



COLORADO
Division of Criminal Justice
Department of Public Safety

ZOOMGRANTS

ZOOMGRANTS SETUP FOR CURRENT DCJ ACTIVE GRANTS

TRANSITIONAL INSTRUCTIONS

REVISED 09/05/2018

Current DCJ Grantees that have active grants will either be transitioned to a paper process or to ZoomGrants for the remainder of the grant period. These instructions are provided for those Grantees that will be transitioning over to ZoomGrants in 2016.

Welcome to ZoomGrants

ZoomGrants (ZG) will offer you an opportunity to use an online system to submit your grant materials.

Who will be impacted? Grantees that have an active/open grant will either be transitioned to a fully paper process or into ZG. This determination is made by your grant manager and is based on factors such as length of time remaining on the grant. You will or already have received guidance from your grant manager about the use and submission of forms for active grants. If you are unsure of the method for submitting forms, please contact your grant manager.

What should I expect? If your grant was chosen to transition to ZG, you will receive communication from your grant manager and/or my office. The timing of the transition and subsequent communication will depend on the award period of your grant.

These grants are considered “Transition” grants for labelling purposes only and signify that data was migrated into ZG from another source. The instructions in this document apply only to those transition grants. **New/future funding opportunities** may or may not be announced in ZG. Additional information will be provided under separate cover regarding upcoming opportunities.

Where do I go to for help? DCJ will be keeping up to date instructions on the DCJ grants page <https://www.colorado.gov/pacific/dcj/grants-training-materials>. We encourage you to check back often for updates

DCJ has been working hard to migrate data and make this transition as seamless as possible for you, the grantees; but as with the startup of any new system, we expect that there will be a few bumps in the road along the way and appreciate your patience and support.

Lyndsay J. Clelland, MS
Contracts, Grants & Compliance Coordinator
Colorado Department of Public Safety, Division of Criminal Justice

06/01/2017



ZG Transition Grants

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ZoomGrants Account Structure

Grantees will log into ZoomGrants as either an *Account Owner* or a *Collaborator*. Additional Contacts may be added for communication purposes only.

- Zoomgrants accounts have been created for all “Transition” grants.
- DCJ will email the user ID and password to the singular Account Owner.
- Accounts are linked to a singular email address (*Account Owner*). There is no agency account in ZG; there are only individual accounts.

Account Owners

Accounts are linked to a singular email address.

- The userID is the email address. There is **no agency account** in ZG; there are **only individual accounts** and the userID is an email address.
- The *Account Owner* must add *Collaborators* and *Additional Contacts* at the Application level for each project.
- Individual accounts belong to the Grantee and are not specific to DCJ or even the State of Colorado. A grantee that has a ZG account may use that account to apply for any ZG opportunity regardless of whom the funder is and where the funder is located. However, an individual account may NOT be used as an administrator account and a Grantee account (i.e. if you give out grants and manage those grants with ZoomGrants, you may not use that same account/email address to apply for grants as a grantee).

Only the *Account Owner* may:

- Add, delete, modify *Collaborators*
- Create, delete or archive an Application
- Submit an Application
- An *Account Owner* may be changed to another email address (new Account Owner) at any time by the current *Account Owner* or by Zoomgrants staff upon request.

Collaborators

The *Account Owner* adds *Collaborators* on a project by project basis. The *Account Owner* must ensure that all the appropriate Project Officials and DCJ staff are added as *Collaborators* to each grant, and given the proper permissions.

- *Collaborators* cannot submit, archive, or delete an application.
- *Collaborators* can update a grant project, complete reports, and upload documents for a grant or a project if given the proper permissions.

A *Collaborator* may be given access to:

- **Application:** Edit the following tabs: 1) Summary, 2) Organizational Details, 3) Questions/Statement of Work, 4) Tables. **Note:** Once an application is submitted it cannot be edited unless it has been open for editing by a DCJ Grant Manager.
- **Report:** Access the Report tab (Narrative Report CVS-2, Financial Report 1-A, Program Income Report 1-B).

- **Financial:** Access payment requests (Payment Request Form 3).
- **Grant Agreement:** Access the grant agreement tab. This tab contains the Reporting Schedule, a copy of your current grant agreement, and any additional instructions provided by your DCJ Grant Manager.

NOTE: DCJ Staff are currently added as *Collaborators* and should not be deleted. This allows DCJ staff to provide more comprehensive technical support.

Additional Contacts

The *Account Owner* adds *Additional Contacts* on a project by project basis. *Additional Contacts* may also be updated by *Collaborators* and DCJ Staff.

- *Additional Contacts* will receive any email Notification generated out of the ZG system. Notifications may include award letters, funding recommendations, and report late notices.
- *Additional Contacts* do not have access rights to the grant unless they are also included as a *Collaborator*.

NOTE: A generic Division of Criminal Justice email address will be added as an additional contact on each grant in ZG. Do not delete this email address.

Log into ZoomGrants

- Account Owners and *Collaborators* log in using different URLs.
- You may use any **up to date** browser (Internet Explorer, Mozilla Firefox, Safari, etc.). Chrome is preferred.

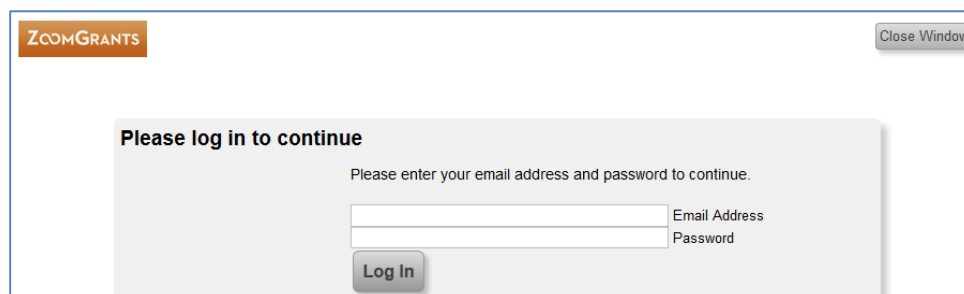
Account Owners - Login

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

The screenshot shows the ZoomGrants login interface. At the top left is the 'ZoomGrants' logo. To the right is a login box for existing users with 'Email' and 'Password' input fields, a 'Login' button, a 'Stay logged in?' checkbox, and a 'Forgot password?' link. Below this are 'HELP' and 'RESOURCES' links. The main content area has a header for 'Colorado Division of Criminal Justice' with an 'Open Programs' button and a 'How do I do this?' link. On the bottom right is a 'New ZoomGrants™ Account' section with 'Email' and 'Password' input fields.

