



COLORADO
Division of Criminal Justice
Department of Public Safety

ZOOMGRANTS

ZOOMGRANTS USER GUIDE & BASIC NAVIGATION

DCJ GRANT MANAGER

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These instructions provide Division of Criminal Justice (DCJ) grant managers with information on how to navigate ZoomGrants (ZG) and provide a basic understanding of process. Additional user guides will be published on specific processes and may be updated periodically. See the job aids for specific process questions. If a job aid that is needed does not exist, please contact Lindsey to begin the development of said job aid.

ZG User Guide & Basic Navigation

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I. The Grantee Application- Transition Grants

Before navigating through the grant manager side of ZoomGrants, an understanding of the layout/anatomy of the grantee Application is essential.

Review the Grantee instructions prior to moving forward with these DCJ grant manager instructions. The paper instructions and webinar may be found on the [DCJ Grants Training page](#).

II. Overview of ZoomGrants Access/Roles

There are six (6) roles associated with ZoomGrants.

1. **Senior Administrator:** This is currently restricted to Lyndsay Clelland & Lindsey Johnson.
2. **Administrator:** All other DCJ staff working in ZoomGrants. There is NO concept of multiple roles (i.e. Program Manager, Financial Manager, Oversight Manager, Intake Officer, etc.). You are an administrator or senior administrator.
3. **Reviewer:** Board & Council members
4. **Grantee (Account Owner):** Each ZG user will have his/her own account. It is the responsibility of the Account Owner to add collaborators to INDIVIDUAL projects. There is NO concept of a single Organizational account with multiple registrants.
5. **Collaborator:** Anyone, including administrators may be added to a PROJECT by the Grantee Project owner. Collaborators may edit/view certain sections of the project. A collaborator does not have full access as the Account Owner (User associated with the account).
6. **Additional Contact:** It is the responsibility of the Project owner to add additional contacts to INDIVIDUAL projects. This does not allow the individuals to edit/view content, but allows them to be copied on all communications coming out of ZoomGrants.

III. Environment

There is no development, testing or training site. There is a single site that is updated in real time. Training must be done with screen shots & webinar rather than hands-on practice. Once you get into the site it is all live/actual data.

IV. Log into ZoomGrants

Administrative Account

Your administrative account has been created for you.

- 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.
 - If you have multiple sessions open make sure each session is in a different browser (this is similar to COGMS).
 - If you are logged in as an Administrator AND a Collaborator you must have two different browsers open.



- Enter your email address and password
 - It is recommended that you use the Remember me! Feature
 - Click Login
 - DCJ set up a generic password for you. During the transition period, please don't change your password. This allows for some ongoing role based testing. Eventually you will be asked to update your password to something secure.
 - Zoomgrants will reset passwords for Grantees (**DCJ does not have access to reset Grantees- only staff & council/board members**), if you lock yourself out try to the Forgot password first. If all else fails ask Lindsey/Lyndsay to reset your password.



Collaborators

Collaborators will use a third URL <http://www.zoomgrants.com/invitations.asp>. It may be bookmarked, or it can also be found by going to ZoomGrants.com and finding the link under the login information called “Log in to invitations here”, or you may access it from the DCJ grants webpage. If you are logged in as an Administrator AND a Collaborator you must have two different browsers open.

Account Owners (Grantees)

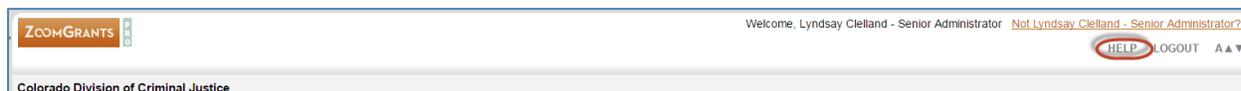
Note: Account Owners (Grantees) will use a different URL to log in. They must have the DCJ link specific to our funding opportunities. This is posted on the grants webpage.

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

Once the account owner has an account and is linked to a DCJ project (have applied for a DCJ funding opportunity) they may access their account from ZoomGrants.com and don't need to use the URL above. However, to create new applications, they must use the URL above.

V. Training Video & Materials

Once logged in as an administrator you have full access to ZoomGrants online training website, ZoomGrants University. Click HELP at any time and it will launch the training page. This page may be updated at any time by ZoomGrants; check back frequently if you have ZG questions.



ZGU is separated into the three stages of the application process – Application, Review, and Post-Decision – and an ‘Other Topics’ section. Note: some of the material is for senior administrators (i.e. setting up the initial programs, etc.).

During the initial implementation [all questions](#) should go to Lindsey, rather than ZoomGrants. We want to triage these questions and get a feel for the type of questions that are being asked. Some of questions will relate to business process and others will be about functionality. We will use this information to develop better instructions and business rules.

Much of the training on the site has been incorporated into this document to address specific DCJ process. The ZG website is constantly changing and if you come across something new that you believe will benefit your program or if the ZG instructions conflict with materials generated out of DCJ, please notify Lindsey.

VI. “Application Data” - One Field – No Workflow

ZG is very different than the COGMS. There is no workflow and there isn't the concept of initial Application and then Final Application. There is only “Application Data” that may be updated/overwritten at certain allowable times.

In COGMS, there were multiple places where a single variable could be stored. Example: “Project Director”.

Project Director was stored on EVERY step/form of the workflow and could only be edited at certain Steps. In order to edit this field you had to know which Step contained the “editable” field, amend back to that step and re-execute the “downstream” steps to carry that value forward. If you wanted to run a report with Project Director you had to map to a specific step where you wanted to pull that information from. If you mapped to Application and it was updated in Funding Results & Final Application, the Application information would show up on the report unless you mapped a SECOND field. This made mapping, running reports and changing information very difficult.

ZoomGrants has one field for Project Director. If you want to change that singular field, you open the “Application” and edit that information.

VII. Tabs System

There three “series” of tab systems: Administrative Tabs, Dashboard Tabs, and Application/Project Tabs.

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

Administrative Tabs:

- [My Account](#)
- [Program History](#)
- [Applicant Contacts](#)
- [Manage Users](#)
- [Account Details](#) – only visible to Senior Administrators
- [Announcements](#)
- [Funding Sources](#) – only visible to Senior Administrators

Accessing Program (aka Funding Opportunity) Tabs:

- [Dashboard](#) – where Administrators manage grants
- [Program Setup](#) – visible to all Administrators, but exclusively used by Senior Administrators

Program Dashboard Tabs:

- [My Account](#)

- Applications
- Scoring
- Funding Allocations
- Financial
- Reporting
- Data
- [Program Setup](#)

Application/Project Tabs:

- [Application Summary](#)
- [Organizational Details](#)
- [Questions](#)
- [Budget Summary](#)
- [Tables](#)
- [Documents](#)
- [Extra](#)
- [Grant Agreement](#)
- [Financial](#)
- [Report \(Post Award Submission\)s](#)
- [Tasks](#)

VIII. Administrative Tabs

Once you log in you 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.

The screenshot shows the 'My Account' page in the ZoomGrants system. At the top, there is a navigation bar with tabs: 'My Account', 'Program History', 'Applicant Contacts', 'Manage Users', and 'Announcements 6'. A search bar is located on the right. The main content area is titled 'My Account' and is divided into several sections:

- Programs Waiting to Open:** none
- Open Programs:** Office for Victims Programs, 2016_OVP_Transition_(CVS_(CY16-17)_&_VOCA_one-time) **10 New**, 5/4/2016 - 9/30/2016
- Balance Due:** A table showing the following data:

| Submitted | Incomplete | Need Attention | Total Awarded |
|-----------|------------|----------------|-----------------|
| 12 | 26 | 0 | \$ 1,151,900.00 |
- Recently Closed Programs (within 18 months):** none

Buttons for 'Dashboard' and 'Program Setup' are visible at the bottom right of the main content area.

Administrative Tabs:

- [My Account](#)
- [Program History](#)
- [Applicant Contacts](#)
- [Manage Users](#)
- [Account Details](#) – only visible to Senior Administrators
- [Announcements](#)
- [Funding Sources](#) – only visible to Senior Administrators

My Account

Provides a quick snapshot of the number of applications Submitted, Incomplete, Need Attention and the Total Awarded to each Program for which you are assigned. It also provides access to the [Dashboard](#) and [Program Setup](#) (which will be reviewed later in the document).

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 (e.g. If Michele opens a grant and Gary has not, it will show as “New” in Gary’s view, but not in Michele’s).

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

- **Programs Waiting to Open:** The Program has been created, but is not yet accepting applications. Only those programs that you’ve been assigned to will appear here.
- **Open Programs:** Any Program that is actively accepting applications. Only those programs that you’ve been assigned to will appear here.
- **Recently Close Programs:** The application deadline has passed. Only those programs that you’ve been assigned to will appear here.

As of June 2017, the following funding opportunities “live” under following ZG Programs:

Office for Victims Programs (OVP)

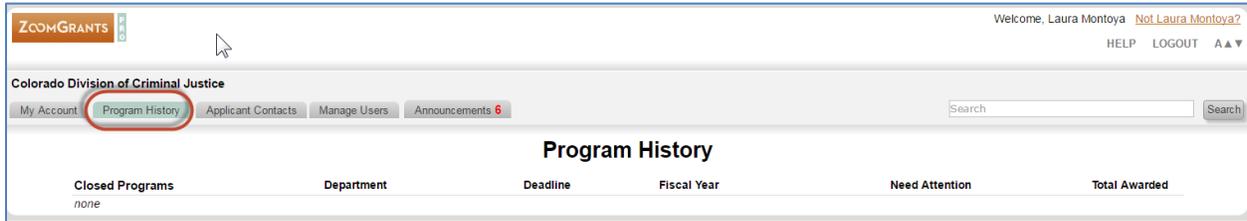
| 3/31/2017 | ZoomGrants Program (Funding Opp) | |
|--------------------------------------|---|--|
| CVS Grant Program | 2016 OVP Transition (CVS (CY16-17) & VOCA one-time)- Recontracting | 2018 Consolidated Victims Services (CVS) |
| CVSR14-Y2 (CY16) | Post Award (158) 10/15/16 Budget Information Only needed for Grant Chart. Only 2015 funds & beyond - 1st & 2nd Q from COGMS - 3rd & 4th from Paper | |
| VOCA15 (05/01/16 to 04/30/17) | Post Award (92) 10/15/16 Budget Information Only needed for Grant Chart. Only 2015 funds & beyond - All from Paper | |
| CVS16-Y1 (CY17) | Post Award (193) 10/15/16 Budget & SOW (All) - All from Paper | |
| CVSR16-Y2 (CY18) | Entire Process in ZG 08/01/17 | |
| Special Projects | 5/1/2017 Budget information only | |
| CVS CY19 (announces 1/1/18) | | Entire Process in ZG 01/01/18 |

Office of Adult and Juvenile Justice Assistance (OAJJA)

| 6/19/2017 | ZoomGrants Program (Funding Opp) | | | | | |
|---|---|--|---|--|--|---|
| OAJJA Grant Program | 2016-2017 State Juvenile Diversion Program & Marijuana Tax Cash Funds Transition (Y3) | 2017-2018 State Juvenile Diversion Program & Marijuana Tax Cash Funds | 2016 JAG, NCHIP, Coverdell Transition Program | 2017 Colorado Justice Assistance Grant Program (JAG) | 2018 Colorado Justice Assistance Grant Program (JAG) | 2017 -2019 OAJJA Combined Grant Programs |
| JAG16/JAG PREA16 (10/01/16-09/30/17) | | | Post Award (57) Live = 1/1/17 | | | |
| JAG17/JAG PREA 17 (10/01/17-09/30/18) | | | | Entire Process in ZG Live = 1/1/17 | | |
| JAG18/JAG PREA 18 (10/01/18-09/30/19) | | | | | Entire Process in ZG 1/1/18 | |
| DV17- Y3/MJ17 (07/01/16-06/30/17) | Post Award (29) 10/11/16 | | | | | |
| DV17-18(Y1)/ MJ17-18(Y1) (07/01/17-06/30/18) | | Entire Process in ZG 10/11/16 | | | | |
| DV18-19(Y2)/ MJ18-19(Y2) (07/01/18-06/30/19) | | Entire Process in ZG 12/01/17 | | | | |
| DV19-20(Y3)/ MJ19-20(Y3) (07/01/19-06/30/20) | | Entire Process in ZG 12/01/18 | | | | |
| NCHIP16 | | | Post Award (3) 1/1/17 | | | |
| NCHIP17 (01/01/18-12/31/18) | | | | | | Budget & SOW 08/15/17 - 4 apps to be entered |
| NCHIP18 (01/01/19-12/31/19) | | | | | | Budget & SOW 10/15/18 |
| NCHIP19 (01/01/19-12/31/19) | | | | | | Budget & SOW 10/15/19 |
| COV16 | | | Post Award (4) 1/1/17 | | | |
| COV17 (01/01/18-12/31/18) | | | | | | Budget & SOW 6/19/17 - 3 entered |
| COV19 (01/01/19-12/31/19) | | | | | | Budget & SOW 10/15/18 |
| COV20 (01/01/20-12/31/20) | | | | | | Budget & SOW 10/15/19 |
| Formula (TII) 16 - 2016-JF-FX-0018 | | | | | | Budget 6/20/17 |
| Formula (TII)- PREA 17 - START with NEW federal award. | | | | | | Budget ??? |

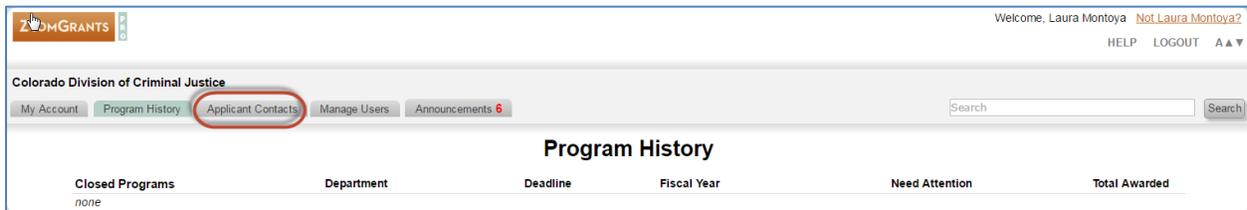
Program History

Programs (Funding Opportunities) that closed 18 months ago or earlier will appear here and not be visible on the My Account tab.



Applicant Contacts

Contains contact information for EACH individual account (Account Owner). Remember- accounts are not associated with an organization, but by individual people. The individual person provides information about his/her agency.



Once the Applicant Contacts tab is selected a new window is launched. The Contact List contains information for each individual associated with a DCJ Program. There is no distinction between Programs and ALL contacts will appear (i.e. the example below was run as Laura (OVP), but the list contains both OVP & OAJA contacts). Next to each individual, the status of individual applications (regardless of Program) is visible.

ZoomGrants (GRANTANALYST.COM, LLC) [US] | https://www.zoomgrants.com/contacts.asp

ZOOMGRANTS

Applicant Contacts
Click on column headers to sort.

| Last | First | Email | Telephone | Organization/Telephone | # Received |
|----------------------------|----------|--|--------------|---|------------------------------|
| Abbott | Jenny | Jenny@DCJ.com | 719-486-3530 | Advocates of Lake County, Inc. 763-370-4301 | 0 (1 incomplete) |
| Admin Funds | DCJ CVS | DCJ_ADMINCVS@dcj.com | 303-239-4650 | Division of Criminal Justice 303-239-4650 | 1 (1 incomplete) |
| Admin Funds | DV | DCJ_ADMINDV@dcj.com | 3032395712 | Division of Criminal Justice 3032395712 | 1 |
| Baucke | Anabel | a_baucke@dcj.com | 970-332-4805 | Yuma County Sheriff's Office 970-332-4805 | 0 (1 incomplete) |
| Britton | Kirsta | kbritton@dcj.com | 970-356-4010 | District Attorney's Office, 19th Judicial District 970-356-4010 | 1 |
| Cenamo | Jill | jcenamo@dcj.com | 719-269-0171 | District Attorney's Office, 11th Judicial District 970-269-0171 | 1 |
| Ericson | Sarah | sericson@dcj.com | 720-874-8688 | District Attorney's Office, 18th Judicial District 720-874-8688 | 2 |
| Friesen | Kelly | kfriesen@dcj.com | 970-725-3055 | Grand County Juvenile Services Department 970-725-3055 | 1 |
| Gardner | Cody | gardnerc@dcj.com | 719-583-6345 | District Attorney's Office, 10th Judicial District 719-583-6345 | 1 |
| Gent | Kimberly | kim@dcj.com | 970-945-8858 | Alpine Legal Services, Inc. 970-945-8858 | 0 (3 incomplete) |
| Gould | Chelsea | cgoald@dcj.com | | | 0 (1 incomplete) |
| Hartman | Kathy | khartman@dcj.com | 720-497-7803 | District Attorney's Office, 1st Judicial District 720-497-7803 | 1 |
| Holman | Janice | janiceholman@dcj.com | 719-589-6608 | Alamosa County Sheriff's Office 719-589-6608 | 0 (3 incomplete) |
| Hotsenpiller | Kaye | kayeh@dcj.com | 970-252-7445 | Hilltop Community Resources, Inc. (Montrose) 970-252-7445 | 2 |
| Hubbs | Carmen | acvap@dcj.com | 970-264-9075 | Archuleta County Victim Assistance Program, Inc. 970-264-9075 | 0 (3 incomplete) |
| Hunfer-Detor | Levon | lhunfer@dcj.com | 303-453- | District Attorney's Office, 17th Judicial District | 1 |
| Yoder | Luke | luke@dcj.com | 719-589-5255 | Center for Restorative Programs 719-589-5255 | 1 |
| Zook | Kim | directorkim@dcj.com | 970-247-4374 | Alternative Horizons Corporation 970-247-4374 | 0 (3 incomplete) |
| ZoomGrants | Emily | applicant_emily@zoomgrants.com | 999-999-9999 | Emily's Organization 999-999-9999 | 1 |
| 42 Total Applicants | | | | | 41 Total Applications |

Close Window

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 Problems? Contact us at Questions@ZoomGrants.com
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[Logout](#) | [Browser](#)

- Click on the **Email hyperlink** to launch an email box. See the [instructions](#) on how to set your computer to launch a google email from your computer.
- Click on the **# Received Hyperlink** to open a [Grantee Account Summary/Applicant History](#) see all projects associated with that account. The new window will replace the contacts list window. You will see all DCJ Applications/Projects (OVP & OAJJA).

Applicant History

The Applicant History is visible to ALL Administrators (OVP & OAJA) and does not distinguish between Programs. Information on this page is NOT visible to the Grantee.

This is a central place to share communications that are universal to the applicant and not just the Program for which they apply (Applicant Profile validation information, SAM expiration, SOS validation, excluded parties list, audits, etc.).

The screenshot displays the ZoomGrants interface for Hilltop Community Resources, Inc. (Montrose). The page is titled "Hilltop Community Resources, Inc. (Montrose)" and includes several sections:

- Account Summary:** Includes an "Add/Edit Summary" button.
- Documents:** Includes an "Add/Delete Documents" button.
- Application Flag:** A text area with a note: "This appears internally on every application submitted to you by this applicant. Applicants will not see this."
- Applications Received:** A table showing applications received through ZoomGrants™.

| Application | Program | Requested | Official Decision |
|--|---|-------------|-------------------|
| 2017-DW-17-019287-07 / Hilltop Community Resources, Inc. - Year 3 | 2016-2017 State Juvenile Diversion Program & Marijuana Tax Cash Funds Transition (9/15/2016 deadline) | \$32,070.00 | \$32,070.00 |
| 2017-MJ-07-09 / Hilltop's Montrose County Substance Abuse Prevention | 2016-2017 State Juvenile Diversion Program & Marijuana Tax Cash Funds Transition (9/15/2016 deadline) | \$18,858.00 | \$18,858.00 |
| | | \$50,928.00 | \$50,928.00 |
- Application/Award History:** A table with columns: Application Title, Organization, RFP/Program Title, Date, County, Decision, Documents, Official Amount. It shows a note: "-No history prior to ZoomGrants™-" and an "Add Entry" button.

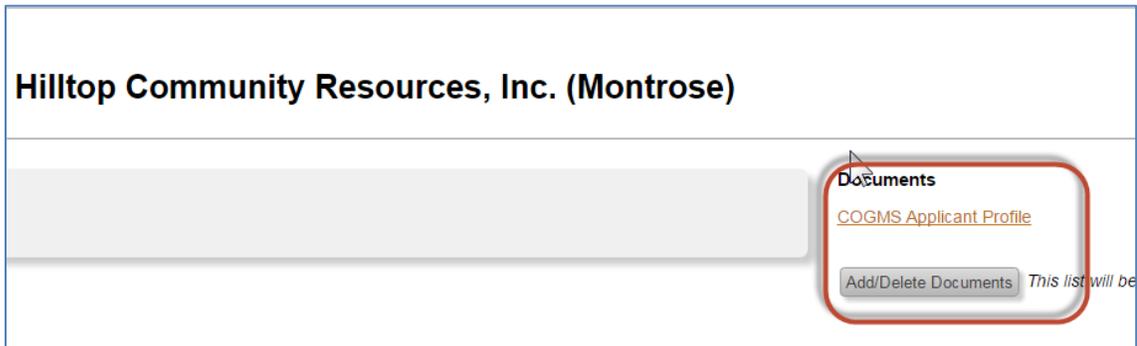
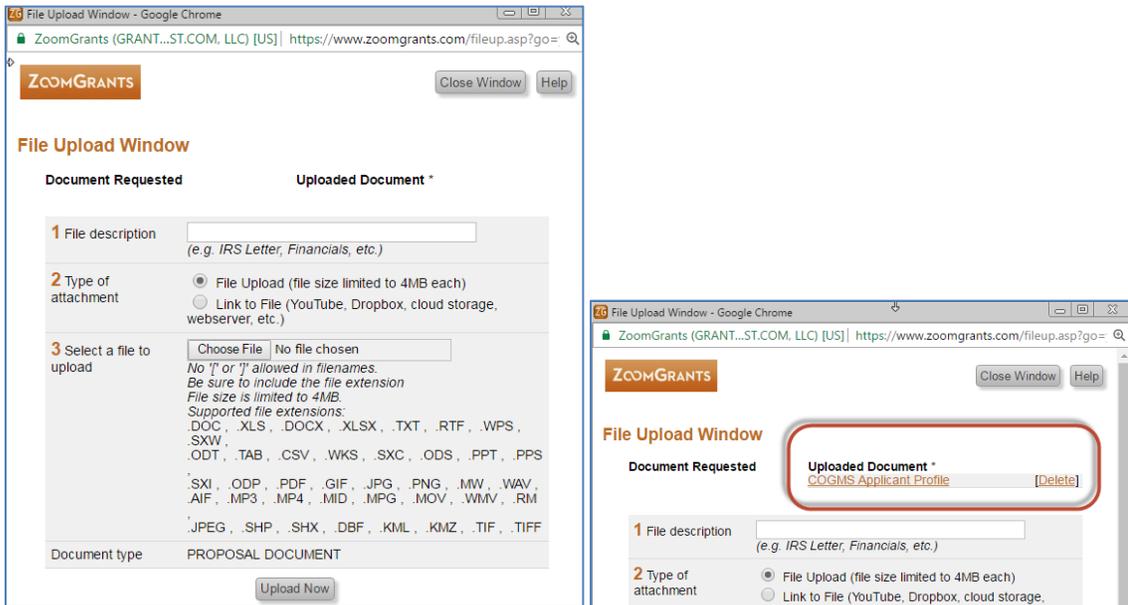
Add/Delete Documents

Only visible on this page; documents/links do not carry over to the individual Applications/Projects.

Documents may be added here for everyone in DCJ to see. Please don't delete someone else's documents. If you are adding a secondary entry, please name it with something descriptive.

This may be a good place to put the audit. Documents must be 4MB or smaller, however, you may also LINK to a document here. Additional discussion on process is needed regarding how audits will be tracked. Suggestions welcome.

A pop up window appears to allow for the upload or linking of a document. Once it is linked or uploaded you will see it in the upload dialogue box as well as on the Applicant History page. (Don't forget to close your dialogue box)



Add/Edit Summary

Only visible on this page; Summary comments do not carry over to the individual Applications/Projects.

Contains notes for all DCJ Administrators. This should be used for comments regarding the applicant/agency and not Program specific.

This may be a good place to include communications on compliance/monitoring issues that may impact another Program. We will need to discuss the possibilities on how to use this, but it seems like a great tool for audits and monitoring/compliance.

One you click on the Add/Edit Summary a box appears. Type in the information and click Save. You may edit or delete your comment by click on the Add/Edit Summary. Please do not delete other people's comments, but add your own.

ZoomGrants (GRANTANALYST.COM, LLC) [US] | https://www.zoomgrants.com/history.asp?userid=kayeh@dcj.com&recipid=1017745&legalname=Hilltop%20Community%20Resources,%20Inc.%20(Montrose)

ZOOMGRANTS

Hilltop Community Resources, Inc. (Montrose)

Account Summary

Test

Save

Add/Edit Summary

ZOOMGRANTS

Hilltop Community Resources, Inc. (Montrose)

History has been updated.

Account Summary

Test

Add/Edit Summary

Application Flag

Appears internally on every application submitted by this Applicant; and is not visible to the Grantee. We will need to determine business rules on what to place here, but it has potential to help with “troublesome” grantees. Suggestions?

Type in information and it automatically saves when you click outside the box. This information may be edited by anyone at any time. Please do not delete someone else’s comments, but you may add to them.

Application Flag
This appears internally on every application submitted to you by this applicant. Applicants will not see this.

Grantee is being audited for fraud. See XYZ for details.

