



## **Justice Assistance Grant (JAG)**

### **Guide to Accessing your JAG Award Documents**



## Table of Contents

<b>1</b>	<b>Summary</b>	<b>3</b>
<b>2</b>	<b>Logging into COGMS</b>	<b>3</b>
<b>3</b>	<b>Accessing your JAG Award Documents</b>	<b>4</b>
<b>4</b>	<b>Downloading the DCJ Form 30</b>	<b>16</b>
<b>5</b>	<b>Questions?</b>	<b>17</b>

## 1 Summary

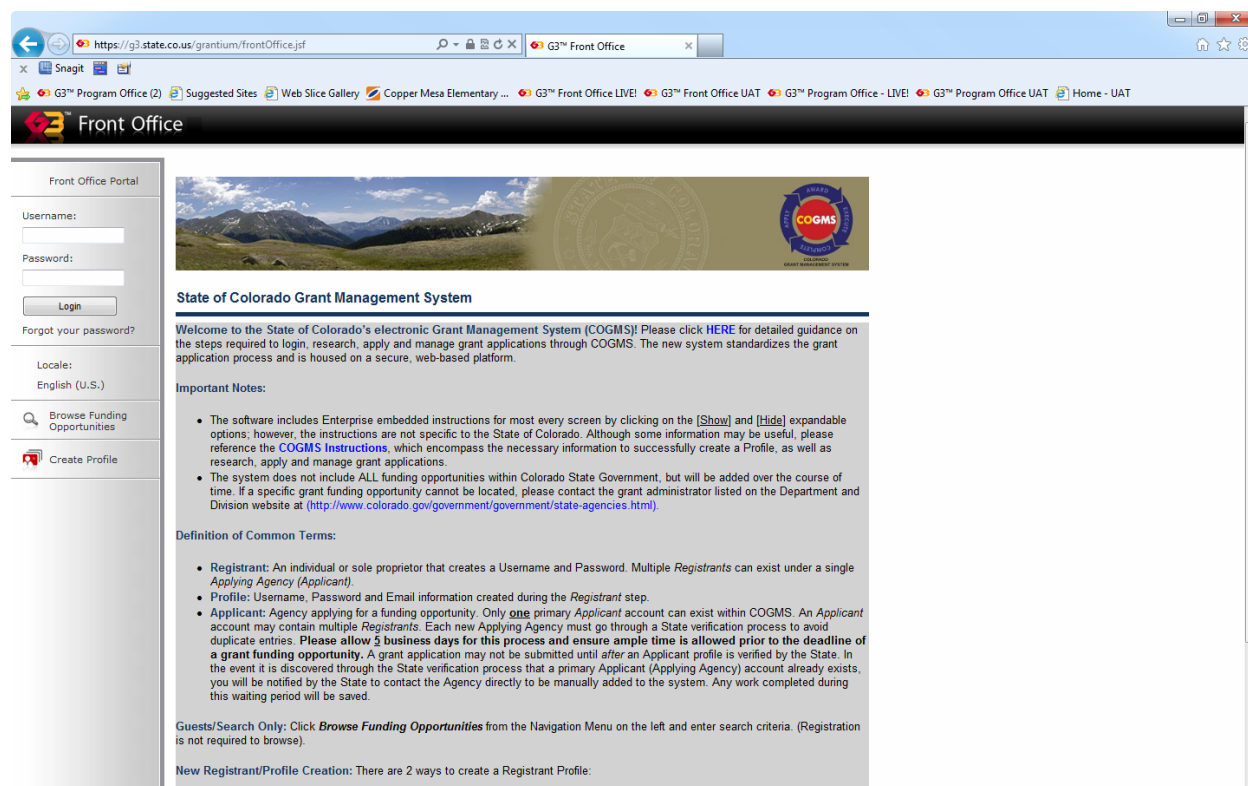
The Colorado Grant Management System (COGMS) is a statewide enterprise system designed to electronically enhance efficiency for outgoing grant awards. The Division of Criminal Justice, under the Department of Public Safety, was the first agency to utilize the COGMS. The COGMS automates all phases of a grant cycle from application submission to project closeout. Grantees will now utilize COGMS to request reimbursement for approved budget expenditures, as well as submit all narrative and financial reports online.

This guide is intended to provide step-by-step instructions for Grantees to access their Justice Assistance Grant (JAG) via the COGMS. **Paper copies of the award documents will no longer be mailed to grantees.** Follow the instructions on the following pages to access, **PRINT**, sign, and return the award documents associated with your grant.

## 2 Logging into COGMS

Using your COGMS Username and Password, log into the system at

<https://g3.state.co.us/grantium/frontOffice.jsf>



Front Office Portal

Username:

Password:

Login

Forgot your password?

Locale:  
English (U.S.)

Browse Funding Opportunities

Create Profile

### State of Colorado Grant Management System

Welcome to the State of Colorado's electronic Grant Management System (COGMS)! Please click [HERE](#) for detailed guidance on the steps required to login, research, apply and manage grant applications through COGMS. The new system standardizes the grant application process and is housed on a secure, web-based platform.

**Important Notes:**

- The software includes Enterprise embedded instructions for most every screen by clicking on the [Show] and [Hide] expandable options; however, the instructions are not specific to the State of Colorado. Although some information may be useful, please reference the **COGMS Instructions**, which encompass the necessary information to successfully create a Profile, as well as research, apply and manage grant applications.
- The system does not include ALL funding opportunities within Colorado State Government, but will be added over the course of time. If a specific grant funding opportunity cannot be located, please contact the grant administrator listed on the Department and Division website at (<http://www.colorado.gov/government/government/state-agencies.html>).

**Definition of Common Terms:**

- Registrant:** An individual or sole proprietor that creates a Username and Password. Multiple Registrants can exist under a single Applying Agency (Applicant).
- Profile:** Username, Password and Email information created during the Registrant step.
- Applicant:** Agency applying for a funding opportunity. Only one primary Applicant account can exist within COGMS. An Applicant account may contain multiple Registrants. Each new Applying Agency must go through a State verification process to avoid duplicate entries. **Please allow 5 business days for this process and ensure ample time is allowed prior to the deadline of a grant funding opportunity.** A grant application may not be submitted until after an Applicant profile is verified by the State. In the event it is discovered through the State verification process that a primary Applicant (Applying Agency) account already exists, you will be notified by the State to contact the Agency directly to be manually added to the system. Any work completed during this waiting period will be saved.

Guests/Search Only: Click **Browse Funding Opportunities** from the Navigation Menu on the left and enter search criteria. (Registration is not required to browse).

**New Registrant/Profile Creation:** There are 2 ways to create a Registrant Profile:

If you have forgotten your password, please use the link under the Login button to enter your email address for a password reset.