Collaborators - Login

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

A screenshot of a web browser window titled "ZoomGrants". In the top right corner, there is a "Close Window" button. The main content area has a grey background with the text "Please log in to continue" in bold. Below this, it says "Please enter your email address and password to continue." There are two input fields: the first is labeled "Email Address" and the second is labeled "Password". Below the password field is a "Log In" button.

Validate Applicant Profile- Account Owners Only

The **Applicant Profile** has been created for you. The Applicant Profile consists of the following sections (which will be covered in more detail below):

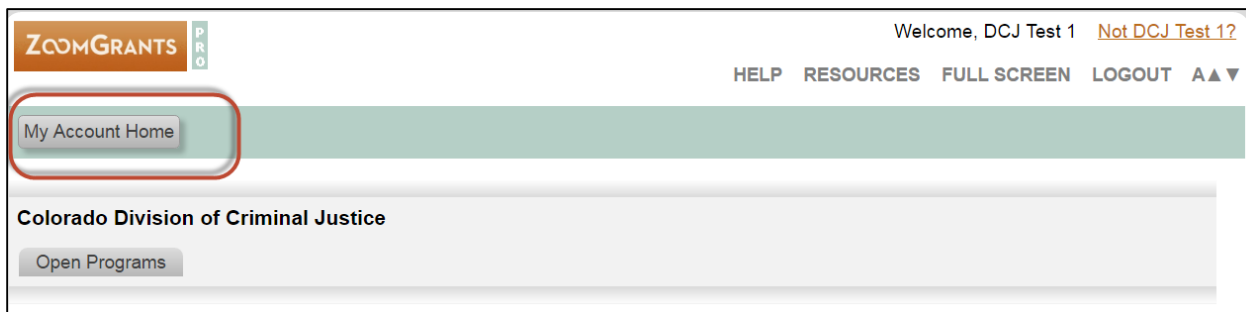
- My Account Profile – individual credentials for the *Account Owner*.
- My Organization – Agency information associated with the *Account Owner*.
- Change UserID/Password – individual credentials for the *Account Owner*.
- Manage Security Profile – password recovery questions for the *Account Owner*.

Portions of the **Account Profile** will be linked/populated in each Application associated with that account. If information is changed in the **Application**, it will also change in the **Account Profile**.

My Account Profile

Individual credentials for the user associated with the account.

- 1) Click on **My Account Home**

A screenshot of the ZoomGrants "My Account Home" page. The top header includes the "ZoomGrants PRO" logo on the left, and "Welcome, DCJ Test 1" and a link "Not DCJ Test 1?" on the right. Below the header is a navigation bar with links: "HELP", "RESOURCES", "FULL SCREEN", "LOGOUT", and a dropdown menu icon "A▲▼". The main content area has a green bar with the text "My Account Home" highlighted by a red rounded rectangle. Below this, it says "Colorado Division of Criminal Justice" and has a button labeled "Open Programs".

2) Click on **Account Profile**

ZoomGrants

Logged in as DCJ Test 1 | [Logout](#) | [Not DCJ Test 1?](#)

My Account Home

My Applications **Account Profile**

DCJ Test Profile 1

Click the tabs to access your applications.
Hint: Invoices and Reports can only be added to Approved applications.

Incomplete Submitted Approved Declined Archived Currently Open

3) Review/Update **My Account Profile**

- Check for typos and correct contact information.
- If you want to change this to someone else in your organization or an organization-wide email address, you may do so.
- If you have a change in Project Director you will need to complete a [Change in Project Officials \(DCJ Form 4-B\)](#) and upload the completed form on the *Documents* tab. You may still update the *Account Owner* here, but a change form will be required to change the project officials on each respective grant.

My Account Home

My Applications **Account Profile**

DCJ Test 1

My Account Profile My Organization Change UserID/Password

My Account (my personal information)

First name	DCJ
Last name	Test 1
Address 1	700 Kipling street
Address 2	Suite 1000
City	Lakewood
State	CO Zip 80215
Country	United States
Telephone	303-123-4567

My Organization

Agency information associated with the user.

1) Click on **My Organization**

If you have backed out and are coming back into the system following the path:

My Account Home
Account Profile
My Organization

2) Review/Update **My Organization** as appropriate

- Check for typos and correct contact information.
- DCJ goes through an extensive validation process regarding Agency information. This includes verifying name consistency with the Colorado Secretary of State, CORE validation, etc. In ZoomGrants certain information **may** be updated at any time, but **doesn't mean it should**.
- See the screenshot below to determine which fields should be edited and which fields you should contact your grant manager about before changing.
- Any inconsistent name could slow or even halt the processing of grant agreements and payments.

My Account Home

My Applications Account Profile

DCJ Test 1

My Account Profile My Organization Change UserID/Password

Organization Information

Organization Legal name: Applicant Agency Information pulled from the validated COGMS Applicant Profile.

Address 1: 700 Kipling Street

Address 2: Suite 1000

City: Lakewood

State: CO Zip: 80215

Country: United States

Telephone: 3032390000

Fax: 3032390000

Website: You may update your website link at anytime.

EIN: 123456789

DUNS: 987654321

CEO/Executive Director

First name: John

Last name: Smith

Title: Director

Email: John.Smith@djc.com

Instructions:

- Organization entity information. If the agency is a DBA, legal entity information will be provided within the Application itself and is not housed in the Organization profile here.
- If you believe this information is NOT correct, contact your grant manager, but do NOT change it.
- Phone & Fax are populated from the most recent Project Director's Contact Information in the COGMS Funding Results & Final Application. This may be updated at anytime.
- Applicant Agency Information pulled from the validated COGMS Applicant Profile. If you believe this information is NOT correct, contact your grant manager, but do NOT change it.
- Information populated from the most recent Executive Director's Contact Information in the COGMS Funding Results & Final Application. If an Executive Director was not listed, the Organization's Signature Authority should be listed here. This may be updated at anytime. **Note: If there is a change in Signature Authority, you will also need to submit a Change in Project Officials (DCJ Form 4-B) to your grant manager.**

Change UserID/Password

Individual credentials for the user associated with the account.