Hilltop Community Resources, Inc. (Montrose)
2017-DV-17-010287-07 / Hilltop Community Resources, Inc. - Year 3
\$ 32,070.00 Requested

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

Post-Decision | Grant Agreement | Financial | Report (Post Award Submissions) | Tasks

Official Decision: Approved | \$ 32,070.00 | Review Tools

Application Summary

Hilltop Community Resources, Inc. (Montrose)
540 S. 1st Street
Montrose, CO 81401
United States

Telephone: 970-252-7445
Fax: 970-252-1960
Web: <http://www.htop.org>
EIN: 742321009
DUNS: 139504641
SAM Expires: 9/2/2017

Board Chair
John Camper
johnc@qicity.org

IRS Verification
 Verified Exempt Organization
[View IRS Record](#) Last updated 9/6/2016 6:35:16 PM

SAM Verification
Active
Expiration Date: 9/2/2017
[View SAM Record](#) Last updated 9/6/2016 8:00:04 PM
Access full record at [SAM.gov](#)

Application Submitted: 7/26/2016 3:46:45 PM
Pre-Application/Organizational Details Submitted: 7/22/2016 1:43:52 PM
Pre-Application/Organizational Details Status: Approved (to continue)

Application Contact
Kaye Hotsenpiller
kayeh@dci.com
Tel: 970-252-7445
[Send Email](#) (includes Additional Contacts)

Additional Contacts
Email Addresses, separated by comma

Settings
Primary Contact: Michele Lovejoy
Judicial District: 7
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

Application History
Grantee is being audited for fraud. See XYZ for details.
2 Approved (\$50,928.00)
0 Declined
0 Undecided
[Full Applicant History](#)

Funding Instructions

Individual Application screenshot above: Additional information on accessing individual applications will be provided later in this document.

Note: When in an individual Application/Project you may click the Full Applicant History button to open that Applicant’s History in a pop-up window.

Opening a Project from Applicant History

Clicking on the hyperlink for each project will open a pop-up window with an uneditable (print view) of the Applicant information and associated documents. OVP can see OAJA's projects and vice versa.

| Application | Program | Requested | Official Decision |
|--|---|-------------|-------------------|
| 2017-DV-17-010287-07 / Hilltop Community Resources, Inc. - Year 3 | 2016-2017 State Juvenile Diversion Program & Marijuana Tax Cash Funds Transition (9/15/2016 deadline) | \$32,070.00 | \$32,070.00 |
| 2017-MJ-07-09 / Hilltop's Montrose County Substance Abuse Prevention | 2016-2017 State Juvenile Diversion Program & Marijuana Tax Cash Funds Transition (9/15/2016 deadline) | \$18,858.00 | \$18,858.00 |
| | | \$50,928.00 | \$50,928.00 |

Application/Award History

Award History is visible on this page and tally will be marked in each individual application.

You may enter limited data on "old" grants for tracking purposes. This might be good for JAG year of funding maybe?? We my discuss how to optimize this page to meet your needs.

| Application Title | Organization | RFP/Program Title | Date | County | Decision | Documents | Official Amount |
|--|--------------|-------------------|------|--------|----------|-----------|-----------------|
| -No history prior to ZoomGrants™- | | | | | | | |
| <input type="button" value="Add Entry"/> | | | | | | | \$0.00 |

Once you click the Add Entry button, additional fields appear.

| RFP/Program Title | Application Title | Date | Decision | Amount |
|--|--|---|---------------------------------------|---------------------------------|
| <input type="text" value="RFP/Program Title"/> | <input type="text" value="Application Title"/> | <input type="text" value="mm/dd/yyyy"/> | <input type="text" value="Approved"/> | <input type="text" value="\$"/> |
| <input type="button" value="Add Entry"/> | | | | |
| Summary <input type="text"/> | | | | |

Enter the information and comments and click Add Entry.

| RFP/Program Title | Application Title | Date | Decision | Amount |
|---|--|---|---------------------------------------|------------------------------------|
| <input type="text" value="2014-2015 State Juvenile Diversion Progr"/> | <input type="text" value="Hilltop Community Resources, Inc."/> | <input type="text" value="07/01/2014"/> | <input type="text" value="Approved"/> | <input type="text" value="30496"/> |
| <input type="button" value="Add Entry"/> | | | | |
| Summary <input type="text"/> | | | | |

Once you add the entry it will appear. You may edit or delete the entry at anytime.

Hilltop Community Resources, Inc. (Montrose)
2017-DV-17-010287-07 / Hilltop Community Resources, Inc. - Year 3
\$ 32,070.00 \$ 32,070.00 Requested

Application: Application Summary | Pre-Application/Organizational Details | Questions / Statement of Work | Budget Summary | Tables | Documents | Extra
Post-Decision: Grant Agreement | Financial | Report (Post Award Submissions) | Tasks

Official Decision: Approved | \$ 32,070.00 | Review Tools

Application Summary

Hilltop Community Resources, Inc. (Montrose)
540 S. 1st Street
Montrose, CO 81401
United States

Telephone 970-252-7445
Fax 970-252-1960
Web <http://www.htop.org>
EIN 742321009
DUNS 139504641
SAM Expires 9/2/2017

Board Chair
John Camper
johnc@gjcity.org

Application Submitted: 7/26/2016 3:46:45 PM
Pre-Application/Organizational Details Submitted: 7/22/2016 1:43:52 PM
Pre-Application/Organizational Details Status: Approved (to continue)

Application Contact
Kaye Hotsenpiiler
kayeh@dci.com
Tel: 970-252-7445
[Send Email](#) (includes Additional Contacts)

Additional Contacts
Email Addresses, separated by comma

IRS Verification
 Verified Exempt Organization
[View IRS Record](#) Last updated 9/6/2016 6:35:16 PM

SAM Verification
Active
Expiration Date: 9/2/2017
[View SAM Record](#) Last updated 9/6/2016 8:00:04 PM

Applicant History
2 Approved (\$50,928.00)
0 Declined
0 Undecided
2 Pre-ZoomGrants records
[Full Applicant History](#)

Setti
Prima
Mich
7
Judici
Award
Pass
Grant
Mich
Projec
Oper
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(Appli
Decis
Offici

Individual Application screenshot above: Additional information on accessing individual applications will be provided later in this document.

Note: When in an individual Application/Project you may click the Full Applicant History button to open that Applicant's History in a pop-up window.

Manage Users

All Administrators (all DCJ staff) have access to this page and it is not limited to your unit. OVP sees OAJA and vice versa. Only Senior Administrators may make someone else a Senior Administrator; other than that you can add/edit/delete ANYONE. We will develop business rules on how to manage these settings.

You may at anytime change your own email settings and send passwords to anyone who needs it, but otherwise, please do not update/change anything until we develop business rules.

Manage Users

These are ALL of the Funding Committee and Administrative Users available in your system.
If you are trying to add a new person to a specific program, check to see if they have an account here and create a new one, if necessary.
You can add or remove users in a specific program by going into Program Setup for that program then clicking into the Committee tab.

Add User

[Add New User](#)

| Name | Email Userid | Email Prefs | Password | Last Login (Pacific time) | Inactive |
|----------------------|--------------|-------------|----------|---------------------------|--------------------------|
| DCJ Test Reviewer 1 | RVW1@DCJ.com | None | Send | 7/7/2016 1:34:22 PM | <input type="checkbox"/> |
| DV Grant Reviewer 1 | DV1@DV.com | None | Send | 9/8/2016 3:30:29 PM | <input type="checkbox"/> |
| DV Grant Reviewer 2 | DV2@DV.com | None | Send | 9/8/2016 3:37:06 PM | <input type="checkbox"/> |
| DV Grant Reviewer 3 | DV3@DV.com | None | Send | | <input type="checkbox"/> |
| DV Grant Reviewer 4 | DV4@DV.com | None | Send | | <input type="checkbox"/> |
| DV Grant Reviewer 5 | DV5@DV.com | None | Send | 9/16/2016 2:10:18 PM | <input type="checkbox"/> |
| OVP Grant Reviewer 1 | OVP1@ovp.com | None | Send | | <input type="checkbox"/> |
| OVP Grant Reviewer 2 | OVP2@ovp.com | None | Send | | <input type="checkbox"/> |
| OVP Grant Reviewer 3 | OVP3@ovp.com | None | Send | | <input type="checkbox"/> |
| OVP Grant Reviewer 4 | OVP4@ovp.com | None | Send | | <input type="checkbox"/> |
| OVP Grant Reviewer 5 | OVP5@ovp.com | None | Send | | <input type="checkbox"/> |

[Contact All](#) (through your email client)

Each time a new Program roles out a discussion will be needed for how you want your committee members set up (real email address or dummy accounts similar to COGMS).

Since there will be mix of reviewers, never use the Contact all button. That would be reserved for Senior Administrators to communicate system outages or something like that. If dummy accounts are setup those reviewers will never be notified.

| Administrative Users | | Email Prefs | Password | Last Login (Pacific time) | Senior Admin |
|---|--|-------------|----------|---------------------------|-------------------------------------|
| Name | Email Userid | | | | |
|  Alison Williams-Helm | alison.williams-helm@state.co.us | None ▼ | Send | | <input type="checkbox"/> |
|  Asha Holsopple | asha.holsopple@state.co.us | None ▼ | Send | | <input type="checkbox"/> |
|  Ashley Riley Lopes | ashley.lopes@state.co.us | None ▼ | Send | | <input type="checkbox"/> |
|  Cheryl Shoup | cheryl.shoup@state.co.us | None ▼ | Send | | <input type="checkbox"/> |
|  Cindy A. Johnson | cindya.johnson@state.co.us | None ▼ | Send | | <input type="checkbox"/> |
|  Debbie Kasyon | Debbie.Kasyon@state.co.us | None ▼ | Send | | <input type="checkbox"/> |
|  Gary Fugo | Gary.Fugo@state.co.us | None ▼ | Send | 9/21/2016 1:22:48 PM | <input type="checkbox"/> |
|  Jill Nore | jill.nore@state.co.us | None ▼ | Send | | <input type="checkbox"/> |
|  Kathy Holland | Kathryn.Holland@state.co.us | None ▼ | Send | 9/9/2016 1:40:17 PM | <input type="checkbox"/> |
|  Kelly Kissell | kelly.kissell@state.co.us | None ▼ | Send | | <input type="checkbox"/> |
|  Kyle McDonald | kyle.mcdonald@state.co.us | None ▼ | Send | 8/17/2016 12:45:31 PM | <input type="checkbox"/> |
|  Laura Montoya | Laura.Montoya@state.co.us | None ▼ | Send | 9/22/2016 9:39:05 AM | <input type="checkbox"/> |
|  Lee Hettema | lee.hettema@state.co.us | None ▼ | Send | | <input type="checkbox"/> |
|  Lindsey Johnson | Lindsey.Johnson@state.co.us | None ▼ | Send | 9/15/2016 12:07:50 PM | <input checked="" type="checkbox"/> |
|  Louise Esquibel | louise.esquibel@state.co.us | None ▼ | Send | | <input type="checkbox"/> |
|  Lyndsay Clelland - Administrator | LJClelland01@gmail.com | None ▼ | Send | 3/29/2016 11:15:36 AM | <input type="checkbox"/> |
|  Lyndsay Clelland - Senior Administrator | Lyndsay.Clelland@state.co.us | None ▼ | Send | 9/22/2016 8:52:27 AM | <input checked="" type="checkbox"/> |
|  Meg Williams | Meg.Williams@state.co.us | None ▼ | Send | 9/2/2016 9:30:20 AM | <input type="checkbox"/> |
|  Meghan Hartvigson-McIntyre | meghan.hartvigson-mcintyre@state.co.us | None ▼ | Send | | <input type="checkbox"/> |
|  Michele Lovejoy | michele.lovejoy@state.co.us | None ▼ | Send | 9/22/2016 9:48:23 AM | <input type="checkbox"/> |
|  Stephanie Piechowski | stephanie.piechowski@state.co.us | None ▼ | Send | | <input type="checkbox"/> |

[Contact All](#) (through your email client)

If you click the pencil next to the name you will be able to see & reset the password. Everyone will be able to see your password and/or reset it; so please don't use the password you use for bank account and don't change someone else's password without their permission.

Edit User

Name

Email Userid

Password

User Type

Email Preferences

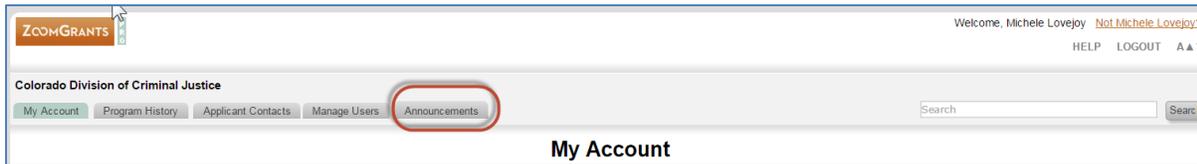
A Committee member may be made inactive, but not deleted. An Administrative User can be deleted or made inactive.

Account Details

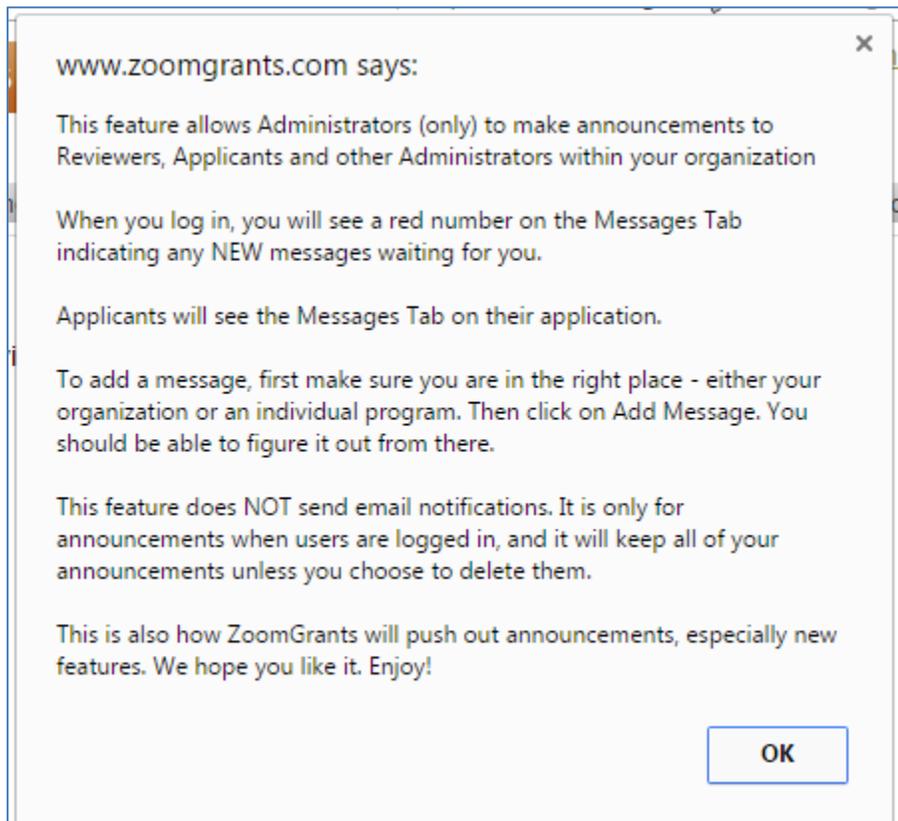
Only visible to Senior Administrators

Announcements

Click on the tab and new pop-up window appears.



Click on the “What’s this?” link:



Other Announcements

Click on any of the hyperlinks to see the announcements. Announcement does not mean Funding Announcement, but rather a Notification.

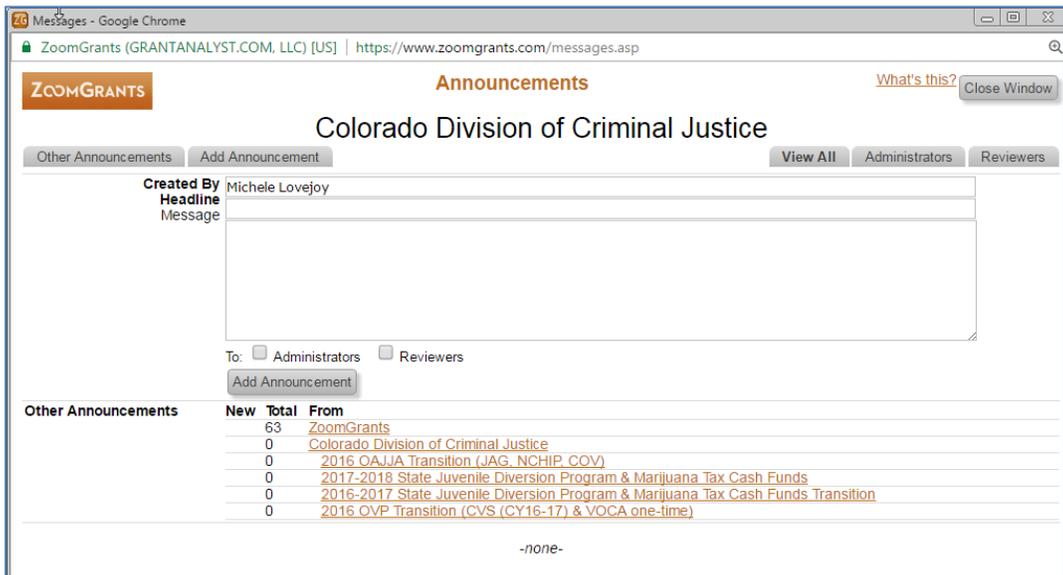
ZoomGrants is constantly modifying features and this is done in the live environment. That means if they deploy something for someone else it is available to us. If you see an announcement for a feature that

you are interested in or need more information on, please bring it to Lindsey. We will try to keep up with it, but it does change quickly, so we are asking for your help. Thank you.



Add Announcement

Add an announcement to appear for all Administrators and/or Reviewers.



View All, Administrators, Reviewers click these buttons to sort the announcements by recipient.

Funding Sources

Only visible to Senior Administrators

IX. Program (Funding Opportunity) Tabs

Program specific tabs are accessed from [My Account](#). There are two access points into a Program: 1) Dashboard, which is used to administer grants, and 2) Program Setup, which is used to setup the Program and is reserved for the Senior Administrator.

- The Dashboard is only available once the Program is “on”, until it is “on” you may only **Preview** the draft application in a read-only mode.
- Funding Opportunities may be built (but not tested) without paying ZoomGrants. In order to turn the Program on and begin accepting applications (and testing) ZG must be **paid** per Program. You can see the “Balance Due” below.

Colorado Division of Criminal Justice

My Account | Program History | Applicant Contacts | Manage Users | Account Details | Announcements | Funding Sources

Search

My Account

| Programs Waiting to Open | Balance Due | | | | |
|--|-------------|--|--|--|-----------------------|
| Office of Adult and Juvenile Justice Assistance 2017-2018 State Juvenile Diversion Program & Marijuana Tax Cash Funds 10/10/2016 - 11/7/2016 | \$2,000 | | | | Program Setup Preview |
| Office of Adult and Juvenile Justice Assistance 2016 OAJJA Transition (JAG, NCHIP, COVJ) 9/8/2016 - 10/15/2016 | \$2,000 | | | | Program Setup Preview |

| Open Programs | Submitted | Incomplete | Need Attention | Total Awarded | | |
|---|-----------|------------|----------------|-----------------|-----------|---------------|
| Office for Victims Programs 2016 OVP Transition (CVS (CY16-17) & VOCA one-time) New 5/4/2016 - 9/30/2016 | 12 | 26 | 0 | \$ 1,151,900.00 | Dashboard | Program Setup |

| Recently Closed Programs (within 18 months) | Submitted | Incomplete | Need Attention | Total Awarded | | |
|---|-----------|------------|----------------|-----------------|-----------|---------------|
| Office of Adult and Juvenile Justice Assistance 2016-2017 State Juvenile Diversion Program & Marijuana Tax Cash Funds Transition New 11/16/2015 - 9/15/2016 | 28 | 0 | 0 | \$ 1,581,139.00 | Dashboard | Program Setup |

[Program Setup](#) – This is for setting up the “Program”. **You have access to this, but as a BUSINESS RULE, DON'T GO there unless you are instructed to and NEVER make changes without clearing it first with Lindsey.** Currently, only senior administrators should make changes to Program setup. You could potentially crash the system if you update something that shouldn't be updated. It is best to avoid that button altogether for now.

X. Program Dashboard

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).

Program (aka Funding Opportunity) Tabs:

- [Dashboard](#)
- [Program Setup](#)

Welcome, Laura Montoya [Not Laura Montoya?](#)
HELP LOGOUT A▲▼

Colorado Division of Criminal Justice

My Account Program History Applicant Contacts Manage Users Account Details Announcements 6 Search

Funding Sources Search

My Account

| Programs Waiting to Open | Balance Due |
|--------------------------|-------------|
| none | |

| Open Programs | Submitted | Incomplete | Need Attention | Total Awarded | |
|--|-----------|------------|----------------|---------------|-------------------------|
| Office for Victims Programs OVP Transition 2016 9 New 5/4/2016 - 8/30/2016 | 9 | 8 | 0 | \$ 548,335.00 | Dashboard Program Setup |

| Recently Closed Programs (within 18 months) | Submitted | Incomplete | Need Attention | Total Awarded |
|---|-----------|------------|----------------|---------------|
| none | | | | |

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](#); this will allow you to flip the [Administrative tabs](#) and other Programs (Funding Opportunities).

Welcome, Laura Montoya [Not Laura Montoya?](#)
HELP LOGOUT A▲▼

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 Search

Program Setup Search

Program Dashboard

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 for your program.

- **Available:** This figure is updated in the Program Setup and Funding Opportunity tabs. **Currently, this should only be updated by a Senior Administrator.**
- **Deadline:** This date is updated in the Program Setup tab. **Currently, this should only be updated by a Senior Administrator.**

ZoomGrants | Welcome, Laura Montoya [Not Laura Montoya?](#)
HELP LOGOUT A ▾

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 | Search

Program Dashboard

| Applications <small>Official Decisions</small> | Pre-Application/Organizational Details | Messages/Announcements |
|--|--|--|
| 1 Undecided | 16 Approved | Program Messages |
| 8 Approved \$ 548,335.00 | 1 Declined | Activity Stream |
| 1 Declined | | 8/3/2016 3:58:39 PM 61479 (2014-VA-14-008916-14 / Victim Services & Latino/Immigrant Outreach Services (CY 16)) Application submitted by Diane@dcj.com |

10 Total Submitted [View All](#) **10 New**
[7 Not Submitted](#)

17 Total Submitted [View All](#)
2 Not Submitted

8/3/2016 1:53:04 PM 60813 (2015-VA-14-008974-09 / Victim Service Project (CY 16)) Report 4 submitted by Julie@dcj.com
8/3/2016 1:51:47 PM 60813 (2015-VA-14-008974-09 / Victim Service Project (CY 16)) Report 3 submitted by Julie@dcj.com
8/3/2016 1:49:46 PM 60813 (2015-VA-14-008974-09 / Victim Service Project (CY 16)) Report 2 submitted by Julie@dcj.com

Edit Dashboard Items

Each user may tailor your Dashboard. Click on Add/Delete Dashboard Items and a menu will appear and you may uncheck any items that you don't want visible on your dashboard.

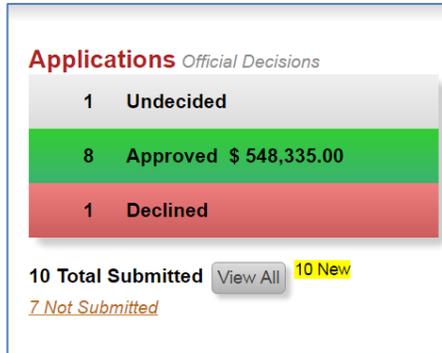
[Edit Dashboard Items](#) [hide this](#)

| | |
|--|--|
| <input checked="" type="checkbox"/> Applications (Official Decisions) | <input checked="" type="checkbox"/> Financial (Invoices & Payments) |
| <input checked="" type="checkbox"/> Applications (Pre-Application Decisions) | <input checked="" type="checkbox"/> Activity Stream |
| <input checked="" type="checkbox"/> Judicial District | <input checked="" type="checkbox"/> Group Messages Sent |
| <input checked="" type="checkbox"/> Award Classification | <input checked="" type="checkbox"/> Dashboard Tables (old version) instead of Charts (the latest and greatest) <i>requires a page refresh</i> |
| <input checked="" type="checkbox"/> Grant Program Manager | |
| <input checked="" type="checkbox"/> Project Status | |
| <input checked="" type="checkbox"/> Saved Reports | |
| <input checked="" type="checkbox"/> Map | |

Greyed out checked boxes are permanent and you cannot unselect those.

Applications – Official Decisions

Application will be listed as either Undecided, Approved or Declined. This reflects the final Board/Council decision. The official decision and dollar amount awarded is updated on [Scoring tab](#).



You may click on either of the shaded boxes to go to [Applications](#) and the filter will be set to the box you clicked. During this transition period, when all grants are already entered into the system, they should all be approved.

- Click on **Undecided** you will go to [Submitted Applications](#), but your filter will be set to Undecided.

- Click on **Approved** you will go to [Submitted Applications](#), but your filter will be set to Approved.

- Click on **Declined** you will go to [Submitted Applications](#), but your filter will be set to Declined.

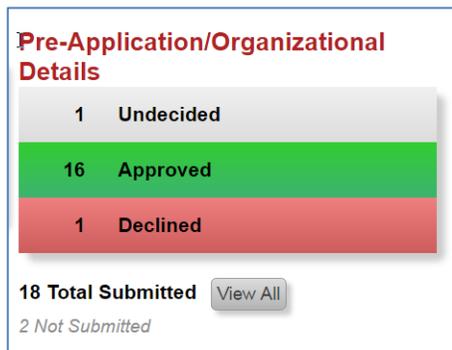
- Click **View All** you will go to [Submitted Applications](#) and will see all submitted application regardless of status.

- Click **Not Submitted** you will go to [Incomplete Applications](#) and will see all incomplete (not yet submitted) applications.

Organizational Details

Organizational Details will be listed as either Undecided, Approved or Declined. See [Organizational Details](#) under Applications for more information.

NOTE: This tab may be used either as 1) pre-application- required prior to the grantee submitting the application, or 2) incorporated into the Application. In option 2, they will be automatically approved.



You may click on either of the shaded boxes to go to the [Organization Details](#) and the filter will be set to the box you clicked. During this transition period, when all grants are already entered into the system, they should all be approved.

- Click on **Undecided** you will go to [Organization Details](#), but your filter will be set to Undecided. Only submitted Organizational Details are visible.

- Click on **Approved** you will go to [Organization Details](#), but your filter will be set to Approved. Only submitted Organizational Details are visible.

- Click on **Declined** you will go to [Organization Details](#), but your filter will be set to Declined. Only submitted Organizational Details are visible.

