



# Job Aid- Grantee- Submitting Reports and Payments

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

- I. Log into ZoomGrants and access the Project..... 1
  - A. Account Owner login..... 1
  - B. Collaborator login ..... 2
- II. Submit a Payment Request (DCJ Form 3) ..... 4
  - A. Create & Submit the Payment Request from the Financial Tab ..... 4
  - B. Short cut - Create & Submit the Payment Request from the Approved tab ..... 8
- III. Submit a Financial Report (DCJ Form 1-A) ..... 9
  - A. Create & Submit the Financial Report from the Report Tab ..... 9
  - B. View a snapshot of the line item balances to date ..... 10
  - C. Short cut - Create & Submit a Report from the Approved tab ..... 11
- IV. Submit a Program Income Report (DCJ Form 1-B)..... 12
  - A. Create & Submit the Program Income from the Report Tab..... 12
  - B. Short cut - Create & Submit a Report from the Approved tab ..... 13
- V. Submit a Narrative Report (DCJ Form 2)..... 14
  - A. Go to the DCJ Grants Website and obtain the appropriate Narrative Form ..... 14
  - B. Create & Submit the Narrative Report from the Report Tab ..... 14
  - C. Short cut - Create & Submit a Report from the Approved tab ..... 16
- VI. Submit all other Reports and Change Forms ..... 17
  - A. Go to the DCJ Grants Website and obtain the appropriate Form ..... 17
  - B. Create & Submit the Forms/Documents from the Documents tab..... 17

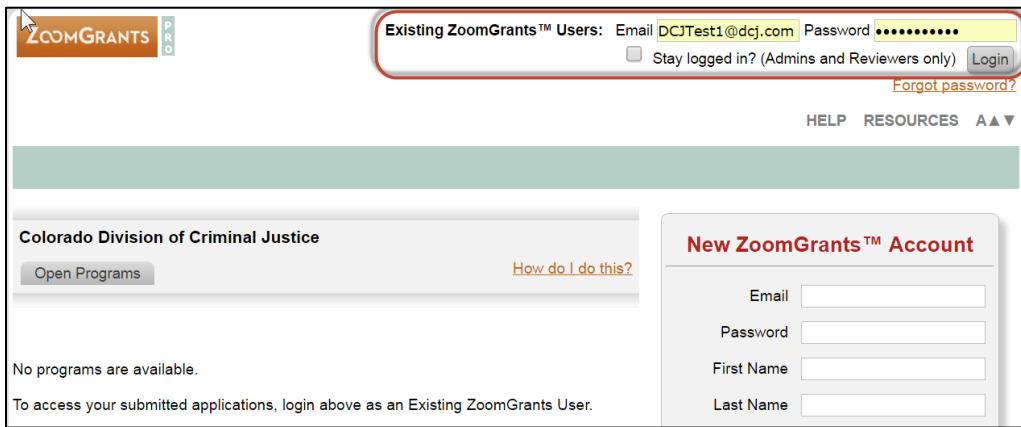
# I. Log into ZoomGrants and access the Project

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

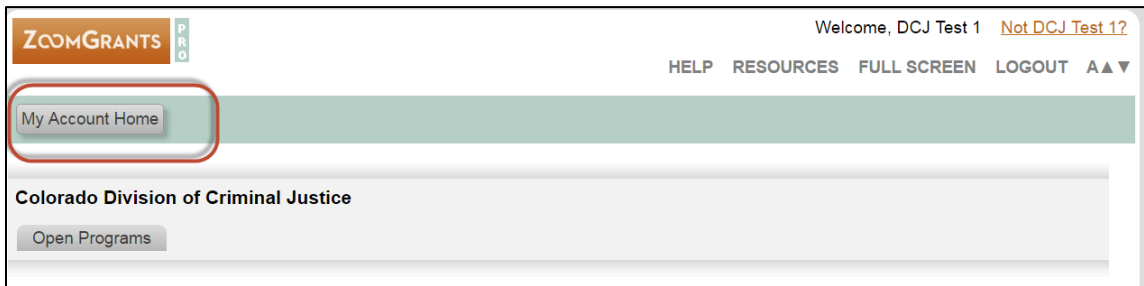
There are two ways to log in depending on whether you are an **Account Owner** or a **Collaborator**. An **Account Owner** is responsible for all projects within his/her account and is the only person who can update **Organization information** and create new applications. A **Collaborator** is an individual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