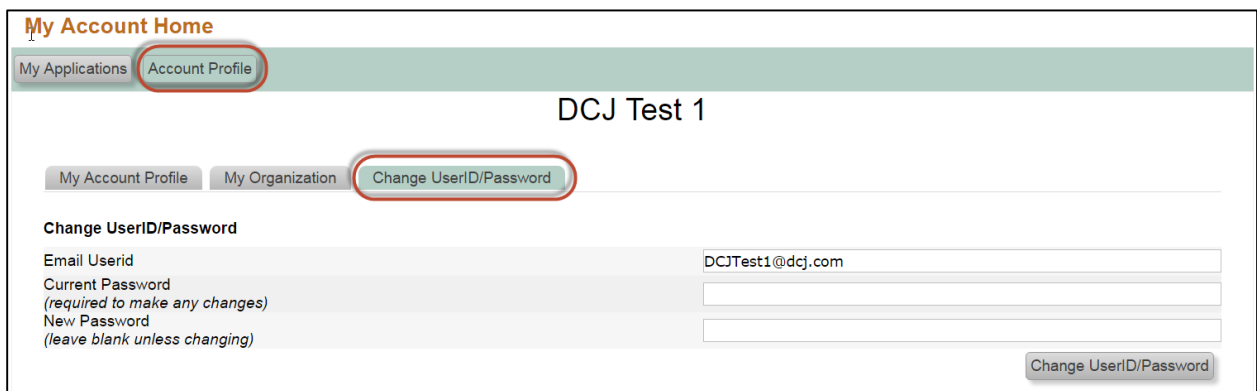
1) Click on **Change UserID/Password**

If you have backed out and are coming back into the system following the path:

My Account Home
Account Profile
Change UserID/Password

2) Review/Update **Change UserID/Password** as appropriate

- The email address should be associated with the individual listed in **My Account Profile**. The email address is the UserID. If you change it, you will change your access to the account.



The screenshot shows the 'My Account Home' page. At the top, there is a green navigation bar with 'My Applications' and 'Account Profile' (highlighted with a red circle). Below this, the user is identified as 'DCJ Test 1'. A secondary navigation bar contains 'My Account Profile', 'My Organization', and 'Change UserID/Password' (highlighted with a red circle). The main form area is titled 'Change UserID/Password' and contains the following fields:

Email UserID	DCJTest1@dcj.com
Current Password (required to make any changes)	
New Password (leave blank unless changing)	

A 'Change UserID/Password' button is located at the bottom right of the form.

NOTE: If you change the **Email UserID**, you must log out and log back in using the new *Account Owner* information.

Manage Security Profile

ZoomGrants requires all users to maintain a Security Profile to aid in the retrieval of passwords. This profile consists of three security question/answer pairs. If you forget your password, answering those three questions correctly will allow you to reset your password.

1) Click on **Manage Security Profile**

If you have backed out and are coming back into the system following the path:

My Account Home
Account Profile
Manage Security Profile

2) Review/Update **Manage Security Profile** as appropriate

- Update your questions and answers, then click the Save button.

My Account Home

My Applications

Account Profile

Ineeda Grant

My Account Profile

My Organization

Change UserID/Password

Manage Security Profile

My Account (my personal information)

First name

Security Profile

In order to better protect your account, your data, and your privacy, we have added password recovery questions to your profile. Please select the three questions / answer pairs below.

Question #1:

Answer #1:

Question #2:

Answer #2:

Question #3:

Answer #3:

Save

NOTE: Account Owners will be prompted to create a **Security Profile** the first time they log into an account.

Opening a Grant

The steps followed to open a grant is different for *Account Owners* and *Collaborators*.

Account Owners – Opening a Grant

Click on the grant name to open the grant.

My Account Home

My Applications | Account Profile

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

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

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

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

Archived Applications (0)
(application abandoned)

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

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

\$64,354.00 2015-VA-14- [redacted] ly
Center (CY16)

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

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

Declined Applications (0)

Collaborators – Opening a Grant

Click on View Application

ZCOMGRANTS

Close Window

Lyndsay Clelland

Edit Profile Logout

Application: 2016-VA-SP16-H703-05 / [redacted] Housing Initiative

Colorado Division of Criminal Justice
Office for Victims Programs
2016-2017 OVP Transition Grants
Invited as Collaborator

View Application

- The grant will open in a new tab.
- To back out of the grant, close the tab.
- To open another grant as a *Collaborator* click on **View Application** next to each grant.

Navigating and Validate your DCJ transition grant

Once the grant is open the screens are the same for both the *Account Owner* and *Collaborators*. The *Account Owner* will have more permissions, visibility and access to items than the *Collaborators*.

My Account Home | My Account home is only visible to Account Owners. This return the user to the account to open other grants owned by this account owner. | Refresh Page

Colorado Division of Criminal Justice | These tabs are associated with the Funding Opportunity.
Office for Victims Programs | Deadline 5/5/2017

2016-2017 OVP Transition Grants

Open Programs | Description | Eligibility Criteria | Additional Criteria/Information | Library | Contact Admin

2016-VA-SP16-H703-05 /

Housing Initiative
\$ 157,608.00 requested

Application Status: **Approved \$ 157,608.00**
Judicial District: 5
Award Classification: Passthrough - Standard
Grant Program Manager: Ashley Riley Lopes
Project Status: Open
✓ Submitted: 4/28/2017 11:57:56 AM (Pacific)

These tabs are associated with an INDIVIDUAL grant.

Print/Preview

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

My Account Home

My account home is only visible to *Account Owners*. This button backs the *Account Owner* out of the *Application*. Note: *Collaborators* do not have this feature because each *Application* opened by a *Collaborator* opens in a new tab.

Funding Opportunity Tabs

These tabs are associated with the Funding Opportunity and is the same for all Applications residing within the same Funding Opportunity. **Note:** Transition grants have been lumped into a few Funding Opportunities. New Funding Opportunities will reflect specific funding announcements.

Application Tabs

These tabs are associated with an individual application. The project information resides in 9 different tabs:

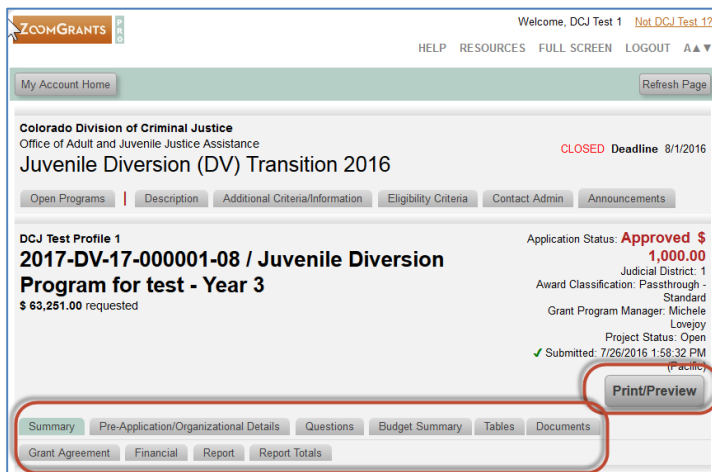
- Summary
- Organizational Details
- Questions
- Budget Summary
- Tables
- Documents
- Grant Agreement
- Financial

- Report
- Report Totals

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

Follow the steps below to review each tab.