- Click **View All** you will go to [Organization Details](#) and will see all submitted Organizational Details, regardless of status.

- There is not a quick link on your dashboard for not yet submitted. You may see all information for **Not Submitted** via the applications, not the Organizational Details.

Judicial District or Purpose Area

Judicial Districts are assigned by the grant manager at the time the award is setup (after applications are submitted). This quick link will take you to all submitted [Applications](#) assigned to a particular judicial district.

| Judicial District | |
|-------------------|------------------------------|
| 4 | Not Assigned |
| 2 | 9 |
| 1 | 10 |
| 2 | 19 |
| 1 | NA |

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. See Application Summary [Settings](#) for more information.

This quick link was built by DCJ and can be removed/edited for any grant program. The JAG grant program does not use Judicial District, but Purpose Area instead.

| Purpose Area | |
|--------------|-------------------------------|
| 20 | 01 |
| 5 | 02 |
| 12 | 03 |
| 8 | 04 |
| 3 | 05 |
| 7 | 06 |
| 2 | 07 |
| 3 | NA- NCHIP |
| 4 | NA- Coverdell |

Award Classification

Award Classification is assigned by the grant manager at the time the award is setup (after applications are submitted). This quick link will take you to all submitted [Applications](#) assigned to a particular award classification.

| Award Classification | |
|----------------------|--|
| 4 | Not Assigned |
| 1 | Administrative |
| 5 | Passthrough - Standard |

Not all classifications apply to all grant programs, but will be available from the dropdown menu when assigning each project to an award classification. This information will show up on the grant chart.

In this example there are four (4) applications Not Assigned, one (1) Administrative application, and five (5) Passthrough – Standard applications. See Application Summary [Settings](#) for more information.

This quick link was built by DCJ and will be part of the Grant Chart. In Paradox, funds are classified in a variety of ways depending on the grant program. ***This will stay consistent between all programs.*** The possible Award Classifications are:

- Administrative
- Council
- Passthrough - Local
- Passthrough - Set-Aside
- Passthrough - State
- Passthrough – Standard
- NA-TEST

Grant Program Manager

Grant Program is assigned by the grant manager at the time the award is setup (after applications are submitted). This quick link will take you to all submitted [Applications](#) assigned to a particular grant manager.

The dropdown menu in Application Summary [Settings](#) is program specific and grant managers may update d at any time.

| Grant Program Manager | |
|-----------------------|------------------------------------|
| 4 | Not Assigned |
| 1 | Ashley Riley Lopes |
| 1 | Debbie Kasyon |
| 2 | Jill Nore |
| 2 | Louise Esquibel |

In this example there are four (4) applications Not Assigned, one (1) application assigned to Ashley, etc.

This quick link was built by DCJ and can be removed for any grant program. However, if removed the Grant Managers will not be able to sort on their projects. This field also makes it possible to run reports by Program Manage. We cannot add any new quick links, but we may re-

task this one.

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 | |
|----------------|------------------------------|
| 4 | Not Assigned |
| 6 | Open |

This information will show up on the grant chart.

In this example there are four (4) applications Not Assigned, six (6) Open applications. See Application Summary [Settings](#) for more information.

This quick link was built by DCJ and will be part of the Grant Chart. The possible Award Classifications are either Open or Closed. ***This status is for reporting only and does not impact any other processes (i.e. If closed, Grantee and Administrator can do all functions they can if it is marked open.) It is a label only, not tied to functionality.***

Saved Reports

Saved Reports will take you reports that you created and saved in [Data](#).

Saved Reports

SFY 2017 STATE JUVENILE DIVERSION AWARDS [View](#) [Export](#)

Financial

This section provides summary financial information for all grants in this program as well as quick links that will take you to the [Financial](#) tab for all submitted [Payment Requests](#) according to the filter you click

| Invoices | | Payments | |
|------------------------------|-------------------------|------------------------------|-------------------------|
| Total Deposits | \$ 33,825,889.00 | Total Deposits | \$ 33,825,889.00 |
| Paid (4) | \$ 64,101.60 | Paid (2) | \$ 32,881.97 |
| Current Balance | \$ 33,761,787.40 | Current Balance | \$ 33,793,007.03 |
| Approved (0) | \$ 0.00 | Approved () | \$ 0.00 |
| Approved Balance | \$ 33,761,787.40 | Approved Balance | \$ 33,793,007.03 |
| Pending (1) | \$ 500.00 | Pending () | \$ 0.00 |
| Pending Balance | \$ 33,761,287.40 | Pending Balance | \$ 33,793,007.03 |
| Declined (4) | | Declined (2) | |

on: Invoices- Paid, Approved, Pending, Declined; Payment- Paid, Approved, Pending, Declined .

A red flag will appear next to items that require action.

Message/Announcements

Message/Announcements quick link takes to you to [Announcements](#); where you may view all

Messages/Announcements

[Program Messages](#)

announcements (from ZG as well as those related to DCJ) or create a new announcement.

Activity Stream

The Activity Stream contains the latest activities within that program (meaning ALL Projects in this

Activity Stream

8/4/2016 9:46:06 AM 61541 (2015-VW-14-008919-05 / Victim Services for Advocates of Lake County (CY 16)) PreApp submitted by Jenny@DCJ.com

8/4/2016 9:31:29 AM 61541 Application created by Jenny@DCJ.com

8/3/2016 3:58:39 PM 61479 (2014-VA-14-008916-14 / Victim Services & Latino/Immigrant Outreach Services (CY 16)) Application submitted by Diane@dcj.com

8/3/2016 1:53:04 PM 60813 (2015-VA-14-008974-09 / Victim Service Project (CY 16)) Report 4 submitted by Julie@dcj.com

8/3/2016 1:51:47 PM 60813 (2015-VA-14-008974-09 / Victim Service Project (CY 16)) Report 3 submitted by Julie@dcj.com

8/3/2016 1:49:46 PM 60813 (2015-VA-14-008974-09 / Victim Service Project (CY 16)) Report 2 submitted by Julie@dcj.com

8/3/2016 1:46:33 PM 60813 (2015-VA-14-008974-09 / Victim Service Project (CY 16)) Report 1 submitted by Julie@dcj.com

8/3/2016 12:59:42 PM 60813-14812 (2015-VA-14-008974-09 / Victim Service Project (CY 16)) Invoice 2016 Payment Request Apr-Jun submitted by

8/3/2016 12:42:44 PM 60813-14811 (20...

[Show More](#) [Sortable Version](#)

Add Comment

program). Click Show More to view additional activities or click Sortable Version to open the complete Activity Stream in a new window.

Once an entry is made it can NOT be deleted. There is also no character limit for the comment.

Group Messages Sent

Group Messages are managed under [Applications](#). This Dashboard item will only appear if a group message has been sent under this program. Group messages will show up on everyone's dashboard regardless of the sender, as long as they are all under the same program dashboard.

| 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: DCJTest6@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 | |

My Tasks

My Tasks are specific to each user and assigned on a project by project basis. You may assign a task to yourself or someone else. Since the reports are not in a workflow and if a step needs multiple approvals, tasks are used to track workflow on each project.

| Due Date | Task |
|---------------------------|---|
| 7/15/2016 | Review and Approve - 2016 Financial Report Qtr. Apr - June OVERDUE |
| 7/15/2016 | Review - 2016 Payment Request Apr-June OVERDUE |
| 11/1/2016 | Review and Approve - 2016 Financial Report Qtr. July - Sept |
| 11/1/2016 | Review - 2016 Payment Request July-Sept |
| 2/1/2017 | Review - 2016 Payment Request Oct-Dec |
| 2/2/2017 | Review and Approve - 2016 Financial Report Qtr. Oct - Dec |

Click on the Due Date or Task and a "Task Details" pop-up window will appear. To open the project and perform the action you must click on Go To Application.

✕
Task Details

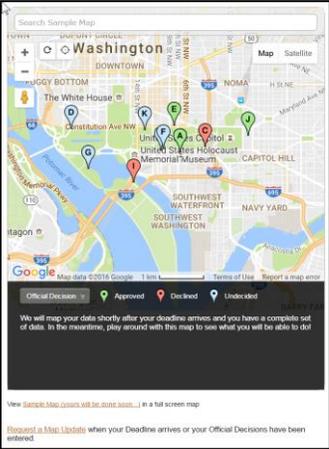
Due Date: 7/30/2017 [Go To Application](#)

Task: [2015-VA-16-013814-11]- Q2- Payment Request - Quarterly – Apr-Jun 2017- process payment

Comments: Update Payment information based on approvals and CORE processing from the paper file– See Processing a Payment instructions.

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. You can ask ZoomGrants to update it again at a later time.



Applications Tab

The Applications tab provides access to all applications for that 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.

ZoomGRANTS ORP

Welcome, Laura Montoya [Not Laura Montoya?](#)

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 Search

Applications

Submitted Applications Pre-Application/Organizational Details Incomplete Applications Filters button

| <input type="checkbox"/> Submitted Applications | \$ Requested | Votes (For-Against) | Trial Decisions (Committee) | Official Decisions (Committee) |
|--|--|------------------------|--------------------------------|--------------------------------------|
| <input type="checkbox"/> A Kid's Place, Inc. 2015-VA-14-009043-19 / CASA Program and Child Advocacy Center (CY 16) | \$ 64,354.00 Print PDF | 0 - 0 | \$ 64,354.00 | \$ 64,354.00 |
| <input type="checkbox"/> A Kid's Place, Inc. 2015-VA-14-009043-19 / CASA Program and Child Advocacy Center (CY 16) New | \$ 64,354.00 Print PDF | 0 - 0 | Undecided | Approved |
| <input type="checkbox"/> A Kid's Place, Inc. 2015-VX-15-009657-19 / Technology Improvements New | \$ 14,615.00 Print PDF | 0 - 0 | \$ 14,615.00 | \$ 14,615.00 |
| <input type="checkbox"/> A Woman's Place, Incorporated Domestic Violence Intervention and Prevention Program (CY 16) New | \$ 82,838.00 Print PDF | 0 - 0 | Undecided | Approved |
| <input type="checkbox"/> A Woman's Place, Incorporated Domestic Violence Safety and Shelter Improvement New | \$ 12,580.00 Print PDF | 0 - 0 | Undecided | Approved |

The Applications tab contains subtabs for:

- Submitted Application
- Organization Details
- Incomplete Applications

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, select Set Filter, and then close out of the dialogue box. 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.**

The filters that are available are limited to the criteria below. You may use [Data](#) to run reports to get more specific data.

[Clear Filter](#)

Currently Including:

Approved

Undecided

Declined/Not Qualified

Official Decisions ▼

Judicial District

All Judicial Districts

Judicial District Not Assigned

1

2

3

4

5

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7

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Award Classification

All Award Classifications

Award Classification Not Assigned

Administrative

Council

Passthrough - Local

Passthrough - Set-Aside

Passthrough - State

Passthrough - Standard

Grant Program Manager

All Grant Program Managers

Grant Program Manager Not Assigned

Michele Lovejoy

Project Status

All Project Status

Project Status Not Assigned

Open

Closed

[Set Filter](#)

Submitted Applications

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

| Submitted Applications | | Pre-Application/Organizational Details | Incomplete Applications | | | | |
|---|--|--|-------------------------|--|------------------------|--------------------------------|-----------------------------------|
| <input type="checkbox"/> | Submitted Applications | | | \$ Requested | Votes (For-Against) | Trial Decisions (Committee) | Official Decisions (Committee) |
| <input type="checkbox"/> | A Kid's Place, Inc. 2015-VA-14-009043-19 / CASA Program and Child Advocacy Center (CY 16) | | | \$ 64,354.00 | 0 - 0 | \$ 64,354.00 | \$ 64,354.00 |
| <input type="checkbox"/> | A Kid's Place, Inc. 2015-VA-14-009043-19 / CASA Program and Child Advocacy Center (CY 16) New | | | \$ 64,354.00 | 0 - 0 | Undecided | Approved |
| <input type="checkbox"/> | A Kid's Place, Inc. 2015-VX-15-009657-19 / Technology Improvements New | | | \$ 14,615.00 | 0 - 0 | \$ 14,615.00 | \$ 14,615.00 |
| <input type="checkbox"/> | A Woman's Place, Incorporated Domestic Violence Intervention and Prevention Program (CY 16) New | | | \$ 82,838.00 | 0 - 0 | Undecided | Approved |
| <input type="checkbox"/> | A Woman's Place, Incorporated Domestic Violence Safety and Shelter Improvement New | | | \$ 12,580.00 | 0 - 0 | Undecided | Approved |
| <input type="checkbox"/> | Advocate Safehouse Project 2015-VA-14-008974-09 / Victim Service Project (CY 16) New | | | \$ 60,964.00 | 0 - 0 | \$ 60,964.00 | \$ 60,964.00 |
| <input type="checkbox"/> | Advocate Safehouse Project 2015-VX-15-009559-09 / ASP - One Time Funding New | | | \$ 30,672.00 | 0 - 0 | \$ 30,672.00 | \$ 30,672.00 |
| <input type="checkbox"/> | Advocates Against Battering and Abuse 2014-VA-14-008916-14 / Victim Services & Latino/Immigrant Outreach Services (CY 16) New | | | \$ 38,601.00 | 0 - 0 | Undecided | Undecided |
| <input type="checkbox"/> | DCJ Test Profile 6 Domestic Violence Intervention and Advocacy (CY 16) New | | | \$ 56,650.00 | 0 - 0 | Decline | Declined |
| <input type="checkbox"/> | Division of Criminal Justice 14-VA-500 New | | | \$ 377,730.00 | 0 - 0 | \$ 377,730.00 | \$ 377,730.00 |
| 10 Submitted Applications | | | | \$ 801,358.00 | | \$ 548,335.00 | \$ 548,335.00 |
| | | | | | | \$ 33,277,554.00 | \$ 33,277,554.00 |
| | | | | | | \$ 33,825,889.00 | \$ 33,825,889.00 |
| Send Email To Selected (sent to primary AND additional contacts) Batch Update Selected (same answer for each selected) List Update (different answers for each) | | | | Copy to Official Decisions | | | |

Open, Print, or PDF an application

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

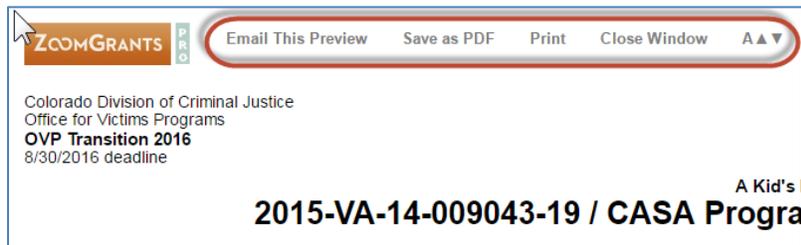
| | | \$ Requested | |
|--------------------------|--|--------------|---|
| <input type="checkbox"/> | Submitted Applications | | |
| <input type="checkbox"/> | A Kid's Place, Inc. 2015-VA-14-009043-19 / CASA Program and Child Advocacy Center (CY 16) | \$ 64,354.00 | Print PDF |
| <input type="checkbox"/> | A Kid's Place, Inc. 2015-VA-14-009043-19 / CASA Program and Child Advocacy Center (CY 16) New | \$ 64,354.00 | Print PDF |
| <input type="checkbox"/> | A Kid's Place, Inc. 2015-VX-15-009657-19 / Technology Improvements New | \$ 14,615.00 | Print PDF |
| <input type="checkbox"/> | A Woman's Place, Incorporated Domestic Violence Intervention and Prevention Program (CY 16) New | \$ 82,838.00 | Print PDF |

Open an Application:

Open an Application by clicking the hyperlink name of the project. This will allow you to manage all aspects of a particular application/project. More information is provided in the Application Section.

Print an Application:

This opens a pop-up box and contains ALL the project information for particular project, with the exception of the invoices and account balances. 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, with the exception of the invoices and account balances.

Votes (For-Against)

The Votes column is populated through the Board/Council Scoring process. Transition grants were not scored in ZG and score information is not captured here. Additional information is available for new funding opportunities launched in ZG that will use a scoring process.

Votes may be Approved (For), Decline (Against), or Undecided (not included in this count).

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
2017 Edward Byrne Memorial Justice Assistance Grant Program (JAG)

\$ 3,124,995.65 Available
2/17/2017 Deadline

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

Program Setup Search

Applications

Submitted Applications | Organizational Details | Incomplete Applications

| Submitted Applications | | \$ Requested | Votes (For-Against) | Trial Decisions (Committee) | Official Decisions (Committee) |
|--|----------------------|--------------|------------------------|--------------------------------|-----------------------------------|
| <input type="checkbox"/> 19th 2017 | ...tally III Year #2 | \$ 89,999.00 | 9 - 1 | \$ 67,500.00 | \$ 67,500.00 |
| <input type="checkbox"/> Adar 2017 | ... | \$ 38,160.00 | 9 - 2 | \$ 38,160.00 | \$ 38,160.00 |
| <input type="checkbox"/> Aspe DJ-17 | ... | \$ 32,363.00 | 9 - 0 | Decline | Declined |
| <input type="checkbox"/> Bayf 2017 | ... | \$ 8,050.00 | 1 - 6 | \$ 4,025.00 | \$ 4,025.00 |

Trial Decisions (Committee)

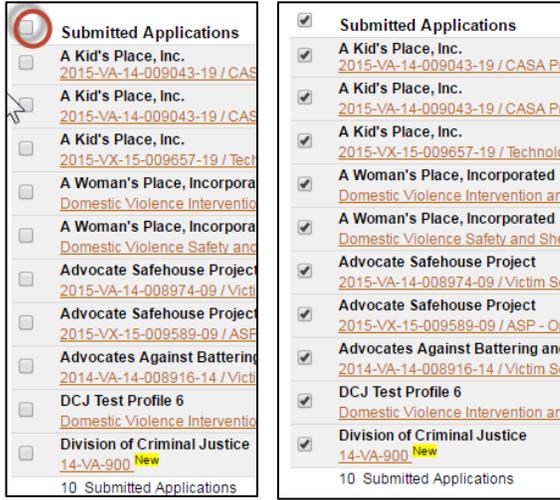
The Trial Decision column is populated through the Board/Council Scoring process. Transition grants were not scored in ZG and the Trial Decision was set to the final award amount. The Trial Decision is updated by DCJ staff at or immediately following the Board/Council meeting. This amount reflects the Board/Council's final decision.

Official Decisions (Committee)

The Official Decision column is populated by an Administrator following the Funding Conference. This field is not populated until the Grant Financial Manager allocates the award to a specific "pot of money". This amount will reflect a sum of all "pots of money" allocated to a particular grant.

Selecting Applications for action:

Clicking on Submitted Applications will select all the Applications on this tab:



You may select one, many or all applications to Send an Email, Batch Update, List Update or Copy to Official Decisions.

Send Email

This will open a dialogue box for you to select the recipients of the message and the content.

| | | | |
|---|---------------|---|------------------|
| 10 Submitted Applications | \$ 801,358.00 | \$ 548,335.00 | \$ 548,335.00 |
| Send Email To Selected (sent to primary AND additional contacts) | | \$ 33,277,554.00 | \$ 33,277,554.00 |
| Batch Update Selected (same answer for each selected) | | \$ 33,825,889.00 | \$ 33,825,889.00 |
| List Update (different answers for each) | | | |
| | | <input type="button" value="Copy to Official Decisions"/> | |

ZOOMGRANTS Close Window

From: Notices@ZoomGrants.com (sent by: Laura Montoya, replies will go directly to your email)

To: Selected Applications (messages will be sent individually)
 Additional Contacts will automatically be included
 Send to CEO/Executive Director (if NA, enter Signature Authority)

Subject: OVP Transition 2016

Message: Message Template 1
This is only a test

Options

Merge Fields (optional) Customize each email by copying these merge field values into your message.
Select Field: Select... Copy Merge Field Value:

Send me a 'Sent Email Report' Yes

Save this Template Yes

Notified Check this box to mark these applications as 'Notified' and allow them to view the Official Decision.

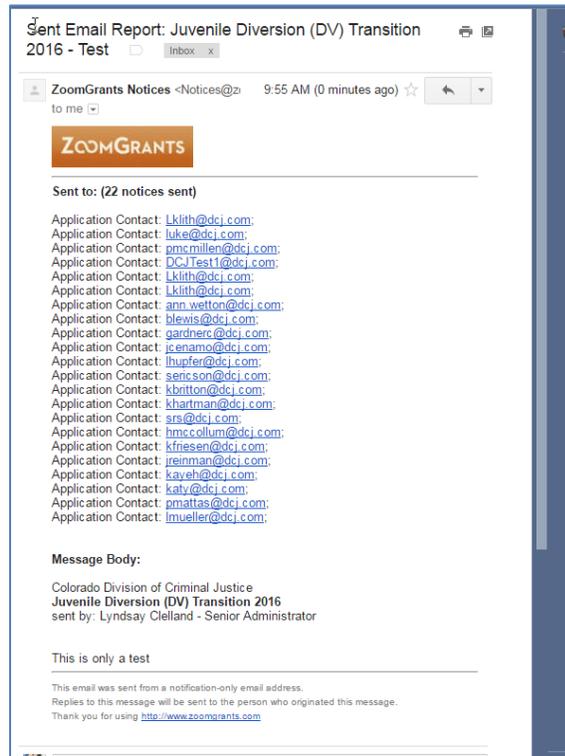
[Add Attachment\(s\)](#)

A copy of this email will also be sent to all Additional Contacts entered on the application.

- **From:** The email will be sent from ZoomGrants, but if the Grantee replies it will come back to the sender's email address. In this example I am logged in as Laura. If I sent a message, all replies would come back to Laura.
- **To:** The email will go to the grantee Account Owner (usually the Project Director) and any [Additional Contacts](#) that account owner specified for that project. These boxes may not be unchecked. You may select the option to also send it to the CEO/Executive Director (which in DCJ's case is the ED and if the agency doesn't have an ED, the Signature Authority).
- **Subject:** The line pre-populates with the name of the Program. You may edit this.
- **Message:** Emails can be based on message templates created in Program Setup - [Messages](#), or they can be created from scratch each time a message is to be sent.
- **Options- Merge Fields:** Emails sent to Applicants can include merge fields that insert applicant- and application-specific data (first and last name of the account owner, organization name, amount requested, application title, etc.) into each message before sending it to the applicant.
- **Options- Send me a 'Sent Email Report':** Check this box if you want a record of the message content and to whom it was sent. An email confirmation will go to the sender. ZoomGrants does

put a timestamp the Activity Log and Activity Stream each time a message is sent so it is not necessary to send a copy to yourself, but you may if you want to.

NOTE: When you use merged fields, you will NOT get a copy of what was merged into the field. DCJ has implemented a process where a generic email address for either OAJA or OVP is entered in as an additional contact. This allows DCJ to capture the email as the Grantee does with the merged fields completed.



- **Group Messages:** Once messages are sent, view a history of sent messages by navigating to the Program Dashboard and clicking the links in the [Group Messages Sent](#) section on the right side. Click a message date link to open a popup that displays the message text, the recipients, and a link to the attachment (if included).

| Group Messages Sent | | |
|--------------------------------------|--------|---------------|
| Date | # Sent | Sent By |
| 7/12/2017 8:10:13 AM | 2 | Kristy Wilson |
| 6/28/2017 8:49:21 AM | 18 | Kristy Wilson |
| 6/27/2017 4:35:06 PM | 27 | Kristy Wilson |
| 6/27/2017 1:33:30 PM | 17 | Kristy Wilson |

Sent Message Details ✕

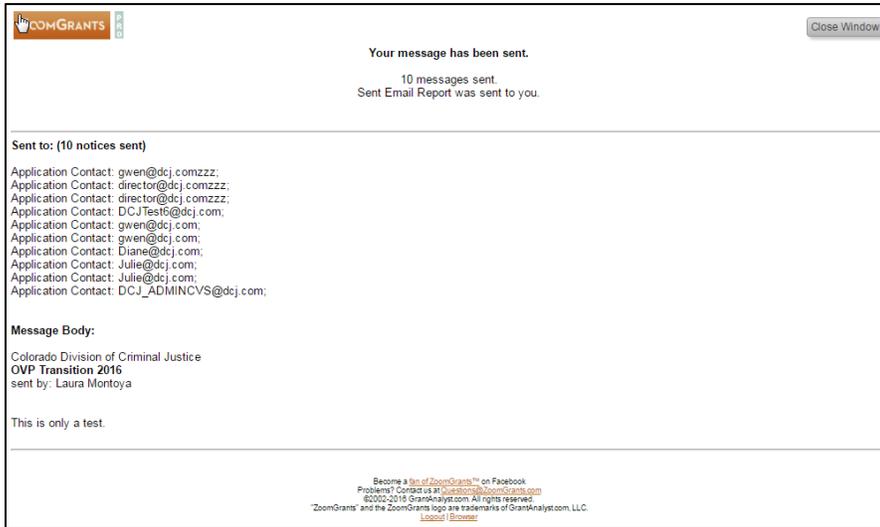
Note: Messages sent prior to 02/17/2016 will be missing the message body and sender.

| | |
|---------------------|--|
| Date Sent | 07/12/2017 |
| Sent By | Kristy |
| Sent From | 165.127.87.254 |
| Total Sent | 2 |
| Message Type | List Message |
| Message Body | <p>Sent to: (1 notices sent)</p> <p>Application Contact: tbrown@tomv.org; Additional: cdps_dcj_oajjagrants@state.co.us;</p> <p>Message Body:</p> <p>Colorado Division of Criminal Justice 2017 Edward Byrne Memorial Justice Assistance Grant Program (JAG) sent by: Kristy Wilson</p> <p>June 27, 2017</p> <p> \${Contact First Name} \${Contact Last Name} \${Legal Name} \${Address 1} \${Address 2} \${City}, \${State} \${Zip} </p> <p>RE: Colorado Justice Assistance Grant (JAG): \${Application Title}</p> <p>Dear \${Contact First Name} \${Contact Last Name}:</p> <p>can expect your grant award documents as early as August and as late as October 2017 depending on receipt of the federal grant award. Contact your grant manager, \${Internal Answer 26}, at \${Internal Answer 25} with any questions.</p> <p>Sincerely,</p> <p>Meg Williams Manager, Office of Adult and Juvenile Justice Assistance</p> <p>Attachments Acknowledgement of Award and Application Changes_20170621 (1)(10).pdf</p> |

- **Options- Save this Template:** Check the Save this Template box if you want to save the message to **OVERWRITE** whichever message template is selected in the dropdown at the top of the window. When you overwrite a [message template](#), you do that for the entire Program and it is not specific to you. **Do NOT overwrite agreed upon templates from your program. Each Program will decide which templates they want to put in place. Business rules will need to be developed for each program.**
- **Options- Notified:** Check this box to mark the Applicants as [Notified](#) and allow them to see the Official Decision on their applications. **Do not mark the grantee as notified unless you are ready to make them aware of the Final Funding decision. This is done after the Grant Agreement is generated and ready to share with the grantee.** See [Application Summary- Settings](#) for each individual Project.

