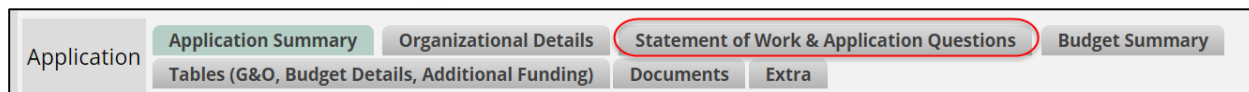
There is no possible conflict of interest with the review of this proposal.

B. Organizational Details



Often times a grantee will have a Legal Entity Name that is different than the doing business as name and we need to capture both. This tab collects legal entity information.

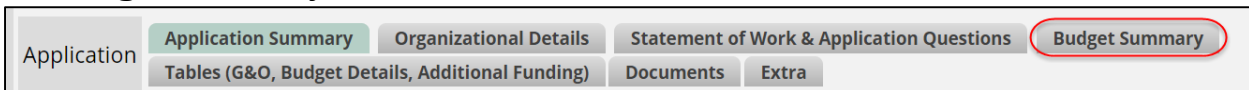
C. Statement of Work & Application Questions



This section contains all the Application questions with the exception of those housed in Budget Summary, Tables, and Documents.

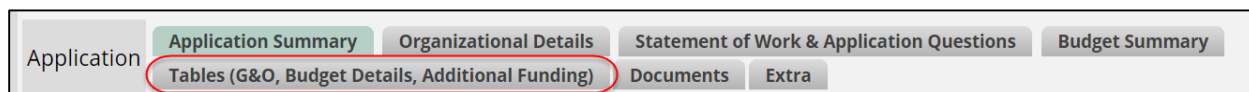
NOTE: This tab sections structure and functions are consistent between all applications, but may have different naming conventions and content between Programs/Funding Opportunities.

D. Budget Summary



This section contains a snapshot of the Budget, the budget details are part of tables 2 & 3 (Personnel: Budget & Budget Narrative Details & Non-Personnel: Budget & Budget Narrative Details) under the Tables Tab.

E. Tables



This section contains six (6) different tables. The Tables tab editing ability is controlled by the grant manager who may open up columns for editing at specific times.

NOTE: This tab sections structure and functions are consistent between all applications, but may have different naming conventions and content between Programs/Funding Opportunities.

1. Goals & Objectives

Goals and Objectives related to the project are housed here.

2. Personnel: Budget & Budget Narrative Details

Personnel Budget details are housed here.

3. Non-Personnel: Budget & Budget Narrative Details

All other Budget Details, excluding personnel, are housed here.

4. Additional Project Funding

This table provides information about the applicant's use of additional funds to support the project described in the application.

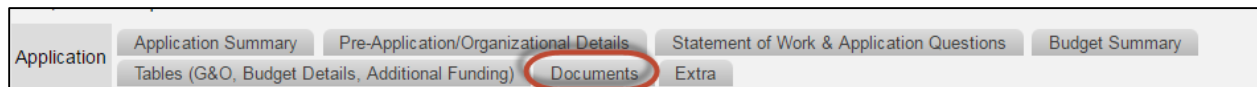
5. Prior Funding for the grant project

If the grantee has received prior funding for the application put forth it should be located here.