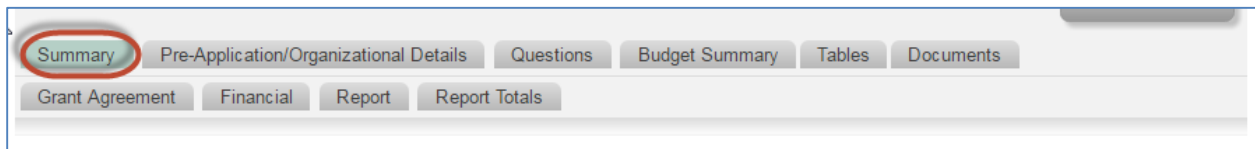
Note: You can view all project information in one document by clicking Print/Preview. You may save this version as a pdf on your computer. **Prior to making any changes please backup your data by saving a copy of your project using the Print/Preview options.**



Summary

Once a project has been submitted it cannot be edited unless it is opened for editing by a DCJ grant manager.

- Grant title & Amount.
- Organizational details for ALL grants associated with the account. If it is changed here, it will change everywhere.
- Manage *Collaborators* and Additional Contacts.



Project Number/Title and Amount

Review for accuracy and contact your grant manager if you see any errors. These fields may be updated by the *Account Owner* or any *Collaborator* that has been given access to the *Application*.

Project Name/Project Title	2017-DV-17-000001-08 / Juvenile Diversion Program for te
Amount Requested	\$ 63251

Field	Content	Notes
Project Name/Project Title	Project Number and Project Name	Not editable unless application is unlocked for editing by grant manager
Amount Requested	Current Award Amount	"

Applicant Information

You may make changes as needed. See [My Account Profile](#) for more information. These fields may be edited only by the *Account Owner*.


Applicant Information	
First Name	DCJ
Last Name	Test 1
Telephone	303-123-4567
Email	DCJTest1@dcj.com

Field	Content	Notes
First Name	Information associated with the <i>Account Owner</i>	Any changes here will change the information in My Account Profile
Last Name	Information associated with the <i>Account Owner</i>	"
Telephone	Information associated with the <i>Account Owner</i>	"
Email	UserID of the <i>Account Owner</i>	Email associated with the account. It can only be changed in Change UserID/Password

Organization Information

- These fields may be edited only by the *Account Owner*.
- DCJ goes through an extensive validation process regarding Agency information. This includes verifying name consistency with the Colorado Secretary of State, CORE validation, etc. In the COGMS once a profile was validated by the state it was locked down. ZoomGrants allows you to edit these fields.
- Any inconsistent name could slow or even halt the processing of grant agreements and payments.

Organization Information	
<i>(changes to this data will be reflected on all other applications for this organization)</i>	
Applicant Agency Name	DCJ Test Profile 1
Address 1	700 Kipling Street
Address 2	Suite 1000
City	Lakewood
State/Province	CO ▼
ZIP+4/Postal Code	80215.
Country	United States ▼
Telephone	3032390000
Fax	3032390000
Website	NA
EIN (XX-XXXXXXX)	123456789
DUNS Number	987654321
SAM/DUNS Expiration (MM/DD/YYYY)	11/2/2016



IRS Verification
✓ Verified Exempt Organization
[View IRS Record](#) Last updated 7/2/2016 12:38:25 PM

SAM Verification
Active
Expiration Date: 11/2/2016
[View SAM Record](#) Last updated 7/2/2016 7:18:31 PM
Access full record at [SAM.gov](#)

CEO/Executive Director (if NA, enter Signature Authority)	
First Name	John.
Last Name	Smith.
Title	Director.
Email	John.Smith@djc.com.

Fields highlighted in yellow should NOT be updated without consulting your grant manager. All other fields may be updated as needed.

Field	Content	Notes
Applicant Agency Name	Name that the agency is doing business as. If you have a parent entity (Legal Entity, this information is entered on the Pre-Application/Organizational Details tab.	Any changes here will change the information in My Organization and all other applications in this account
Address 1	Address associated with this agency	"
Address 2	"	"
City	"	"
State/Province	"	"
ZIP+4/Postal Code	"	"
Country	"	"
Telephone	Primary contact for this agency	"
Fax	Primary contact for this agency	"
Website	Website for the agency	"
EIN (XX-XXXXXXX)	Tax ID for payment	Editable - this must match the coding in the state financial system. EIN must have the "-" in the number (XX-XXXXXXX) or it won't pass the IRS validation test.
DUNS Number	Federal DUNS number	Editable
SAM/DUNS Expiration (MM/DD/YYYY)	Date verified on sam.gov	Editable – must not be expired
CEO/Executive Director (If NA, enter Signature Authority)	Header	
First Name	List the Executive Director of your agency. If you do not have an ED, list the Signature Authority information.	Any changes here will change the information in My Organization and all other applications in this account
Last Name	"	"
Title	"	"
Email	"	"

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 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.

Contact ZG Tech Support desk – (866) 323-5404 x2, for questions on IRS & SAM verification.

Adding Collaborators and Additional Contacts

Collaborators

Collaborators can only edit application data (questions). They cannot submit, archive, or delete this application.

Email Address	Editing Access				Status
	Application	Report	Financial	Grant Agreement	
<input type="text" value="Email Address"/> <input type="checkbox"/> Add to Additional Contacts (below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Invite"/>
Michele.Lovejoy@state.co.us	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invited <input type="button" value="Delete"/>
Gary.Fugo@state.co.us	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invited <input type="button" value="Delete"/>
Lyndsay.Clelland@state.co.us	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invited <input type="button" value="Delete"/>

Additional Contacts for this Application

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.

Collaborators

The *Collaborator* feature allows applicants (*Account Owners*) to invite others to work on the specific sections of the project.

- DCJ has added several DCJ staff as *Collaborators* to your grant. This will allow us to better assist you during this transition time. Please do not delete DCJ staff as *Collaborators* unless asked to do so by DCJ staff.
- You will want to add other individuals to your project such as the Financial Officer, and others who will work on the post award submissions (payment requests, narrative reports, etc.)
- ZoomGrants will auto generate an email invitation to each *Collaborator*, with a link to login to ZoomGrants.

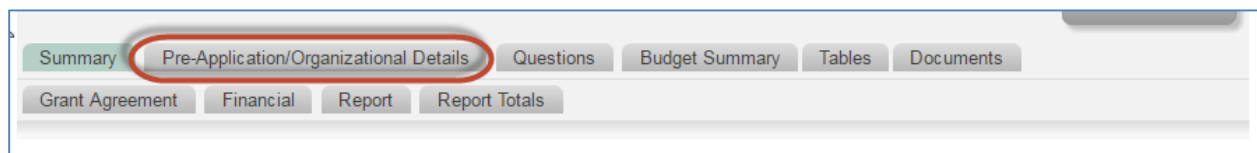
Additional Contacts for this Application

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.

NOTE: DCJ will have a general email address added here for each grant. Do not delete.

Pre-Application/Organizational Details

Once a project has been submitted it cannot be edited unless it is opened for editing by a DCJ grant manager. These fields may be updated by the *Account Owner* or any *Collaborator* that has been given access to the *Application*.