- **Add Attachments:** Only one file can be attached to the email.

Once the email is sent a popup box will appear with a confirmation.



Batch Update Selected

This will open a dialogue box for you to select a field that you want to update for each project selected. **Use this when you want each project selected to have the same answer to the same question.** You may only update one field at a time. The fields you may update are from the [Internal Research Questions](#), and are Program specific.

| | | | |
|---------------------------|---------------|------------------|------------------|
| 10 Submitted Applications | \$ 801,358.00 | \$ 548,335.00 | \$ 548,335.00 |
| | | \$ 33,277,554.00 | \$ 33,277,554.00 |
| | | \$ 33,825,889.00 | \$ 33,825,889.00 |

(sent to primary AND additional contacts)
 (same answer for each selected)
 (different answers for each)

These fields are NOT locked down. This means that you may overwrite a previous response made by someone else; once the update is made there is not an “undo”. Use caution when batch updating and make sure you only select those applications that should be updated.

(sent to primary AND additional contacts)
 (same answer for each selected)
 (different answers for each) **CVS**

Batch Update
 This will let you enter the same answer on selected applications for the item you select below.

Select what you would like to edit
 ubound(theinternalq): 40

- Internal Research: DCJ Grant Number
- Internal Research: Match Required
- Internal Research: Financial Grant Manager
- Internal Research: Funding Entity Type (VOCA, VAWA, SASP, State VALE)
- Internal Research: VOCA Type of Crime Percentages: Child Abuse
- Internal Research: VOCA Type of Crime Percentages: Domestic Violence
- Internal Research: VOCA Type of Crime Percentages: Sexual Assault
- Internal Research: VOCA Type of Crime Percentages: Underserved
- Internal Research: VAWA Type of Crime Percentages: Domestic Violence
- Internal Research: VAWA Type of Crime Percentages: Sexual Assault
- Internal Research: VAWA Type of Crime Percentages: Teen Dating Victimization
- Internal Research: VAWA Type of Crime Percentages: Stalking/Harassment
- Internal Research: SASP Type of Crime Percentages: Sexual Assault
- Internal Research: State VALE Eligible
- Internal Research: Match Percent Required
- Internal Research: Program Income Allowed
- Internal Research: Federal CFDA Number
- Internal Research: Federal Award Number (1)
- Internal Research: Federal Award Number (2)
- Internal Research: Funding Priority 1
- Internal Research: Funding Priority 2
- Internal Research: Funding Priority 3
- Internal Research: Funding Priority 4

Yes

List Update

This will open a dialogue box for you to select a field that you want to update for each project selected. **Use this when you want to enter a unique answer for each project selected for a particular question.** You may only update one field at a time. The fields you may update are from system variables as well as the [Internal Research Questions](#).

| | | | |
|--|---------------|------------------|------------------|
| 10 Submitted Applications | \$ 801,358.00 | \$ 548,335.00 | \$ 548,335.00 |
| Send Email To Selected (sent to primary AND additional contacts) | | \$ 33,277,554.00 | \$ 33,277,554.00 |
| Batch Update Selected (same answer for each selected) | | \$ 33,825,889.00 | \$ 33,825,889.00 |
| List Update (different answers for each) | | | |

Copy to Official Decisions

Select a column to keep in view

- \$ Requested
- Votes
- Trial Decisions
- Official Decisions

Select what you would like to edit

- Pre-Application/Organizational Details Decisions
- Trial Decisions and Amounts
- Official Decisions and Amounts
- Judicial District
- Award Classification
- Grant Program Manager
- Project Status
- Internal Research: DCJ Grant Number
- Internal Research: Match Required
- Internal Research: Financial Grant Manager
- Internal Research: Funding Entity Type (VOCA, VAWA, SASP, State VALE)
- Internal Research: VOCA Type of Crime Percentages: Child Abuse
- Internal Research: VOCA Type of Crime Percentages: Domestic Violence
- Internal Research: VOCA Type of Crime Percentages: Sexual Assault
- Internal Research: VOCA Type of Crime Percentages: Underserved
- Internal Research: VAWA Type of Crime Percentages: Domestic Violence
- Internal Research: VAWA Type of Crime Percentages: Sexual Assault
- Internal Research: VAWA Type of Crime Percentages: Teen Dating Victimization
- Internal Research: VAWA Type of Crime Percentages: Stalking/Harassment
- Internal Research: SASP Type of Crime Percentages: Sexual Assault
- Internal Research: State VALE Eligible
- Internal Research: Match Percent Required
- Internal Research: Program Income Allowed
- Internal Research: Federal CFDA Number
- Internal Research: Federal Award Number (1)
- Internal Research: Federal Award Number (2)
- Internal Research: Funding Priority 1
- Internal Research: Funding Priority 2
- Internal Research: Funding Priority 3
- Internal Research: Funding Priority 4

Update Now

Once you click Update Now, the Applications/Projects will appear with the field selected editable. Update each field as appropriate, as soon as you click away from the field it automatically saves.

These fields are NOT locked down. This means that you may overwrite a previous response made by someone else; once the update is made there is not an "undo". Use caution when batch updating and make sure you only select those applications that should be updated.

My Account | Dashboard Applications Scoring Funding Allocations

Financial Reporting Data Program Setup

Search

Applications

Submitted Applications Pre-Application/Organizational Details Incomplete Applications

| | Official Decisions (Committee) | Judicial District |
|---|-----------------------------------|-------------------|
| <input type="checkbox"/> Submitted Applications | | |
| <input type="checkbox"/> A Kid's Place, Inc. 2015-VA-14-009043-19 / CASA Program and Child Advocacy Center (CY 16) | \$ 64,354.00 | 19 ▼ |
| <input type="checkbox"/> A Kid's Place, Inc. 2015-VA-14-009043-19 / CASA Program and Child Advocacy Center (CY 16) New | Approved | -none- ▼ |
| <input type="checkbox"/> A Kid's Place, Inc. 2015-VX-15-009657-19 / Technology Improvements New | \$ 14,615.00 | 19 ▼ |
| <input type="checkbox"/> A Woman's Place, Incorporated Domestic Violence Intervention and Prevention Program (CY 16) New | Approved | -none- ▼ |
| <input type="checkbox"/> A Woman's Place, Incorporated Domestic Violence Safety and Shelter Improvement New | Approved | -none- ▼ |
| <input type="checkbox"/> Advocate Safehouse Project 2015-VA-14-008974-09 / Victim Service Project (CY 16) New | \$ 60,964.00 | 9 ▼ |
| <input type="checkbox"/> Advocate Safehouse Project 2015-VX-15-009589-09 / ASP - One Time Funding New | \$ 30,672.00 | 9 ▼ |
| <input type="checkbox"/> Advocates Against Battering and Abuse 2014-VA-14-008916-14 / Victim Services & Latino/Immigrant Outreach Services (CY 16) New | Undecided | -none- ▼ |
| <input type="checkbox"/> DCJ Test Profile 6 Domestic Violence Intervention and Advocacy (CY 16) New | Declined | 10 ▼ |
| <input type="checkbox"/> Division of Criminal Justice 14-VA-900 New | \$ 377,730.00 | NA ▼ |
| 10 Submitted Applications | \$ 548,335.00 | |
| | \$ 33,277,554.00 | |
| | \$ 33,825,889.00 | |

Send Email To Selected (sent to primary AND additional contacts)

Batch Update Selected (same answer for each selected)

List Update (different answers for each)

To return to the full view once you are done editing, click Submitted Applications; or you may click List Update again to update another field.

Organizational Details

Organization Details tab will only show application/projects that have submitted the Organizational Details tab of the application is submitted (if pre-application is required), or if the entire application is submitted and (pre-app is set to auto-approve).

ZoomGrants collects agency information as part of the Account Profile and this information is also populated in each application*. However, there is no place to collect Legal Entity name, DBA status, Entity Type, Entity sub-type, US Congressional District, State Senate District, State House District, or Judicial District.

The Pre-Application or Organizational Details tab has been modified to collect legal entity information. The tab may be labelled either “Pre-Application”, “Pre-Application/Organizational Details”, “Intent to Apply”, or “Organizational Details”. The label should reflect which of the following business rules you apply to the tab. In addition to the required legal entity information, each program may add additional questions to this section. Based on the nature and timing of the questions you have the option to include it as part of the application or use it as a pre-application (e.g. intent to apply). Each program has flexibility on how they chose to utilize these functions.

- 1) **Automatically Approve Organizational Details: YES** - This option requires that the tab be completed, but it is rolled into the Application and submitted as part of the Application.

You would use this option if you are only collecting legal entity information and do not have additional questions or processes that require the review and approval of this submission prior to the grantee having access to complete and submit the application.

In the COGMS the Application Profile validation was performed prior to the submission of the application because the system would not allow you to change the name listed on the Application/Project on the document itself, once the Application was submitted. There is no such limitation in ZoomGrants. Therefore, a validation does still need to occur, but it does NOT have to be before the application is submitted.

It is recommended to validate this information as soon as the Application is submitted and rolled into your “intake validation” process (which is also very different than COGMS). See the separate job aids on how to validate a profile and intake validation. You may also do this after the Board/Council funding conference and only validate those projects that are funded.

- 2) **Automatically Approve Organizational Details: NO** - This option requires that the tab be completed, submitted, and approved by DCJ before the applicant may begin completing the rest of the application. The applicant may view the application, but it will not be editable (i.e. available for input or submission), until the pre-application is approved.

You would use this option if you have additional questions or processes that require the review and approval of this submission **prior** to the grantee having access to complete and submit the

application. Example, if you have an Intent to Apply, you would add the additional questions for the Intent to the Pre-Application Tab and require that the information be submitted and approved prior to the grantee gaining access to the application.

ZoomGRANTS | Welcome, Lyndsay Clelland - Senior Administrator | Not Lyndsay Clelland - Senior Administrator? | HELP | LOGOUT | A A ▼

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
Juvenile Diversion (DV) Transition 2016

\$ 1,241,139.00 Available
8/5/2016 Deadline

My Account | Dashboard | Applications | Scoring | Funding Allocations | Financial | Reporting | Data | Program Setup | Search

Pre-Application/Organizational Details

Submitted Applications | Pre-Application/Organizational Details | Incomplete Applications

| <input type="checkbox"/> | Pre-Application/Organizational Details | Requested | Judicial District | Award Classification | Grant Program Manager | Project Status | Pre-Application/Organizational Details |
|--------------------------|--|--------------|-------------------|------------------------|-----------------------|----------------|--|
| <input type="checkbox"/> | Center for Family Outreach Inc. 2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer County - Year 3 | \$ 63,251.00 | 8 | Passthrough - Standard | Michele Lovejoy | Open | A |
| <input type="checkbox"/> | Center for Family Outreach Inc. DELETE | \$ 0.00 | 8 | Passthrough - Standard | Michele Lovejoy | Closed | D |
| <input type="checkbox"/> | Center for Restorative Programs 2017-DV-17-010284-12 / Juvenile Diversion - Restorative Services - Year 3 | \$ 41,555.00 | 12 | Passthrough - Standard | Michele Lovejoy | Open | A |
| <input type="checkbox"/> | City of Fort Collins Community Development and Neighborhood Services 2017-DV-17-010290-08 / Restorative Justice Services - Year 3 | \$ 56,192.00 | 8 | Passthrough - Standard | Michele Lovejoy | Open | A |
| <input type="checkbox"/> | Cortez Addictions Recovery Services 2017-DV-17-010299-22 / Juvenile Diversion Program - Year 3 | \$ 49,158.00 | 22 | Passthrough - Standard | Michele Lovejoy | Open | A |
| <input type="checkbox"/> | DCJ Test Profile 1 2017-DV-17-000001-08 / Juvenile Diversion Program for test - Year 3 | \$ 63,251.00 | 1 | Passthrough - Standard | Michele Lovejoy | Closed | D |
| <input type="checkbox"/> | Delta County Alternative Sentencing Department 2017-DV-17-010288-07 / Delta County Juvenile Diversion Program - Year 3 | \$ 55,500.00 | 7 | Passthrough - Standard | Michele Lovejoy | Open | A |

The Pre-Application has additional fields to allow you to search, however the rest of the functionality behaves as the Submitted Applications tab.

***Note:** Grantee side- If a field is changed in one place (i.e. Agency name in one application) it changes in ALL places (Agency name in the Account Profile and all associate applications).

Incomplete Applications

Incomplete Applications is similar to Organizational Details and Submitted Applications in functionality; but includes only Incomplete Applications regardless of the level of completeness (i.e. only one question could be entered in the entire application or it could be entirely complete, just not yet submitted).

ZoomGRANTS | Welcome, Lyndsay Clelland - Senior Administrator | Not Lyndsay Clelland - Senior Administrator? | HELP | LOGOUT | A ▾

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 | Search

Incomplete Applications

Submitted Applications | Pre-Application/Organizational Details | **Incomplete Applications**

| | Requested | | Judicial District | Award Classification | Grant Program Manager | Project Status | Pre-Application/Organizational Details |
|--|---------------|-------------------------|-------------------|----------------------|-----------------------|----------------|--|
| <input type="checkbox"/> This grantee hasn't completed the organization tab 2015-VA-14-008920-14 / Victim Services and Support (CY 16) | \$ 49,858.00 | Incomplete/ Unsubmitted | | | | | Pre-App, not submitted |
| <input type="checkbox"/> A Kid's Place, Inc. 2016-VU-16-013765-19 / CASA Program and Child Advocacy Center | \$ 140,470.00 | Incomplete/ Unsubmitted | | | | | A |
| <input type="checkbox"/> Advocates Against Domestic Assault 2015-VA-14-008951-03 / AADA for domestic violence victims (CY 16) | \$ 96,690.00 | Incomplete/ Unsubmitted | | | | | A |
| <input type="checkbox"/> Advocates Against Domestic Assault 2015-VX-15-009580-03 / AADA VOCA One-time Funding 2015 | \$ 50,522.00 | Incomplete/ Unsubmitted | | | | | A |
| <input type="checkbox"/> Advocates for Children 2015-VA-14-008982-18 / CASAs for Child Victims (CY 16) | \$ 25,694.00 | Incomplete/ Unsubmitted | | | | | A |
| <input type="checkbox"/> Advocates for Victims of Assault, Inc. 2015-VV-14-008918-05 / CVS Grant Victim Services (CY 16) | \$ 64,276.00 | Incomplete/ Unsubmitted | | | | | A |
| <input type="checkbox"/> Advocates of Lake County, Inc. 2015-VV-14-008919-05 / Victim Services for Advocates of Lake County (CY 16) | \$ 65,011.00 | Incomplete/ Unsubmitted | | | | | U |
| <input type="checkbox"/> Division of Criminal Justice 13-VA-900 / DCJ Administrative Funds- VOCA 13 | \$ 349,737.00 | Incomplete/ Unsubmitted | NA | Administrative | Debbie Kasyon | Open | A |
| <input type="checkbox"/> Yuma County Sheriff's Office Victim Assistance Program (CY 16) | \$ 26,442.00 | Incomplete/ Unsubmitted | | | | | A |
| 9 Incomplete/Unsubmitted Applications | | \$ 868,700.00 | | | | | |

(sent to primary AND additional contacts)

(same answer for each selected)

(different answers for each)

Send Email To All Incomplete

This works like Send Email to Selected in Submitted Applications, but sends an email to all the incomplete applicants.

Scoring

Scoring may be viewed on a [project by project basis](#) or managed on the Scoring tab. Clicking on the Scoring tab will launch a **new window**. The view is ONLY visible to DCJ administrators. The Grantees cannot see this view, and the Board/Council cannot see this view unless you assign the individual Reviewer as a “Committee Chair”. Committee Chairs review and score applications as normal Committee members, and can also:

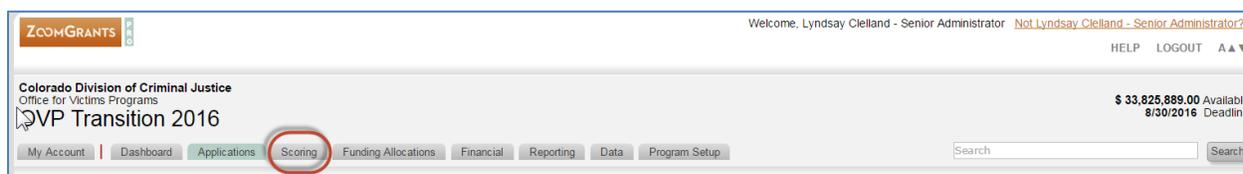
- edit Trial Decisions and Amounts
- send group emails to Applicants
- enter answers to Internal Research questions
- send Extra questions via the Activity Log
- view the committee averages and totals in the Scoring report

Assigning a reviewer as committee chair does not fit current DCJ practices, but is an option to consider.

Note: When setting up reviewers you may type in the Reviewers name or leave it generic like “CVS Reviewer 1” during the setup process. Also, you may chose the “auto-assign” option that assigns all projects to all reviewers, you may assign reviewers on a project by project basis, or you may assign by committee groups.

A separate job aid will go into details about setting up the scoring. The process of subcommittee is still under consideration as to how the system can support this process. Preliminary thoughts include using the scoring process built into ZoomGrants for the subcommittee and establishing an additional process for the full board. Additional discussion is needed.

You may apply filters and sorting to this page as needed.



Common Features

The fields and data that is displayed is dependent on the view that is selected. However, there are some common elements that may be visible on each view.

Open the Project: Clicking on the name of the project will open the project in the PREVIOUS window.

Adjust: Allows grant managers to enter a value to adjust the Total Score.

| | CommitteeAdmin | | Total |
|---|----------------|-------|--------------|
| 4 | Score | Score | Adjust Score |
| 1 | 71.06 | 0 | 10 81.06 |

Administrative Scores: Each of the scoring views has a section for Admin scores. This takes place of the Financial Review and Program Review that were previously done in COGMS. There are a maximum of 10 questions and they may be utilized however the program wants to use them. They do not have to be used at all.

| Adm | Admin | | Total |
|-----|-----|-----|-----|-----|-----|-----|-------|----------------------|-------|
| Q1 | Q2 | Q3 | Q4 | Q5 | Q6 | Q10 | Score | Adjust | Score |
| 1 | 1 | 1 | 1 | 1 | 1 | | 6 | <input type="text"/> | 6.00 |

The Juvenile Diversion program used the administrative questions as a tracking tool rather than a scoring tool. In the example above, questions 1-6 were assigned to the Financial Officer and question #10 was assigned to the Program Manager. A “1” means that each one of the items/actions have been considered and completed.

Average Recommend: Each reviewer may enter a recommended amount for the project. This value is averaged and only includes the recommended amount if the reviewer voted to Approve the applications.

Committee Score: An average, calculated by adding the individual totals present and dividing by the number of individual totals present. **NOTE: if there are 20 reviewers and only 19 score, the average will be based on 20, not 19.**

Requested Amount: The amount that appears on the Project Summary tab. This does not link to the Budget Summary or Tables tab.

Total Score: The final score for each project.

Trial Decision: Will be captured by DCJ staff during the funding conference/subcommittee meeting. After the conference/meeting, each project should be listed as approved, declined, or not eligible. In most DCJ practices ineligible projects are pulled prior to going to the board. If this is the case, then the only responses should be approved or declined.

Trial Amount: Will be captured by DCJ staff during the funding conference/subcommittee meeting. After the conference/meeting, each project will have the board/committee consensus amount for what the project should be funded.

Report Type: Grant Totals Only (anonymous) - Average scoring of all questions. It also does not reveal the individual reviewers. Recommended if you are projecting this screen during a funding conference. Click on column title to sort by that column. Click again to reverse the order.

This report is the same as Question Averages (anonymous), but does not include the individual score per question. Also, it contains one the Votes field.

| Organization Name Application Title | Requested Amount | Votes | Average Recommend | Trial Decision | Trial Amount | Committee Score | Admin Score | Adjust | Total Score |
|--|---------------------|--------|----------------------|-------------------|-----------------|--------------------|----------------|--------|----------------|
| 19t De 20 Pr #2 | \$89,999.00 | 8 to 1 | \$31,249.75 | Approve | \$ 67500 | 71.06 | 0 | 0 | 71.06 |
| Ad 20 Fe | \$38,160.00 | 9 to 2 | \$12,351.11 | Approve | \$ 38160 | 60.53 | 0 | | 60.53 |
| As Dj Ba | \$32,363.00 | 9 to 0 | \$7,818.11 | Decline | \$ 0 | 65.65 | 0 | | 65.65 |
| 20 Te | \$8,050.00 | 1 to 6 | \$4,000.00 | Approve | \$ 4025 | 53.35 | 0 | | 53.35 |
| Cit 20 De | \$58,500.00 | 5 to 1 | \$12,000.00 | Approve | \$ 58500 | 62.06 | 0 | | 62.06 |

Report Type: Reviewer Totals (completed) – Average scoring of all questions. **Only includes a score if all of the available reviewer questions are answered by a reviewer for that project.**

Individual score totals are only present if the Reviewer has completed every scoring question. No score means the Reviewer has not finished yet. *NOTE: if reviewers are only to answer some of the questions, but not all, they will not show up on this list. Example: DV/MJ- The first 10 questions were only to be answered for DV, and the second 10 questions were only to be answered for MJ applications. Therefore, none of the projects will show a score on this view. The same would be true for JAG and if there were two score sheets: 1 for standard and 1 for local law.*

| Organization Name Application Title | Requested Amount | Votes | Average Recommend | Trial Decision | Trial Amount | Committee Score | Adm G1 | Adm Q2 | Adm Q3 | Adm Q4 | Adm Q5 | Adm Q6 | Adm Q10 | Admin Score | Adjust | Total Score |
|--|---------------------|--------|----------------------|-------------------|-----------------|--------------------|-----------|-----------|-----------|-----------|-----------|-----------|------------|----------------|--------|----------------|
| Cent 2018 LAW | \$79,303.00 | 2 to 0 | \$79,303.00 | Undecided | \$ 0 | 0.00 | 1 | 1 | 1 | 1 | 1 | 1 | | 6 | | 6.00 |
| Cent 2018 LAW | \$71,700.00 | 2 to 0 | \$71,700.00 | Undecided | \$ 0 | 0.00 | 1 | 1 | 1 | 1 | 1 | 1 | | 6 | | 6.00 |
| Cent 2018 LAW | \$64,198.00 | 2 to 0 | \$62,099.00 | Undecided | \$ 0 | 0.00 | 1 | 1 | 1 | 1 | 0 | 1 | | 5 | | 5.00 |

Report Type: Reviewer Totals (completed, Olympic) - The Olympic version is identical to the non-Olympic version above with one exception:

Committee Score is an average, calculated by adding the individual totals present, **removing the highest and lowest scores** (if more than two scores exist), and dividing by the remaining number of individual totals present. *NOTE: if there are 20 reviewers and only 19 score, the average will be based on 20, not 19.*

Report Type: Reviewer Totals (incomplete) - Average scoring of all questions. Includes all reviewer scores even if the reviewer didn't answer all questions.

Individual score totals are only present even if the Reviewer has not completed every scoring question. No score means the Reviewer has not started yet.

Committee Score is an average, calculated by adding the individual totals present and dividing by the number of individual totals present. *NOTE: if there are 20 reviewers and only 19 score, the average will be based on 20, not 19.*

Average Recommend only includes a recommended amount if the reviewer voted to Approve the application.

| Organization Name | Requested Amount | Votes | Average Recommend | Trial Decision | Trial Amount | Dedrick Sims | Jerry Evans | Stacie Colling | Committee Score | Adm Q1 | Adm Q2 | Adm Q3 | Adm Q4 | Adm Q5 | Adm Q6 | Adm Q10 | Admin Score | Adjust | Total Score |
|-------------------|------------------|--------|-------------------|----------------|--------------|--------------|-------------|----------------|-----------------|--------|--------|--------|--------|--------|--------|---------|-------------|--------|--------------|
| Cent 2018 | \$79,303.00 | 2 to 0 | \$79,303.00 | Undecided | \$ 0 | 0 | 73 | 96 | 96.33 | 1 | 1 | 1 | 1 | 1 | 1 | | 6 | | 62.33 |
| Cent 2018 | \$71,700.00 | 2 to 0 | \$71,700.00 | Undecided | \$ 0 | | 66 | 100 | 83.00 | 1 | 1 | 1 | 1 | 1 | 1 | | 6 | | 89.00 |
| Cent 2018 | \$64,198.00 | 2 to 0 | \$62,099.00 | Undecided | \$ 0 | 90 | 85 | | 87.50 | 1 | 1 | 1 | 1 | 0 | 1 | | 5 | | 92.50 |

Report Type: Reviewer Recommended Amounts – Includes recommended AMOUNT by reviewer. Does not include scores.