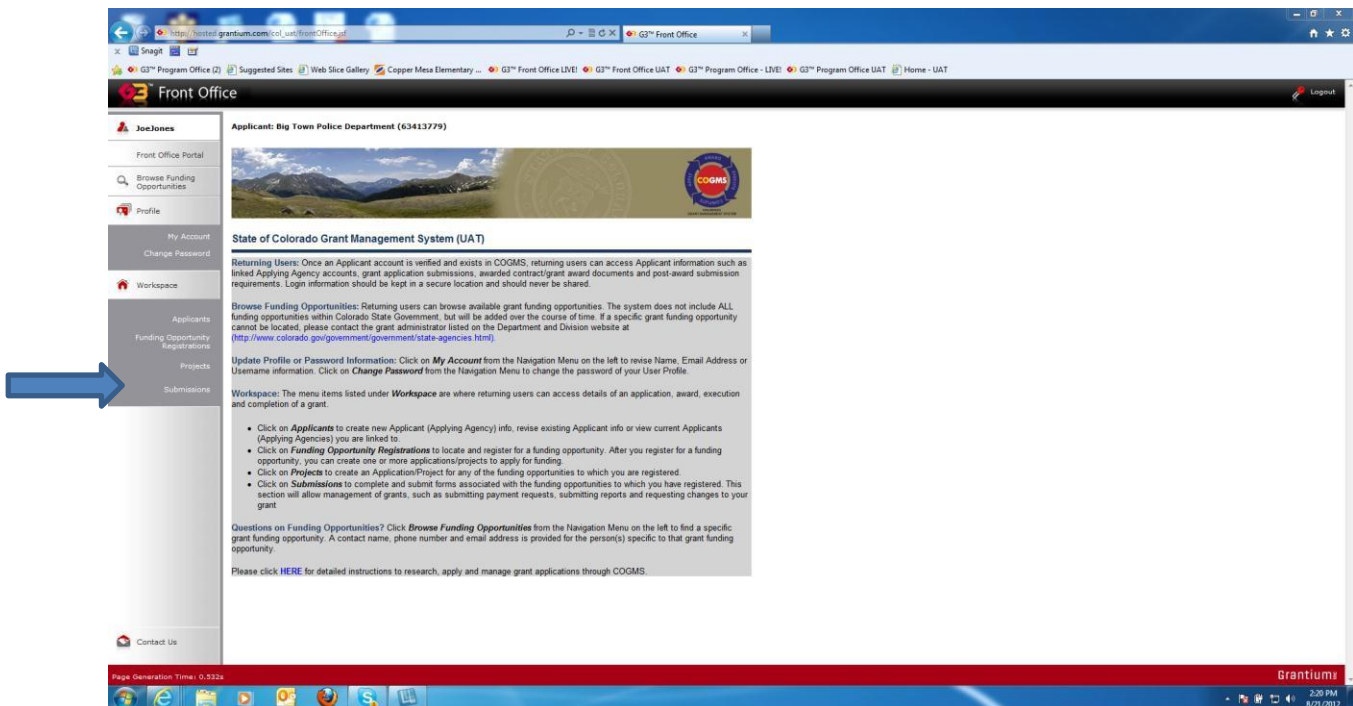
If you lock yourself out of COGMS, please contact Lyndsay Clelland at [lyndsay.clelland@cdps.state.co.us](mailto:lyndsay.clelland@cdps.state.co.us)


### 3 Accessing Your JAG Award Documents

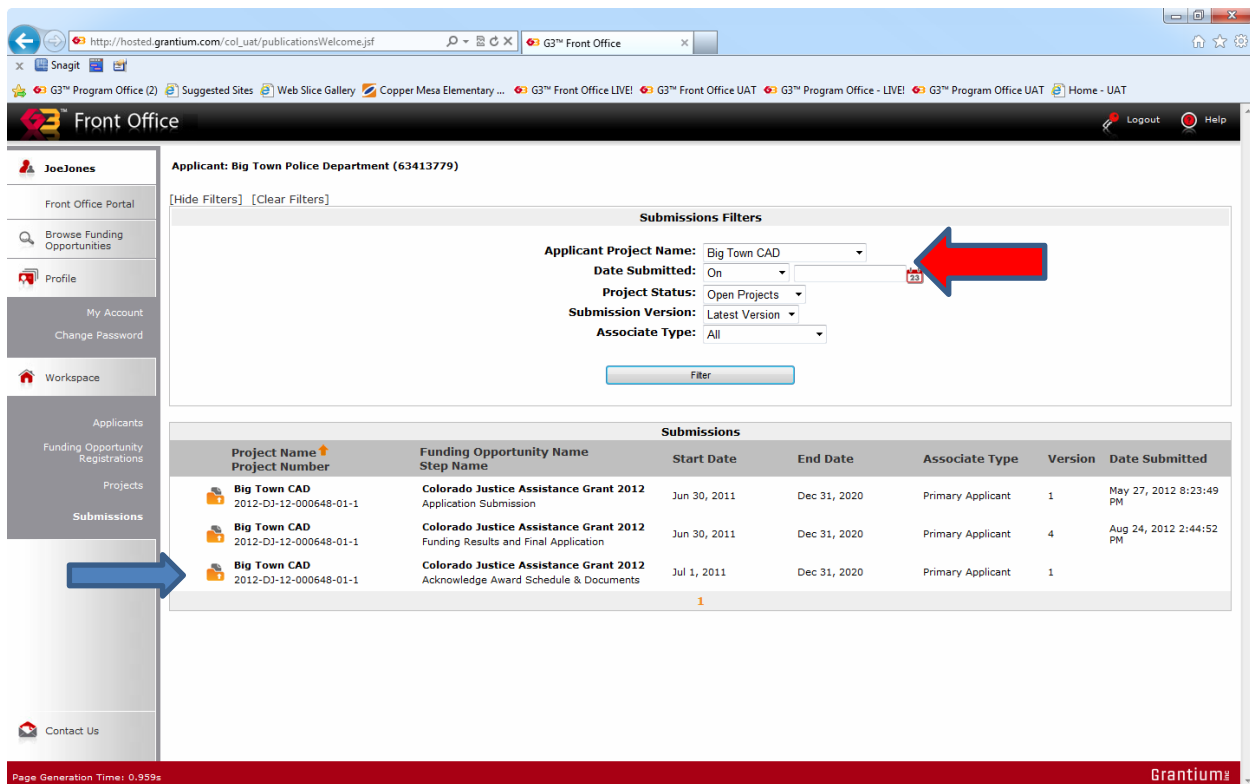
After successfully logging into COGMS, the following screen that includes your Workspace in the left-hand menu will appear. The Workspace includes tabs for **“Applicants”**, **“Funding Opportunity Registrations”**, **“Projects”**, and **“Submissions.”**

Above the Workspace there is a section called Profile that provides your account information and a place to change your password, if needed.




