

Instructions to Accept Funds or Request Reconsideration

Full/Partial Funding:

Log in at the front office.

Click on the left bar menu under “**Submissions.**”

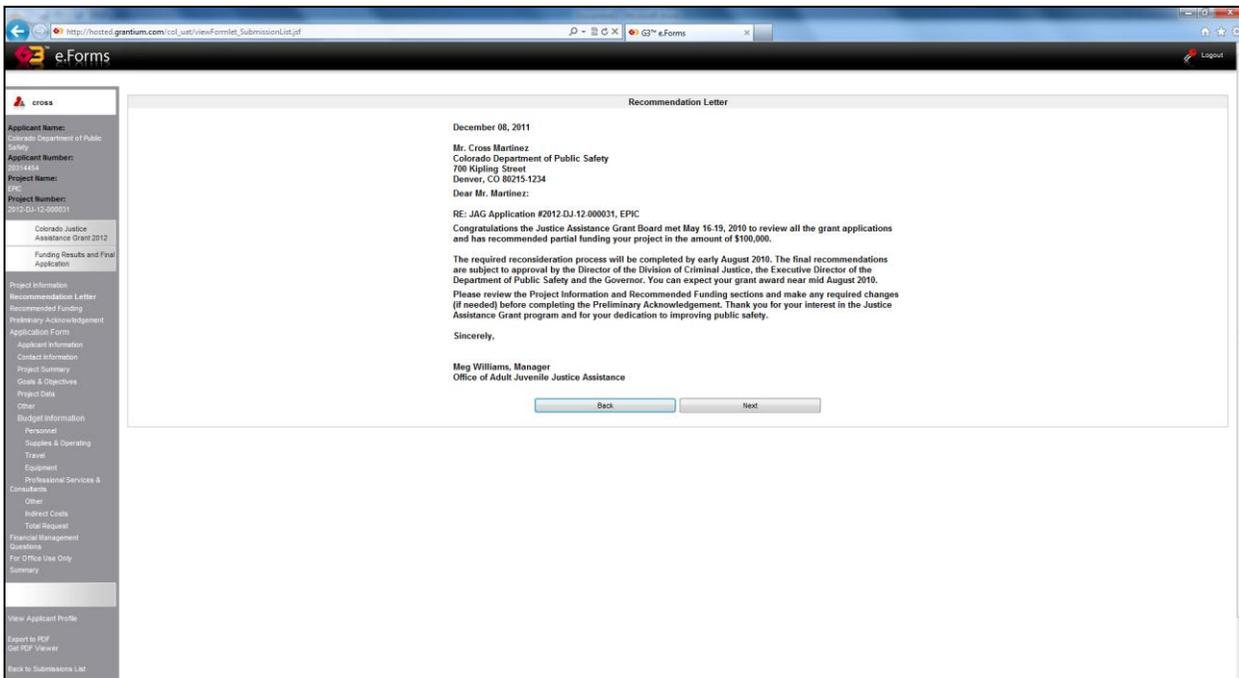
You will see a list of all your projects. Click on the yellow folder that says “**Funding Results and Final Application.**” Once you are at this screen, click “**Next.**”

The screenshot displays the e.Forms application interface. The browser address bar shows the URL: http://hosted.grantium.com/col_uat/foSubmissions.jaf. The application header includes the e.Forms logo and a Logout button. A left sidebar menu lists various navigation options, with 'Funding Results and Final Application' highlighted. The main content area is titled 'Project Information' and contains a 'Reference Submissions' table with one entry: 'Application Submission'. Below this, the 'Colorado Justice Assistance Grant 2012' section is visible, featuring a 'Project Information' form with the following details:

- Applicant Agency Name: Colorado Department of Corrections
- Project Title: Reentry Program for Male Offenders
- Project Number: 2012-01-12-000028
- Project Director: Zierra Lyons
- Type of Funding for this Project: Continuation
- Requested Amount(\$): \$305,956
- Project Duration: From: 10/01/2012 To: 09/30/2013