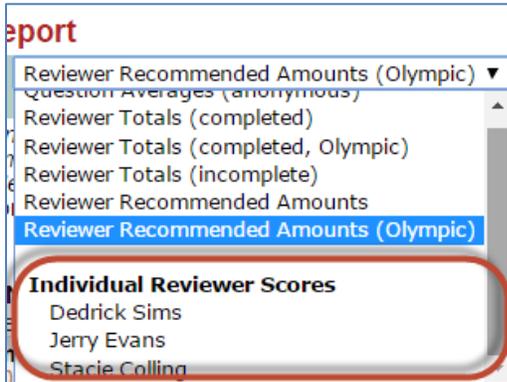
Average Recommend only includes a recommended amount if the reviewer voted to Approve the application. All recommended amounts are displayed.

| Organization Name | Requested Amount | Votes | Average Recommend | Trial Decision | Trial Amount | Dedrick Sims | Jerry Evans | Stacie Colling |
|-------------------|------------------|--------|-------------------|----------------|--------------|--------------|-------------|----------------|
| Cent 2018 | \$79,303.00 | 2 to 0 | \$79,303.00 | Undecided | \$ 0 | \$0.00 | \$79,303.00 | \$79,303.00 |
| Cent 2018 | \$71,700.00 | 2 to 0 | \$71,700.00 | Undecided | \$ 0 | | \$71,700.00 | \$71,700.00 |
| Cent 2018 | \$64,198.00 | 2 to 0 | \$62,099.00 | Undecided | \$ 0 | \$60,000.00 | \$64,198.00 | |
| City 2018 | \$67,612.00 | 2 to 0 | \$67,612.00 | Undecided | \$ 0 | \$67,612.00 | \$67,612.00 | |

Report Type: Reviewer Recommended Amounts (Olympic) – The Olympic version is identical to the non-Olympic version above with one exception:

Olympic Average is an average, calculated by adding the individual totals present, **removing the highest and lowest scores** (if more than two scores exist), and dividing by the remaining number of individual totals present.

Report Type: Individual Reviewer Scores – Similar to Question Average (anonymous), but shows information for a single Reviewer.



Scoring Report Report Generated 9/5/2017 2:01:58 PM for Lyndsay Clelland - Senior Ac

Report Type: JAG01@dcj.com

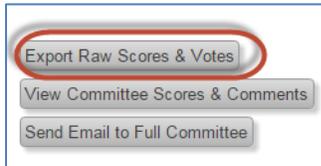
JAG01@dcj.com

Click on column title to sort by that column. Click again to reverse the order.

| Organization Name | Requested Amount | My Vote | My Recommend | Trial Decision | Trial Amount | Q1 | Q2 | Q3 | Q4 | Q5 | Q6 | Q7 | Q8 | Q9 | Q10 | Q11 | Q12 | Q13 | Q14 | My Score | Admin Score | Adjust | Total Score |
|---|------------------|---------|--------------|----------------|--------------|----|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|----------|-------------|--------|-------------|
| 19 Di Di 20 JA Pr fo # Ad 20 /A Fe Portal Project | \$89,999.00 | Approve | \$89,999.00 | Approve | \$ 67500 | 5 | 6 | 2 | 3 | 5 | 5 | 3 | 2 | 2 | 3 | 4 | 3 | 4 | 6 | 53 | 0 | 0 | 53.00 |
| | \$38,160.00 | Approve | \$38,160.00 | Approve | \$ 38160 | 5 | 5 | 2 | 4 | 6 | 8 | 3 | 4 | 2 | 1 | 3 | 3 | 2 | 2 | 50 | 0 | | 50.00 |

Export Raw Scores & Votes

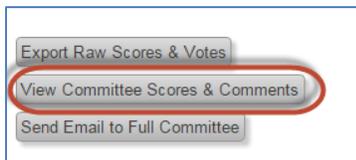
Selecting this option at any time will generate a .CSV file that contains detailed scoring information for each project by reviewer. The file will be a download and you will open it using Excel. The file will be the same regardless of what view you are using.



| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R |
|---|-------------|------------|----------|-----------|----------|--------------|--------------|----------|------------|----------|---------|----------|----------|----------|----------|----------|----------|----------|
| 1 | Applicant | Applicatio | Judicial | Di Award | Cl Grant | Proj Project | St: Reviewer | Reviewer | Applicatio | Vote/Rec | Recomme | Question |
| 2 | City of For | 2018-DV-1 | 8 | Passthrou | Michele | Li Open | Dedrick | Si | DVReview | 65726 | Approve | 67612 | 4 | 5 | 5 | 5 | 5 | 3 |
| 3 | City of For | 2018-DV-1 | 8 | Passthrou | Michele | Li Open | Jerry | Evan | DVReview | 65726 | Approve | 67612 | 5 | 5 | 5 | 5 | 5 | 5 |
| 4 | Hilltop Co | 2018-DV-1 | 7 | Passthrou | Michele | Li Open | Jerry | Evan | DVReview | 65836 | Approve | 36053 | 3 | 3 | 3 | 4 | 3 | 4 |
| 5 | Hilltop Co | 2018-DV-1 | 7 | Passthrou | Michele | Li Open | Stacie | Col | DVReview | 65836 | Approve | 36053 | 5 | 5 | 5 | 5 | 5 | 5 |
| 6 | Grand Co | 2018-DV-1 | 14 | Passthrou | Michele | Li Open | Jerry | Evan | DVReview | 65988 | Approve | 103336 | 3 | 4 | 3 | 4 | 2 | 5 |
| 7 | Grand Co | 2018-DV-1 | 14 | Passthrou | Michele | Li Open | Stacie | Col | DVReview | 65988 | Approve | 103336 | 5 | 5 | 5 | 5 | 5 | 5 |
| 8 | District At | 2018-DV-1 | 11 | Passthrou | Michele | Li Open | Dedrick | Si | DVReview | 66181 | Approve | 65377 | 5 | 5 | 5 | 4 | 5 | 4 |
| 9 | District At | 2018-DV-1 | 11 | Passthrou | Michele | Li Open | Jerry | Evan | DVReview | 66181 | X | 0 | 5 | | 5 | 4 | 4 | 2 |

View Committee Scores & Comments

Open a *new window*, and lists all the scores and comments for each application in long view. You may print or print to pdf this document.



ZCOHGRANTS Print Close Window

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
2017-2018 State Juvenile Diversion Program & Marijuana Tax Cash Funds
11/10/2016 deadline

Center for _____
2018-

Raw Scores & Comments

- 1. Problem Statement (DV only)**
 - (X 1) Dedrick Sims -
 - (4 X 1) Jerry Evans - Some data on prevalence of delinquency, but limited. little reference to resource gaps
 - (5 X 1) Stacie Colling - Nice acknowledgement of correlation between truancy and youth poverty and delinquency.
- 2. Project Description (DV only)**
 - (X 3) Dedrick Sims -
 - (3 X 3) Jerry Evans - General statements about programs, but unclear how these address youth characteristics, risk for re offending, or root causes of their delinquency
 - (5 X 3) Stacie Colling -
- 3. Population to be Served (DV only)**
 - (X 1) Dedrick Sims -
 - (3 X 1) Jerry Evans - Some data on prevalence of delinquency, but limited discussion of poverty
 - (4 X 1) Stacie Colling - Limited to non-violent first-time offenders, which can hopefully be expanded in the future.
- 4. Agency Capacity (DV only)**
 - (X 2) Dedrick Sims -
 - (4 X 2) Jerry Evans - Long established agency with ties to the court and law enforcement
 - (5 X 2) Stacie Colling -

Scroll down and each project will be listed one after the other:

3. (Admin) Financial Review- Is the project receiving other funds?
 1 No

4. (Admin) Financial Review- Is the match at least 25%?
 1 Match is not applicable yo MJ Funds

5. (Admin) Financial Review- Financial Management Questionnaire Score
 1 It is indicated that they do not have formal written financial policies regarding grants

6. (Admin) Financial Review- Have funds been returned in the last three years? If yes, provide comments in the space provided.
 1 First year of program in process now

10. (Admin) Program Review- Completed & Comments noted as needed.

Center for Practices

Raw Scores & Comments

1. Problem Statement (DV only)

| | |
|----------------------------|---|
| <input type="checkbox"/> 5 | (5 X 1) Dedrick Sims - |
| <input type="checkbox"/> 5 | (5 X 1) Jerry Evans - Clear statement of purpose, prevalence of problem and gaps in resources |
| <input type="checkbox"/> | (X 1) Stacie Colling - |

2. Project Description (DV only)

| | |
|-----------------------------|---|
| <input type="checkbox"/> 15 | (5 X 3) Dedrick Sims - |
| <input type="checkbox"/> 15 | (5 X 3) Jerry Evans - Easy to understand, comprehensive |
| <input type="checkbox"/> | (X 3) Stacie Colling - |

3. Population to be Served (DV only)

| | |
|----------------------------|---|
| <input type="checkbox"/> 5 | (5 X 1) Dedrick Sims - |
| <input type="checkbox"/> 5 | (5 X 1) Jerry Evans - Well documented population statistics and needs |
| <input type="checkbox"/> | (X 1) Stacie Colling - |

Send Email to Full Committee – As of now this feature will not be utilized. We currently do not assign email addressed to the Board/Committee members. We only give them generic emails such as CVSReviewer@dcj.com. If you send an email using this structure, it won't go to anyone.

Export Raw Scores & Votes

View Committee Scores & Comments

Send Email to Full Committee

If you want to link email addresses to reviewer, you may. Just note, if the Reviewer is also a GRANTEE using ZoomGrants, they cannot use their same email address.

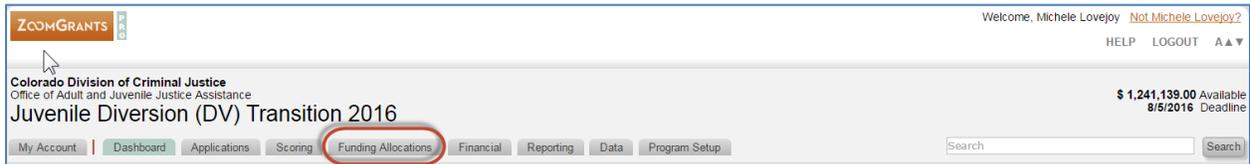
Show Scoring Questions – clicking there will expand a section below showing you what the questions scoring questions are and the associated scale and weight of each question.

| Show Scoring Questions | | | |
|---|--------------|---------------|------------------|
| Committee Scoring Questions | | | |
| | Scale | Weight | Max Score |
| 1 | 5 | 1 | 5 |
| 2 | 5 | 3 | 15 |
| 3 | 5 | 1 | 5 |
| 4 | 5 | 2 | 10 |
| 5 | 5 | 2 | 10 |
| 6 | 5 | 1 | 5 |
| 7 | 5 | 1 | 5 |
| 8 | 5 | 3 | 15 |
| 9 | 5 | 3 | 15 |
| 10 | 5 | 3 | 15 |
| 11 | 5 | 1 | 5 |
| 12 | 5 | 3 | 15 |
| 13 | 5 | 2 | 10 |
| 14 | 5 | 3 | 15 |
| 15 | 5 | 2 | 10 |
| 16 | 5 | 1 | 5 |
| 17 | 5 | 1 | 5 |
| 18 | 5 | 1 | 5 |
| 19 | 5 | 3 | 15 |
| 20 | 5 | 3 | 15 |
| Maximum Committee Total | | | 200 |
| Administrative Scoring Questions | | | |
| | Scale | Weight | Max Score |
| 1 | 1 | 1 | 1 |
| 2 | 1 | 1 | 1 |
| 3 | 1 | 1 | 1 |
| 4 | 1 | 1 | 1 |
| 5 | 25 | 1 | 25 |
| 6 | 1 | 1 | 1 |
| 7 | 1 | 1 | 1 |
| Maximum Admin Total | | | 31 |

Funding Allocations

A project must be allocated to show up on the Grant Chart and to process payments. The allocated amount is what populates the Official Award Amount.

Funding Allocation is similar to the Award Allocation in COGMS. This is where you assign the pot(s) of money for each award.



Clicking on the Funding Allocation will launch a **new window**. Only those Applications that have been Official Approved will appear on this page. From this page you may allocate funds to any funding source (pot of money).

2017 Edward Byrne Memorial Justice Assistance Grant Program (JAG)
 Colorado Division of Criminal Justice
 Office of Adult and Juvenile Justice Assistance
 \$3,124,995.65 available

Report Generated 9/5/2017 2:14:30 PM for Lyndsay Clelland - Senior Administrator

Funding Sources Award Allocation

*ONLY applications that have been Officially Approved will appear on this page.
 Click on column title to sort by that column. Click again to reverse the order.
 Any changes to data will require the page to be reloaded before you can sort again.*

| Organization Name | Requested Amount | Average Recommendation | Trial Decision | Trial Amount | DJ-2014 (2014-DJ-BX-0792) | DJ-2015 (2015-MU-BX-0390) | DJ-2016 (2016-MU-BX-0115) | DJ-2017 (2017-MU-BX-????) | JJ-2014 (2014-DJ-BX-0792-Interest) | JJ-2015 (2015-MU-BX-0390-Interest) | Total | | |
|---|------------------|------------------------|----------------|--------------|--|--|--|--|--|--|--------------------|---------------------|-----------------------|
| 19th Judicial District Probation Department | \$89,999.00 | 0 to 0 | Approve | \$ 67500 | Amount: \$ 0 Encumbrance #: 0 State Fiscal Year: Select... | Amount: \$ 0 Encumbrance #: 0 State Fiscal Year: Select... | Amount: \$ 0 Encumbrance #: 0 State Fiscal Year: Select... | Amount: \$ 67500 Encumbrance #: 0 State Fiscal Year: Select... | Amount: \$ 0 Encumbrance #: 0 State Fiscal Year: Select... | Amount: \$ 0 Encumbrance #: 0 State Fiscal Year: Select... | \$ 67500 | | |
| | \$38,160.00 | 0 to 0 | Approve | \$ 38160 | Amount: \$ 0 Encumbrance #: 0 State Fiscal Year: Select... | Amount: \$ 0 Encumbrance #: 0 State Fiscal Year: Select... | Amount: \$ 0 Encumbrance #: 0 State Fiscal Year: Select... | Amount: \$ 38160 Encumbrance #: 0 State Fiscal Year: Select... | Amount: \$ 0 Encumbrance #: 0 State Fiscal Year: Select... | Amount: \$ 0 Encumbrance #: 0 State Fiscal Year: Select... | \$ 38160 | | |
| | \$46,065.00 | 0 to 0 | Approve | \$ 46500 | Amount: \$ 0 Encumbrance #: 0 State Fiscal Year: Select... | Amount: \$ 0 Encumbrance #: 0 State Fiscal Year: Select... | Amount: \$ 0 Encumbrance #: 0 State Fiscal Year: Select... | Amount: \$ 46500 Encumbrance #: 0 State Fiscal Year: Select... | Amount: \$ 0 Encumbrance #: 0 State Fiscal Year: Select... | Amount: \$ 0 Encumbrance #: 0 State Fiscal Year: Select... | \$ 46500 | | |
| 44 displayed 0 not included | | | | | \$0.00 | \$2,411,342.00 | \$9,625.92 | \$26,756.68 | \$323,708.00 | \$2,014,002.00 | \$21,282.08 | \$15,967.32 | \$2,411,342.00 |
| | | | | | \$3,124,995.65 | \$9,625.92 | \$26,756.68 | \$323,729.29 | \$2,727,564.00 | \$21,326.31 | \$15,993.45 | \$3,124,995.65 | |
| | | | | | -\$0.00 | -\$9,625.92 | -\$26,756.68 | -\$323,708.00 | -\$2,014,002.00 | -\$21,282.08 | -\$15,967.32 | -\$2,411,342.00 | |
| | | | | | \$3,124,995.65 | \$0.00 | \$0.00 | \$21.29 | \$713,562.00 | \$44.23 | \$26.13 | \$713,653.65 | |
| | | | | | Remaining | Remaining | Remaining | Remaining | Remaining | Remaining | Remaining | Remaining | |

Note: There are additional fields for Encumbrance # and State Fiscal Year. We are not currently using those fields.

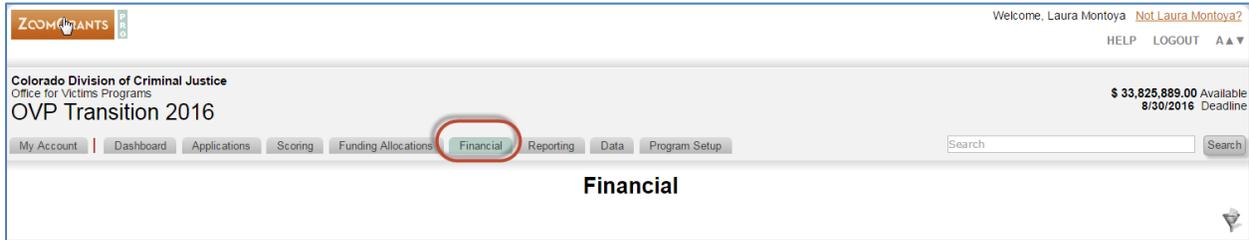
The amount available is the amount allocated to this Program. Example: JAG13 is \$2.5M, but only \$1.5M is available for THIS Program, the \$1.5M will show here. [The amount available include Administrative dollars on this screen.](#)

Funding Allocations is accessible to all DCJ staff with access to a particular Program. Only those Funding Sources that are allocated to a Program are visible. To allocate one application/project to multiple funding sources enter the amount in the appropriate column. The total should match the awarded amount.

Totals will be calculated for you. You may NOT allocate more funds that what is available, you will get an error message and the amount that puts you over limit won't save.

Financial

The Financial tab provides an overview of all funding sources and payment request for a particular Program, including Administrative Funds.



Allocations by Funding Source

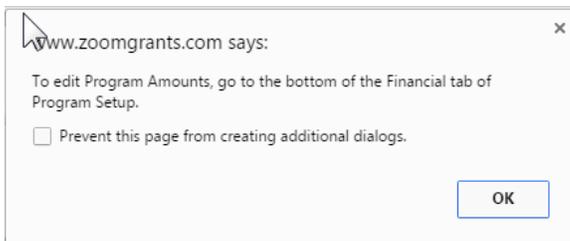
Allocated to this Program

Allocated to this Program is the amount available for this Program. Example: JAG13 is \$2.5M, but only \$1.5M is available for THIS Program, the \$1.5M will show here.

| Funding Source | Allocated to this Program | Awarded | Remaining |
|--|---------------------------|----------------------|-------------------------|
| SASP-13 Department of Justice, Office on Violence Against Women | \$ 25,302.00 | \$ 0.00 | \$ 25,302.00 |
| SASP-14 Department of Justice, Office on Violence Against Women | \$ 308,948.00 | \$ 0.00 | \$ 308,948.00 |
| SASP-15 Department of Justice, Office on Violence Against Women | \$ 241,430.00 | \$ 0.00 | \$ 241,430.00 |
| State VALE-15-16 State of Colorado | \$ 371,231.00 | \$ 0.00 | \$ 371,231.00 |
| State VALE-16-17 State of Colorado | \$ 397,029.00 | \$ 0.00 | \$ 397,029.00 |
| VAWA-13 Department of Justice, Office on Violence Against Women | \$ 1,403.00 | \$ 0.00 | \$ 1,403.00 |
| VAWA-14 Department of Justice, Office on Violence Against Women | \$ 998,311.00 | \$ 0.00 | \$ 998,311.00 |
| VAWA-15 Department of Justice, Office on Violence Against Women | \$ 1,994,093.00 | \$ 0.00 | \$ 1,994,093.00 |
| VAWA-16 Department of Justice, Office of Justice Programs, Office for Victims of Crime | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| VOCA-13 Department of Justice, Office of Justice Programs, Office for Victims of Crime | \$ 72,947.00 | \$ 0.00 | \$ 72,947.00 |
| VOCA-14 Department of Justice, Office of Justice Programs, Office for Victims of Crime | \$ 1,824,135.00 | \$ 377,730.00 | \$ 1,446,405.00 |
| VOCA-15 Department of Justice, Office of Justice Programs, Office for Victims of Crime | \$ 27,591,060.00 | \$ 170,605.00 | \$ 27,420,455.00 |
| VOCA-16 Department of Justice, Office of Justice Programs, Office for Victims of Crime | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| | \$ 33,825,889.00 | \$ 548,335.00 | \$ 33,277,554.00 |

Edit Program Amounts

Program Amounts may only be updated in Program Setup. At this time only the Senior Administrator should do this. Certain financial managers can have access to this, but must be given a separate login. See Lindsey for specific login accounts for financial managers.



Awarded

The Awarded amount totals the amount awarded for each “pot of money” WITHIN this particular Program (Funding Opportunity).

Edit Award Amount

Takes you to [Funding Allocations](#).

Remaining

The difference between Allocated to this Program and Awarded.

Payment Request

Payment Request provides a snapshot of all the Payment Requests (DCJ Form 3) for this Program. The Grant Chart provides compilation information for those funding sources that span Programs. **NOTE: Payment Request refers to the approval of the Payment Request Submission and DOES not reflect actual payment in CORE.**

- **New/Pending** – Submitted Payment Requests not yet approved or paid. **Note:** You will never see a dollar amount in the Pending column because the payment must be allocated to a “pot of money” to show up in the column.
- **Awarded** – The total allocated amount for all projects in this Program per funding source, including administrative funds.
- **Approved**– A payment request that is not declined or returned to the Applicant is either Approved or Paid, but not both. A payment is first approved by the Grant Program Manager and once the payment is entered into CORE then the payment request is changed from Approved to Paid.
- **Paid**– See “Approved” notation above.
- **Available**– The difference between Awarded and Approved + Paid.

| Payment Request | | New/Pending | Awarded | (-) Approved | (-) Paid | (=) Available |
|------------------|--|-------------|---------------|--------------|--------------|---------------|
| SASP-13 | Department of Justice, Office on Violence Against Women | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| SASP-14 | Department of Justice, Office on Violence Against Women | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| SASP-15 | Department of Justice, Office on Violence Against Women | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| State VALE-15-16 | State of Colorado | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| State VALE-16-17 | State of Colorado | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| VAWA-13 | Department of Justice, Office on Violence Against Women | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| VAWA-14 | Department of Justice, Office on Violence Against Women | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| VAWA-15 | Department of Justice, Office on Violence Against Women | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| VAWA-16 | Department of Justice, Office of Justice Programs, Office for Victims of Crime | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| VOCA-13 | Department of Justice, Office of Justice Programs, Office for Victims of Crime | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| VOCA-14 | Department of Justice, Office of Justice Programs, Office for Victims of Crime | \$ 0.00 | \$ 377,730.00 | \$ 0.00 | \$ 0.00 | \$ 377,730.00 |
| VOCA-15 | Department of Justice, Office of Justice Programs, Office for Victims of Crime | \$ 0.00 | \$ 170,605.00 | \$ 0.00 | \$ 64,101.60 | \$ 106,503.40 |
| VOCA-16 | Department of Justice, Office of Justice Programs, Office for Victims of Crime | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| | | \$ 0.00 | \$ 548,335.00 | \$ 0.00 | \$ 64,101.60 | \$ 484,233.40 |

| Ledger | | | | | | |
|--|--------|-------------|--------|---------|---------|---------|
| Payment Request and Deposit only | | | | | | |
| Date | Number | Description | Status | Payment | Deposit | Balance |
| <div style="display: flex; justify-content: space-between; align-items: center;"> Show Ledger View Pending (1) View Paid (4) </div> | | | | | | |

View Pending

Clicking on View Pending replaces the view in Financial with all the Pending Payment Requests.

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
2016-2017 State Juvenile Diversion Program & Marijuana Tax Cash Funds Transition

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

Pending Payment Request

| Pending Payment Request | Payment Request Number | \$ Requested | Date Submitted | Change Status | \$ Amount |
|---|--|--------------|----------------|---------------|-----------|
| Cortez Addictions Recovery Services 2017-DV-17-010298-227 Juvenile Diversion Program - Year 3 | Payment Request 2 (August) | \$ 4,146.03 | 9/9/2016 | Pending | \$ |
| | | \$ 4,146.03 | | | \$ 0.00 |

You may, **but should not**, change the status and populate the amount from this screen. There is more detail that must be entered ON each [payment request/approval](#). **If you bypass that information it won't be on the Payment Request that goes upstairs and it won't get approved by EDO accounting.**

Clicking on the hyperlink of the Project opens the entire project.

Clicking on the hyperlink for the Payment Request Number will open the actual [Payment Request](#).

To return to the main Financial page, just click the Financial Tab again.

Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
2016-2017 State Juvenile Diversion Program & Marijuana Tax Cash Funds Transition

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

Pending Payment Request

| Pending Payment Request | Payment Request Number | \$ Requested | Date Submitted | Change Status | \$ Amount |
|---|--|--------------|----------------|---------------|-----------|
| Cortez Addictions Recovery Services 2017-DV-17-010298-227 Juvenile Diversion Program - Year 3 | Payment Request 2 (August) | \$ 4,146.03 | 9/9/2016 | Pending | \$ |
| | | \$ 4,146.03 | | | \$ 0.00 |

View Approved

Clicking on View Approved replaces the view in Financial with all the Approved Payment Requests.

| Approved Payment Request | Payment Request Number | \$ Requested | Date Submitted | Change Status | \$ Amount |
|---|--|--------------|----------------|---------------|------------|
| Center for Family Outreach Inc. <small>2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer County - Year 3</small> | Payment Request - Sep 2016 | \$ 4,801.19 | 10/12/2016 | Approved ▼ | \$ 4801.19 |
| Center for Family Outreach Inc. <small>2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer County - Year 3</small> | Payment Request - Oct 2016 | \$ 4,474.64 | 10/27/2016 | Approved ▼ | \$ 4474.64 |
| Center for Family Outreach Inc. <small>2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer County - Year 3</small> | Payment Request - Nov 2016 | \$ 5,552.77 | 11/28/2016 | Approved ▼ | \$ |
| Center for Family Outreach Inc. <small>2017-MJ-08-04 / Substance Use and Behavioral Health Therapy</small> | Payment Request - Nov 2016 | \$ 231.00 | 11/29/2016 | Approved ▼ | \$ |
| City of Fort Collins Community Development and Neighborhood Services <small>2017-DV-17-010290-08 / Restorative Justice Services - Year 3</small> | Quarterly - Jul-Sep 2016 | \$ 15,299.40 | 10/17/2016 | Approved ▼ | \$ |

You may, **but should not**, change the status and populate the amount from this screen. There is more detail that must be entered ON each [payment request/approval](#). **If you bypass that information it won't be on the Payment Request that goes upstairs and it won't get approved by EDO accounting.**

Clicking on the hyperlink of the Project opens the entire project.

Clicking on the hyperlink for the Payment Request Number will open the actual [Payment Request](#).

To return to the main Financial page, just click the Financial Tab again.

