



Justice Assistance Grant

Guide to COGMS Post Award Submissions



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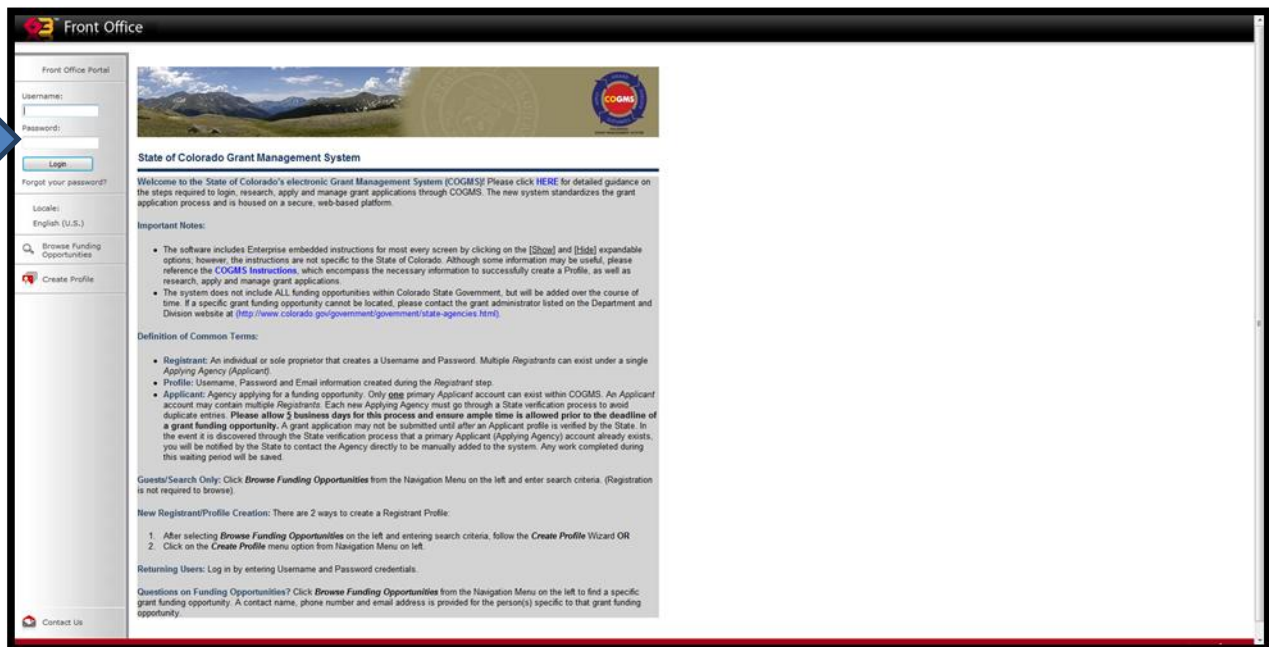
1 Summary

The Colorado Grant Management System (COGMS) is a statewide enterprise system designed to electronically enhance efficiency for outgoing grant awards. Currently, the State of Colorado is under contract to add additional grant programs for any and all State agencies.

This guide is intended to provide step by step instructions for Grantee's to complete all necessary and required Post Award Submissions (reports, prior approvals, payment and modification requests, and monitoring checklists).