To access your JAG Award Documents, click on the **“Submissions”** tab in the left hand menu as illustrated below.



Upon clicking “**Submissions**” all Submissions associated with your project will be listed. Look for the “**Acknowledge Award Schedule & Documents**” under the Submission list and click on the  icon. This will open up the form and allow access to the award documents.




The screenshot shows the Grantium Front Office interface. The left sidebar contains a navigation menu with links: Front Office Portal, Browse Funding Opportunities, Profile, My Account (Change Password), Workspace, Applicants (Funding Opportunity Registrations, Projects, Submissions), and Contact Us. The 'Submissions' link is highlighted with a blue arrow. The main content area shows the 'Applicant: Big Town Police Department (63413779)' and a 'Submissions Filters' section. The filters include: Applicant Project Name (Big Town CAD), Date Submitted (On), Project Status (Open Projects), Submission Version (Latest Version), and Associate Type (All). A red arrow points to the 'Applicant Project Name' dropdown. Below the filters is a 'Filter' button. The 'Submissions' table lists three entries:

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
 Big Town CAD 2012-DJ-12-000648-01-1	Colorado Justice Assistance Grant 2012 Application Submission	Jun 30, 2011	Dec 31, 2020	Primary Applicant	1	May 27, 2012 8:23:49 PM
 Big Town CAD 2012-DJ-12-000648-01-1	Colorado Justice Assistance Grant 2012 Funding Results and Final Application	Jun 30, 2011	Dec 31, 2020	Primary Applicant	4	Aug 24, 2012 2:44:52 PM
 Big Town CAD 2012-DJ-12-000648-01-1	Colorado Justice Assistance Grant 2012 Acknowledge Award Schedule & Documents	Jul 1, 2011	Dec 31, 2020	Primary Applicant	1	

The footer shows 'Page Generation Time: 0.959s' and the Grantium logo.

**NOTE:** If your agency received more than one JAG award and your login is associated with another project, please use the filters at the top of the screen to select the correct Applicant Project Name (see **red arrow** above).

After clicking on the  icon to access your JAG award, the first screen will be **Project Information**. This screen provides basic project information about your grant, including the Project Title, Grant Number, Recommended Funding Amount, and Project Duration. Please make note of the information on this screen.

The screenshot shows a web browser window with the URL <https://hosted.grantium.com/col/ut/vistformist/Details.jsp>. The page title is "eForms". On the left sidebar, the user is logged in as "Joe Jones". The main content area is titled "Project Information" and "Colorado Justice Assistance Grant 2012". The form fields are as follows:

Project Information	
Applicant Agency Name:	Big Town Police Department
Project Title:	Big Town RMS Continuation
Grant Number:	2012-JA-12-000555-06-2
Project Director:	Joe Jones
Recommended Funding Amount(\$):	\$75,000
Project Duration:	
From:	10/01/2012
To:	09/30/2013

At the bottom of the form, there are "Back" and "Next" buttons. A large blue arrow points to the "Next" button. Below the buttons, it says "This e-Form has been submitted".

If you have questions about any of the information on this screen, please contact your DCJ Grant Manager for clarification.

Click on the **"Next"** button to proceed. The next screen is the **"Grant Award Letter"**. Please read the letter in its entirety. Before proceeding, answer the **"I have read the Grant Award Letter"** question at the bottom of the screen. NOTE: answering **"No"** to this question prevents you for accessing your JAG award documents, so please answer the question with **"Yes."**

Pay special attention to any references in the grant award letter to Special Conditions associated with your project.

Click **"Save and Next"** to proceed after answering the question.

Grant Award Letter

May 01, 2012

Chief Joe Jones  
Big Town Police Department  
1234 Maple Street  
Big Town, CO 80801-1234

Dear Chief Jones:

The Justice Assistance Grant (JAG) Advisory Board's recommendation for funding has been approved.

Be sure to read your Grant Agreement in its entirety. Two copies of the Grant Agreement must be downloaded, printed, and signed by your Authorized Official and returned to this office. After the signatures of the Director of the Division of Criminal Justice and the Controller of the Department of Public Safety are obtained, a copy of the Grant Agreement will be returned to your office. Once fully executed, the Grant Agreement is the legal contract between the Division of Criminal Justice (DCJ) and your agency for your JAG award.

Download the DCJ Form 39, Certification of Compliance with Regulations, concerning Equal Employment Opportunity Plans from the COGAS resource library. This form must be completed and returned with your signed Grant Agreement.

The current Administrative Guide for Federal Justice Grant Programs is the January 2012 edition, as amended. It is imperative that both the Financial Officer and the Project Director read and understand it. The Guide can be downloaded from the COGAS resource library and from our website at: <http://dcj.state.co.us/oajja/>.

The goals and objectives listed in Section - Project Summary of the application will become part of the required quarterly reports. When specifying objectives in the reports, please include the timetable associated with each individual objective.

Blah blah blah

Please review your Award Schedule as outlined for your project by acknowledging you've read this letter and clicking NEXT on the bottom of this page. It is imperative that all project officials understand the requirements, including reports, associated with your Grant Agreement.

In order to ensure our ability to release funds as of October 1, 2012, please return all requested materials to the Office of Adult and Juvenile Justice Assistance (OAJJA) no later than September 20, 2012.

Sincerely,

Meg Williams, Manager  
Office of Adult Juvenile Justice Assistance

\* I have read the Grant Award Letter:

Back Next

The “**Acknowledgement**” screen is where your JAG award can be accessed. In order to access your Award Schedule and the award documents, you will need to open each “**Reference Submission**” located at the top of the screen.

Acknowledgement

Reference Submissions

View	Step
	Setup Award
	Generate Award Documents

The "Reference Submissions" window on top of the screen includes two icons: "Setup Award" and "Generate Award Documents".

To review your Award Schedule, which describes all the required documentation, click on the "Setup Award" icon. Upon completing your review and acknowledgment of your Award Schedule, click on the "Back to Acknowledge Award Schedule" button located in the left bar menu. This will take you back to this screen.

You are now ready to generate and download your Grant Agreement. Click on the "Generate Award Documents" icon, and immediately go to the left bar menu and click on the "Export to PDF" button. This will generate a PDF file of your Grant Agreement. Print and send TWO signed copies of the Grant Agreement to DCJ.

Please review the terms and conditions of the Grant Agreement and indicate that you agree to these terms and conditions by selecting "Yes" or "No" below.