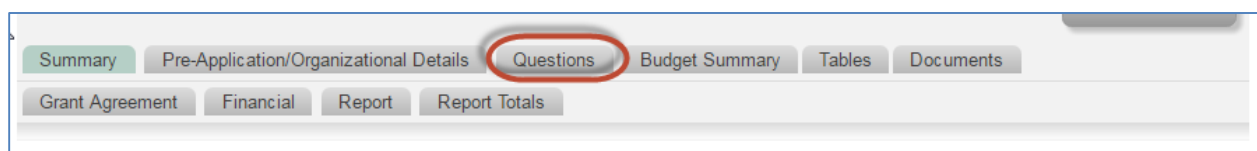


Often times a grantee will have a Legal Entity Name that is different than Applicant Agency Name and we need to capture both. This tab collects data formerly collected in the COGMS Applicant Profile and once it is approved it is locked down and cannot be edited unless the grant manager opens the Pre-Application/Organizational Details tab for editing. If you do business under the same name as the legal entity name, then this information will be the same as the [My Organization Information](#).

- Check for typos and/or data entry errors; notify your grant manager of any errors.
- DCJ goes through an extensive validation process regarding Agency information. This includes verifying name consistency with the Colorado Secretary of State, CORE validation, etc.; however, during the data migration an error in entry may have occurred.

Questions

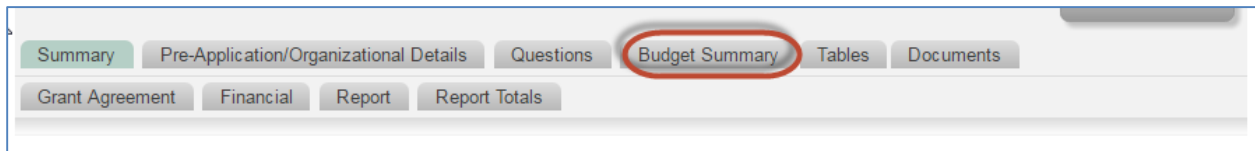
Once a project has been submitted it cannot be edited unless it is opened for editing by a DCJ grant manager. These fields may be updated by the *Account Owner* or any *Collaborator* that has been given access to the *Application*.



- Check for typos and/or data entry errors; notify your grant manager of any errors that may have occurred during the data migration.
- The information contained here should match the information contained in Exhibit B1 – Statement of Work in your grant agreement.

Budget Summary

Once a project has been submitted it cannot be edited unless it is opened for editing by a DCJ grant manager. These fields may be updated by the *Account Owner* or any *Collaborator* that has been given access to the *Application*.



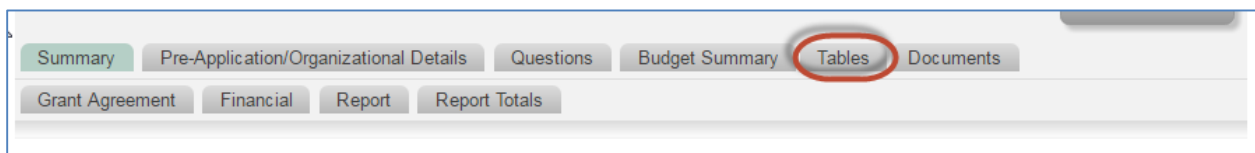
This section contains a snapshot of the Budget. Check for typos and/or data entry errors; notify your grant manager of any errors that may have occurred during the data migration.

- The information contained here should match the information contained in Exhibit B2 – Budget and Budget Narrative in your grant agreement.

Tables

Once a project has been submitted it cannot be edited unless it is opened for editing by a DCJ grant manager. These fields may be updated by the *Account Owner* or any *Collaborator* that has been given access to the *Application*.

NOTE: This tab sections structure and functions are consistent between all applications, but may have different naming conventions and content between Programs/Funding Opportunities. As of 5/27/2017, Office of Victim's Programs (OVP) grants will NOT be using the Tables tabs for their transition grants. During the migration some grants had this information populated. At this time due to process decisions, OVP grants will not use the information. You may disregard this section for OVP transitions grants.



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 specific times.

Goals & Objectives

- Check for typos and/or data entry errors; notify your grant manager of any errors that may have occurred during the data migration.
- The information contained here should match the information contained in Exhibit B1 – Statement of Work in your grant agreement.

Personnel: Budget & Budget Narrative Details

- Check for typos and/or data entry errors; notify your grant manager of any errors that may have occurred during the data migration.
- The information contained here should match the information contained in Exhibit B2 – Budget and Budget Narrative in your grant agreement.

Non-Personnel: Budget & Budget Narrative Details

- Check for typos and/or data entry errors; notify your grant manager of any errors that may have occurred during the data migration.
- The information contained here should match the information contained in Exhibit B2 – Budget and Budget Narrative in your grant agreement.

Additional Project Funding

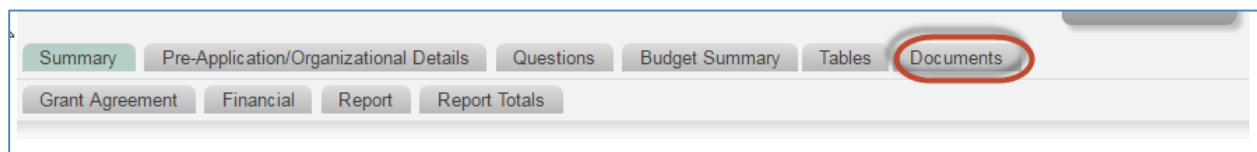
- Check for typos and/or data entry errors; notify your grant manager of any errors that may have occurred during the data migration.
- The information contained here should match the information contained in Exhibit B2 – Budget and Budget Narrative in your grant agreement.

Prior JAG Funding

- Check for typos and/or data entry errors; notify your grant manager of any errors that may have occurred during the data migration.
- The information contained here should match the information contained in Exhibit B2 – Budget and Budget Narrative in your grant agreement.

Documents

Documents may be updated by the *Account Owner* or any *Collaborator* that has been given access to the *Application*. **All uploaded documents** will be housed here with **the exception** of the Narrative Report, which will be uploaded on the Report tab.



If you submitted documents via COGMS or paper, these documents may be uploaded here. (Note: Different grant programs have different attachment requirements.)