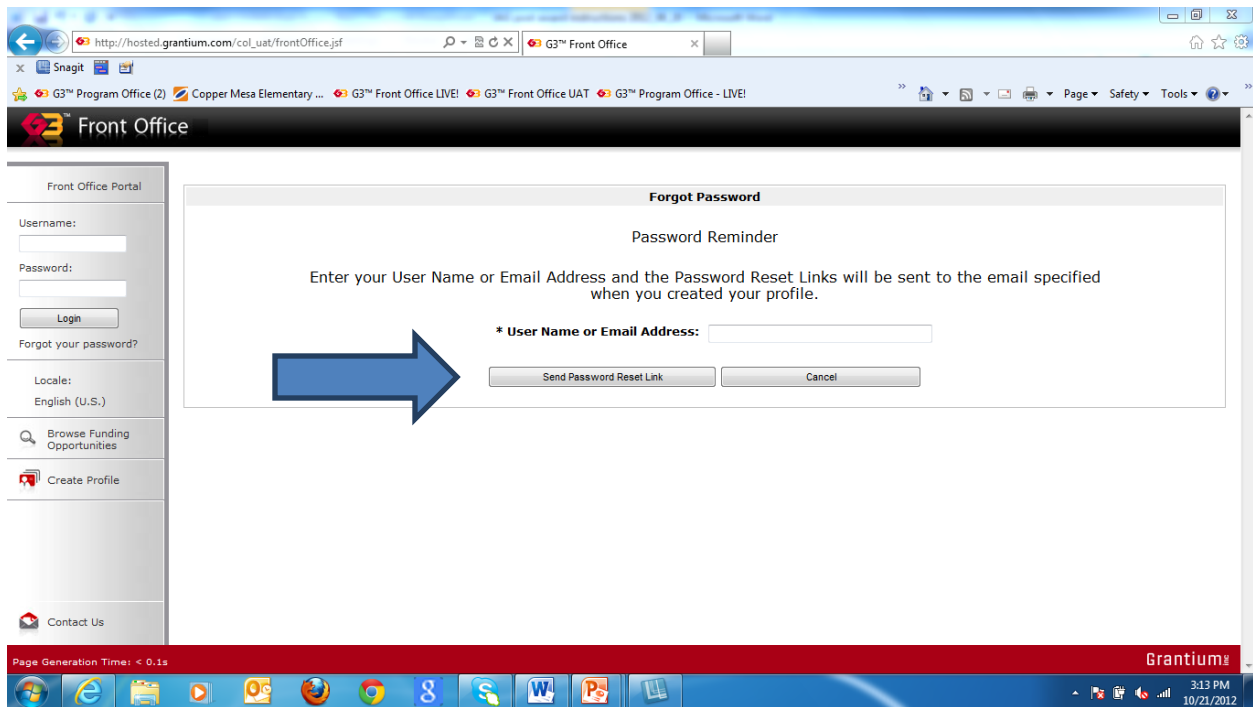
2 Getting Started

Log into COGMS at <https://g3.state.co.us/grantium/frontOffice.jsf>

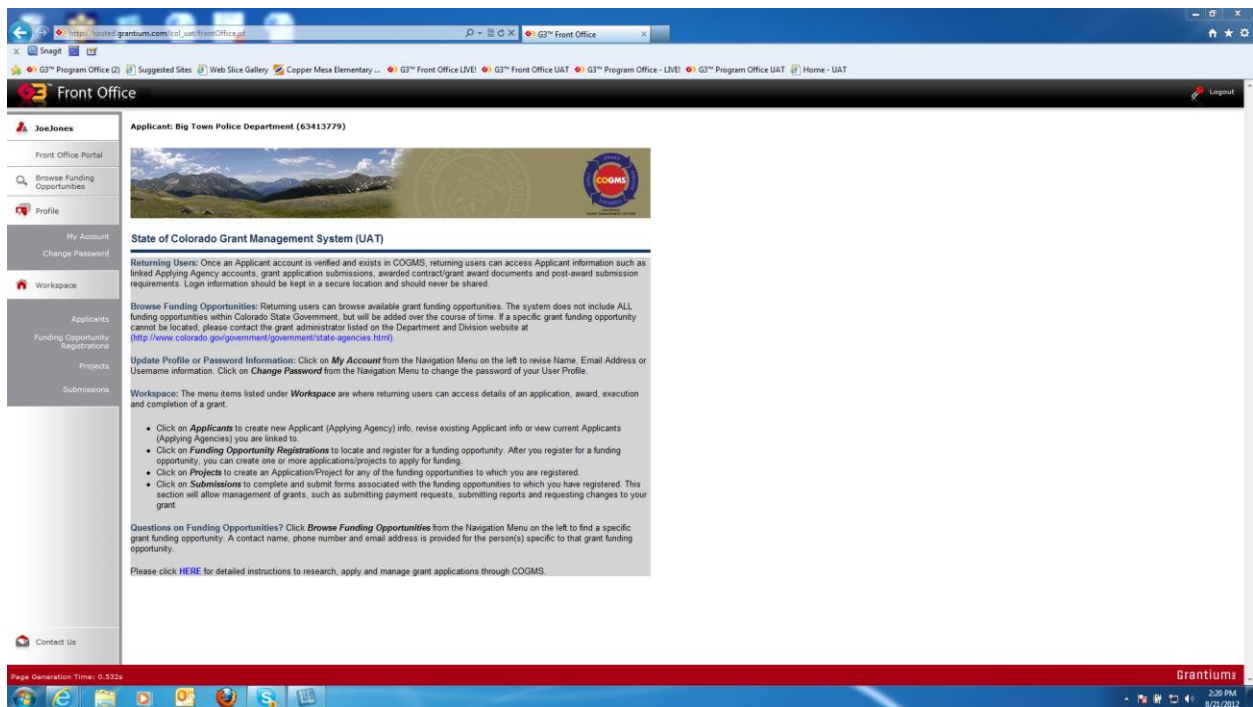


The screenshot shows the 'Front Office' login page for the State of Colorado Grant Management System (COGMS). On the left is a navigation menu with links: 'Front Office Portal', 'Browse Funding Opportunities', and 'Create Profile'. The main content area includes a login form with fields for 'Username:' and 'Password:', a 'Log In' button, and a 'Forgot your password?' link. A blue arrow points to this link. Below the login form is a 'Welcome' message and 'Important Notes' section. The 'Important Notes' section contains three bullet points: 1. 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. 2. 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>). 3. 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 3 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. Below the 'Important Notes' is a 'Guests/Search Only' section, a 'New Registrant/Profile Creation' section with two steps, and a 'Returning Users' section. At the bottom is a 'Contact Us' link.

Utilize the Username and Password created for COGMS at the time you submitted your JAG application. **NOTE:** Click on the “**Forgot Your Password?**” link to have a notification sent to your email address with instructions on how to reset the password, as illustrated below.