## A. Account Owner login

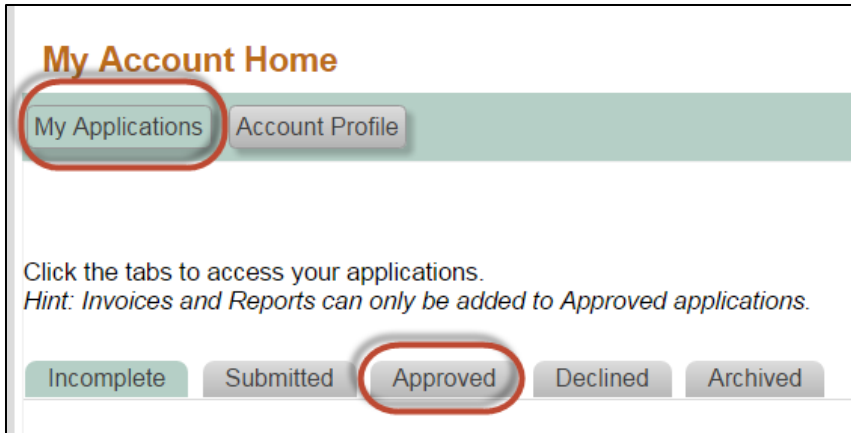
1. Access ZoomGrants: <https://zoomgrants.com/gprop.asp?donorid=2225>
2. Log into ZoomGrants using your credentials



3. Click on **My Account Home**



4. By default, **My Applications** screen is what you see once click on **My Account Home**. You may only submit payment requests and other post award submissions if your project has been **Approved**. Click on the **Approved** tab to access your approved projects.



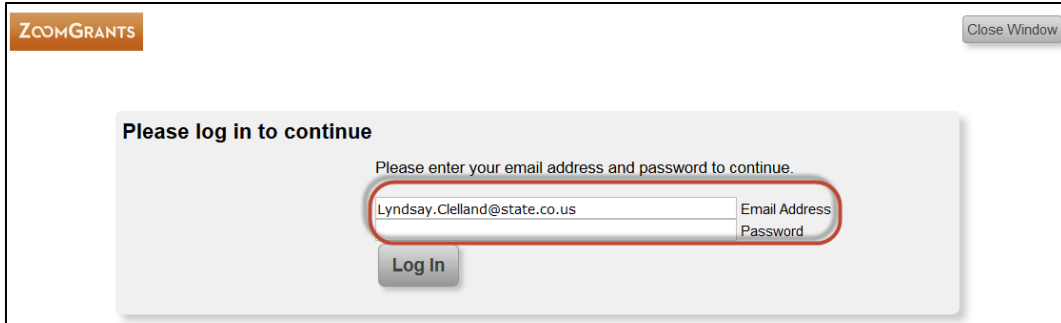
5. Click on the **Project Name** to access to desired project. Once the project is open you may submit a post award submission. See sections II-VI below.



## B. Collaborator login

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

**Note:** if you have not yet logged in as a collaborator and do not know your password, you may ask the **Account Owner** to send a reminder. This will send an automated message from ZoomGrants to your email address and it will contain your password and the link listed above.