View Paid

Clicking on View Paid replaces the view in Financial with all the Paid Payment Requests.

| Paid Payment Request | Payment Request Number | \$ Requested | Date Submitted | Change Status | \$ Amount |
|---|--|---------------------|----------------|---------------|---------------------|
| Center for Family Outreach Inc. <small>2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer County - Year 3</small> | Payment Request (3) - Monthly - Jul 2016 | \$ 3,888.17 | 8/30/2016 | Paid ▼ | \$ 3888.17 |
| Center for Family Outreach Inc. <small>2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer County - Year 3</small> | Payment Request 2 (August) | \$ 5,553.48 | 9/9/2016 | Paid ▼ | \$ 5553.48 |
| Cortez Addictions Recovery Services <small>2017-DV-17-010299-22 / Juvenile Diversion Program - Year 3</small> | Payment Request 1 (July) | \$ 1,557.21 | 9/9/2016 | Paid ▼ | \$ 1557.21 |
| Mesa County Partners <small>2017-DV-17-010298-21 / Mesa County Juvenile Diversion Program - Year 3</small> | Payment Request 1 (July) | \$ 9,284.42 | 9/9/2016 | Paid ▼ | \$ 9284.42 |
| | | \$ 20,283.28 | | | \$ 20,283.28 |

You may, **but should not**, change the status and populate the amount from this screen. There is more detail that must be entered ON each [payment request/approval](#). **You do not want to override a payment that has already been paid.**

Clicking on the hyperlink of the Project opens the entire project.

Clicking on the hyperlink for the Payment Request Number will open the actual [Payment](#).

To return to the main Financial page, click the Financial Tab again.

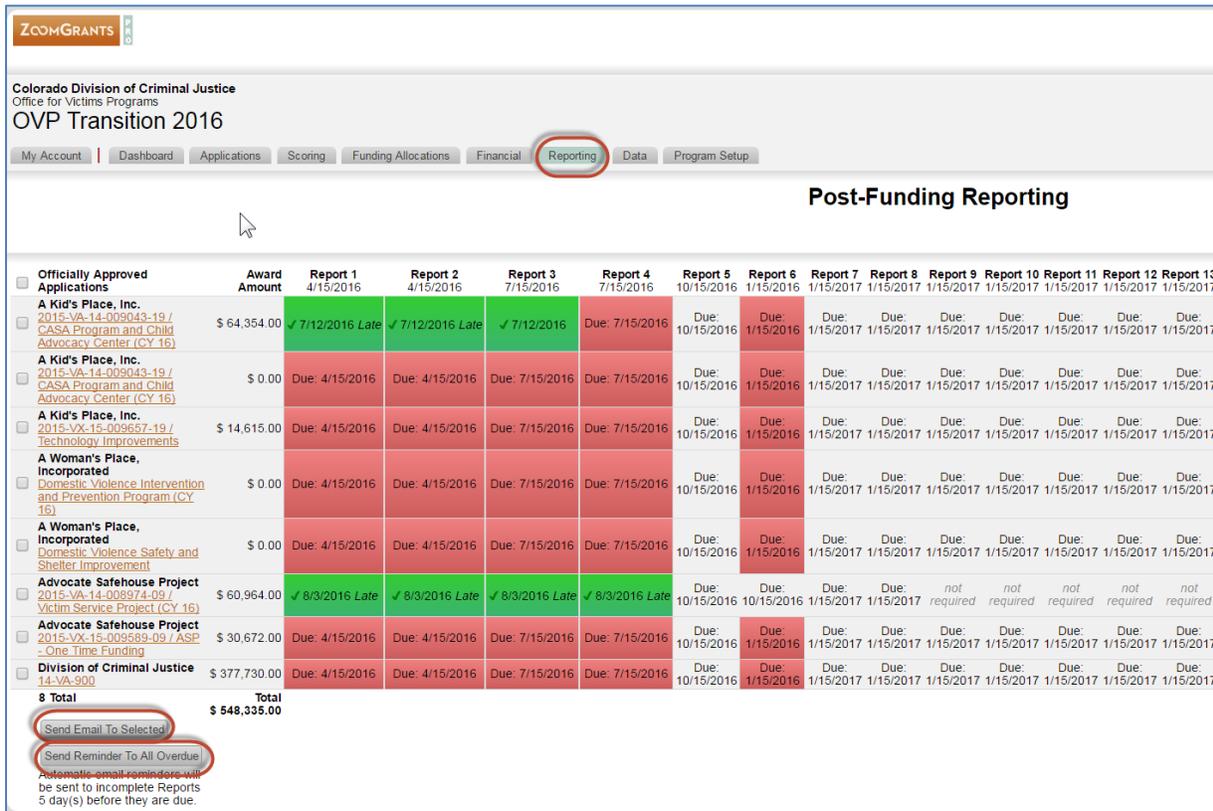
Show Ledger

DCJ is not using the Ledger since ZG tailored the payment information to relate to our Funding Sources, this feature is not used for DCJ.

Reporting

The Reporting tab provides a snapshot of all the Report requirements for all projects in this Program. [Reporting due dates](#) may be tailored for each Project. The Reports names cannot be tailored (i.e. Report 1 will always be report 1 and cannot be changed to Quarterly 1-A). The only way to know what Report 1 corresponds to is to look at each project. The due dates are set one time in program setup, and then may be tailored on a project by project basis.

Automatic email reminders will be sent to the Account Owner (which was set up to be the Project Director) for each report 5 days prior to the due date.



| Officially Approved Applications | Award Amount | Report 1 4/15/2016 | Report 2 4/15/2016 | Report 3 7/15/2016 | Report 4 7/15/2016 | Report 5 10/15/2016 | Report 6 1/15/2017 | Report 7 1/15/2017 | Report 8 1/15/2017 | Report 9 1/15/2017 | Report 10 1/15/2017 | Report 11 1/15/2017 | Report 12 1/15/2017 | Report 13 1/15/2017 |
|---|--------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|
| <input type="checkbox"/> A Kid's Place, Inc. 2015-VA-14-009043-19 / CASA Program and Child Advocacy Center (CY 16) | \$ 64,354.00 | ✓ 7/12/2016 Late | ✓ 7/12/2016 Late | ✓ 7/12/2016 | Due: 7/15/2016 | Due: 10/15/2016 | Due: 1/15/2016 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 |
| <input type="checkbox"/> A Kid's Place, Inc. 2015-VA-14-009043-19 / CASA Program and Child Advocacy Center (CY 16) | \$ 0.00 | Due: 4/15/2016 | Due: 4/15/2016 | Due: 7/15/2016 | Due: 7/15/2016 | Due: 10/15/2016 | Due: 1/15/2016 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 |
| <input type="checkbox"/> A Kid's Place, Inc. 2015-VX-15-009657-19 / Technology Improvements | \$ 14,615.00 | Due: 4/15/2016 | Due: 4/15/2016 | Due: 7/15/2016 | Due: 7/15/2016 | Due: 10/15/2016 | Due: 1/15/2016 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 |
| <input type="checkbox"/> A Woman's Place, Incorporated Domestic Violence Intervention and Prevention Program (CY 16) | \$ 0.00 | Due: 4/15/2016 | Due: 4/15/2016 | Due: 7/15/2016 | Due: 7/15/2016 | Due: 10/15/2016 | Due: 1/15/2016 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 |
| <input type="checkbox"/> A Woman's Place, Incorporated Domestic Violence Safety and Shelter Improvement | \$ 0.00 | Due: 4/15/2016 | Due: 4/15/2016 | Due: 7/15/2016 | Due: 7/15/2016 | Due: 10/15/2016 | Due: 1/15/2016 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 |
| <input type="checkbox"/> Advocate Safehouse Project 2015-VA-14-008974-09 / Victim Service Project (CY 16) | \$ 60,964.00 | ✓ 8/3/2016 Late | ✓ 8/3/2016 Late | ✓ 8/3/2016 Late | ✓ 8/3/2016 Late | Due: 10/15/2016 | Due: 10/15/2016 | Due: 1/15/2017 | Due: 1/15/2017 | not required | not required | not required | not required | not required |
| <input type="checkbox"/> Advocate Safehouse Project 2015-VX-15-009589-09 / ASP - One Time Funding | \$ 30,672.00 | Due: 4/15/2016 | Due: 4/15/2016 | Due: 7/15/2016 | Due: 7/15/2016 | Due: 10/15/2016 | Due: 1/15/2016 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 |
| <input type="checkbox"/> Division of Criminal Justice 14-VA-900 | \$ 377,730.00 | Due: 4/15/2016 | Due: 4/15/2016 | Due: 7/15/2016 | Due: 7/15/2016 | Due: 10/15/2016 | Due: 1/15/2016 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 | Due: 1/15/2017 |
| 8 Total | Total \$ 548,335.00 | | | | | | | | | | | | | |

During the setup process a Reporting Schedule is attached for the grantee under the [Grant Agreement](#) tab and the grantee has to certify that they read it. [As long as the grantee following instructions \(☺\)](#) then the reports should match the Reporting Schedule. The Reporting Schedule is put together by the GPM & GFM similar to COGMS. During the transition Lyndsay/Lindsey created these for the grantee. For new grants, this will be part of the setup process after the grantee is awarded.

Special Projects Reporting Schedule

05/01/2017 to 12/31/2018

* Do not submit a Payment Request for \$0. Only submit a payment request if you have expenditures for that quarter.

| Report Tab # | Report Type - Name given to report upon upload or entered in Payment Number | Period | Due Date | Required | Upload/Submit |
|---------------|---|-------------------------|------------|----------|---|
| 1 | Q1- Financial Report (1-A) - Quarterly – May-Jun 2017 | 05/01/2017 – 06/30/2017 | 07/07/2017 | Yes | Submit – No attachment |
| 2 | Q1- Narrative Report - Quarterly - May-Jun 2017 | 05/01/2017 – 06/30/2017 | 07/17/2017 | Yes | Upload- Attachment Required |
| Financial Tab | Q1- Payment Request - Quarterly - May-Jun 2017 | 05/01/2017 – 06/30/2017 | 07/07/2017 | No* | Submit Payment Request – No attachment |
| N/A | Q1 - Federal Performance Measurement Tool (PMT) due | 05/01/2017 – 06/30/2017 | 07/17/2017 | Yes | Submit via online system: https://oipso.ojp.gov/ |
| 3 | Q2- Financial Report (1-A) - Quarterly – Jul-Sep 2017 | 07/01/2017 - 09/30/2017 | 10/16/2017 | Yes | Submit – No attachment |
| 4 | Q2- Narrative Report - Quarterly - Jul-Sep 2017 | 07/01/2017 - 09/30/2017 | 10/16/2017 | Yes | Upload- Reports tab- Attachment Required |
| Financial Tab | Q2- Payment Request - Quarterly - Jul-Sep 2017 | 07/01/2017 - 09/30/2017 | 10/16/2017 | No* | Submit Payment Request – No attachment |
| N/A | Q1 - Federal Performance Measurement Tool (PMT) due | 05/01/2017 – 06/30/2017 | 10/16/2017 | Yes | Submit via online system: https://oipso.ojp.gov/ |
| 5 | Q3- Financial Report (1-A) - Quarterly – Oct-Dec 2017 | 10/01/2017 – 12/31/2017 | 01/15/2018 | Yes | Submit – No attachment |
| 6 | Q3- Narrative Report - Quarterly - Oct-Dec 2017 | 10/01/2017 – 12/31/2017 | 01/15/2018 | Yes | Upload- Reports tab- Attachment Required |
| Financial Tab | Q3- Payment Request - Quarterly – Oct-Dec 2017 | 10/01/2017 – 12/31/2017 | 01/15/2018 | No* | Submit Payment Request – No attachment |

Send Email to Selected

You may select all or send an email one at a time from this screen. Sending an email from this screen is identical to [Sending Email](#) from the Application Screen.

When you send an Email ZG does not keep a copy of the email. A notation in the Activity Log will indicate that a message was sent, at what time and by whom, but doesn't display the content. If you want to use this process for sending a Late Letter, then you will want to be sure that you or a general DCJ email address is listed in the "Additional Contacts" section of each grant.

Application Submitted: 11/8/2016 8:17:36 AM
 Pre-Application/Organizational Details Submitted: 10/17/2016 8:51:48 AM
 Pre-Application/Organizational Details Status: Approved (to continue)

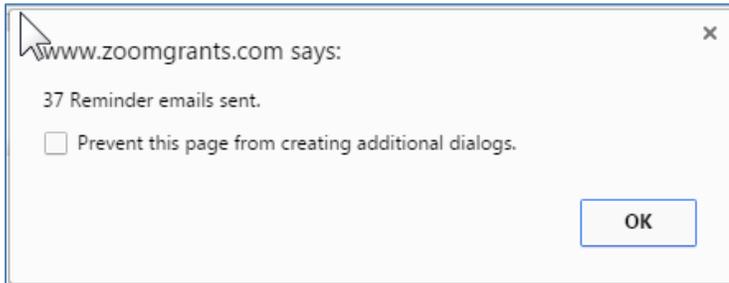
Application Contact
 Laurie Klith
accounting@tcffo.org
 Tel: 970-495-0084

(includes Additional Contacts)

Additional Contacts
Email Addresses, separated by comma

Send Reminder to All Overdue

This automatically sends a message without any other prompts.



When you send an Email ZG does not keep a copy of the email. A notation in the Activity Log will indicate that a message was sent, at what time and by whom, but doesn't display the content. If you want to use this process for sending a Later Letter, then you will want to be sure that you or a general DCJ email address is listed in the "Additional Contacts" section of each grant.

Data

You may use the Data tab to run reports. There is no mapping or additional security that is needed. You may run a pre-made report on the right hand side or create your own from the variables on the left-hand side.

If you want a report that you cannot generate by yourself because the variables aren't present, please let Lindsey know. We can put in a request to ZG to have them build it for us. Specialize reports may be costly.

The Grant Charts will be run from this page as a pre-made report from ZG.

The screenshot shows the ZoomGrants application interface. At the top, the ZoomGrants logo is on the left, and the user's name 'Welcome, Laura Montoya' with a link to 'Not Laura Montoya?' is on the right. Below the logo, the text 'Colorado Division of Criminal Justice Office for Victims Programs OVP Transition 2016' is displayed. On the right side of the header, the amount '\$ 33,825,889.00 Available' and the date '8/30/2016 Deadline' are shown. A navigation menu includes 'My Account', 'Dashboard', 'Applications', 'Scoring', 'Funding Allocations', 'Financial', 'Reporting', 'Data' (which is circled in red), and 'Program Setup'. A search bar is located to the right of the navigation menu. The main content area is titled 'Data' and is divided into two columns. The left column is titled 'Custom Data Report' and contains a section '1. Set a Filter' with checkboxes for 'Approved', 'Undecided', and 'Declined (and Not Qualified)'. Below this is a dropdown menu for 'All Decision Types--'. Underneath is a section for 'Judicial District' with a checked option for 'All Judicial Districts' and a list of districts from 1 to 16, each with an unchecked checkbox. The right column is titled 'Saved Reports' and shows '-none-'. Below that is a section for 'Standard Reports & Exports' with several links: 'Full Applications (spreadsheet only)', 'All Document Attachments (ZIP file, separated into folders)', 'All Undecided Document Attachments (ZIP file, separated into folders)', 'Contact Fields (spreadsheet only)', 'eGrant - Foundation Center (review, export and email it)', 'Raw Scores, Votes & Comments (spreadsheet only)', 'Conflict Report', 'Invoice Payment Summary', 'Invoices Pending', 'Invoices Approved', 'Invoices Paid', 'Invoices Declined', 'Invoices Linked', 'Payments Pending', 'Payments Approved', 'Payments Paid', 'Payments Declined', and 'Contract Signatures'. At the bottom of the right column, there is a link for 'Colorado Division of Criminal Justice Editable Table Columns' and a 'Compare Applications' button.

Program Setup

Program setup is reserved for the Senior Administrators. You have access to this, but as a BUSINESS RULE, DON'T make changes. Currently, only senior administrators should make changes to Program setup. You could potentially crash the system if you update something that shouldn't be updated. It is probably best if you avoid that button altogether.

Please do not go to Program Setup unless specifically instructed by Lyndsay or Lindsey.



Colorado Division of Criminal Justice
Office of Adult and Juvenile Justice Assistance
2016-2017 State Juvenile Diversion Program & Marijuana Tax Cash Funds Transition

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

Colorado Division of Criminal Justice

My Account | Program History | Applicant Contacts | Manage Users | Account Details | Announcements 6

My Account

| Programs Waiting to Open | Balance Due | | | |
|---|-------------|------------|----------------|---------------|
| none | | | | |
| Open Programs | Submitted | Incomplete | Need Attention | Total Awarded |
| Office for Victims Programs OVP Transition 2016 9 New 5/4/2016 - 8/30/2016 | 9 | 8 | 0 | \$ 548,335.00 |
| [Dashboard] [Program Setup] | | | | |
| Recently Closed Programs (within 18 months) | Submitted | Incomplete | Need Attention | Total Awarded |
| none | | | | |

If you accidentally find yourself in Program Setup, backup by clicking on My Account or Dashboard.

Colorado Division of Criminal Justice

My Account | Program History | Applicant Contacts | Manage Users | Account Details | Funding Sources

Program Setup

Office of Adult and Juvenile Justice Assistance
2016-2017 State Juvenile Diversion Program & Marijuana Tax Cash Funds Transition
\$1,184,453.00 available, 9/15/2016 deadline

[Dashboard] [Applicant View]

Application | Program Summary | Pre-Application/Organizational Details | Questions / Statement of Work | Budget Summary | Tables | Documents | HTML/Sharing

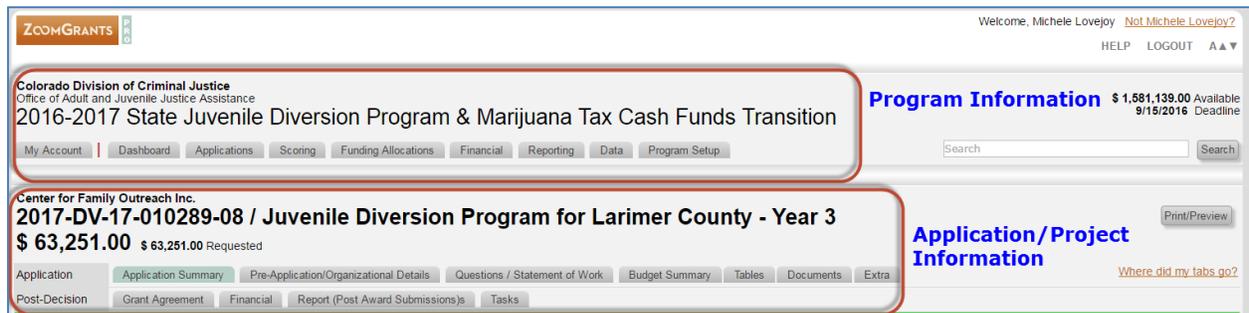
Review/Reporting | Committee | Scoring | Messages | Internal Research | Grant Agreement | Financial | Report (Post Award Submissions)

Program Summary (data saves automatically)

XI. Application/Project Tabs

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

Once you open a Project you will have your [Program tabs](#) at the top and another row of Application Tabs below. The Application Tabs are specific to the Application you have open.



The screenshot displays the ZoomGrants web application interface. At the top, there is a navigation bar with the ZoomGrants logo and user information: "Welcome, Michele Lovejoy" and "Not Michele Lovejoy?". Below this, there are links for "HELP", "LOGOUT", and a user profile icon. The main content area is divided into two sections, each representing a different application. The top section is for the "Colorado Division of Criminal Justice" and includes the text "Office of Adult and Juvenile Justice Assistance" and "2016-2017 State Juvenile Diversion Program & Marijuana Tax Cash Funds Transition". It features a "Program Information" tab with a search bar and a "Deadline" of 9/15/2016. The bottom section is for the "Center for Family Outreach Inc." and includes the text "2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer County - Year 3" and "\$ 63,251.00 \$ 63,251.00 Requested". It features an "Application/Project Information" tab with a "Print/Preview" button and a link "Where did my tabs go?". Both application sections have their respective navigation tabs highlighted with red boxes.

Application/Project Tabs:

Application Information tabs

- [Application Summary](#)
- [Organizational Details](#)
- [Questions](#)
- [Budget Summary](#)
- [Tables](#)
- [Documents](#)
- [Extra](#)

Post-Decision tabs – these are not visible until the Official Decision is set to Approved for a particular project. The grantee cannot see these tabs on their end until the [Notified of Official Decision](#) box is checked.

- [Grant Agreement](#)
- [Financial](#)
- [Report \(Post Award Submission\)s](#)
- [Tasks](#) – not visible to Grantee

Application Summary

Once you open an application, you will be on the Application Summary page. From this tab you may perform some administrative functions such as unlocking a project for editing, Notifying a grantee of the official decision, send an email by opening a gmail window, and etc. You may also update project fields and settings that are not part of the "Application".

See the Grantee Transition instructions to learn more about what the grantee sees in relation to these screens.

The screenshot shows the ZCOHGRANTS application summary page. At the top, it displays the user's name, Michele Lovejoy, and a welcome message. The main header identifies the program as the 2016-2017 State Juvenile Diversion Program & Marijuana Tax Cash Funds Transition, with a total available amount of \$1,581,139.00 and a deadline of 8/16/2016. The application being viewed is for the Center for Family Outreach Inc., titled "2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer County - Year 3", with a requested amount of \$63,251.00. The application status is "Approved" with a "Review Tools" button. The page is divided into several sections: "Application Summary" with contact information for the Center for Family Outreach Inc. and its executive director, Laurie Kith; "IRS Verification" showing the organization is a "Verified Exempt Organization" with a link to view the record; "SAM Verification" showing the organization is "Active" with a link to view the record; "Application Submitted" details including dates and status; "Application Contact" information for Laurie Kith with a "Send Email" button; "Additional Contacts" field; "Application History" showing 2 approved and 0 declined applications; and "Settings" for the application, including primary contact, judicial district, award classification, grant program manager, project status, and notification options.

Funding Date (mm/dd/yyyy)

Collaborators

| Email Address | Editing Access | | | | Status |
|------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------|
| | Application | Report (Post Award Submissions) | Financial | Grant Agreement | |
| Gary.Fugo@state.co.us | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | ✓ |
| Lindsey.Johnson@state.co.us | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | ✓ |
| Lyndsay.Clelland@state.co.us | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | ✓ |
| michele.lovejoy@state.co.us | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | ✓ |

Internal Research

*Your answers will be saved automatically when a change is made

DCJ Grant Number (on Payment Request)
2017-DV-17-010289-08

Match Required (on Payment Request)
Yes

Financial Grant Manager (on Payment Request)
Gary Fugo

Funding Entity Type (on Payment Request)
State of Colorado

Payment Frequency (on Payment Request)
Monthly

Match Percentage
25.00%

Type of Funding for this Project (New vs Continuation)
Continuation

Internal Research Notes

Activity Log

8/1/2016 1:27:30 PM Application submitted
 8/1/2016 1:30:43 PM (Lyndsay Clelland - Senior Administrator) Judicial District changed to (8) 8
 8/1/2016 1:30:48 PM (Lyndsay Clelland - Senior Administrator) Award Classification changed to (6) Passthrough - Standard
 8/5/2016 8:55:31 AM (Lyndsay Clelland - Senior Administrator) Email sent to applicant (Message Template 1)

Add a new entry to Activity Log

Applicant action requested
 Administrator action requested
 Administrator action completed
 Other

Describe your request or action

[Audit Log](#) [View/Hide](#)

Header Information

Once you open an application you will see header information for the project you have open: Agency Name, Project Title, the amount awarded and the amount requested.

Center for Family Outreach Inc.
2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer County - Year 3
\$ 63,251.00 \$ 63,251.00 Requested

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

Post-Decision Grant Agreement **Final** Report (Post Award Submissions) Tasks

Official Decision Approved \$ 63,251.00

Agency Name is pulled from the Applicant's Organization Details tab (see Grantee instructions). We do not have access to update this on behalf of the grantee. Only the Account Owner, and not a collaborator may update this.

Project Title is pulled from the Applicant’s Application. Collaborators may update this field (including DCJ staff logged in as a collaborator). During the transition we set up DCJ staff as collaborators. In new funding opportunities the grantees are instructed to add DCJ staff as collaborators.

ZoomGrants has an App ID System, but that ID is not a field that is easy to locate and is not part of the data fields. It is more of an afterthought. Therefore, a field was created to house the project number. This number will show on reports, but not on any of the main screens on the Dashboard. Therefore, as a business practice *the project number is added to the Title by DCJ staff logged in as a collaborator after the Application is submitted.*

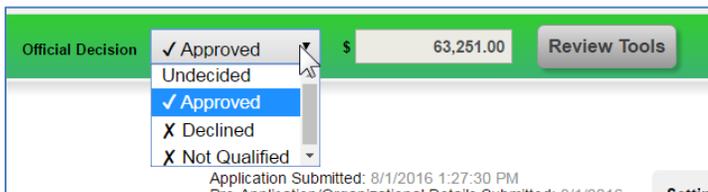
Award Amount is the large dollar amount located under the project title. This matches the Official Decision amount and reflects the actual award.

Requested Amount is the small dollar amount located under the project title and pulls from the application. Collaborators may update this field. This amount should NOT be updated after the application is submitted. For the transition grants the award amount was entered into the requested amount.

Official Decision

The **Official Decision** may be changed at ANY TIME, but does not mean you should. During the transition all grants are approved (we didn’t entered projects unless they were awarded). Don’t change the decision. New funding opportunities will have a separate job aid for updating the Official Decision following the board/council funding meetings.

The **Official Decision Amount** may only be updated by allocating the funds on the [Financial](#) tab.



Review Tools

This opens the scoring tab for this project. There is no Intake Validation, Financial Review, or Program Review. There is only one scoring section shared by Grant Managers and the Council/Board. The transition grants did not have score information entered.

See the job aids for internal review for new funding opportunities.

Center for Family Outreach Inc.
2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer County - Year 3
\$ 63,251.00 \$ 63,251.00 Requested

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

Post-Decision Grant Agreement | Financial | Report (Post Award Submissions)s | Tasks

Official Decision Approved \$ 63,251.00 Review Tools

Votes
 Approve Decline Undecided
Votes are not visible to other Reviewers or Applicants

Recommended Amount
 \$ 60,000.00 Average

Trial Decision
 Approve Decline
 \$ 63251

Conflict Statement
 0 No conflicts
 0 Conflict exists
 5 Not certified yet

My Private Notes
 Your Notes will NOT be viewable to anyone else.