Documents		
Documents Requested *	Required?	Uploaded Documents *
Organizational Chart – with requested personnel highlighted. (including personnel which would be paid with matching funds)	-none-	<input type="button" value="Upload"/>
Job Descriptions for staff that would be paid for with OVP funds	-none-	<input type="button" value="Upload"/>
Job Descriptions for volunteer staff – if volunteers are used as match	-none-	<input type="button" value="Upload"/>
Job Descriptions for match staff – if paid staff is used as match	-none-	<input type="button" value="Upload"/>
Board Members list – non-profit agencies only	-none-	<input type="button" value="Upload"/>
Proof of non-profit status – new non-profit applicants only	-none-	<input type="button" value="Upload"/>
Sample timesheet currently used by the position(s) for which you are requesting OVP funding	-none-	<input type="button" value="Upload"/>
Sample timesheet currently used by the volunteer staff – if volunteers are used as match	-none-	<input type="button" value="Upload"/>
Budget Revision (DCJ Form 4-A) Download template: Budget Revision (DCJ Form 4-A) Template	-none-	<input type="button" value="Upload"/>
Change in Project Officials (DCJ Form 4-B) Download template: Change in Project Officials (DCJ Form 4B) Template	-none-	<input type="button" value="Upload"/>
Change in Grant Award Period (DCJ Form 4-C) Download template: Change in Grant Award Period (DCJ Form 4C) Template	-none-	<input type="button" value="Upload"/>
Modification of Other Grant Agreement Terms (DCJ Form 4-D) Download template: Modification of Other Grant Agreement Terms (DCJ Form 4-D) Template	-none-	<input type="button" value="Upload"/>

- Check to see if your document is appropriately attached, if one was originally submitted.
- You do not need to upload any documents unless a document was originally submitted and is not attached here. Audits have not been pre-populated, but if you have a link to your most recent audit/financial review, please update.

Administrative Documents: Where DCJ staff will upload Approved forms and other grant documents for your records.

Administrative Documents *
Contact List 20170502

Grant Agreement

This tab is only visible to awarded grants.

Documents may be updated by the *Account Owner* or any *Collaborator* that has been given access to the *Grant Agreement*. Report schedule, a copy of the unsigned grant agreement, and any other instructions from your DCJ Grant Manager will be here.

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

Grant Agreement Financial Report Report Totals

The content may be different than the screen shot below. Currently, the State of Colorado does not accept electronic signatures on grant agreement. Therefore, DCJ has re-tasked this section to provide instructions to the grantee.

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

Center for Family Outreach Inc.

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

[COGMS Grant Agreement](#)

Sign here to accept

[Reporting Schedule](#)

Sign here to accept

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

Upload Grant Agreement Documents

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.**

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

Center for Family Outreach Inc.

Not signed yet.

Sign here to accept

Lklith@dcj.com

Not signed yet.

Grant Agreement – Grant Agreement & Signatures

By signing the Grant Agreement tab you are certifying that you have read the information contained within the Grant Agreement box.

Grant Agreement - Documents

There are at least two Documents that you must review. Additional line items may be present. You must sign each item.

- Grant Agreement – This is an unsigned copy of your current Grant Award.
 - By signing this document you are acknowledging that the correct attachment is present. This does NOT replace any signed grant agreement in place (i.e. hard copy with wet signature).
- Reporting Schedule – The report schedule contains the reporting & payment request submissions that will be due during the life of your project.
 - Review the Reporting schedule. See [Sample Reporting Schedule](#) for more information.
 - By signing this document you are certifying that you understand the reporting requirements for this project.

Sample Reporting Schedule

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.

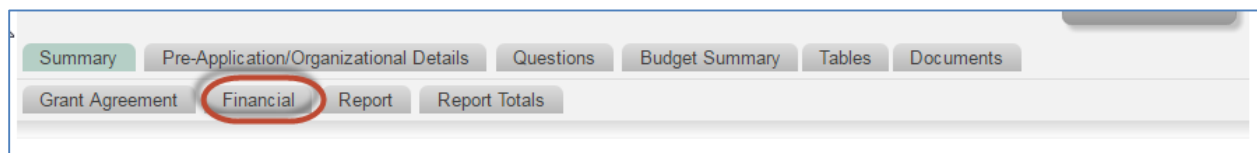
Report Tab #	Report Type - Name given to report upon upload or entered in Payment Number	Period	Due Date	Required	Upload/Submit
1	Q1- Financial Report (1-A) - Quarterly - May-Jun 2017	05/01/2017 - 06/30/2017	07/07/2017	Yes	Submit - No attachment
2	Q1- Narrative Report - Quarterly - May-Jun 2017	05/01/2017 - 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://oipssso.oip.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://oipssso.oip.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
N/A	Q1 - Federal Performance Measurement Tool (PMT) due	05/01/2017 - 06/30/2017	01/15/2018	Yes	Submit via online system: https://oipssso.oip.gov/
7	Q4- Financial Report (1-A) - Quarterly - Jan-Mar 2018	01/01/2018 - 03/31/2018	04/16/2018	Yes	Submit - No attachment
8	Q4- Narrative Report - Quarterly - Jan-Mar 2018	01/01/2018 - 03/31/2018	04/16/2018	Yes	Upload- Reports tab- Attachment Required
Financial Tab	Q4- Payment Request - Quarterly - Jan-Mar 2018	01/01/2018 - 03/31/2018	04/16/2018	No*	Submit Payment Request - No attachment

Financial = Payment Requests

This tab is only visible to awarded grants. Payment Requests may be **completed** by the *Account Owner* or any *Collaborator* that has been given access to *Financial*. **The Project Director (PD) must submit the Payment Request.**

Each submission in Zoomgrants will be tracked by the user that submitted the document and the IP address. This acts as the digital signature and the Project Director (either as an *Account Owner* or a *Collaborator*) is the only person who should submit the payment request. A financial officer or other official may complete the content of the payment request, but the PD must submit it.

Once a Payment Request has been submitted it cannot be edited unless it is “un-submitted” by a DCJ Grant Manager.



The Financial tab contains an overview of your total grant award (less match), the status of all payment requests, and the remaining balance. The Financial tab does NOT track match or expenditures by line item; this information is tracked on the Reports tab.

Depending on the timing of your grant, some payment request information may already be populated for you.

- If your grant manager has populated previous payments on this grant, review the information and confirm that it is correct. Notify your grant manager if the information is not correct. Review the content and the attachments.