**ZoomGrants** Close Window

**Please log in to continue**

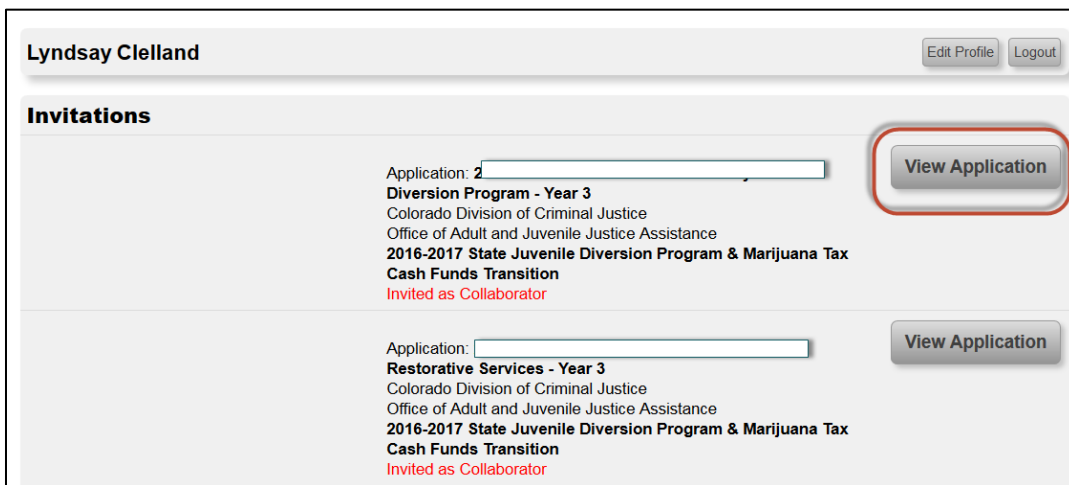
Please enter your email address and password to continue.

Lyndsay.Clelland@state.co.us Email Address

Password

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

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



**Lyndsay Clelland** Edit Profile Logout

**Invitations**

Application:

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

---

Application:

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

## II. Submit a Payment Request (DCJ Form 3)

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

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

1. Go to the **Financial Tab**

The **Financial Tab** contains a snapshot of the overall federal or state funds awarded to each project. It does not contain budget line items details. That information is housed on the **Reports tab** and reported using the Financial Report (DCJ From 1-A). This **Financial Tab** corresponds to the **Payment Request (DCJ Form 3)** only.

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

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

Payment Request Number	Date Submitted	Status	Requested	Funding Amount Approved	Paid Payment
<a href="#">Quarterly - Jul-Sep 2016</a>	10/16/2016	Approved	\$ 23,424.72	\$ 23,424.72	\$ 23,424.72
<b>Total</b>			<b>\$ 23,424.72</b>	<b>\$ 23,424.72</b>	<b>\$ 23,424.72</b>

3. **Complete** the Payment Request

- Payment Request Contact Name:** the person submitting the form
- Payment Request Contact Email:** the person submitting the form
- Payment Request Contact Phone :** the person submitting the form
- Payment Request Number:** should follow the naming conventions determined by your grant manager and include the month for which the payment applies. If you are unsure of the naming convention for your grant, contact your grant manager.
- Requested Amount:** the amount must match line #7 of the detailed Payment Request information listed below.

District Attorney's Office, [ ] Judicial District		Colorado Division of Criminal Justice	
<b>2017-DV-17-010297-19 / [ ]</b>		<b>2016-2017 State Juvenile Diversion Program &amp; Marijuana Tax Cash Funds Transition</b>	
<b>Juvenile Diversion Program - Year 3</b>			
DCJ Grant Number	2017-DV-17-010297-19		
Match Required	Yes		
Financial Grant Manager	Gary Fugo		
Funding Entity Type	State of Colorado		
Payment Frequency	Quarterly		

<b>District Attorney's Judicial District</b> [ ] [ ]	Tel: 970-356-4[ ] Fax: 970-392-[ ] EIN: 846000813	<b>Project Contact</b> Kirsta [ ] kbritto [ ] Tel: 970-400-[ ]
	<b>Total Requested</b> <b>\$ 23,424.72</b> <b>Funding Amount Approved</b> <b>\$ 23,424.72</b>	<b>Date Submitted</b> 10/16/2016 <b>Payment Request Number</b> Quarterly - Jul-Sep 2016

[ShowPayment Request Status](#)

**Payment Request Details**

**Instructions** [show/hide](#)

Complete the electronic Payment Request (DCJ Form 3) below and submit.