Scoring

Committee Scoring Questions

| | Avg. Score | Weight | Ext. Score |
|---|------------|--------|-------------|
| 1 Agency Qualifications/Capacity | 2.0 | X 1 = | 2.0 |
| 2 Problem Statement | 4.0 | X 1 = | 4.0 |
| 3 Project Description | 4.0 | X 1 = | 4.0 |
| 4 Evidence-Based Programs or Activities | 4.0 | X 1 = | 4.0 |
| 5 Population to be Served | 2.0 | X 1 = | 2.0 |
| 6 Goals and Objectives | 2.0 | X 1 = | 2.0 |
| 7 Goals and Objectives | 3.0 | X 1 = | 3.0 |
| 8 Collaboration | 3.0 | X 1 = | 3.0 |
| 9 Future Funding of Project | 4.0 | X 1 = | 4.0 |
| 10 Budget | 4.0 | X 1 = | 4.0 |
| Average Total Score | | | 32.0 |

Trial Decision and Trial Amount have been pre-populated to Approve and the Award amount for the transition projects. New funding opportunities will be populated during the funding conferences by DCJ staff. See separate job aid.

To return to Application Summary click the Application Summary tab.

Center for Family Outreach Inc.
2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer County - Year 3
\$ 63,251.00 \$ 63,251.00 Requested

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

Post-Decision Grant Agreement | Financial | Report (Post Award Submissions)s | Tasks

Official Decision Approved \$ 63,251.00 Review Tools

Votes
 Approve Decline Undecided
Votes are not visible to other Reviewers or Applicants

Recommended Amount
 \$ 60,000.00 Average

Trial Decision
 Approve Decline
 \$ 63251

Confli

Application Summary Address & Contact Information

Information is pulled from the Applicant's Organization Details tab (see Grantee instructions). We do not



The screenshot shows the 'Application Summary' tab selected in a navigation menu. The main content area displays the following information:

Center for Family Outreach Inc.
2017-DV-17-010289-08 / Juvenile Diversion Program
\$ 63,251.00 \$ 63,251.00 Requested

Application Summary

Center for Family Outreach Inc.
1100 Poudre River Drive
Fort Collins, CO 80524
United States

Telephone 970-495-0084
Fax 970-495-0114
Web <http://www.tcffo.org/>
EIN 841515937
DUNS 557409849
SAM Expires 11/16/2016

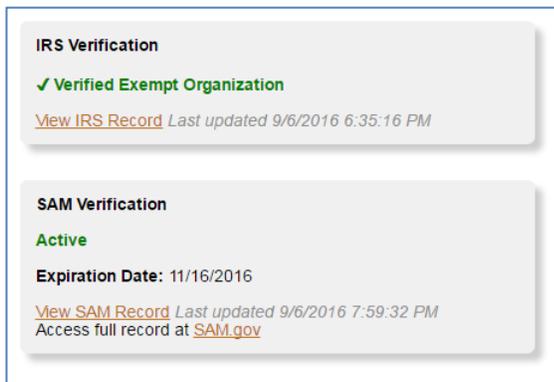
Executive Director
Laurie Klith
Lauriek@tcffo.org

have access to update this on behalf of the grantee.

Collaborators cannot update this information. Only the single **Account Owner** may update this information.

IRS Verification & SAM Verification

ZoomGrants verifies the status of applicant organizations via the EIN and/or DUNS numbers. Using data released by the federal government, ZoomGrants completes an IRS verification (via each applicant's EIN) and/or a SAM verification (via each applicant's DUNS number) and presents the results for each applicant in the Application Summary tab of their applications.



The screenshot shows two verification status boxes:

IRS Verification
✓ Verified Exempt Organization
[View IRS Record](#) Last updated 9/6/2016 6:35:16 PM

SAM Verification
Active
Expiration Date: 11/16/2016
[View SAM Record](#) Last updated 9/6/2016 7:59:32 PM
Access full record at SAM.gov

The federal government releases this data every month, so the IRS and SAM checks are completed once an applicant submits their application and are automatically updated monthly, following the release of the new data.

The IRS verification will only appear in the Application Summary tab of an application if a valid EIN is entered. The SAM verification will only appear in the Application Summary tab on an application if a valid DUNS number is entered.

DCJ will not be utilizing the IRS verification because there is a process established with CORE. You should make sure that the EIN here matches the CORE EIN.

Application Submission Details

Provides information about Pre-Application/Organizational Details, if applicable, and the Application submission status.

Application Submitted: 8/1/2016 1:27:30 PM
Pre-Application/Organizational Details Submitted: 8/1/2016 1:07:57 PM
Pre-Application/Organizational Details Status: Approved (to continue)

Application Contact
Laurie Keith
LKeith@dcj.com
Tel: 970-495-0084
[Send Email](#) (includes Additional Contacts)

Additional Contacts
Email Addresses, separated by comma

Applicant History
2 Approved (\$123,251.00)
0 Declined
0 Undecided
[Full Applicant History](#)

Application Contact

Information is pulled from the Applicant's My Account Profile tab (see Grantee instructions). We do not have access to update this on behalf of the grantee.

Collaborators cannot update this information. Only the single Account Owner may update this information.

Application Submitted: 8/1/2016 1:27:30 PM
Pre-Application/Organizational Details Submitted: 8/1/2016 1:07:57 PM
Pre-Application/Organizational Details Status: Approved (to continue)

Application Contact
Laurie Keith
LKeith@dcj.com
Tel: 970-495-0084
[Send Email](#) (includes Additional Contacts)

Additional Contacts
Email Addresses, separated by comma

Applicant History
2 Approved (\$123,251.00)
0 Declined
0 Undecided
[Full Applicant History](#)

Send Email – Clicking this button or on the hyperlink of the email address will launch a new blank email to the recipient. This will be sent from your state google account and is NOT tracked in ZoomGrants. You may attach any email communications to ZG by saving a copy of the email and uploading it to Documents.

Setting the email to launch in your State Gmail account is a computer setting that each DCJ user will need to update. See the instructions to set your [default email client](#) to your state email.

Additional Contacts

DCJ staff AND Grantee may update this field (enter data and click outside the box to save). Once it is updated it shows on BOTH sides (i.e. DCJ staff side & Grantee side).

The image shows two screenshots of the 'Additional Contacts' field. The left screenshot is from the 'Staff portal' and shows the 'Application Contact' section with contact information for Laurie Klith (L.klith@dcj.com, 970-495-0084) and a 'Send Email' button. Below it is the 'Additional Contacts' field, which is a text box with a red border and the instruction 'Email Addresses, separated by comma'. The right screenshot is from the 'Grantee view' and shows the 'Additional Contacts for this Application' field with a red border and the instruction 'Additional Contacts will be copied on all emails sent to the application owner regarding this application. Enter ONLY email addresses separated by a comma. No names. No titles. No phone numbers.' Both screenshots also show the 'Applicant History' section with '2 Approved (\$123,251.00)'.

DCJ should be added as an additional contact for each grant. If there are extra Returns, Spaces or Commas, the additional contacts may fail.

- OAJA = cdps_dcj_oajjagrants@state.co.us
- OVP = cvsgrants@state.co.us

Applicant History

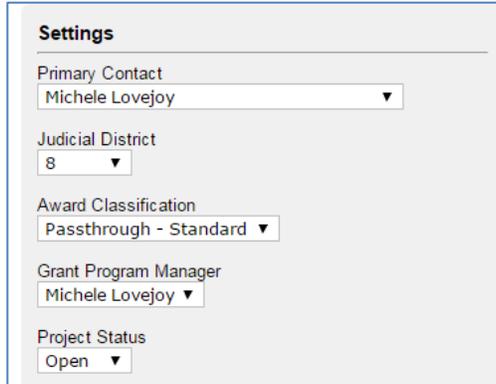
Provides a snapshot of ALL projects this grantee has with DCJ regardless of unit (OVP/OAJA). If you click on Full Applicant History it will take pop out a window for [applicant history](#).

The screenshot shows the 'Applicant History' section in the Grantee view. It displays the following information: '2 Approved (\$123,251.00)', '0 Declined', and '0 Undecided'. Below this information is a button labeled 'Full Applicant History'.

Note: You may manually enter limited information on “old” projects in Applicant History if you want a better picture of the Grantee’s funding through DCJ.

Settings

Several of the settings may be updated in bulk through the Applications screen or on a grant by grant basis. These fields must be populated manually.



The screenshot shows a 'Settings' form with the following fields:

- Primary Contact:** A dropdown menu with 'Michele Lovejoy' selected.
- Judicial District:** A dropdown menu with '8' selected.
- Award Classification:** A dropdown menu with 'Passthrough - Standard' selected.
- Grant Program Manager:** A dropdown menu with 'Michele Lovejoy' selected.
- Project Status:** A dropdown menu with 'Open' selected.

Primary Contact

This is a ZG field that cannot be changed. The dropdown box includes ALL Administrators regardless of Program (OAJA/OVP). This field does NOT appear on the Dashboard or Pre-Application tab as a sortable field.

Judicial District

This is a custom DCJ field and may be re-tasked for different programs. Currently DV/MJ as well as CVS use Judicial District whereas Coverdell, JAG & NCHIP do not. JAG uses this field for purpose area. This field is a sortable field on the Dashboard and also visible on the Pre-Application tab.

Award Classification

This is a custom DCJ field and will remain constant for ALL grant programs as it is required to run the Grant Chart. Most grants are Passthrough-Standard. DCJ will be entering Administrative funds into ZG, these "projects" will be labelled "Administration". There are variables for JAG such as Local, State & Set-Aside passthrough.

Project Status

This is a custom DCJ field and will remain constant for ALL grant programs as it is required to run the Grant Chart. The status is either Open or Closed. The project will only be marked closed once the Grant Closeout Checklist (external to ZG) is completed and the project is official closed.

Open for Editing

Once an Application is submitted it cannot be edited. This box will be checked to open the following tabs for editing:

- Pre-Application/Organizational Details (ONLY if auto-approve is on)
- Questions/Statement of Work
- Budget Summary

See separate job aid for when to Open for Editing the processes to be followed. Note: items contained on the Tables tab have separate check boxes to open each column of a table for editing.

Notified of Official Decision

This box should NOT be checked until after the Grant Agreement is generated (i.e. the statement of work including the G&O and the budget are finalized and approved). Once this box is checked the Grantee has access to the Post Award tabs: Grant Agreement, Financial, and Reports.

Official Decision Comment

This box is used to record funding recommendation decisions. Comments in this box will be merged into the various funding recommendation letters. See job aid for additional information on how to use this field to merge into Funding Recommendation letters.

Funding Instructions

This box is currently not used.

Funding Date

This is the date that will appear on the top of the Funding Recommendation Letters. See job aid for additional information on how to use this field to merge into Funding Recommendation letters.

Collaborators

The collaborator feature allows applicants to invite others to work on the specific sections of the project. Only the singular **Account Owner** may update, delete or give access to collaborators.

When transition grants were entered DCJ staff were entered. New funding opportunities grantees will be instructed to add DCJ staff as collaborators.

When DCJ staff log in as collaborator he/she must log in using the following link:

<http://www.zoomgrants.com/invitations.asp>

A collaborator can only edit update the information that they have been given access to: Application, Reports, Financial, Grant Agreement. Collaborators CANNOT create, archive, or delete an application.

Internal Research Notes

This is an unlimited text box where you may keep any project related notes. There will be no prompts or reminders tied to this field, but you may enter notes in here that would assist you and your co-workers in managing this grant. If you add a note, include your name and date. Separate each note with “-----”.

This field is visible to Administrators only (DCJ Staff and Reviewers).

Internal Research Questions

Internal Research questions are specific to each program. This field is visible to Administrators only (DCJ Staff and Reviewers). The first question will always be project number. The rest may be modified for each grant program, but during the course of implementation we have found a few fields that should be standardized between all programs. The LAST question will always be “Original Award Amount” for the Grant Chart.

**Your answers will be saved automatically when a change is made* [2016 -2017 DV example](#)

DCJ Grant Number (on Payment Request)
2017-DV-17-010289-08

Match Required (on Payment Request)
Yes

Financial Grant Manager (on Payment Request)
Gary Fugo

Funding Entity Type (on Payment Request)
State of Colorado

Payment Frequency (on Payment Request)
Monthly

Match Percentage
25.00%

Type of Funding for this Project (New vs Continuation)
Continuation

Reporting Tasks entered?

Funding Priority 4

Type of Funding (New vs Continuation)
Continuation

Original Award Amount

Activity Log

The Activity Stream contains the activities for this project. Click Show More to view additional activities or click Sortable Version to open the complete Activity Stream in a new window.

Activity Stream

8/4/2016 9:46:06 AM 61541 (2015-VW-14-008919-05 / Victim Services for Advocates of Lake County (CY 16)) PreApp submitted by Jenny@DCJ.com
 8/4/2016 9:31:29 AM 61541 Application created by Jenny@DCJ.com
 8/3/2016 3:58:39 PM 61479 (2014-VA-14-008916-14 / Victim Services & Latino/Immigrant Outreach Services (CY 16)) Application submitted by Diane@dcj.com
 8/3/2016 1:53:04 PM 60813 (2015-VA-14-008974-09 / Victim Service Project (CY 16)) Report 4 submitted by Julie@dcj.com
 8/3/2016 1:51:47 PM 60813 (2015-VA-14-008974-09 / Victim Service Project (CY 16)) Report 3 submitted by Julie@dcj.com
 8/3/2016 1:49:46 PM 60813 (2015-VA-14-008974-09 / Victim Service Project (CY 16)) Report 2 submitted by Julie@dcj.com
 8/3/2016 1:48:33 PM 60813 (2015-VA-14-008974-09 / Victim Service Project (CY 16)) Report 1 submitted by Julie@dcj.com
 8/3/2016 12:59:42 PM 60813-14812 (2015-VA-14-008974-09 / Victim Service Project (CY 16)) Invoice 2016 Payment Request Apr-Jun submitted by
 8/3/2016 12:42:44 PM 60813-14811 (20...

[Show More](#) [Sortable Version](#)

Add Comment

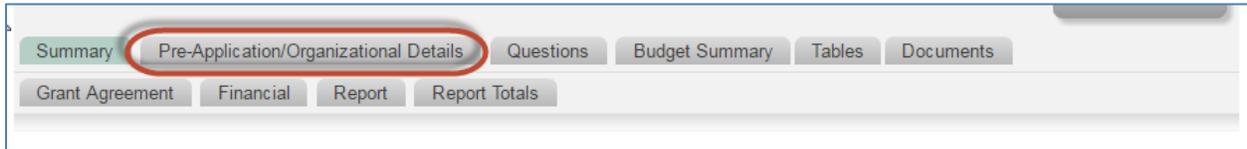
Add Comment

Once an entry is made it can NOT be deleted. There is also no character limit for the comment.

The activity stream may be turned on for the Grantee to see, but at this time all Programs are set so that Grantee may not see this activity stream.

This may change in the future, but if DCJ is using this field to track internal notes, then it is not recommended by ZoomGrants. We have considered marking report approvals by the program and financial managers here, but may be replacing this process with tasks. See job aids for more information. If DCJ doesn't use this field for internal tracking, then we could make it visible to grantees.

Organizational Details



This tab contains Legal Entity information which is consistent across all Programs, plus an additional questions added after those required questions.

This tab has two sets of rules depending how you set up your Program.

- 1) **Automatically Approve Organizational Details: YES** – Once the Application is submitted this tab, along with Questions and Budget Summary are locked down. To unlock this tab and the other two tabs for editing, click “Open for Editing” on the Summary Page.
- 2) **Automatically Approve Organizational Details: NO** – Once the Pre-Applications is submitted this tab is locked down. To unlock this tab for editing, click “Unsubmit” on the Pre-Application tab; unsubmit returns it to the Grantee.

This tab allows for a maximum of 15 questions:

Short Answers (maximum 30 questions combined)

- **Single Line** - text or numbers, limited to 250 characters

2. Legal Entity Name
Enter the Legal Entity Name here. If your agency is a DBA, the Legal name will be different than the Applicant Name. If your agency is NOT a DBA, then the Applicant Name and Legal Entity Name will be the same.

Maximum characters: 255. You have 255 characters left.

- **Multiple Choice** - select **ONLY ONE** answer from a list of choices you define. A maximum of 20 choices (rows) may be entered for the Grantee to select from.

4. Applicant Type

For Profit

Not for Profit

Public / Government

- **Checkboxes** - select **ONE OR MORE** answers from a list of choices you define. A maximum of 20 choices (rows) may be entered for the Grantee to select from.

8. Entity Function
(check all that apply)

Law Enforcement

Public Defense

Education

Treatment/Substance Abuse

Courts

Youth Services

Treatment/Mental Health

- **Table Format** - text or numbers, limited to 10 characters each, for a list of options you define (Numerical data preferred, Total is automatically included). A maximum of 20 choices (rows) may be entered for the Grantee to select from. Each Grantee response is limited to 10 characters.

6. Enter the district information for the physical address of your organization

Colorado US Congressional District (01-07)

State Senate District (01-35)

State House District (01-65)

Colorado Judicial District (01-22)

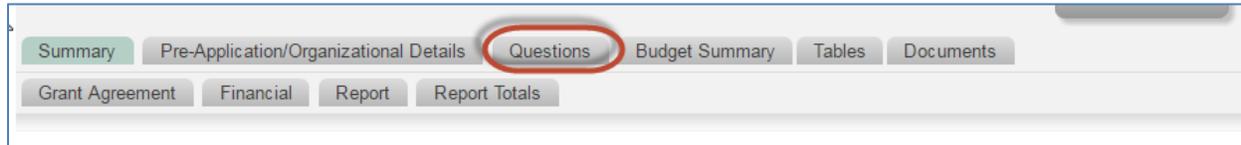
Long Answers (maximum 5 questions)

- **Paragraphs** - text or numbers, limited to number of characters you choose.

14. Project Abstract:
When read separately from the rest of the application, the abstract should serve as a succinct and accurate description of the proposed work. See instructions for further information.

Maximum characters: 1000. You have characters left.

Questions



This section contains all the data that is currently part of the grant award Statement of Work with the exception of the Goals & Objectives and the Budget which are found in different tabs. New programs will also have additional Application questions on this page.

Once the Application is submitted this tab is locked down. The Questions tab is considered part of the Application may be edited if the grant manager clicks “Open for Editing” on the Summary Page.

This tab allows for a maximum of 50 questions:

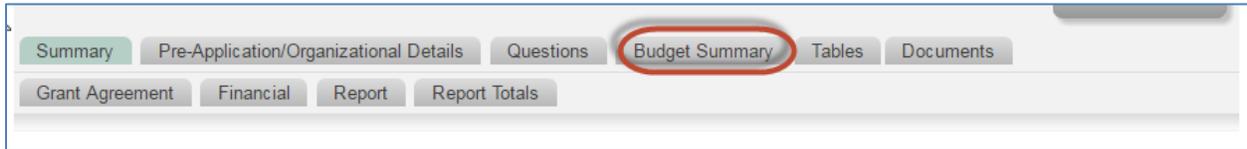
Short Answers (maximum 30 questions combined)

- **Single Line** - text or numbers, limited to 250 characters. See example above in Pre-Application/Organizational Details.
- **Multiple Choice** - select **ONLY ONE** answer from a list of choices you define. A maximum of 20 choices (rows) may be entered for the Grantee to select from. See example above in Pre-Application/Organizational Details.
- **Checkboxes** - select **ONE OR MORE** answers from a list of choices you define. A maximum of 20 choices (rows) may be entered for the Grantee to select from. See example above in Pre-Application/Organizational Details.
- **Table Format** - text or numbers, limited to 10 characters each, for a list of options you define (Numerical data preferred, Total is automatically included). A maximum of 20 choices (rows) may be entered for the Grantee to select from. Each Grantee response is limited to 10 characters. See example above in Pre-Application/Organizational Details.

Long Answers (maximum 20 questions)

- **Paragraphs** - text or numbers, limited to number of characters you choose. See example above in Pre-Application/Organizational Details. See example above in Pre-Application/Organizational Details.

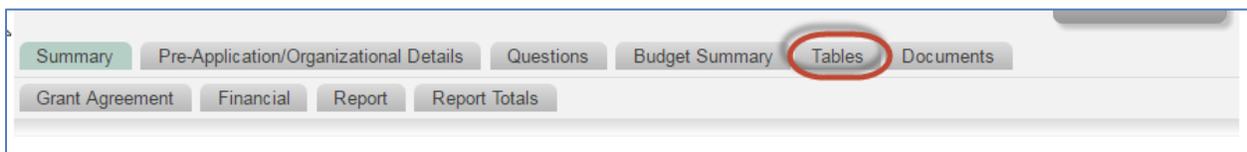
Budget Summary



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. This tab does NOT link to Tables Budget Detail tab or the Amount Requested on the Summary Page; all of these variables are separate. It is important that both Grantees and Grant Managers know this and update the fields accordingly.

Once the Application is submitted this tab is locked down. The Questions tab is considered part of the Application may be edited if the grant manager clicks “Open for Editing” on the Summary Page.

Tables



This section contains five (5) different tables. The Tables tab editing ability is controlled by the grant manager who may open up **columns** for editing at any time after the Application is submitted. These tables are manually locked down by Lindsey or Lyndsay, when the funding opportunity closes and doesn't lock down when the application is submitted. This means that a Grantee may submit an Application, but modify the Tables up until the application deadline.

Goals & Objectives

Table 1 will Always be Goals & Objectives regardless of Program, but you may edit the table (i.e. add columns or row, change label or row titles, delete rows and columns, add rows and columns, or add questions).

Personnel: Budget & Budget Narrative Details

Table 1 will Always be Personnel Budget regardless of Program, but you may edit the table (i.e. add columns or row, change label or row titles, delete rows and columns, add rows and columns, or add questions).

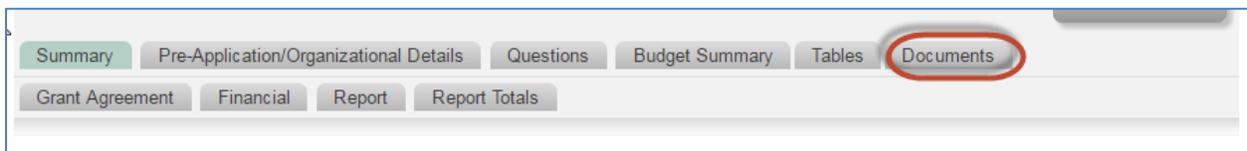
Non-Personnel: Budget & Budget Narrative Details

Table 1 will Always be Personnel Budget regardless of Program, but you may edit the table (i.e. add columns or row, change label or row titles, delete rows and columns, add rows and columns, or add questions).

Tables 4 & 5

These tables are Program specific and may be used to meet the Program needs. Currently, some programs are using table 4 to capture additional project funding and table 5 to capture prior funding for the same project.

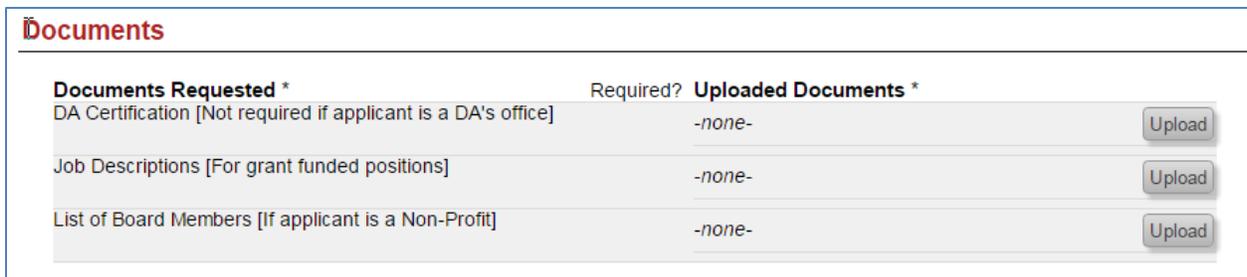
Documents



Documents tab contains ALL submissions **except** 1) Payment Request (3), 2) Financial Report (1-A), 3) Program Income (1-B), and Narrative Report (2).

Any document that is marked Required, must be uploaded before the Application may be submitted. If you have a document that is required for some and but not for all, you would not mark it required, but included instructions in the title as well as in the application instructions.

A template may be uploaded to each Document Requested. Currently, for post award submissions, we are linking to DCJ Grants page.

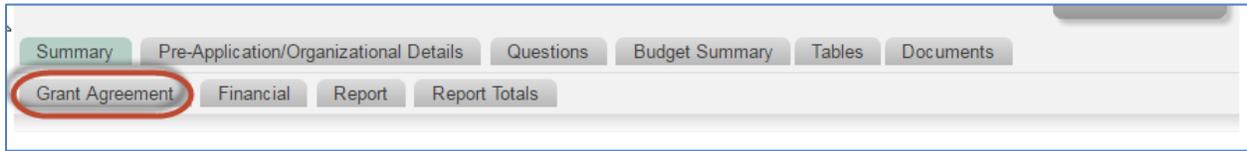
A screenshot of the 'Documents' section in the application. It features a table with three columns: 'Documents Requested *', 'Required?', and 'Uploaded Documents *'. There are three rows of data, each with an 'Upload' button to its right.

| Documents Requested * | Required? | Uploaded Documents * |
|---|-----------|---------------------------------------|
| DA Certification [Not required if applicant is a DA's office] | -none- | <input type="button" value="Upload"/> |
| Job Descriptions [For grant funded positions] | -none- | <input type="button" value="Upload"/> |
| List of Board Members [If applicant is a Non-Profit] | -none- | <input type="button" value="Upload"/> |

Extra

This tab may be used for a variety of reasons and is PROJECT specific. Example: The Juvenile Diversion Council has specific follow-up questions for the Grantees that were needed to make decisions on funding. The Grant Manager entered the specific questions on the Extra tab for each Project. The Grantee then logged in and answered those questions. The Reviewers and DCJ staff can see those responses.

Grant Agreement



The Grant Agreement Tab is not visible to the Grantee until “Notified of Official Decision” is selected on the Summary Page. This box should only be selected once the Grant Agreement has been generated, uploaded to the tab and the Reporting Schedule has been uploaded to the tab as well.