Once logged in, you have the ability to view your Account Profile, Change your Password, and Access Your Applicants, Funding Opportunity Registrations, Projects, and Submissions by clicking on each in the left hand menu.



COGMS utilizes filters to help navigate through the system. The following screen shot illustrates the filters under the Submission tab.

Applicant: Big Town Police Department (63413779)

[Hide Filters] [Clear Filters]

Submissions Filters

Applicant Project Name: All Projects
 Date Submitted: On
 Project Status: Open Projects
 Submission Version: Latest Version
 Associate Type: All


Filter

Submissions

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
2011 Test RMS 2011-DJ-11-000797-01-1	Colorado Justice Assistance Grant 2011 TEST Application Submission	Jun 30, 2011	Dec 31, 2020	Primary Applicant	1	Sep 25, 2012 11:56:25 AM
2011 Test RMS 2011-DJ-11-000797-01-1	Colorado Justice Assistance Grant 2011 TEST Funding Results and Final Application	Jun 30, 2011	Dec 31, 2020	Primary Applicant	1	Sep 25, 2012 12:49:37 PM
2011 Test RMS 2011-DJ-11-000797-01-1	Colorado Justice Assistance Grant 2011 TEST Acknowledge Award Schedule & Documents	Jun 30, 2011	Dec 31, 2020	Primary Applicant	1	Sep 25, 2012 1:02:55 PM

Grantees can filter by Applicant Project Name, Date Submitted, Project Status, Submission Version, and Associate Type. Click on the drop down menu for each filter to display the options. Filters can also be hidden to free up workspace on your screen.

Be sure to clear the filter before clicking on the “Filter” button in order to get the right information.

Each form in COGMS can also be exported to pdf, saved, and/or printed. Once the form has been opened by clicking on the , a link is activated in the left hand menu of the screen as illustrated below.

Click on the “Export to PDF” link.

Logout

Applicant Name:
 Big Town Police Department
Applicant Number:
 63413779
Project Name:
 Big Town RMS Continuation - JAG Universal Report 2012 Q1
Project Number:
 2012-J1-12-000555-06-2
 Colorado Justice Assistance Grant 2012
 Narrative Report Submission

Project Information
 Progress Toward Goals and Objectives
 Progress Toward Outcomes
 Report Certification
 Submission Summary

[View Applicant Profile](#)
[Export to PDF](#)
[Get PDF Viewer](#)
[Back to Submissions List](#)

Project Information

View	Step
This list contains no items	

Project Information

Grantee Name: Big Town Police Department
Project Title: Big Town RMS Continuation
Grant Number: 2012-J1-12-000555-06-2
Project Director: Joe Jones
Project Duration:
From: 10/01/2012
To: 09/30/2013

Submission Information

Report Type: Narrative Quarterly
Reporting Period: 10-01-2012 to 12-31-2012
*** Report Prepared By:** Joe Jones
*** Contact Phone:** (303) 333-4444
Report Prepared By:
Contact Phone:
Submission Date: 05/02/2012
*** Demographic Information Applies to the Project:** No

[Back](#) [Next](#)

This e.Form has been submitted

Page Generation Time: 1.05s

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Click on the "Export to pdf" link

In the Configure PDF Export screen, select all of the formlets (sections) of the form to be exported. Click on "Export to PDF".

Logout

Applicant Name:
 Big Town Police Department
Applicant Number:
 63413779
Project Name:
 Big Town RMS Continuation - JAG Universal Report 2012 Q1
Project Number:
 2012-J1-12-000555-06-2
 Colorado Justice Assistance Grant 2012
 Narrative Report Submission

Project Information
 Progress Toward Goals and Objectives
 Progress Toward Outcomes
 Report Certification
 Submission Summary

[View Applicant Profile](#)
[Export to PDF](#)
[Get PDF Viewer](#)
[Back to Submissions List](#)

Configure PDF Export

Select the formlets (sections) to be exported

- ☒ Project Information
- ☒ Progress Toward Goals and Objectives
- ☒ Progress Toward Outcomes
- ☒ Report Certification
- ☒ Submission Summary

[Select All Formlets](#) [Unselect All Formlets](#)