**Requested Amount** \$ [ ] 23424.72

- f. **Complete the electronic Payment Request DCJ Form 3**
- Time Period – follow the format as instructed
  - Questions 1-9

<b>TIME PERIOD</b>	
<input type="text" value="2016"/>	Calendar Year (2016 or 2017)
<input type="text" value="Q"/>	Payment Frequency (Q =Quarterly or M = Monthly)
<input type="text" value="07"/>	Start Month for this Request (Jul=07, Aug=08,... Jun=06)
<input type="text" value="09"/>	End Month for this Request (Jul=07, Aug=08,... Jun=06)
<b>SECTION I - CASH NEEDS FOR THIS REQUEST: 1. Projected or Actual Expenditures for time Period listed above (Federal/State funds and Match)</b>	
<input type="text" value="30863.94"/>	Maximum characters: 250. You have <input type="text" value="242"/> characters left.
<b>2. Less Match Spent During this Time Period</b>	
<input type="text" value="7439.22"/>	Maximum characters: 250. You have <input type="text" value="243"/> characters left.
<b>3. TOTAL FEDERAL/STATE AWARDED FUNDS NEEDED DURING THIS TIME PERIOD (Line 1 minus Line 2)</b>	
<input type="text" value="23424.72"/>	Maximum characters: 250. You have <input type="text" value="242"/> characters left.
<b>SECTION II - CASH SUMMARY AND PAYMENT REQUEST: 4. Total Amount of Federal/State Dollar Award</b>	
<input type="text" value="90084"/>	Maximum characters: 250. You have <input type="text" value="245"/> characters left.
<b>5. Total Amount of Federal/State Dollars Received to Date</b>	
<input type="text" value="0"/>	Maximum characters: 250. You have <input type="text" value="249"/> characters left.
<b>6. Total Amount of Federal/State Dollars Requested, Not Received</b>	
<input type="text" value="0"/>	Maximum characters: 250. You have <input type="text" value="249"/> characters left.
<b>7. TOTAL AMOUNT OF THIS REQUEST (#3 above)</b>	
<input type="text" value="23424.72"/>	Maximum characters: 250. You have <input type="text" value="242"/> characters left.
<b>8. Totals of Lines 5, 6, &amp; 7</b>	
<input type="text" value="23424.72"/>	Maximum characters: 250. You have <input type="text" value="242"/> characters left.
<b>9. Federal/State Award Balance (Line 4 minus Line 8)</b>	
<input type="text" value="66659.28"/>	Maximum characters: 250. You have <input type="text" value="242"/> characters left.

**SECTION I - CASH NEEDS FOR THIS TIME PERIOD:**

**Line 1: Projected or Actual Expenditures:** Projects seeking reimbursement of costs already expended, indicate the period (months) for which reimbursement is being sought. Projects requesting a funding advance, indicate the month for which the advance is being sought. Indicate the actual expenditures (reimbursements) or projected expenditures (advance) of both award and match funds, if applicable, for the time period on line 1.

**Line 2: Less Match Spent During this Time Period:** Indicate the match that the project spent for project expenses during the period covered by the request. If the project does not require match, this line will be 0.

**Line 3: Total Federal/State Awarded Funds Needed During This Time Period:** Subtract Line 2 from Line 1 and enter the difference on Line 3.

**SECTION II: CASH SUMMARY AND PAYMENT REQUEST:**

**Line 4:** Total Amount of Federal/State Dollar Award: This is the total amount of federal/state dollars awarded to the project. This figure can be found on the Grant Agreement.