\* I agree to the terms and conditions of the Grant Agreement:

Comments:

Back Next

This eForm has been submitted

To review your Award Schedule, which describes all the required documentation, click on the **“Setup Award”** icon.

**Acknowledgement**

View	Step
	Setup Award
	Generate Award Documents

The "Reference Submissions" window on top of the screen includes two icons: "Setup Award" and "Generate Award Documents".

To review your Award Schedule, which describes all the required documentation, click on the "Setup Award" icon. Upon completing your review and acknowledgment of your Award Schedule, click on the "Back to Acknowledge Award Schedule" button located in the left bar menu. This will take you back to this screen.

You are now ready to generate and download your Grant Agreement. Click on the "Generate Award Documents" icon, and immediately go to the left bar menu and click on the "Export to PDF" button. This will generate a PDF file of your Grant Agreement. Print and send TWO signed copies of the Grant Agreement to DCJ.

Please review the terms and conditions of the Grant Agreement and indicate that you agree to these terms and conditions by selecting "Yes" or "No" below.

☐ I agree to the terms and conditions of the Grant Agreement:

Comments:

This eForm has been submitted

Once the **“Setup Award”** is opened, a list of all required financial and narrative reports, payment requests, and prior approval forms will be listed for your project. Award balances on the project are also available on this screen.



e.Forms
Logout

**Joe Jones**

**Applicant Name:**  
Big Town Police  
Department

**Applicant Number:**  
68418779

**Project Name:**  
Big Town CAD

**Project Number:**  
2012-DJ-12-000648-01-1

Award Set-up

Award Schedule

Export to PDF  
Get PDF Viewer

Back to Acknowledge  
Award Schedule

### Award Schedule

**Award Balances**

Original Amount Awarded(\$)	Net Award Modifications(\$)	Total Amount Awarded(\$)	Amount Paid to Date(\$)	Amount To Be Paid(\$)
\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00

### Submission Schedule

View	Submission Name	Start Date	End Date	e.Form Name	Required	Program Office Only	Actual
	DCJ-13	01/01/2012	01/01/2013	JAG Certification DCJ-13 2012.000	--	--	
	DCJ-16	01/01/2012	01/01/2013	JAG Certification DCJ-16 2012.000	--	--	
	DCJ-5	01/01/2012	01/01/2013	JAG Certification DCJ-5 2012.000	--	--	
	JAG Universal Report 2012 Q1	01/01/2012	01/01/2013	JAG Narrative Report Submission 2012.000	Yes	--	
	JAG Universal Report 2012 Q2	01/01/2012	01/01/2013	JAG Narrative Report Submission 2012.000	--	--	
	JAG 1-A Financial Report 2012 Q1	01/01/2012	01/01/2013	JAG Financial Report Submission 2012.000	Yes	--	
	JAG 1-A Financial Report 2012 Q2	01/01/2012	01/01/2013	JAG Financial Report Submission 2012.000	--	--	
	JAG 1-A Financial Report 2012 Q3	01/01/2012	01/01/2013	JAG Financial Report Submission 2012.000	--	--	
	JAG 1-A Financial Report 2012 Q4	01/01/2012	01/01/2013	JAG Financial Report Submission 2012.000	--	--	
	JAG 1-A Financial Report Final	01/01/2012	01/01/2013	JAG Financial Report Submission 2012.000	--	--	
	JAG Cash Request Q1	01/01/2012	01/01/2013	JAG Payment Request 2012.000	Yes	--	
	JAG Cash Request Q2	01/01/2012	01/01/2013	JAG Payment Request 2012.000	--	--	
	JAG Cash Request Q3	01/01/2012	01/01/2013	JAG Payment Request 2012.000	--	--	
	2-JAG Data Collection Q1	01/01/2012	01/01/2013	JAG Data Collection 2-JAG 2012.000	--	--	
	3-JAG Data Collection Q1	01/01/2012	01/01/2013	JAG Data Collection 3-JAG 2012.000	--	--	
	3-JAG Data Collection Q2	01/01/2012	01/01/2013	JAG Data Collection 3-JAG 2012.000	--	--	
	4-JAG Data Collection Q1	01/01/2012	01/01/2013	JAG Data Collection 4-JAG 2012.000	--	--	
	5-JAG Data Collection Q1	01/01/2012	01/01/2013	JAG Data Collection 5-JAG 2012.000	--	--	
	Modification Request	01/01/2012	01/01/2013	JAG Modification Request 2012.000	--	--	
	Financial Report	10/01/2012	09/30/2013	JAG Financial Report Submission 2012.000	--	--	

1

This e.Form has been submitted

Upon completing your review of the Award Schedule, click on the **“Back to Acknowledge Award Schedule”** button located in the left bar menu (see **red arrow** above).

You are now ready to generate and download the award document. Click on the **“Generate Award Documents”** icon located in the **“Reference Submissions”** and immediately go to the left bar menu and click on the **“Export to PDF”** button. This will generate a PDF file of your award document. **Print and send THREE signed copies of the award document to DCJ.**

**Acknowledgement**

**Reference Submissions**

View	Step
	Setup Award
	Generate Award Documents

The "Reference Submissions" window on top of the screen includes two icons: "Setup Award" and "Generate Award Documents".

To review your Award Schedule, which describes all the required documentation, click on the "Setup Award" icon. Upon completing your review and acknowledgment of your Award Schedule, click on the "Back to Acknowledge Award Schedule" button located in the left bar menu. This will take you back to this screen.

You are now ready to generate and download your Grant Agreement. Click on the "Generate Award Documents" icon, and immediately go to the left bar menu and click on the "Export to PDF" button. This will generate a PDF file of your Grant Agreement. Print and send TWO signed copies of the Grant Agreement to DCJ.

Please review the terms and conditions of the Grant Agreement and indicate that you agree to these terms and conditions by selecting "Yes" or "No" below.

\* I agree to the terms and conditions of the Grant Agreement: ☐ Yes ☐ No

Comments:

This eForm has been submitted

Page Generation Time: 0.786s Grantium 2:24 PM 8/21/2012

**Project Information**

**Reference Submissions**

View	Step
This list contains no items	

**Colorado Justice Assistance Grant 2012**

**Project Information**

Applicant Agency Name: Big Town Police Department

Project Title: Big Town CAD

Grant Number: 2012-DJ-12-000648-01-1

Project Director: Joe Jones

Type of Funding for this Project: New

Requested Amount(\$): \$100,000

Recommended Funding: Full

Recommended Funding Amount(\$): \$50,000

Project Duration: From: 01/08/2012

Export to PDF  
Get PDF Viewer

Back to Acknowledge Award Schedule

Logout

After clicking on “**Export to PDF**”, a screen will pop up that contains all the elements of the award document. **It is imperative that ALL formlets are selected for export.** Failure to properly download the entire award documents will result in a delay in fully executing the contract. Click on the “**Export to PDF**” button at the bottom of the screen.