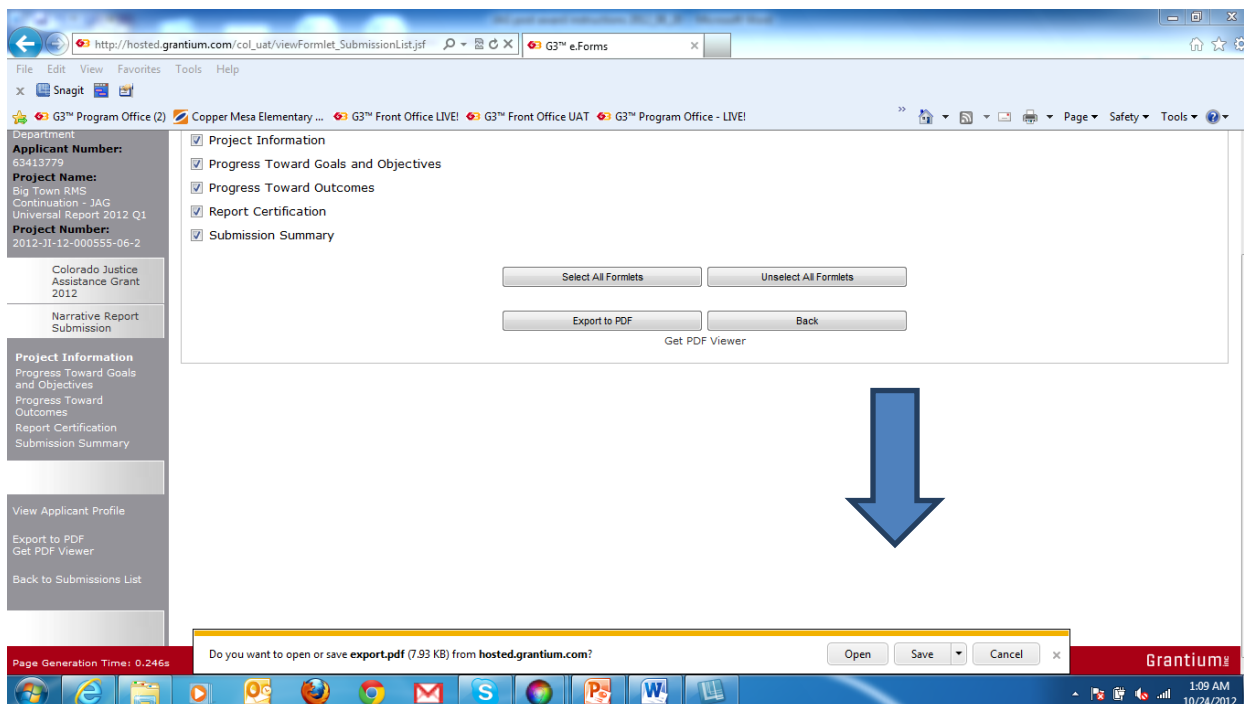
[Export to PDF](#) [Back](#)

Get PDF Viewer

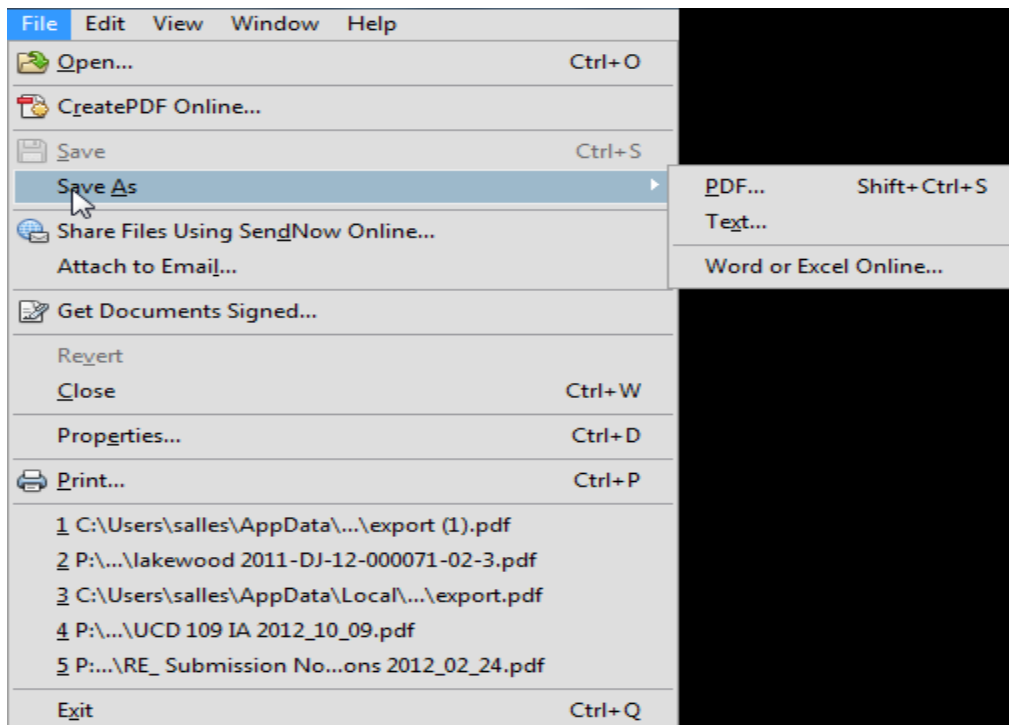
Page Generation Time: 0.246s

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Click on “Open” or “Save” to complete the export. By selecting “Save”, the grantee must provide a location on their computer to save the form.



If “Open” is selected, a PDF output will be generated. Click on “File”, “Save As”, “PDF” and indicate a location on your computer to save the PDF output. This is illustrated below.