**Line 5:** Total Amount of Federal/State Dollars Received to Date: Indicate the amount of federal/state dollars the project has actually received to date.

**Line 6:** Total Amount of Federal/State Dollars Requested, not Received: Indicate the amount of federal/state dollars the project has requested from DCJ on a previous payment request but has not yet received.

**Line 7:** Total Amount of this Request: Insert the figure from Line 3 above.

**Line 8:** Totals of Lines 5, 6, and 7: Add the amounts on Lines 5, 6, and 7 and enter the total on Line 8.

**Line 9:** Federal/State Award Balance: Subtract the amount on Line 8 from the amount on Line 4 and enter the difference on Line 9. This is the amount of federal/state funds remaining for use by the project.

4. The **Project Director** must certify the payment before submission. The Project Director must sign and date the Payment Request. The Financial Officer should review this request to reconcile with actual and anticipated expenditures for the time period indicated in Line 1. Allow 30 days from the day you submit the request to receive the funds. If the form is not signed by the authorized Project Director, the request will be denied and returned for proper signature.

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

**Payment Request Certification**

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

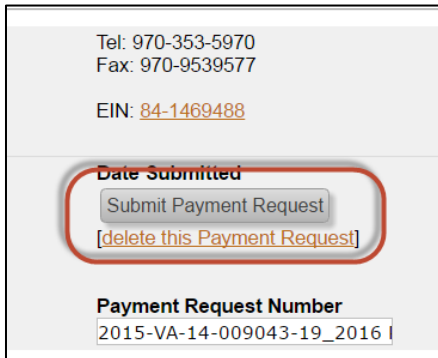
*Enter your name, indicating agreement with this statement*

Sign here to accept

5. **Submit** the Payment Request



If you do not submit the payment it will not be processed. Scroll back up to the top of the Payment Request and click **Submit Payment Request**.



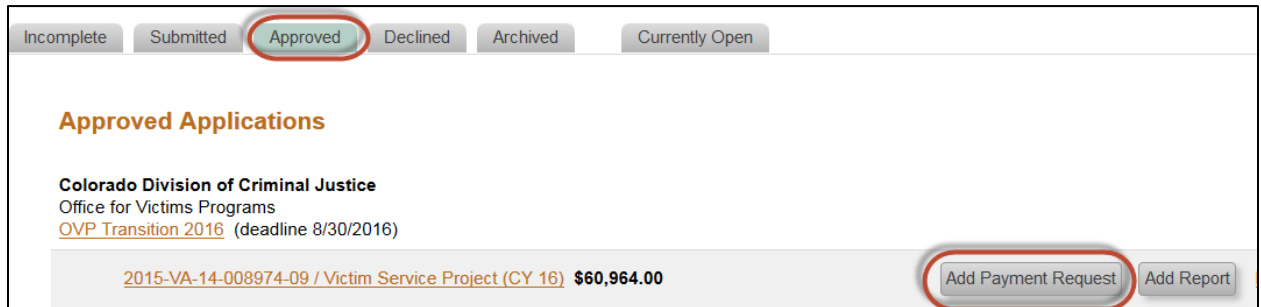
Tel: 970-353-5970  
Fax: 970-9539577  
EIN: [84-1469488](#)

**Date Submitted**  
  
[\[delete this Payment Request\]](#)