Joe Jones

**Applicant Name:**  
Big Town Police  
Department  
**Applicant Number:**  
65-18779  
**Project Name:**  
Big Town CAD  
**Project Number:**  
2012-DJ-12-000648-01-1

Generate Award  
Documents

## Project Information

Export to PDF  
Get PDF Viewer  
Back to Acknowledge  
Award Schedule

## Configure PDF Export

Select the formlets to be exported to PDF

- ☒ Table of Contents
- ☒ Clauses (Part 1)
- ☒ Clauses (Part 2)
- ☒ Clauses (Part 3)
- ☒ Grant Agreement Signatures
- ☒ EXHIBIT A - JAG SPECIAL CONDITIONS
- ☒ EXHIBIT B1 - JAG BODY OF APPLICATION (Applicant Information)
- ☒ EXHIBIT B1- JAG BODY OF APPLICATION (Contact Information)
- ☒ EXHIBIT B1- JAG BODY OF APPLICATION (Contact Information) --> Contact Details
- ☒ EXHIBIT B1- JAG BODY OF APPLICATION (Project Summary)
- ☒ EXHIBIT B1 - JAG BODY OF APPLICATION (Project Data)
- ☒ EXHIBIT B1- JAG BODY OF APPLICATION (Other)
- ☒ EXHIBIT B1 - JAG BODY OF APPLICATION (Continuation Applicants)
- ☒ EXHIBIT B2 - JAG GOALS AND OBJECTIVES
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Personnel)
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Personnel) --> Personnel Details
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Supplies & Operating)
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Supplies & Operating) --> Item Details
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Travel)
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Travel) --> Item Details
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Equipment)
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Equipment) --> Item Details
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Professional Services & Consultants)
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Professional Services & Consultants) --> Item Details
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Other)
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Other) --> Item Details
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Indirect Costs)
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Indirect Costs) --> Item Details
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Budget Total Request)
- ☒ EXHIBIT C - SAMPLE OPTION LETTER
- ☒ EXHIBIT D - SAMPLE GRANT FUNDING CHANGE LETTER
- ☒ EXHIBIT E - SAMPLE CONTRACT AMENDMENT
- ☒ EXHIBIT F - SAMPLE QUARTERLY NARRATIVE (JAG UNIVERSAL) REPORT (Demographic Information)
- ☒ EXHIBIT F - SAMPLE QUARTERLY NARRATIVE (JAG UNIVERSAL) REPORT (Progress Toward Outcomes)
- ☒ EXHIBIT F - SAMPLE QUARTERLY NARRATIVE (JAG UNIVERSAL) REPORT (Progress Toward Goals and Objectives)
- ☒ EXHIBIT G - SAMPLE QUARTERLY FINANCIAL REPORT (Financial Report 1-A)
- ☒ EXHIBIT H - SAMPLE PAYMENT REQUEST
- ☒ EXHIBIT I - SAMPLE FINAL NARRATIVE (JAG UNIVERSAL) REPORT
- ☒ EXHIBIT J - SAMPLE PROFESSIONAL SERVICES/CONSULTANT PRIOR APPROVAL
- ☒ EXHIBIT K - SAMPLE EQUIPMENT PRIOR APPROVAL AND RETENTION

