

DCJ Payment Request, Reports, and Forms Submissions in ZoomGrants

- Payment Request (DCJ Form 3)

Create & Submit a **Payment Request** from the **Financial Tab** within the project.

Or

Use the shortcut- **Add Payment Request** from the **Approved Projects** tab on **My Account Home**.

Attachments are generally not required.*

The Payment Request contains all the required information to submit a payment request.

* Some projects require supporting documentation. Contact your Grant Manager for clarification.

Note: backup documentation must be kept in the file and may be requested at anytime.

- Data Reports (Coverdell Only)
- Financial Reports (DCJ Form 1-A)
- Narrative Reports (DCJ Form 2)
- Program Income (DCJ Form 1-B)

Complete & Submit a **Report** from the **Reports Tab** within the project.

Or

Use the shortcut- **Add Report** from the **Approved Projects** tab on **My Account Home**.

Financial Report & Program Income Reports- Attachments are not required.

The Financial Reports contains all the required information to submit a financial or program income report.

Narrative Reports- Attachments REQUIRED.

Note 1: Each Report type **MUST** be on a separate Report Tab. See Report Schedule to determine which report should be completed for each Report Tab #. **Incorrect submissions will be returned.**

Note 2: backup documentation must be kept in the file and may be requested at anytime.

- Budget Revision (DCJ Form 4-A)
- Certification of Compliance with Regulations - Office of Civil Rights, Department of Justice (DCJ Form 30)
- Certification of Match (DCJ Form 32)
- Certification Regarding Lobbying (See 2017 JAG)
- Change in Grant Award Period (DCJ Form 4-C)
- Change in Project Officials (DCJ Form 4-B)
- Conference Policy and Certification (DCJ Form 31)
- Consultants/Contracts Certification (DCJ Form 16)
- Equipment Inventory/Retention Certification (DCJ Form 5)
- Equipment Procurement Certification (DCJ Form 13)
- Modification of other Grant Agreement Terms (DCJ Form 4-D)
- Supporting Documentation
- All other documents not listed elsewhere.

Upload the above listed documents on **Documents Tab** within the project. Each document should be uploaded in the Row that corresponds to the document type.

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Federal

- Performance Measurement Tools (PMT)
- Performance Measurement Platform (PMP)

Not in ZoomGrants
Separate link to the Federal reporting system.

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