Once the PDF output has been saved, simply click on the red X in the upper right hand corner to close the document. Be sure to click on the “Back” button to return to the form. Click on the “Back to Submissions List” to return to the list of all requirements for the JAG project.

The screenshot displays the 'Configure PDF Export' window in the eForms application. The window title is 'Configure PDF Export' and the instruction is 'Select the formlets to be exported to PDF'. A list of formlets is shown with checkboxes: ☒ Project Information, ☒ Progress Toward Goals and Objectives, ☒ Progress Toward Outcomes, ☒ Report Certification, and ☒ Submission Summary. Below the list are four buttons: 'Select All Formlets', 'Unselect All Formlets', 'Export to PDF', and 'Back'. A 'Get PDF Viewer' link is located below the 'Export to PDF' button. The sidebar on the left shows the user 'Joe Jones' and a list of project information links. The footer bar at the bottom is red and contains the text 'Page Generation Time: 0.246s' and the 'Grantium' logo. Two blue arrows are overlaid on the image: one pointing to the 'Back' button and another pointing to the 'Back to Submissions List' link in the sidebar.

3 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. A completed DCJ Form 30 must be signed for each year of JAG funding.

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

The DCJ Form 30 is only available to download in the “**Acknowledge Award Schedule**” step in COGMS. Click on the DCJ Form 30 link in the left hand menu on the screen. Click on “Open” or “Save” as illustrated below. Clicking on “Open” will launch the DCJ Form 30 in Word. Please print the form, have the Authorized Official sign the form, and return. Clicking on “Save” will direct you to save the form in a location you specify.

The screenshot shows a web browser window with the URL http://hosted.grantium.com/col_uat/foSubmissions.jsf. The page title is "eForms". The user is logged in as "Joe Jones".

Left Sidebar:

- Joe Jones**
- Applicant Name:** Big Town Police Department
- Applicant Number:** 63413779
- Project Name:** Big Town CAD
- Project Number:** 2012-DJ-12-000648-01-1
- Colorado Justice Assistance Grant 2012**
- DCJ Form 30** (highlighted with a blue arrow)
- Acknowledge Award Schedule**
- Project Information**
 - Grant Award Letter
 - Acknowledgement
 - Submission Summary
- View Applicant Profile**
- Export to PDF**
- Get PDF Viewer**
- Back to Submissions List**

Main Content Area:

Project Information

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

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

Project Duration:

From: 01/08/2012

To: 01/08/2013

Buttons: Back, Next

Bottom Bar:

Page Generation Time: 1.351s

Do you want to open or save DCJ Form 30.doc (42.0 KB) from hosted.grantium.com?

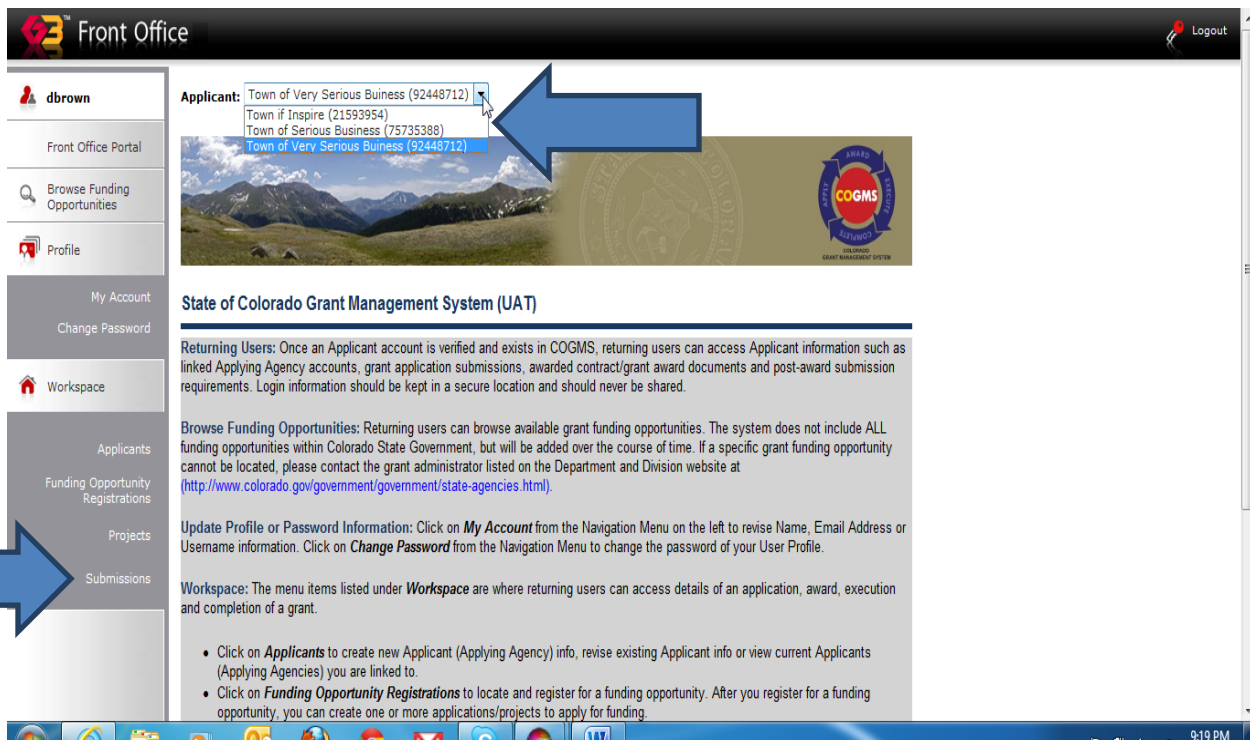
Buttons: Open, Save, Cancel

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4 JAG Universal Reporting Form (Quarterly Narrative Report)