6. Additional Financial Details

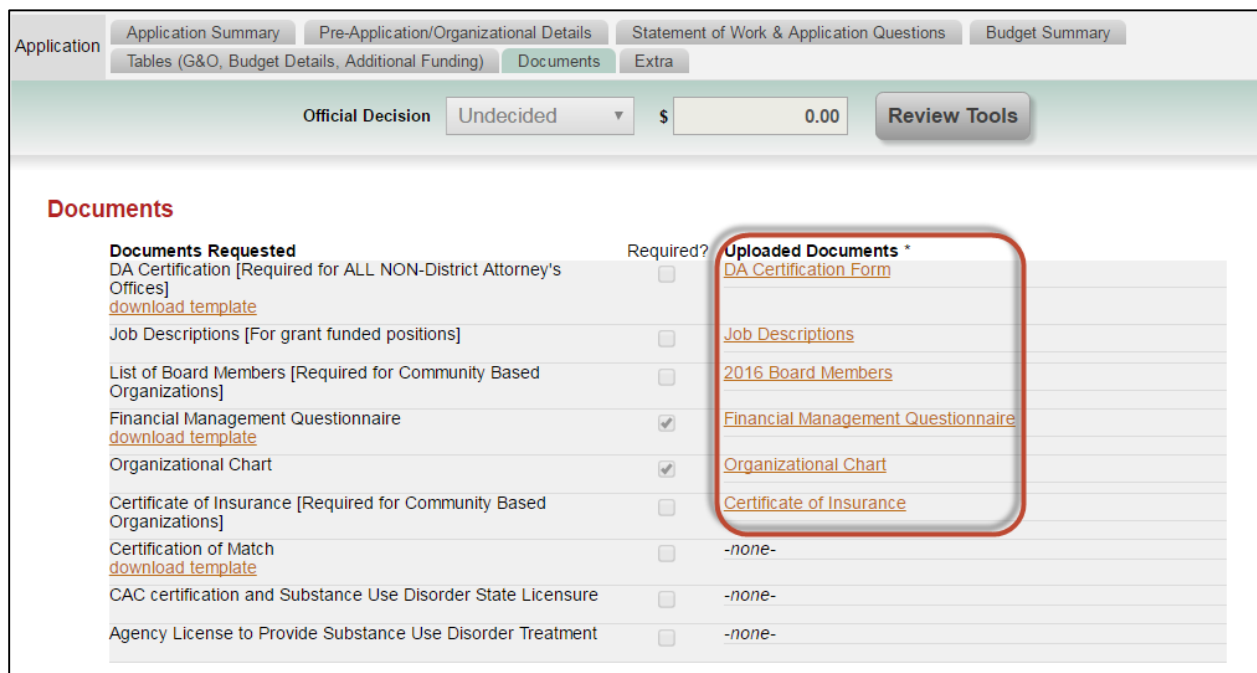
This allows grantees to expand on whether or not they are Continuation Applicants or New Applicants.

F. Documents



Application | Application Summary | Pre-Application/Organizational Details | Statement of Work & Application Questions | Budget Summary | Tables (G&O, Budget Details, Additional Funding) | **Documents** | Extra

All the documents that the applicant was required to attach will be attached here. You open each attachment by clicking on the hyperlink associated with the document. This will open a pop-up window with the ability to open the document.



Application | Application Summary | Pre-Application/Organizational Details | Statement of Work & Application Questions | Budget Summary | Tables (G&O, Budget Details, Additional Funding) | Documents | Extra

Official Decision: Undecided | \$ 0.00 | Review Tools

Documents

Documents Requested	Required?	Uploaded Documents *
DA Certification [Required for ALL NON-District Attorney's Offices] download template	<input type="checkbox"/>	DA Certification Form
Job Descriptions [For grant funded positions]	<input type="checkbox"/>	Job Descriptions
List of Board Members [Required for Community Based Organizations]	<input type="checkbox"/>	2016 Board Members
Financial Management Questionnaire download template	<input checked="" type="checkbox"/>	Financial Management Questionnaire
Organizational Chart	<input checked="" type="checkbox"/>	Organizational Chart
Certificate of Insurance [Required for Community Based Organizations]	<input type="checkbox"/>	Certificate of Insurance
Certification of Match download template	<input type="checkbox"/>	-none-
CAC certification and Substance Use Disorder State Licensure	<input type="checkbox"/>	-none-
Agency License to Provide Substance Use Disorder Treatment	<input type="checkbox"/>	-none-

G. Extra

Is not being utilized.