Financial

(click on column headers to sort on that column)

[Ask a Financial Question](#)

Payment Request

Payment Request Number	Date Submitted	Status	Requested	Funding Amount Approved	Paid Payment
CY16 Payment Request Jan-Mar	3/29/2017	Paid	\$ 16,536.75	\$ 16,536.75	\$ 16,536.75
CY16 Payment Request Apr-Jun	3/29/2017	Paid	\$ 16,345.22	\$ 16,345.22	\$ 16,345.22
CY16 Payment Request Jul-Sep	4/28/2017	Paid	\$ 16,023.88	\$ 16,023.88	\$ 16,023.88
CY16 Payment Request Oct-Dec	4/28/2017	Paid	\$ 15,448.15	\$ 15,448.15	\$ 15,448.15
Total			\$ 64,354.00	\$ 64,354.00	\$ 64,354.00

Create a New Payment Request

Payment

Date	Number	Description	Payment Request	Status	Payment	Deposit	Balance
		Official Award Amount				\$ 64,354.00	\$ 64,354.00
5/23/2016			CY16 Payment Request Jan-Mar	Paid	\$ 16,536.75		\$ 47,817.25
7/18/2016			CY16 Payment Request Apr-Jun	Paid	\$ 16,345.22		\$ 31,472.03
11/30/2016	15-VA-9043-JUL-SEP	2016-1371	CY16 Payment Request Jul-Sep	Paid	\$ 16,023.88		\$ 15,448.15
2/13/2017	15-VA-9043-OCT-DEC	2016-1371	CY16 Payment Request Oct-Dec	Paid	\$ 15,448.15		\$ 0.00
Total					\$ 64,354.00	\$ 64,354.00	\$ 0.00

Payment Requests

Payment Requests open in a new window. You may submit a payment request either on the Financial tab or under the My Account Home- Approved grants tab.

Financial

(click on column headers to sort on that column)

[Ask a Financial Question](#)

Payment Request

Payment Request Number	Date Submitted	Status	Requested	Approved	Payment
-none-					
Total			\$ 0.00	\$ 0.00	\$ 0.00

Create a New Payment Request

My Account Home

My Applications | Account Profile

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

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

\$140,470.00	2017-VU-1	er (CY18)	Add Payment Request
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Submitted Applications (0)
(full application submitted, decision pending)

Archived Applications (0)
(application abandoned)

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

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

\$64,354.00	2015-VA-14-	Center (CY 16)	Add Payment Request
\$14,615.00	2015-VX-15-	ments	Add Payment Request
\$139,521.00	2016-VU-1	Center	Add Payment Request

Declined Applications (0)

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

1. **Payment Request Contact Name:** the person submitting the form
2. **Payment Request Contact Email:** the person submitting the form
3. **Payment Request Contact Phone :** the person submitting the form
4. **Payment Request Number:** should follow the naming conventions indicated in your Reporting Schedule. If you are unsure of the naming convention for your grant, please review your Reporting Schedule.
5. **Requested Amount:** enter the amount you are requesting
6. Complete the electronic Payment Request (DCJ Form 3)
7. Submit the Payment Request

Advocate <input type="text"/>		Colorado Division of Criminal Justice OVP Transition 2016	
2015-VA-14-<input type="text"/> Project (CY 16)			
DCJ Grant Number	2015-VA-14- <input type="text"/>		
Match Required	Yes		
Financial Grant Manager	Laura Montoya		
Funding Entity Type (VOCA, VAWA, SASP, State VALE)	Victims of Crime Act (VOCA)		
Match Percent Required	20%		
Program Income Allowed	No		
Federal CFDA Number	16.575		
Federal Award Number (1)	2015-VA-GX-0040		
Federal Award Number (2)	NA		

Your Agency address will appear here. Total Requested \$ 0.00 Funding Amount \$ 0.00	Tel: 970-945- <input type="text"/> Fax: 970-928- <input type="text"/> EIN: 84-104- <input type="text"/>	Project Contact <input type="text"/> Julie@dcj.com Tel: 970-928- <input type="text"/>
	Date Submitted <input type="text"/> <input type="button" value="Submit Payment Request"/> <input type="button" value="Delete this Payment Request"/>	Payment Request Contact <input type="text"/> <input type="text"/> <input type="text"/>
Payment Request Number <input type="text"/>		<input type="text"/>

[ShowPayment Request Status](#)

Payment Request Details

Requested Amount	\$ <input type="text" value="14691.02"/>
------------------	--

TIME PERIOD

Calendar Year (2019 or 2020)

Payment Frequency (Q =Quarterly or M = Monthly)

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

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

All Federal/State Dollars previously requested have been received?

☐ Yes
☐ No

Payment Request Certification

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

THIS MUST BE CERTIFIED BY THE PROJECT DIRECTOR.

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

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

Payment Request Status

Payment Request Status
Paid

Approved by
Louise Esquibel
Approval Date
2/9/2017

Instructions/Comments

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

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

Payment
(for this Payment Request only)
Payment Instructions

15-VA-9043-OCT-DEC Paid

\$ 15,448.15

Total \$15,448.15

Payment Details

Payment Status

Date (mm/dd/yyyy)

Amount

Method

Payment Number

Description

Instructions

Paid

2/13/2017

\$ 15448.15

CK # 8001498592

15-VA-9043-OCT-DEC

2016-1371

VC*67609

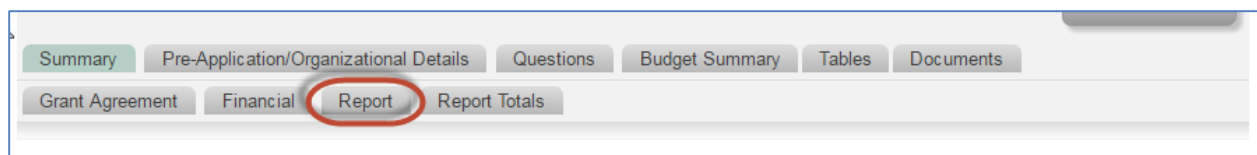
Additionally, after you Refresh your page you will see balance and status information on the financial tab.

Report

This tab is only visible to awarded grants. Financial Report (1-A) and Project Income (1-B) may be **completed** by the *Account Owner* or any *Collaborator* that has been given access to *Reports*. **The Project Director (PD) must submit the Financial Reports and Program Income Reports.**

The Narrative report may be submitted by any authorized project official. The uploaded narrative report must be signed by the Project Director.

You may submit a Report either on the Reports tab or under the My Account Home- Approved grants tab. The forms Financial Report (1-A) and Project Income (1-B) will be completed electronically within the system; **all other forms will be completed in PDF and electronically attached.**



The Reports tab works like an electronic filing cabinet for all the reports submitted to DCJ. Within the tab there are several reports subtabs. Each of these subtabs has a due date that corresponds to the [Reporting Schedule](#) provided under [Grant Agreements](#) tab.

Depending on the timing of your grant, some report information may already be populated for you.

- If your grant manager has populated previous reports for this grant, review the information and confirm that it is correct. Notify your grant manager if the information is not correct. Review the content and the attachments.
- The report type selected in question 1 will determine which questions are visible for each report.

NOTE: You will never submit Financial Report and a Narrative Report on the same tab. Each report must be submitted on a separate tab according to the [Reporting Schedule](#). **Incorrect submissions or submission on the wrong tab will be returned for corrections.**

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

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

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

Report 1: ✓ Report 2: ✓ Report 3: ✓ Report 4: ✓ **Report 5: 2/15/2017** Report 10: 7/15/2018 Report 11: 10/15/2018 Report 12: 10/15/2018

Report 13: 1/15/2019 Report 14: 1/15/2019 Report 15: 2/15/2019

Report 5: 2/15/2017

This report is OVERDUE.