**Payment Request Number**  
2015-VA-14-009043-19\_2016 I

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

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



Incomplete Submitted **Approved** Declined Archived Currently Open

**Approved Applications**

**Colorado Division of Criminal Justice**  
Office for Victims Programs  
[OVP Transition 2016](#) (deadline 8/30/2016)

2015-VA-14-008974-09 / [Victim Service Project \(CY 16\)](#) **\$60,964.00**

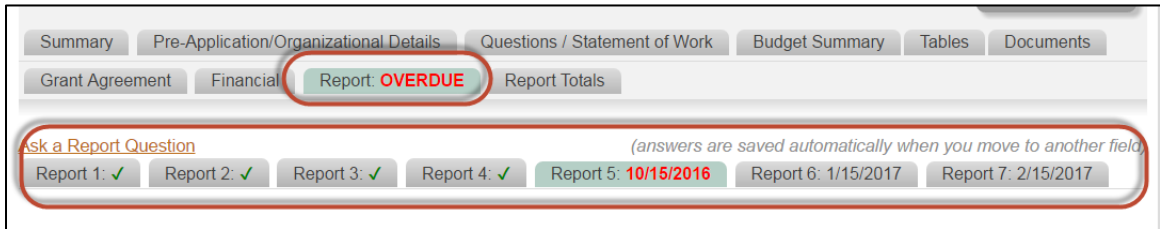
### III. Submit a Financial Report (DCJ Form 1-A)

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

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

1. Go to the **Report Tab**

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



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

Example: excerpt from a Reporting Schedule

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

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

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

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

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

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

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

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

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

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

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

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

Example: Expenditures per quarter

6. Expenditures This Quarter											
Q1	Q2	Totals	Goal	%	Remaining						
16536.75	16345.22	32,881.97	64,354.00	51.1%	31,472.03	(B) Personnel Expenditures					
4022.25	4022.25	8,044.50	16,089.00	50%	8,044.50	(B) Supplies & Operating Expenditures					
0.00	0.00	0.00		0%	0.00	(B) Travel Expenditures					
		0.00		0%	0.00	(B) Equipment Expenditures					
		0.00		0%	0.00	(B) Consultants/Contracts Expenditures					
		0.00		0%	0.00	(B) Indirect Expenditures					
20,559.00	20,367.47	40,926.47	80,443.00	50.88%	39,516.53	<b>TOTAL</b>					

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

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

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

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

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

Incomplete Submitted **Approved** Declined Archived Currently Open

#### Approved Applications

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

2015-VA-14-009043-19 / CASA Program and Child Advocacy Center (CY 16)	\$64,354.00	Add Payment Request	<b>Add Report</b>	Print	Duplicate
---	-------------	---------------------	-------------------	-------	-----------

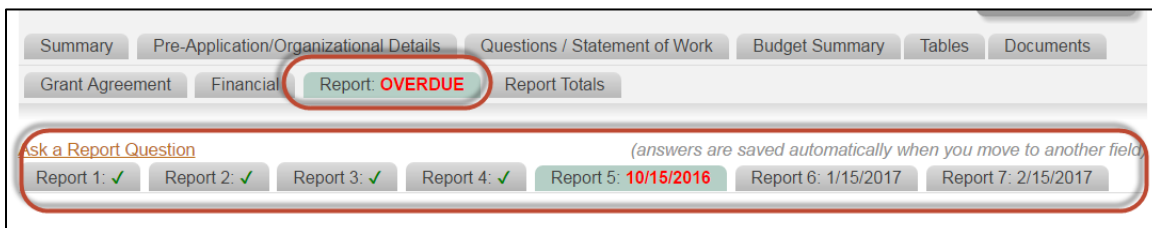
## IV. Submit a Program Income Report (DCJ Form 1-B)

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

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

#### 1. Go to the **Report Tab**

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



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

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

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

- **PROJECT INCOME RECEIPT AND EXPENDITURES**

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

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

**2.a1**- Client Fees

**2.a2**- Registration Fees

**2.a3**- Other

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

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

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

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

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

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

[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 9: 7/15/2017 Report 10: 7/15/2017  
Report 11: 7/15/2017 Report 12: 7/15/2017 Report 13: 7/15/2017 Report 14: 7/15/2017 Report 15: 7/15/2017  
Report 16: 7/15/2017