The JAG Universal Reporting Form is used to report progress against the goals and objectives of your project. It is imperative that you report against the goals and objectives of the final approved JAG application, especially if revisions were made prior to award documents being made available to your agency.

NOTE: If your agency has received more than one JAG award, select the appropriate project from the drop down list at the top of the screen upon logging into COGMS as illustrated in the screen shot below.



Once the correct project is selected from the drop down, please click on “Submissions” at the right hand of the screen to access all required elements of the project.

Click on the  next to “JAG Universal Report” under Submissions. Each Universal Report submission will be followed by Q1, Q2, Q3, or Q4 that corresponds with the quarter that progress must be reported against. The Award Schedule contains all required reports, payment requests, modification requests, and all other requirements specific to the JAG award.

NOTE: if your project is providing direct services, the **demographic table must be completed each quarter**.

The screenshot shows the G3 Front Office interface. The left sidebar contains a navigation menu with the following items: rfinn, Front Office Portal, Browse Funding Opportunities, Profile, My Account, Change Password, Applicants, Funding Opportunity Registrations, Projects, and Submissions. A blue arrow points to the 'Submissions' link. The main content area displays a table of submissions for the applicant 'Ryley's World (95744575)'. The table has columns for Project Name, Project Number, Funding Opportunity Name, Step Name, Start Date, End Date, Associate Type, Version, and Date Submitted. The table lists several submissions, including 'Ryley's Big Birthday - JAG Monitoring', 'Ryley's Big Birthday - JAG Universal Report 2012 Q1', 'Ryley's Big Birthday - JAG Universal Report 2012 Q2', 'Ryley's Big Birthday - MOD #2', 'Ryley's Big Birthday - Modification Request', 'Ryley's Big Birthday - Project Income 1B Q1', and 'Ryley's Big Birthday - Project Income 1B Q2'.

Project Name	Project Number	Funding Opportunity Name	Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
Ryley's Big Birthday - JAG Monitoring	2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012	Initial Post Award Submission	Oct 1, 2012	Sep 30, 2013	Primary Applicant	1	
Ryley's Big Birthday - JAG Universal Report 2012 Q1	2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012	Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
Ryley's Big Birthday - JAG Universal Report 2012 Q2	2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012	Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
Ryley's Big Birthday - MOD #2	2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012	Initial Post Award Submission	Oct 1, 2012	Sep 30, 2013	Primary Applicant	1	Oct 16, 2012 9:40:10 AM
Ryley's Big Birthday - Modification Request	2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012	Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	Oct 16, 2012 9:29:11 AM
Ryley's Big Birthday - Project Income 1B Q1	2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012	Initial Post Award Submission	Sep 24, 2012	Sep 16, 2013	Primary Applicant	1	Sep 25, 2012 9:09:26 AM
Ryley's Big Birthday - Project Income 1B Q2	2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012	Initial Post Award Submission	Sep 24, 2012	Sep 16, 2013	Primary Applicant	1	Sep 25, 2012 9:11:44 AM

Upon opening the “JAG Universal Report” the Project Information screen will be displayed. This screen contains important information for the project, including (but not limited to) project title, grant number, project duration, project director name, and reporting period.

Complete the following information on the Project Information screen:

- Report Prepared By
- Contact Phone
- Demographic Information Applies to the Project

If the JAG project is providing direct services, please be sure to answer “YES” to the demographic information question. As a result, additional information will be required before the report is submitted.

In the following screen shot, demographic information is applied, as indicated by the “YES” answer.

Click “Save & Next” to proceed to the next section of the JAG Universal Form.

The screenshot shows the e.Forms application interface. The browser address bar displays http://hosted.grantium.com/col_uat/viewFormlet_SubmissionList.jsf. The application header includes the e.Forms logo and a 'Logout' link. The left sidebar contains a navigation menu with options like 'View Applicant Profile', 'Export to PDF', and 'Get PDF Viewer'. The main content area is divided into sections: 'Project Information' and 'Submission Information'. The 'Project Information' section includes fields for 'Grantee Name', 'Project Title', 'Grant Number', 'Project Director', and 'Project Duration'. The 'Submission Information' section includes fields for 'Report Type', 'Reporting Period', 'Report Prepared By', 'Contact Phone', and 'Submission Date'. A callout box with a blue arrow points to the 'Report Prepared By' field, containing the text: 'Provide the name of the person that is preparing the report and a contact phone number'. Another blue arrow points to the 'Demographic Information Applies to the Project' checkbox, which is currently checked.