A screenshot of a 'Project Status' form. The form includes a dropdown menu for 'Project Status' currently set to 'Open'. Below this are two checkboxes: 'Open for Editing (post-Deadline, this application only)' and 'Notified of Official Decision (Applicant can view Official Decision, and access Post-Decision functions)'. The 'Notified of Official Decision' checkbox is checked and highlighted with a red oval. At the bottom of the form is a text input field labeled 'Official Decision Comment'.

Prior to any payment being processed the Grant Agreement information must be certified. The content of this field is Program specific. The only consistent items will be: 1) attaching the reporting schedule (similar to the award schedule in COGMS), and 2) Uploading the Grant Agreement (this is where the Grantee will download their copy of the Grant Agreement for printing and signing).

Example:

By signing this form I certified that I have read and followed the ZoomGrants Setup for Current DCJ Active Grants - Transitional Instructions and:

- 1) I have reviewed the following ZoomGrants training materials:
 - a) How to Apply Video
 - b) How to Apply for Funding Via ZoomGrants PDF document
 - c) Applicant Tip Sheet
- 2) I have Validated my Applicant Profile
- 3) I have Validated my DCJ Transition Grant
- 4) I have added all necessary collaborators to my project(s)
- 5) I have added all necessary additional contacts to my project(s)

Documents

| | | |
|---------------------------------------|--|--|
| COGMS Grant Agreement | <input type="text" value="Sign here to accept"/> | Colorado Division of Criminal Justice Office of Adult and Juvenile Justice Assistance |
| Reporting Schedule | <input type="text" value="Sign here to accept"/> | |

[Upload Grant Agreement Documents](#)

Enter your name & title next to each to document to "sign" the document.

Signatures

I have read and agree to submit reports in accordance with the Reporting Schedule

Enter your name & title to accept the terms listed under "Grant Agreement" above.

| | |
|--|--|
| Center for Family Outreach Inc. | Colorado Division of Criminal Justice Office of Adult and Juvenile Justice Assistance |
| <i>Not signed yet.</i> | <i>Not signed yet.</i> |
| <input type="text" value="Sign here to accept"/> Lklith@dcj.com | <input type="text" value="Sign here to accept"/> |

Grant Agreement – Grant Agreement & Signatures

Once a Grantee signs an item the signature is locked down unless you “Rescind Signatures”. You cannot rescind the signatures if DCJ has signed.

Signatures

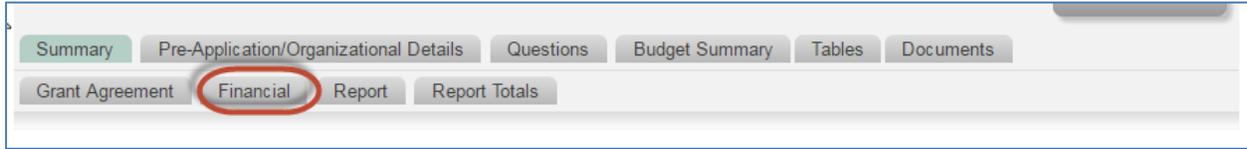
I certify all items listed above.

| | |
|------------------------|--|
| Applicant | Colorado Division of Criminal Justice Office of Adult and Juvenile Justice Assistance |
| <i>Not signed yet.</i> | <i>Not signed yet.</i> <i>ZoomGrants recommends waiting until the applicant has signed first.</i> |
| | <input type="text" value="Sign here to accept"/> Lyndsay.Clelland@state.co.us |

*Use this ONLY if you need to edit the Grant Agreement.
All contract signatures will be removed and must be entered again.
Signatures on Documents will not be rescinded.
This function disappears when both parties have signed.*

Financial

The Financial Tab can be thought of as tracking the Federal/State funded portion of the award by pot of money. It relates to the Payment Request (DCJ Form 3). The Financial tab contains an overview of the total award grant award (less match), the status of all payment requests, and the remaining balance.

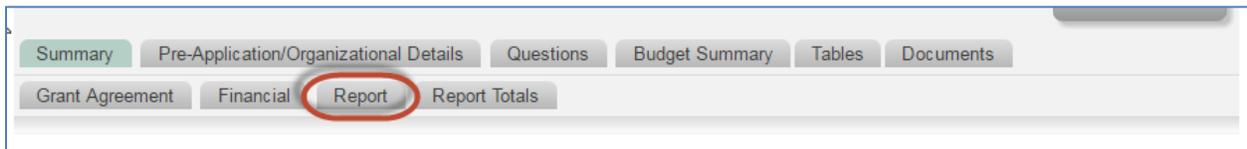
A screenshot of the Financial tab content area. At the top, there is a green bar with 'Official Decision' set to 'Approved' and a balance of '\$ 63,251.00'. Below this is a table titled 'Payment Request' with columns: Payment Request Number, Date Submitted, Status, Requested Amount, Funding Amount, and Payment Total. The table lists several payment requests with their respective dates, statuses, and amounts, ending with a total row.

| Payment Request Number | Date Submitted | Status | Requested Amount | Funding Amount | Payment Total |
|--|----------------|---------------|---------------------|---------------------|---------------------|
| Payment Request (3) - Monthly - Jul 2016 | 8/30/2016 | Paid | \$ 3,888.17 | \$ 3,888.17 | \$ 3,888.17 |
| Payment Request 2 (August) | 9/9/2016 | Paid | \$ 5,553.48 | \$ 5,553.48 | \$ 5,553.48 |
| Payment Request - Sep 2016 | 10/12/2016 | Approved | \$ 4,801.19 | \$ 4,801.19 | \$ 4,801.19 |
| Not Submitted | | Not Submitted | \$ 4,801.19 | | |
| Payment Request - Oct 2016 | 10/27/2016 | Approved | \$ 4,474.64 | \$ 4,474.64 | \$ 4,474.64 |
| Not Submitted | | Not Submitted | \$ 4,474.64 | | |
| Payment Request - Nov 2016 | 11/28/2016 | Approved | \$ 5,552.77 | | \$ 5,552.77 |
| Payment Request - Dec 2016 | 12/28/2016 | Approved | \$ 2,494.30 | | |
| | | Total | \$ 26,764.55 | \$ 18,717.48 | \$ 24,270.25 |

Payment Requests

See the How to Process a Payment Request Job Aid.

Report



The Report tab will contain information regarding:

1. Financial Reports (1-A) – completed within the Tab, not upload required
2. Project Income (1-B) – completed within the Tab, not upload required
3. Narrative Reports (Form 2) – Uploaded to the Report tab.

Each report should be submitted to correct report tab # as defined in the Reporting Schedule.

Report 1 Report 2 Report 3 Report 4 Report 5 Report 6 Report 7 Report 8 Report 9 Report 10 Report 11 Report 12

Report 1

Due date (mm/dd/yyyy)

Report 1 not required

✓ Incomplete/Not Submitted Yet

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #1. [Show/Hide br](#)

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

2. Prepared By:
Enter name of individual completing this report.

Once a Report is submitted a green checkmark will appear:

[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: 10/15/2016 Report 7: 1/15/2017
Report 8: 1/15/2017

If a report is overdue, red text will appear:

Summary Pre-Application/Organizational Details Questions Budget Summary Tables Documents

Financial Report: **OVERDUE** Report Totals

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

Report 1: **4/15/2016** Report 2: **4/15/2016** Report 3: **7/15/2016** Report 4: **7/15/2016** Report 5: 10/15/2016
Report 6: 10/15/2016 Report 7: 1/15/2017 Report 8: 1/15/2017

Report Totals

Summary Pre-Application/Organizational Details Questions Budget Summary Tables Documents

Grant Agreement Financial Report **Report Totals**

The Report Totals provides a summary of all the reports submitted. The first column corresponds to Report 1; the second column corresponds to Report 2; and etc.

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: 10/15/2016 Report 7: 1/15/2017
 Report 8: 1/15/2017

Report Totals
 0
 Answers must be entered on the individual Report tabs.
 If you recently edited an answer, then Refresh Page to see updated answers here.

1. What type of Report is Attached?

- Financial Report (DCJ Form 1-A) - Quarterly
- Financial Report (DCJ Form 1-A) - Final
- Project Income Report (DCJ Form 1-B) - Quarterly
- Project Income Report (DCJ Form 1-B) - Final
- Statistical and Narrative Report (DCJ Form 2) - Quarterly
- Statistical and Narrative Report (DCJ Form 2) - Final
- Budget Revision (DCJ 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)
- Equipment Inventory/Retention Certification (DCJ Form 5)
- Equipment Procurement Certification (DCJ Form 13)
- Consultants/Contracts (DCJ Form 16)

2. Reporting Period

- 01-01-2016 to 03-31-2016
- 04-01-2016 to 06-30-2016
- 07-01-2016 to 09-30-2016
- 10-01-2016 to 12-31-2016
- 01-01-2017 to 03-31-2017
- 01-01-2017 to 03-31-2017
- 07-01-2017 to 09-30-2017
- 10-01-2017 to 12-31-2017

Tracking the Financial Report (DCJ Form 1-A) Totals

Within the Reporting Totals there is a section that summarizes all the report data. This can be utilized to track Expenditures to Date by line item by compiling all submitted Financial Reports. This captures all the information of the paper 1-A, but it is laid out differently.

In this example below Reports 1, 3, 5, 7 and 9 correspond to the Financial Report, where 1,3,5,7 capture quarterly date and 9 captures Final data. Only two quarters have been reported to date. This snapshot only captures Award dollar Expenditures (question #6). Questions #7 - Expenditures This Quarter- Cash Match; question #8 - Expenditures This Quarter - In-Kind Match, and question #9- Unpaid Invoices This Period, have similar boxes to the one described below. (Match will only show for programs that allow match.)

The Grantee has this same view, but cannot update the Goal.

| 6. Expenditures This Quarter - Award | | | | | | | | | | Totals | | | |
|--------------------------------------|----------|-----------|----------|----------|------|------|------|------|------|-----------|-----------|--------|--|
| Report 1 | Report 2 | Report 3 | Report 4 | Report 5 | | | | | | Totals | Goal | % | Remaining |
| 14242.84 | | 12521.71 | | | | | | | | 26,764.55 | 62,251.00 | 42.99% | 35,486.45 |
| 0.00 | | | | | | | | | | 0.00 | | 0% | 0.00 |
| 0.00 | | | | | | | | | | 0.00 | | 0% | 0.00 |
| 0.00 | | | | | | | | | | 0.00 | 1,000.00 | 0% | 1,000.00 |
| 0.00 | | | | | | | | | | 0.00 | | 0% | 0.00 |
| 14,242.84 | 0.00 | 12,521.71 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 26,764.55 | 63,251.00 | 42.31% | 36,486.45 |
| | | | | | | | | | | | | | (B) Personnel Expenditures |
| | | | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | | | (B) Supplies & Operating Expenditures |
| | | | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | | | (B) Travel Expenditures |
| | | | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | | | (B) Consultants/Contracts Expenditures |
| | | | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | | | (B) Indirect Expenditures |
| | | | | | | | | | | | | | 0.00 |
| | | | | | | | | | | | | | TOTAL |

Totals: sums the expenditures reports on each submitted report.

Goal: Is the Approved Award Amount. This must be manually entered by DCJ staff and updated if there is a budget change. If a Goal is entered, then the percentage of the total award expended to date will be calculated as well as the remaining balance.

%: percentage of the total award expended to date.

Remaining: the remaining balance for that line.

Tasks

Task will be used extensively with ZoomGrants. ZG does not have a workflow or notification system for approving reports. The use of task will serve as the tracking mechanism within ZoomGrants.

Each task has a due date, title, description, and person assigned. Once a grant is awarded every project will be set up with a series of tasks to reflect the reporting needs on a project by project basis.

Tasks show up on a user's dashboard. See the Job Aid for Setting up Tasks.

Tasks

Title Enter a title
Due (mm/dd/yyyy) **Assigned to** Not assigned
Description Enter more information here (optional)

| Completed | Due | Title | Assigned to | |
|-------------------------------------|------------|--|-----------------|---|
| <input checked="" type="checkbox"/> | 11/18/2016 | 2017-DV-17-010289-08 - Center for Family Outreach - Sep 2016 Payment Request - ready for GPM review/approval | Michele Lovejoy |   |
| <input checked="" type="checkbox"/> | 11/18/2016 | 2017-DV-17-010289-08 - Center for Family Outreach - Oct 2016 Payment Request - ready for GPM review/approval | Michele Lovejoy |   |
| <input checked="" type="checkbox"/> | 10/20/2016 | Report 1 - Financial Report (1-A) - Quarterly - Jul-Sep 2016 | Gary Fugo |    |
| <input checked="" type="checkbox"/> | 10/20/2016 | Report 2 - Narrative Report - Quarterly - Jul-Sep 2016 | Michele Lovejoy |   |
| <input checked="" type="checkbox"/> | 1/30/2017 | 2017-DV-17-010289-08 - Financial Report (1-A) - Quarterly - Oct-Dec 2016 | Not assigned |    |
| <input type="checkbox"/> | 1/30/2017 | 2017-DV-17-010289-08 - Narrative Report (2) - Quarterly - Oct-Dec 2016 | Not assigned |    |
| <input type="checkbox"/> | 5/1/2017 | 2017-DV-17-010289-08 - Financial Report (1-A) - Quarterly - Jan-Mar 2017 | Gary Fugo |    |
| <input type="checkbox"/> | 5/1/2017 | 2017-DV-17-010289-08 - Narrative Report (2) - Quarterly - Jan-Mar 2017 | Michele Lovejoy |    |
| <input type="checkbox"/> | 7/31/2017 | 2017-DV-17-010289-08 - Financial Report (1-A) - Quarterly - Apr-Jun 2017 | Gary Fugo |    |
| <input type="checkbox"/> | 7/31/2017 | 2017-DV-17-010289-08 - Narrative Report (2) - Quarterly - Apr-Jun 2017 | Michele Lovejoy |    |
| <input type="checkbox"/> | 8/30/2017 | 2017-DV-17-010289-08 - Financial Report (1-A) - Final | Gary Fugo |   |
| <input type="checkbox"/> | 8/30/2017 | 2017-DV-17-010289-08 - Narrative Report (2) - Final | Michele Lovejoy |   |
| <input checked="" type="checkbox"/> | 12/8/2016 | 2017-DV-17-010289-08 - Center for Family Outreach - Nov 2016 Payment Request - ready for GPM review/approval | Michele Lovejoy |   |
| <input checked="" type="checkbox"/> | 1/3/2017 | 2017-DV-17-010289-08 - Review & Setup any additional Tasks | Michele Lovejoy |   |
| <input type="checkbox"/> | 10/15/2017 | 2017-DV-17-010289-08 - Complete Closeout Checklist | Michele Lovejoy |   |
| <input type="checkbox"/> | 9/15/2017 | 2017-DV-17-010289-08 - Complete Closeout Checklist | Gary Fugo |   |
| <input type="checkbox"/> | 11/15/2017 | 2017-DV-17-010289-08 - Approve Closeout | Meg Williams |   |

XII. Version Control

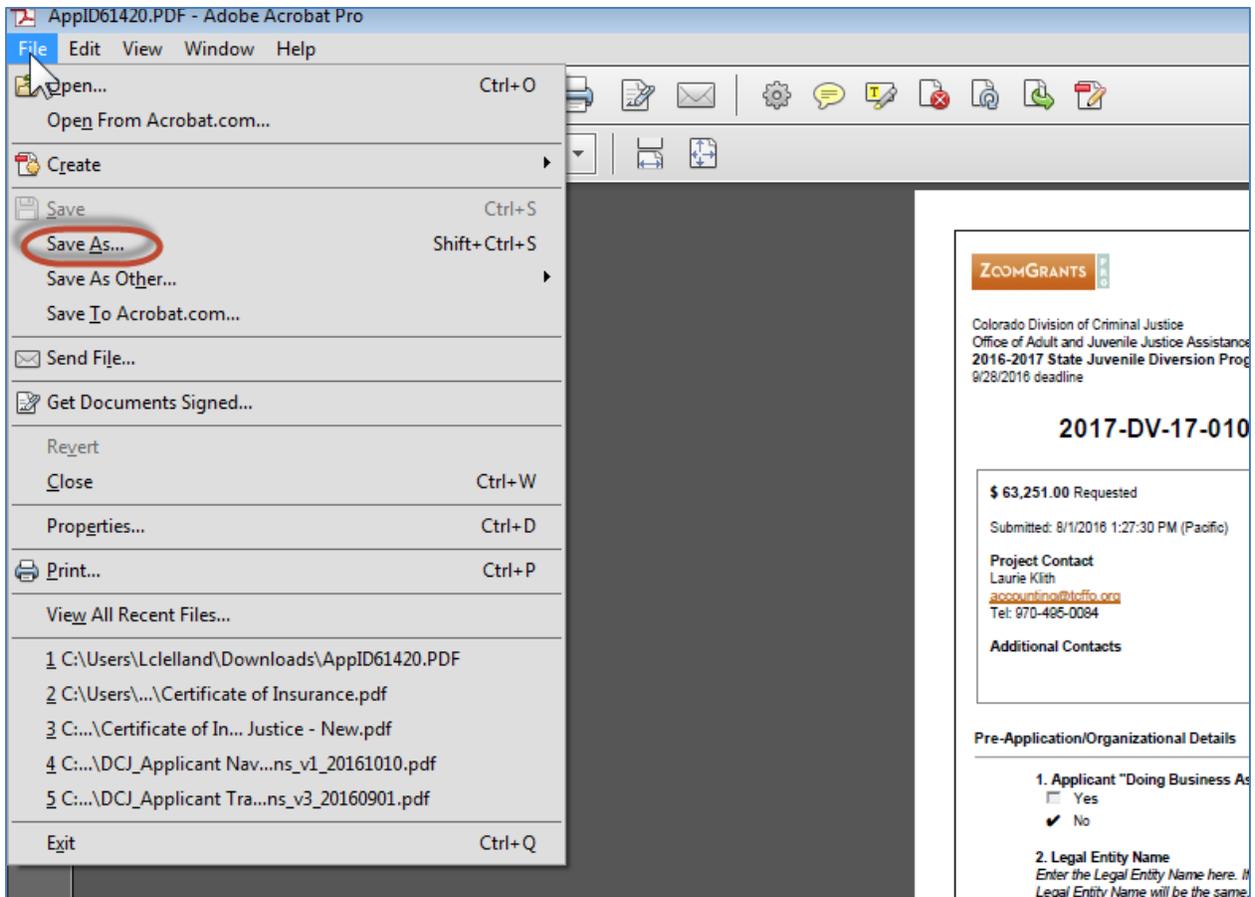
There is no concept of versions in ZoomGrants. There is only a one living document that may be updated at various times. Therefore, DCJ needs to implement some version control mechanisms to track changes.

The Grantee cannot update the "Application" data unless you open it for editing. However, when you open it for editing you cannot open just specific questions/sections. The tables (Goals & Objectives, budget details) are slightly different and you have more control, but the Statement of Work section & Budget Summary is all or nothing when it comes to editing.

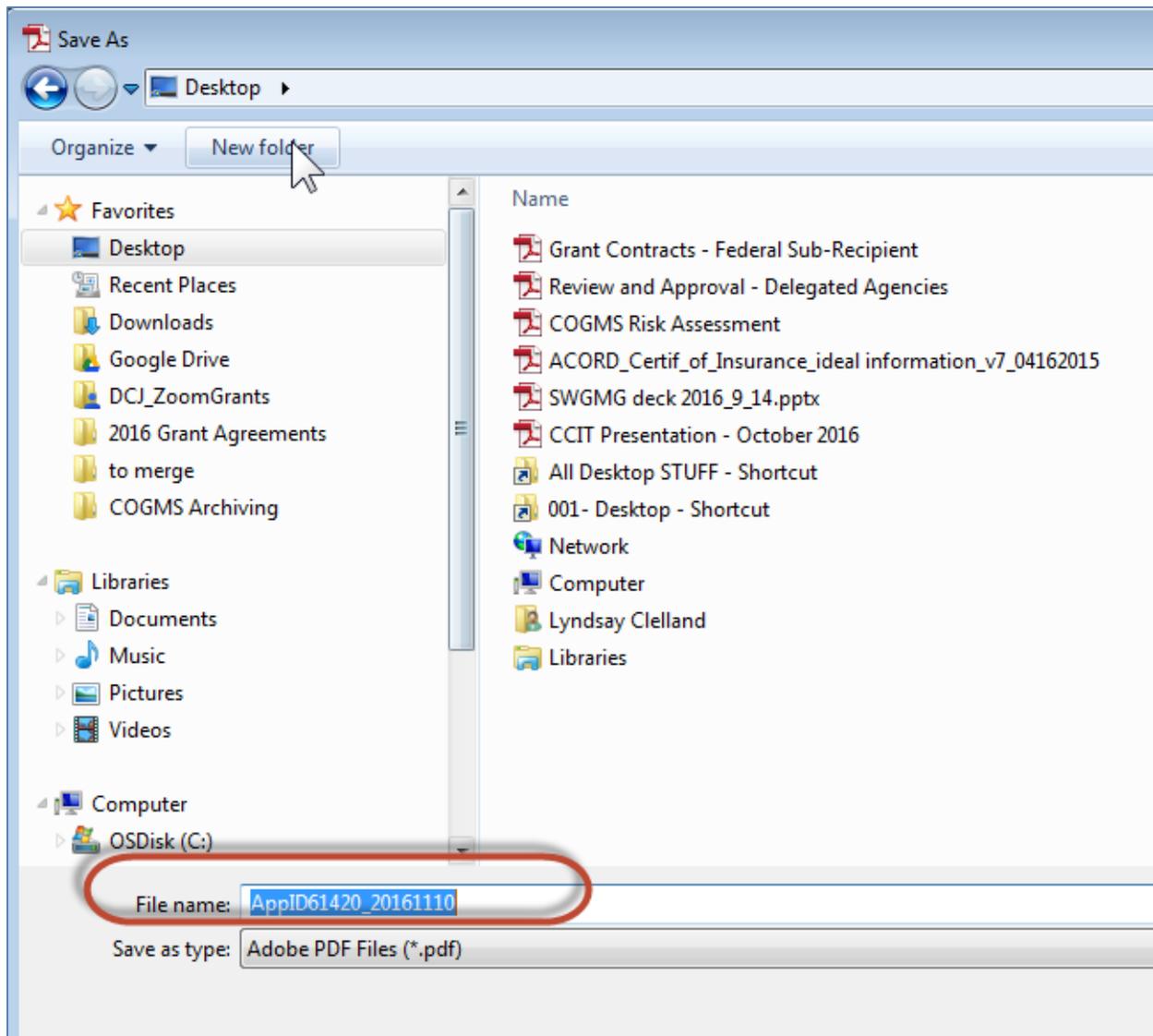
The process that DCJ will implement is capturing a snapshot of the project, saving it to PDF and attaching that PDF to the documents tab PRIOR to opening any section up for editing.

From any single application you can select the PDF function. This will create a PDF document. This document does NOT have a date stamp on it. Therefore, you will want to rename the PDF to include the date.

| <input type="checkbox"/> Submitted Applications | \$ Requested | |
|--|--------------|---|
| <input type="checkbox"/> Center for Family Outreach Inc. 2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer County - Year 3 | \$ 63,251.00 | Print PDF |
| <input type="checkbox"/> Center for Family Outreach Inc. 2017-MJ-08-04 / Substance Use and Behavioral Health Therapy | \$ 60,000.00 | Print PDF |
| <input type="checkbox"/> Center for Restorative Programs 2017-DV-17-010294-12 / Juvenile Diversion - Restorative Services - Year 3 | \$ 41,555.00 | Print PDF |
| <input type="checkbox"/> City of Fort Collins Community Development and Neighborhood Services 2017-DV-17-010290-08 / Restorative Justice Services - Year 3 | \$ 56,192.00 | Print PDF |



Save the document anywhere, like your desktop. You will NOT need to save this document after you upload it so put it somewhere you can easily delete.



Open the application by clicking on the application name.

| <input type="checkbox"/> | Submitted Applications | \$ Requested |
|--------------------------|---|--|
| <input type="checkbox"/> | Center for Family Outreach Inc. 2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer County - Year 3 | \$ 63,251.00 Print PDF |
| <input type="checkbox"/> | Center for Family Outreach Inc. 2017-MJ-08-04 / Substance Use and Behavioral Health Therapy | \$ 60,000.00 Print PDF |
| <input type="checkbox"/> | Center for Restorative Programs 2017-DV-17-010294-12 / Juvenile Diversion - Restorative Services - Year 3 | \$ 41,555.00 Print PDF |
| <input type="checkbox"/> | City of Fort Collins Community Development and Neighborhood Services 2017-DV-17-010290-08 / Restorative Justice Services - Year 3 | \$ 56,192.00 Print PDF |

Go to Documents and upload the PDF. Mark the PDF as "Internal Only".

2017-DV-17-010289-08 / Juvenile Diversion Program for Larimer County - Year 3

[Print/Preview](#)

\$ 63,251.00 \$ 63,251.00 Requested

- Application
 - Application Summary
 - Pre-Application/Organizational Details
 - Questions / Statement of Work
 - Budget Summary
 - Tables
 - Documents**
 - Extra
- Post-Decision
- Grant Agreement
 - Financial
 - Report (Post Award Submissions)s
 - Tasks

Official Decision ✓ Approved \$ 63,251.00 [Review Tools](#)

Documents

| Documents Requested | Required? | Uploaded Documents * |
|---|--------------------------|----------------------|
| DA Certification [Not required if applicant is a DA's office] | <input type="checkbox"/> | -none- |
| Job Descriptions [For grant funded positions] | <input type="checkbox"/> | -none- |
| List of Board Members [if applicant is a Non-Profit] | <input type="checkbox"/> | -none- |
| Audit/Financial Review (Please link this document rather than attaching, if possible) | <input type="checkbox"/> | -none- |

| Administrative Documents | Viewability | Uploaded Documents * | |
|--------------------------|---------------|---|------------------------|
| | Internal Only | COGMS Applicant Profile | delete |
| | Internal Only | COGMS Funding Results & Final Application | delete |
| | Internal Only | COGMS Award Setup | delete |
| | Internal Only | Payment Request 1 | delete |
| | Internal Only | Payment Request 2 | delete |
| | Internal Only | Project_20161011 | delete |
| | Internal Only | Project_20161012 | delete |

[Upload](#)

Report (Post Award Submissions) 1 Documents *