Select All Formlets

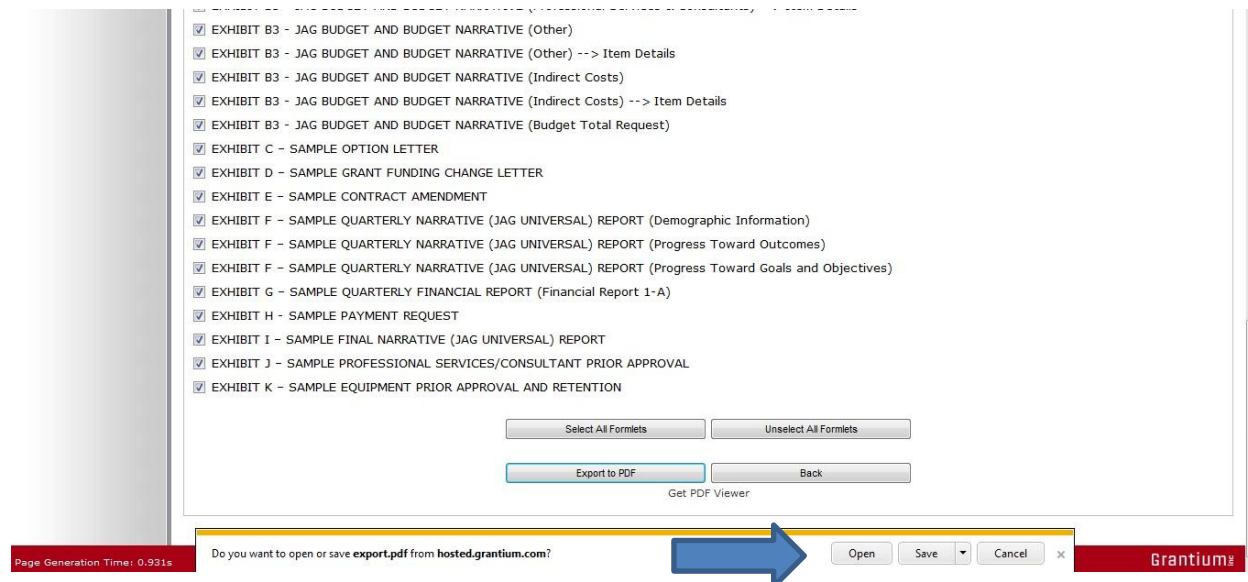
Unselect All Formlets

Export to PDF

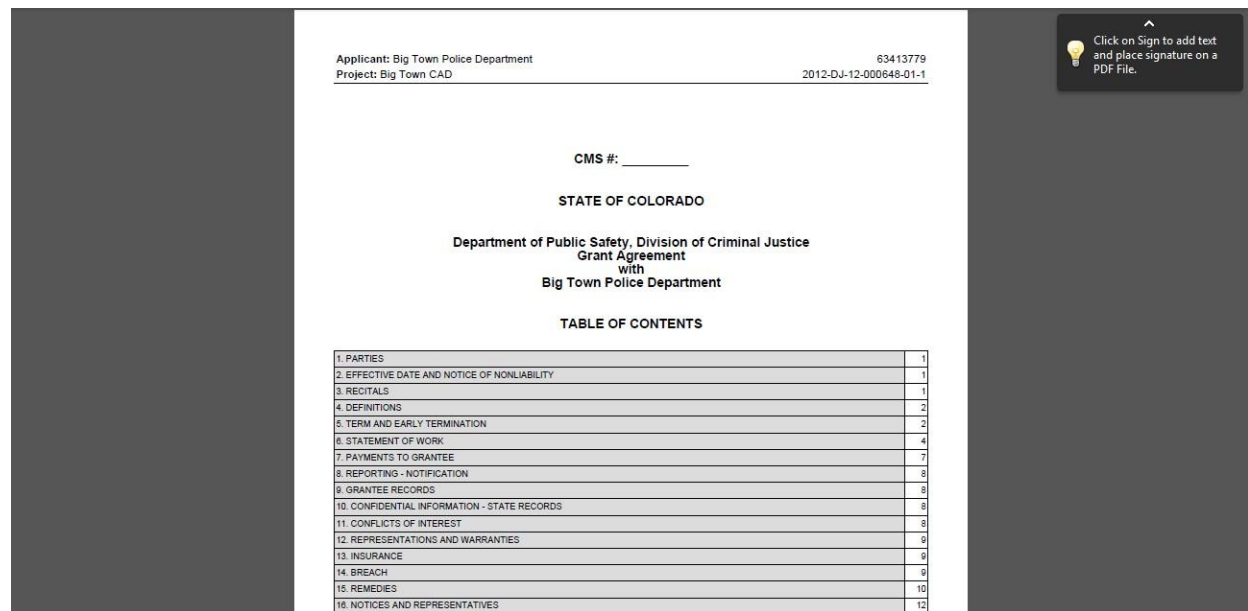
Back

Get PDF Viewer

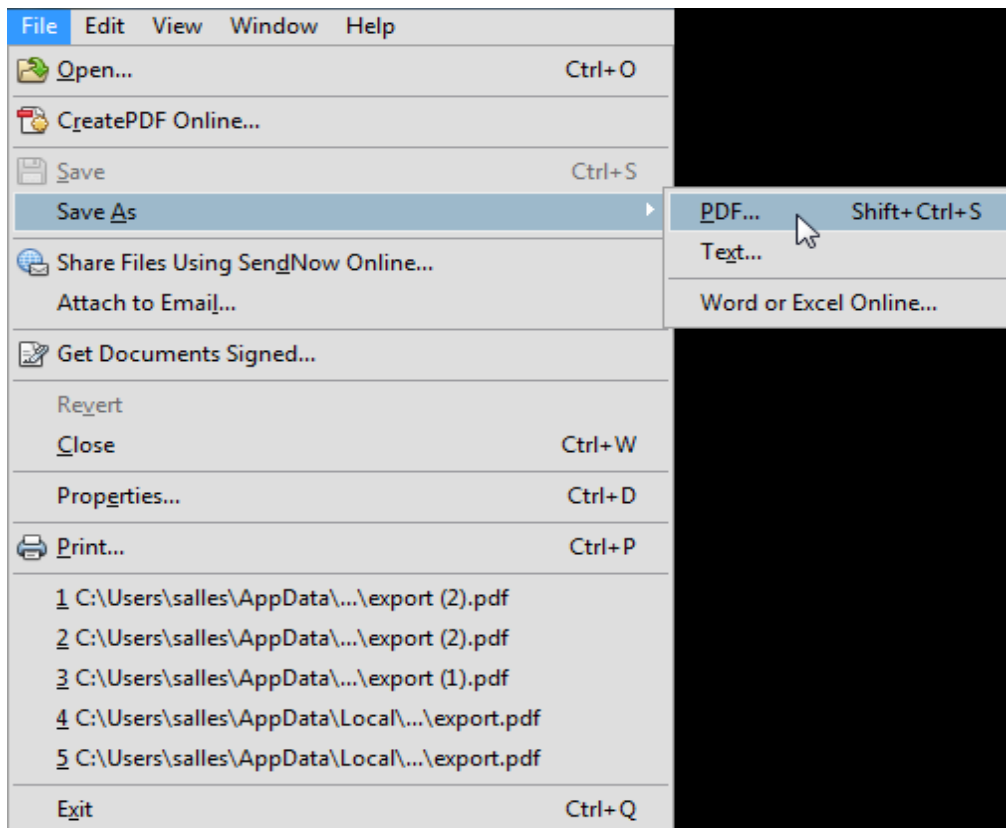
At the bottom of the screen, a pop up window will appear, asking you to “Open” or “Save” the document. Select “Open.”



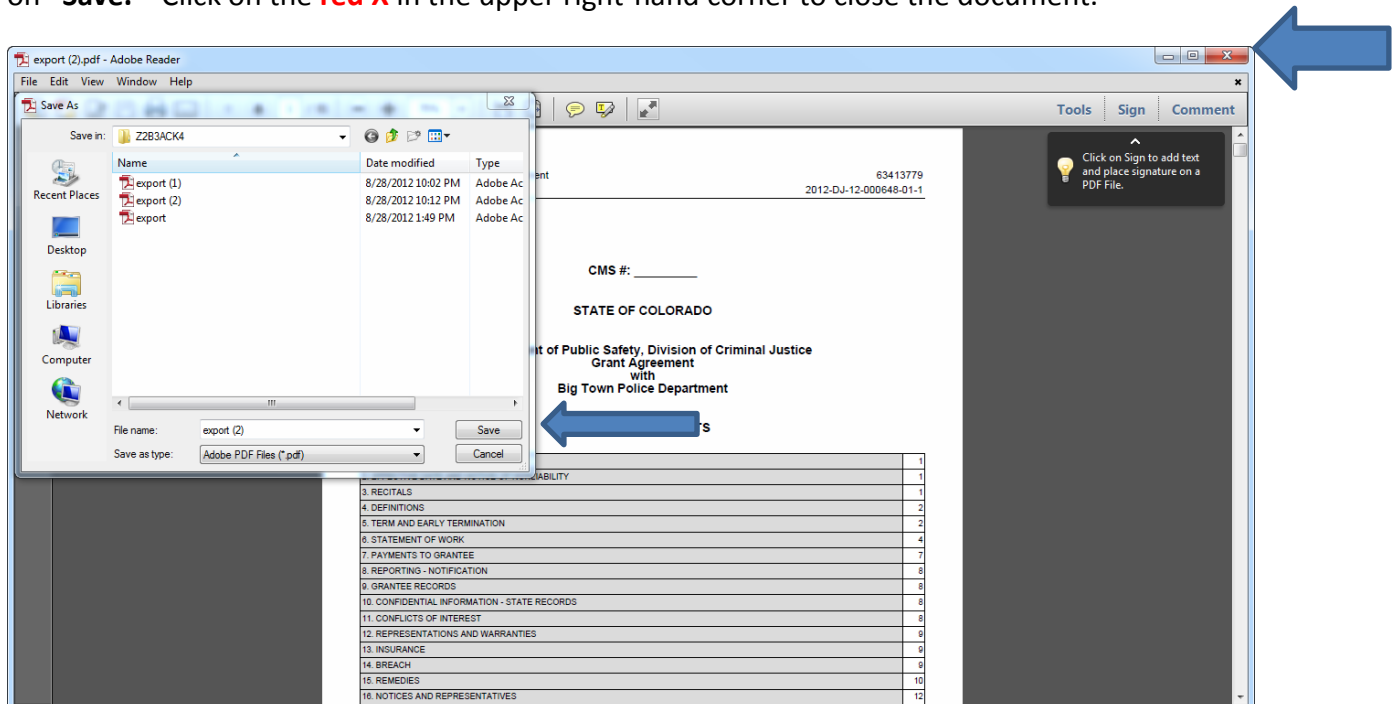
Upon clicking the “Open” button, a new window will pop up on the computer and display a full version of your award document, beginning with the Table of Contents. Note: due to the limitations of the PDF export, the award document will be extremely long.