Complete the Demographic Information table and click on “Recalculate” to display updated statistics for the project. Click on “Save & Next” to proceed to the next section, Progress Toward Goals and Objectives.

http://hosted.grantium.com/col_uat/viewFormlet_SubmissionList.jsf G3™ e.Forms

File Edit View Favorites Tools Help

Snagit

G3™ Program Office (2) Copper Mesa Elementary ... G3™ Front Office LIVE! G3™ Front Office UAT G3™ Program Office - LIVE!

Page Safety Tools

SECTION I: DEMOGRAPHIC INFORMATION

Please fill-in or replicate the following table format and report un-duplicated numbers each quarter.

	Juvenile Males	Juvenile Females	Adult Males	Adult Females
Caucasian	0	0	0	0
Black	0	0	0	0
Hispanic	0	0	0	0
Native American	0	0	0	0
Asian/Pacific Islander	0	0	0	0
Other	0	0	0	0
Mixed Race/Ethnicity	0	0	0	0
Sub-totals by age and sex	0	0	0	0
Subtotals	Juveniles Served: 0	Adults Served: 0		
Total Clients Served	0			

Recalculate

Save Save & Back Save & Next

Back Next

Click on the "Recalculate" button followed by "Save & Next"

The Progress Toward Goals and Objectives screen is used to provide detailed narrative information against each goal and objective associated with the JAG grant. The following information should be included:

- Strategies/activities undertaken to accomplish this objective
- Project outputs or completion of tasks (give a numeric value: number of clients served, equipment purchased, classes taught, etc.)
- A description on how time lines/benchmarks are being met.
- Any problems this quarter and what steps are being taken to address these problems.

NOTE: If a field or question is mandatory but does not apply to your JAG project, please answer the question with "N/A".

rfinn

Applicant Name:
Riley's World
Applicant Number:
95744575
Project Name:
Riley's 5th Birthday - JAG
Universal Report 2012 Q2
Project Number:
2012-DJ-12-000413-06-1

Colorado Justice
Assistance Grant
2012

Narrative Report
Submission

Project Information
Demographic
Information
Progress Toward
Goals and Objectives
Progress Toward
Outcomes
Report Certification
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

SECTION II: PROGRESS TOWARD PROGRAM/PROJECT GOALS AND OBJECTIVES (OUTPUTS)

Report progress to the specific goals and objective stated in the original grant application or based on any changes that were approved by DCJ.

Goal 1: Goal One

Objective	Outcome	Measurement	Timeframe
1.1 My updated objective 1.1	My updated Outcome 1.1	My updated Measurement 1.1	My updated Timeframe 1.1
1.2 We will be making very good beverages	Kool Aid and Punch by the Gallon	By the glass	Next month
1.3			

* Objective 1.1:

- 1) Please describe in detail the strategies/activities undertaken to accomplish this objective.
- 2) Please describe in detail the project outputs or completion of tasks (give a numeric value: number of clients served, equipment purchased, classes taught, etc.)
- 3) Please describe how time lines/benchmarks are being met.
- 4) Please describe if there are any problems this quarter and what you are doing to address these problems.

* Objective 1.2:

- 1) Please describe in detail the strategies/activities undertaken to accomplish this objective.
- 2) Please describe in detail the project outputs or completion of tasks (give a numeric value: number of clients served, equipment purchased, classes taught, etc.)
- 3) Please describe how time lines/benchmarks are being met.
- 4) Please describe if there are any problems this quarter and what you are doing to address these problems.

* Objective 1.3:

- 1) Please describe in detail the strategies/activities undertaken to accomplish this objective.
- 2) Please describe in detail the project outputs or completion of tasks (give a numeric value: number of clients served, equipment purchased, classes taught, etc.)
- 3) Please describe how time lines/benchmarks are being met.
- 4) Please describe if there are any problems this quarter and what you are doing to address these problems.

Goal 2: Added Goal to have more Cake

Objective	Outcome	Measurement	Timeframe
2.1 Determine what kind and bake	A beautiful 2 tier Decorated Cake	Delivery and many oohs and aahhs	Next Month
2.2			
2.3			

* Objective 2.1:

- 1) Please describe in detail the strategies/activities undertaken to accomplish this objective.
- 2) Please describe in detail the project outputs or completion of tasks (give a numeric value: number of clients served, equipment purchased, classes taught, etc.)
- 3) Please describe how time lines/benchmarks are being met.
- 4) Please describe if there are any problems this quarter and what you are doing to address these problems.

* Objective 2.2:

- 1) Please describe in detail the strategies/activities undertaken to accomplish this objective.
- 2) Please describe in detail the project outputs or completion of tasks (give a numeric value: number of clients served, equipment purchased, classes taught, etc.)
- 3) Please describe how time lines/benchmarks are being met.
- 4) Please describe if there are any problems this quarter and what you are doing to address these problems.