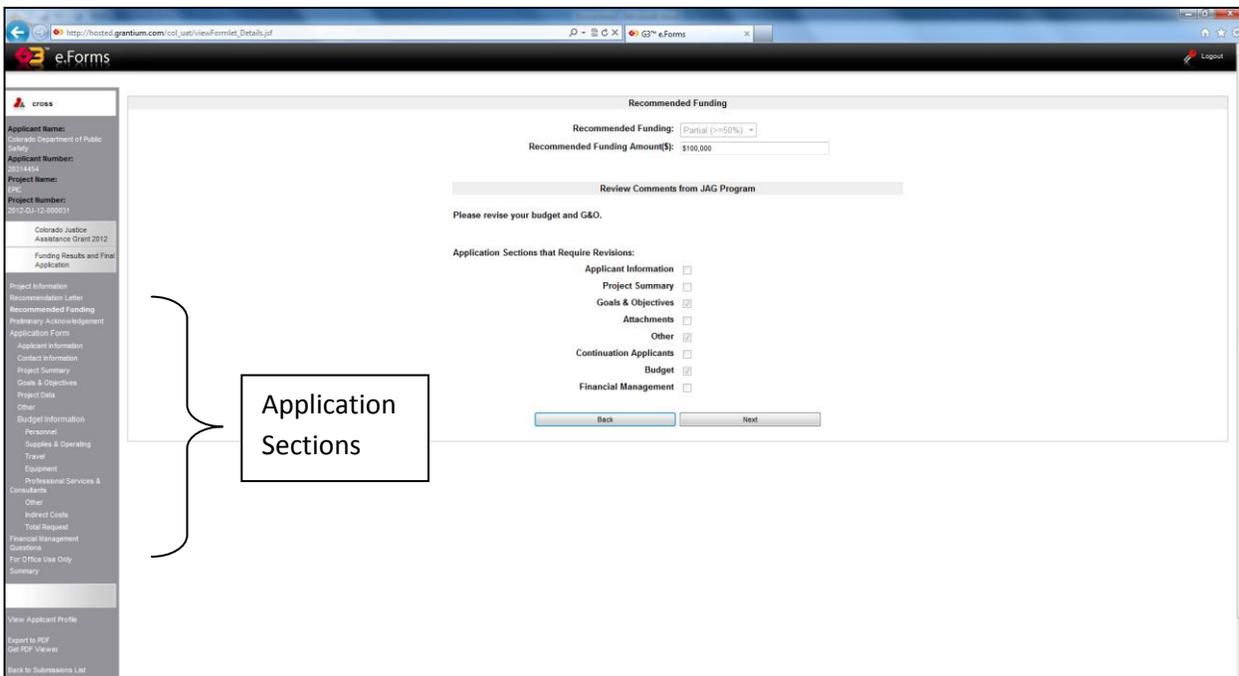
A red message states: "Project is a set aside. Please submit form for processing." At the bottom of the form are 'Back' and 'Next' buttons.

You will see this screen “**Recommendation Letter.**” This screen contains the recommendation letter which will let you know if your project was recommended for full/partial or zero funding.



Read the letter then click “**Next.**”

You will then see this screen “**Recommended Funding.**”



If you received full or partial funding, this screen will give you instructions to revise any of the sections under “**Review Comments from JAG Program.**” Click on the left bar menu for each

section that you need to change. If you need to change the **PURPOSE AREA** under the Project Summary section, you can only change the purpose area, not any of the other areas under this section. After you have changed the selections, go to the **“Summary”** page on the left bar menu and **“Submit.”**

Then go to **“Preliminary Acknowledgement”** on the left bar menu.