**Report 1: 4/15/2016** This report is OVERDUE.

**Submit Report 1**

**1. What type of Report is this?**

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

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

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

Incomplete Submitted **Approved** Declined Archived Currently Open

**Approved Applications**

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

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

Add Payment Request **Add Report** Print Duplicate

## V. Submit a Narrative Report (DCJ Form 2)

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

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

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

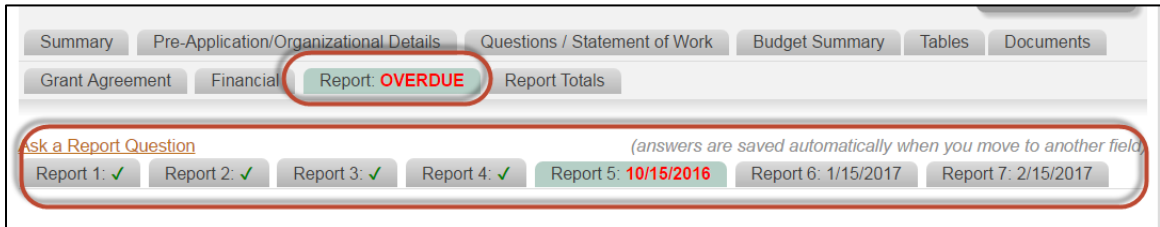
Each Grant Program may have different version of the Narrative Report (DCJ Form 2). Please be sure you are using the correct version.

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

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

#### 1. Go to the **Report Tab**

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



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

Example: excerpt from a Reporting Schedule

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

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

3. Complete the **Narrative Report (DCJ Form 2)** - Answer Questions 1 - 4, 15

- **1. What type of Report is this?** You must select either Statistical and Narrative Report (DCJ Form 2) - Quarterly or Statistical and Narrative Report (DCJ Form 2) - Final, as appropriate. (**Note:** not all grant programs have a final narrative report.)
- **15. Project Director:** The project director must type in his/her name to serve as a signature prior to submitting the form.

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

Click on **Upload**

15. Project Director: I certify that the content of this form is accurate and can verify that the appropriate backup documentation is available onsite, if requested and will be retained for the required time as specified in the grant agreement. I also certify, that I have attached the appropriate form next to the corresponding entry. (Enter name below to act as a signature.)

Maximum characters: 255. You have 255 characters left.

Documents Requested *	Required?	Uploaded Documents *
Statistical and Narrative Report (DCJ Form 2) - Quarterly		-none-

Upload

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

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

Close Window Help

### File Upload Window

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

1 File description

(e.g. IRS Letter, Financials, etc.)

2 Type of attachment

File Upload (file size limited to 4MB each)

Link to File (YouTube, Dropbox, cloud storage, webserver, etc.)

3 Select a file to upload

Choose File No file chosen

No file chosen

Be sure to include the file extension

File size is limited to 4MB.

Supported file extensions:

.DOC , .XLS , .DOCX , .XLSX , .TXT , .RTF , .WPS , .SXW , .ODT , .TAB , .CSV , .WKS , .SXC , .ODS , .PPT , .PPS , .SXI , .ODP , .PDF , .GIF , .JPG , .PNG , .MW , .WAV , .AIF , .MP3 , .MP4 , .MID , .MPG , .MOV , .WMV , .RM , .JPEG , .SHP , .SHX , .DBF , .KML , .KMZ , .TIF , .TIFF

Document type PROPOSAL DOCUMENT

Upload Now

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

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

1. Enter a file description
2. Chose the file to upload
3. Then click **Upload Now**



4. Refresh the page to see the uploaded document.

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

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

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

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

**Report 1: 4/15/2016** This report is OVERDUE

**Submit Report 1**

**1. What type of Report is this?**

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

**2. Prepared By:**

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

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

Incomplete Submitted **Approved** Declined Archived Currently Open

**Approved Applications**

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

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

Add Payment Request **Add Report** Print | Duplicate

## VI. Submit all other Reports and Change Forms

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

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

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

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

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

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

1. Go to the **Documents** Tab

**Note:** This list may vary from program to program

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

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

### Documents

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

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

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

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

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