While still viewing the PDF export of the grant award document, click on “File” in the upper left hand corner of the screen. Scroll down to “Save As” and click on “PDF”, as illustrated in the screen shot below.



You will be prompted to select a folder on your computer to save the export of the grant award documents. Once the appropriate folder to save the document has been selected, simply click on **“Save.”** Click on the **red X** in the upper right-hand corner to close the document.



**REMEMBER:** You will need to print **TWO COMPLETE** sets of the award document for the Authorized Official at your agency to sign. All three signed copies need to be mailed to DCJ.

Division of Criminal Justice  
Office of Adult and Juvenile Justice Assistance  
700 Kipling Street, Suite 1000  
Denver, CO 80215

After successfully saving the document to your computer and closed the PDF export, the next step is to return to the **“Acknowledge Award Schedule”** formlet in COGMS. Click on **“Back to Acknowledge Award Schedule”** in the left-hand menu.

**e.Forms** Logout

**Joe Jones**

**Applicant Name:**  
Big Town Police Department

**Applicant Number:**  
65419779

**Project Name:**  
Big Town CAD

**Project Number:**  
2012-DJ-12-00045-01-1

Generate Award Documents

**Project Information**

Export to PDF  
Get PDF Viewer

Back to Acknowledge Award Schedule

**Configure PDF Export**

Select the formlets to be exported to PDF

- ☒ Table of Contents
- ☒ Clauses (Part 1)
- ☒ Clauses (Part 2)
- ☒ Clauses (Part 3)
- ☒ Grant Agreement Signatures
- ☒ EXHIBIT A - JAG SPECIAL CONDITIONS
- ☒ EXHIBIT B1 - JAG BODY OF APPLICATION (Applicant Information)
- ☒ EXHIBIT B1- JAG BODY OF APPLICATION (Contact Information)
- ☒ EXHIBIT B1- JAG BODY OF APPLICATION (Contact Information) --> Contact Details
- ☒ EXHIBIT B1- JAG BODY OF APPLICATION (Project Summary)
- ☒ EXHIBIT B1 - JAG BODY OF APPLICATION (Project Data)
- ☒ EXHIBIT B1 - JAG BODY OF APPLICATION (Other)
- ☒ EXHIBIT B1 - JAG BODY OF APPLICATION (Continuation Applicants)
- ☒ EXHIBIT B2 - JAG GOALS AND OBJECTIVES
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Personnel)
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Personnel) --> Personnel Details
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Supplies & Operating)
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Supplies & Operating) --> Item Details
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Travel)
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Travel) --> Item Details
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Equipment)
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Equipment) --> Item Details
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Professional Services & Consultants)
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Professional Services & Consultants) --> Item Details
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Other) --> Item Details
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Indirect Costs)
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Indirect Costs) --> Item Details
- ☒ EXHIBIT B3 - JAG BUDGET AND BUDGET NARRATIVE (Budget Total Request)
- ☒ EXHIBIT C - SAMPLE OPTION LETTER
- ☒ EXHIBIT D - SAMPLE GRANT FUNDING CHANGE LETTER
- ☒ EXHIBIT E - SAMPLE CONTRACT AMENDMENT
- ☒ EXHIBIT F - SAMPLE QUARTERLY NARRATIVE (JAG UNIVERSAL) REPORT (Demographic Information)
- ☒ EXHIBIT F - SAMPLE QUARTERLY NARRATIVE (JAG UNIVERSAL) REPORT (Progress Toward Outcomes)
- ☒ EXHIBIT F - SAMPLE QUARTERLY NARRATIVE (JAG UNIVERSAL) REPORT (Progress Toward Goals and Objectives)
- ☒ EXHIBIT G - SAMPLE QUARTERLY FINANCIAL REPORT (Financial Report 1-A)
- ☒ EXHIBIT H - SAMPLE PAYMENT REQUEST
- ☒ EXHIBIT I - SAMPLE FINAL NARRATIVE (JAG UNIVERSAL) REPORT
- ☒ EXHIBIT J - SAMPLE PROFESSIONAL SERVICES/CONSULTANT PRIOR APPROVAL
- ☒ EXHIBIT K - SAMPLE EQUIPMENT PRIOR APPROVAL AND RETENTION

Select All Formlets Unselect All Formlets

Export to PDF Back

Get PDF Viewer

Page Generation Time: 0.956s Grantium

Review the terms and conditions of the award document and indicate that you agree to these terms and conditions by answering **“Yes”** or **“No”** to the question. If you choose to decline the award, please answer the question **“No”**. By selecting **“Yes”** your agency is legally bound to the language provided in the award document.



Provide any comments to DCJ staff in the comment box, if applicable.

Click on the **“Save & Next”** button at the bottom of the screen to proceed.

**Reference Submissions**

View	Step
	Setup Award
	Generate Award Documents

The "Reference Submissions" window on top of the screen includes two icons: "Setup Award" and "Generate Award Documents".

To review your Award Schedule, which describes all the required documentation, click on the "Setup Award" icon. Upon completing your review and acknowledgment of your Award Schedule, click on the "Back to Acknowledge Award Schedule" button located in the left bar menu. This will take you back to this screen.

You are now ready to generate and download your Grant Agreement. Click on the "Generate Award Documents" icon, and immediately go to the left bar menu and click on the "Export to PDF" button. This will generate a PDF file of your Grant Agreement. Print and send TWO signed copies of the Grant Agreement to DCJ.