At this screen you will need to accept or deny the award. After you have chosen from the drop down window options, you will click **“Save and Next.”**

The screenshot displays the 'Preliminary Acknowledgement' form within a web browser. The form includes several sections, each with a dropdown menu for 'Yes' or 'No' responses:

- * I have received notification concerning my application to the JAG program, and: I wish to accept ->
- * I have modified the application based on the Board's recommendation: Yes ->
- * Project Director: I have reviewed Project Director contact information and confirm that it is valid and up-to-date: Yes ->
- * Financial Officer: I have reviewed Financial Officer contact information and confirm that it is valid and up-to-date: Yes ->
- * Signature Authority: I have reviewed Signature Authority contact information and confirm that it is valid and up-to-date: Yes ->

Below these sections, a deadline is stated: 'YOU MUST SUBMIT YOUR RESPONSE BY FEBRUARY 29, 2012 TO BE CONSIDERED.' At the bottom of the form, there are five buttons: 'Save', 'Save & Back', 'Save & Next', 'Back', and 'Next'. The left sidebar contains a navigation menu with 'Preliminary Acknowledgement' selected. The browser's address bar shows the URL 'http://hosted.grantium.com/col_sut/viewFormlet_55.pdf' and the 'e.Forms' logo is visible in the top left corner.

Please note: you need to acknowledge that you read the notification letter, revised any of the sections, and verified contact information. Once you have chosen from each drop down window option, you can hit **“Save and Next.”**

Once you have completed your changes or if you do not have any, you will need to go to **“Certification”** on the left bar menu and answer 3 questions. Click save and next then go to **“Summary”** on the left bar menu and click **“Submit.”** This will submit your final application/acceptance into COGMS.

Denied Funding:

If you were recommended for “0” or less than 50% funding in the “Recommendation Letter”, you will see this “Preliminary Acknowledgement” screen after the “Recommended Funding” screen.

The screenshot displays a web browser window with the URL http://hosted.grantium.com/co/Luat/viewFormlet_SubmissionList.jsf. The page title is "eForms" and the user is logged in as "Joe Jones".

Applicant Information:
Applicant Name: Big Town Police Department
Applicant Number: 83413779
Project Name: Big Town RMS
Project Number: 2012-01-12-000516-06-1
Colorado Justice Assistance Grant 2012

Navigation Menu:
Project Information
Recommendation Letter
Recommended Funding
Preliminary Acknowledgement
Intent to Appeal
Appeal Results Letter
Final Acknowledgement
Application Form
Applicant Information
Contact Information
Project Summary
Goals & Objectives
Project Data
Other
Budget Information
Personal
Supplies & Operating
Travel
Equipment
Professional Services & Consultants
Other
Indirect Costs
Total Request
Financial Management
Questions
Summary

Main Content Area:
Title: Preliminary Acknowledgement
Text: "I have received notification concerning my application to the JAG program, and: [I intend to submit an appeal]"
Text: YOU MUST SUBMIT YOUR RESPONSE BY MAY 30, 2012 TO BE CONSIDERED.
Buttons: Back, Next
Text: This e Form has been submitted

Footer:
View Applicant Profile
Export to PDF
Get PDF Viewer
8:40 AM
6/1/2012

If you wish to appeal, choose ***“I intend to submit an appeal”*** from the drop down window option.

Joe Jones

Applicant Name:
Big Town Police Department

Applicant Number:
1231212

Project Name:
Big Town RMS Continuation

Project Number:
2012-05-12-00055-06-2

Colorado Justice
Assistance Grant 2012

Funding Results and Final
Application

Project Information
Recommendation Letter
Recommended Funding
Preliminary Acknowledgement
Intent to Appeal
Appeal Results Letter
Final Acknowledgement
Application Form
Applicant Information
Contact Information
Project Summary
Goals & Objectives
Project Data
Other
Continuation Applicants
Budget Information
Personnel
Supplies & Operating
Travel
Equipment
Professional Services &
Consultants
Other
Indirect Costs
Total Request
Financial Management
Questions
Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Intent to Appeal

* Appeal Amount(\$): \$100,000

* Reasons for appeal:
Please fund this project at the reduced amount of \$75,000.

Intent to Appeal Submitted On: 05/01/2012

YOU MUST SUBMIT YOUR RESPONSE BY JULY 15, 2012 TO BE CONSIDERED.

Back Next

This e Form has been submitted

Summary

You need to fill in the ***“Appeal Amount”*** and complete the ***“Reasons for Appeal.”*** No need to put a date, this is generated by the system.

Go to the **“Summary”** tab on the left bar menu. Once you are at the **“Summary”** screen click ***“Submit.”***