Submit Report 5

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

☐ Project Income Report (DCJ Form 1-B) - Final

2. Prepared By:

Enter name of individual completing this report.

Maximum characters: 255. You have 255 characters left.

3. Prepared By Phone Number:

Maximum characters: 255. You have 255 characters left.

4. 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

☐ 04-01-2017 to 06-30-2017

☐ 07-01-2017 to 09-30-2017

☐ 10-01-2017 to 12-31-2017

☐ 01-01-2018 to 03-31-2018

☐ 04-01-2018 to 06-30-2018

☐ 07-01-2018 to 09-30-2018

☐ 10-01-2018 to 12-31-2018

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

Financial Reports and Program Income Reports

Financial Report (1-A) and Project Income (1-B) reports do NOT require any attachments, and must be **submitted** by the Project Director.

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

Grant Agreement Financial **Report** Report Totals

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

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

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

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

Report 1: 7/15/2017

Submit Report 1

1. What type of Report is this?

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

Financial and Program Income Reports do not require an attachment.

Complete the entire page and then submit.

Narrative Reports

Narrative reports must be attached.

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

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

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

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

Report 2: 7/15/2017

Submit Report 2

1. What type of Report is this?

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

Statistical and Narrative Reports Require an attachment.

Complete the entire page and then submit.

Documents Requested *

Statistical and Narrative Report (DCJ Form 2) - Quarterly

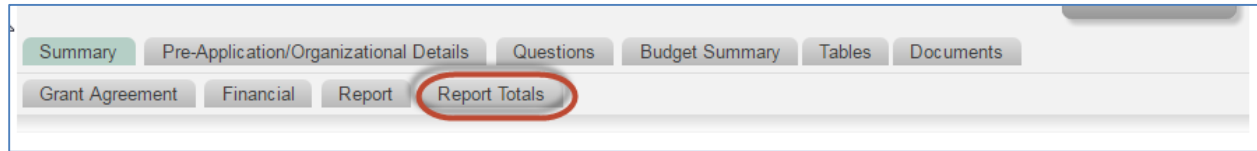
Download template: linked file CVS Narrative Report Template

Required? Uploaded Documents *

-none-

Upload

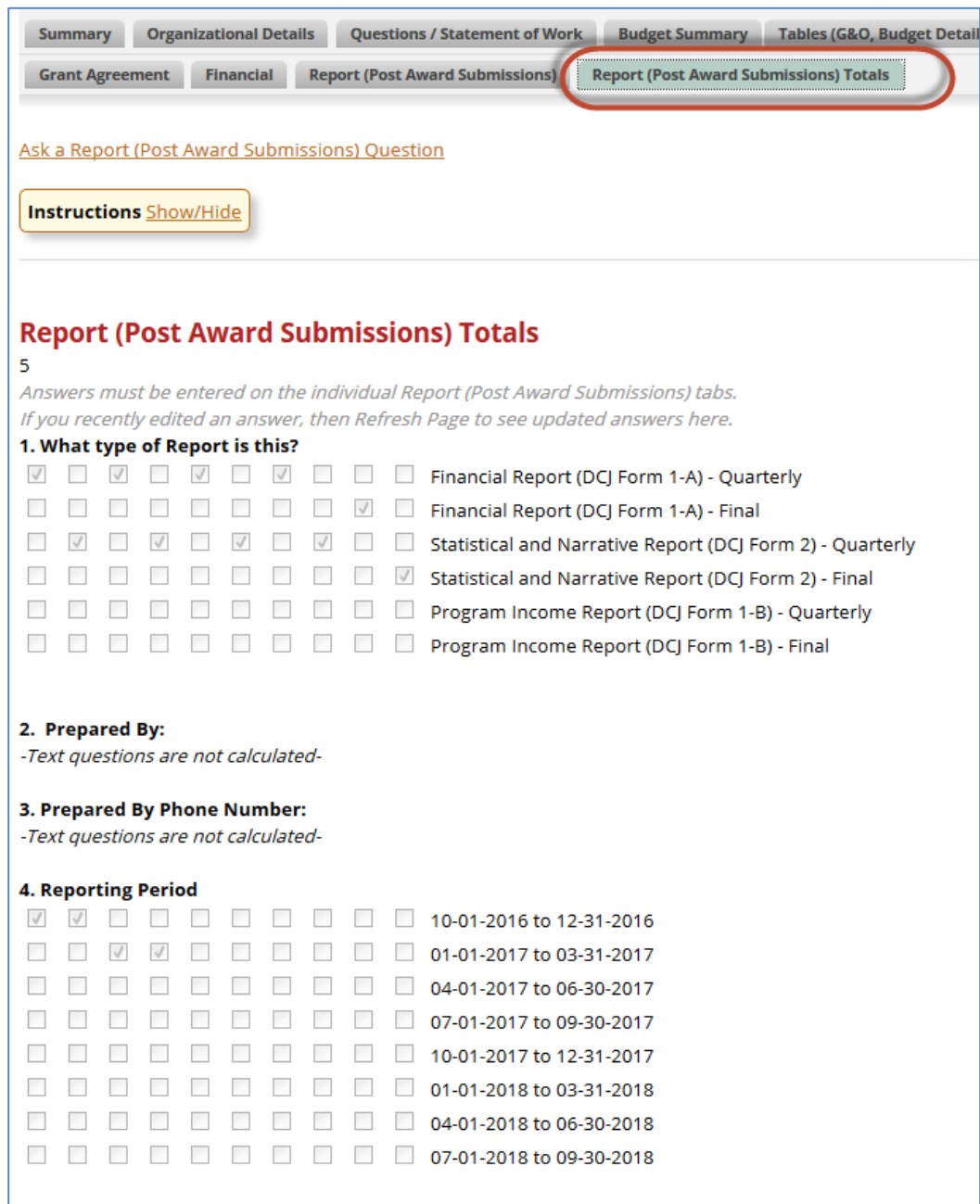
Report Totals



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:



Summary Organizational Details Questions / Statement of Work Budget Summary Tables (G&O, Budget Detail)

Grant Agreement Financial Report (Post Award Submissions) **Report (Post Award Submissions) Totals**

[Ask a Report \(Post Award Submissions\) Question](#)

Instructions [Show/Hide](#)

Report (Post Award Submissions) Totals

5

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

1. What type of Report is this?

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

2. Prepared By:
-Text questions are not calculated-

3. Prepared By Phone Number:
-Text questions are not calculated-

4. Reporting Period

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

Summary of Post Award Submissions