Please review the terms and conditions of the Grant Agreement and indicate that you agree to these terms and conditions by selecting "Yes" or "No" below.

**\* I agree to the terms and conditions of the Grant Agreement:**

**Comments:**

The final screen in this step is the **“Submission Summary”**. If you have answered all questions and acknowledgements, the **“Submit”** button will be active. Click on the **“Submit”** button to complete this step. By clicking **“Submit”** and completing this step, it does not mean you have a fully executed grant agreement until three signed copies of the award documents have been received by DCJ and processed for signatures at the State. **Both steps must be completed.**

**eForms** Logout

---

**Joe Jones**

**Applicant Name:**  
Big Town Police Department

**Applicant Number:**  
69418779

**Project Name:**  
Big Town CAD

**Project Number:**  
2012-DJ-12-000648-01-1

Colorado Justice Assistance Grant 2012

DCJ Form 30

Acknowledge Award Schedule

Project Information  
Grant Award Letter  
Acknowledgement  
**Submission Summary**

View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Submissions List

**Submission Summary**

Page	Last Updated
Project Information	No Input Required
Grant Award Letter	08/28/2012
Acknowledgement	08/28/2012

Back Next

Export to PDF

Get PDF Viewer

Submit

**NOTE: TWO copies of the signed award document, along with a signed DCJ Form 30 (see Section 4 below), must be returned to DCJ, in addition to completing the steps in COGMS. DCJ will not make payments to Grantees until all paperwork is complete and fully executed by the State of Colorado.**

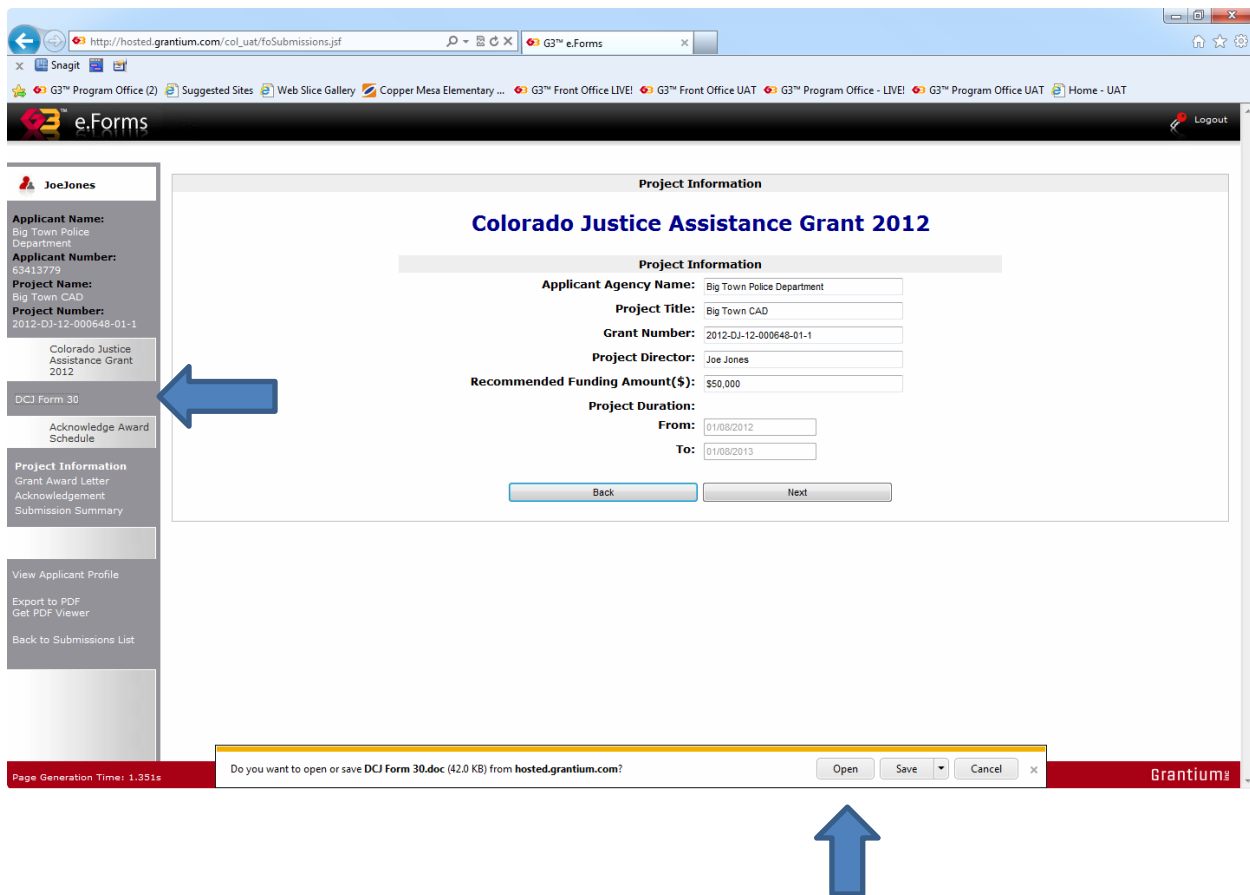
## 4 Downloading the DCJ Form 30 – Certification of Compliance with Regulations (EEOP)

The Division of Criminal Justice requires that all projects complete and return a DCJ Form 30 to ensure compliance with federal Equal Employment Opportunity Plans.

The DCJ Form 30 can be downloaded from the COGMS. The completed form must be returned to DCJ with your signed award documents. Failure to properly complete and return this Form will result in delay of payment for activities related to your project.

Upon opening the **“Acknowledge Award Schedule & Documents”** form you will have access to a downloadable version of the DCJ Form 30. Simply click on the **DCJ Form 30** link and click on **Open** when prompted at the bottom of the screen.





Clicking on the **Open** button will launch the DCJ Form 30 in a Microsoft Word document. **Save** the document to your computer. Print the document and complete ALL sections, including the box in the middle of the page 1 asking for the name of the person in the agency that is responsible for reporting civil rights findings of discrimination. This is generally an individual in the Human Resources department at the agency. Complete Section II of the DCJ Form 30 by checking a box in accordance with the appropriate certification for the agency.

**The Authorized Official from your agency must sign the DCJ Form 30. The DCJ Form 30 must be returned with your signed award documents.**

## 5 Questions?

If you have difficulty accessing your JAG award document or have any other questions related to the award documents, please contact your DCJ Grant Manager or Lyndsay Clelland at [Lyndsay.clelland@state.co.us](mailto:Lyndsay.clelland@state.co.us).