* Objective 2.3:

- 1) Please describe in detail the strategies/activities undertaken to accomplish this objective.
- 2) Please describe in detail the project outputs or completion of tasks (give a numeric value: number of clients served, equipment purchased, classes taught, etc.)
- 3) Please describe how time lines/benchmarks are being met.
- 4) Please describe if there are any problems this quarter and what you are doing to address these problems.

Save

Save & Back

Save & Next



Back


Next

Check Spelling

After
completing
all required
elements,
click "Save &
Next"

Grantees must report progress towards outcomes as stated in the Project Summary of the JAG application. All questions in this section are mandatory and must be completed. Upon completing all questions, click “Save & Next” to proceed to the Report Certification.

 eForms  Logout

 rfinn

Applicant Name:
Ryley's World
Applicant Number:
95744575
Project Name:
Ryley's Big Birthday - JAG
Universal Report 2012 Q2
Project Number:
2012-DJ-12-000413-06-1

Colorado Justice
Assistance Grant
2012

Narrative Report
Submission

Project Information
Demographic
Information
Progress Toward Goals
and Objectives
**Progress Toward
Outcomes**
Report Certification
Submission Summary

View Applicant Profile
Export to PDF
Get PDF Viewer
Back to Submissions List

SECTION III: PROGRESS TOWARD PROGRAM/PROJECT OUTCOMES

Report progress towards the outcomes as stated in your project summary, using the format below for your program/project. This information should come from your project plan in the original grant application.

*** 1. Provide indicators that show progress toward the outcome of this program/project; be specific in describing the activities, tasks, or methods used to meet the outcomes of this program/project. In detail, please describe what the results/impact of the activities/services being provided?**

*** 2. Problems encountered; what were they, how did they impact the program/project, how were they handled and what is your plan to get back on track?**

*** 3. Have any significant changes been made within the program/project since the last reporting period? Please explain in detail.**

*** 4. Please describe any highlights of this program/project you feel are relevant to the program/project outcome. These can be intentional/unintentional outcomes of the work that you are doing. Please be specific in your description.**

*** 5. Please describe any technical assistance and or training needs you may have.**

SaveSave & BackSave & Next

BackNext

Check Spelling

After completing all required elements, click “Save & Next”

Page Generation Time: 0.249s

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The Report Certification must be checked. By certifying this report, the grantee understands that backup documentation must be kept on hand and made available to DCJ if requested. Click “Save & Next” to proceed to the Submission Summary.

After checking the certification box, please click on “Save & Next”

The Submission Summary is the final component of the JAG Universal Quarterly Report. The screen shot below illustrates that the report is not complete and cannot be submitted until all mandatory elements are completed. The “Submit” button is grayed out until the report is complete.

Clicking on the sections marked “Please Complete” will directly take you to the section. These sections can also be accessed by clicking on the form sections in the left hand menu on the COGMS screen.

Submission Summary

Page	Last Updated
Project Information	10/23/2012
Demographic Information	No Input Required
Progress Toward Goals and Objectives	Please Complete
Progress Toward Outcomes	Please Complete
Report Certification	10/23/2012

Back Next

Export to PDF
Get PDF Viewer

Submit

Applicant Name: Ryley's World
Applicant Number: 95744575
Project Name: Ryley's Big Birthday - JAG Universal Report 2012 Q2
Project Number: 2012-DJ-12-000413-06-1
Colorado Justice Assistance Grant 2012
Narrative Report Submission
Project Information
Demographic Information
Progress Toward Goals and Objectives
Progress Toward Outcomes
Report Certification
Submission Summary
View Applicant Profile

Click on each page marked by "Please Complete" to access the section of that form.

Clicking on the sections in the left hand menu will also direct you to that section of the form.

The "Submit" button will be grayed out and not be "active" until all sections are completed.

Upon completing all mandatory elements of the JAG Universal Quarterly Report, the report may be submitted. Click on the active "Submit" button as illustrated in the screen shot below. Upon submitting the form, click on the "Back to Submissions List" in the left hand menu.

Submission Summary

Page	Last Updated
Project Information	10/21/2012
Demographic Information	No Input Required
Progress Toward Goals and Objectives	10/21/2012
Progress Toward Outcomes	10/21/2012
Report Certification	10/21/2012

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit

After submitting the form, click on the "Back to Submissions List"

Left Sidebar Links: View Applicant Profile, Export to PDF, Get PDF Viewer, Back to Submissions List

NOTE: Once submitted the form cannot be revised unless DCJ rejects or amends the report back to the grantee.

5 JAG Universal Reporting Form (Final Narrative Report)

The JAG Universal FINAL Reporting Form is in addition to the quarterly reports required as outlined in Section 4 above. The purpose of the JAG Universal Final Report is an emphasis on project impact overall, whereas the quarterly reports demonstrate progress toward meeting all goals and objectives associated with the project. The JAG Universal Final Report is not used to summarize quarterly information.

NOTE: if your project is providing direct services, the **demographic table must be completed in the Final Report.**

Click on the next to **"Universal Final"** under Submissions.

Front Office

Logout Help

Applicant: Ryley's World (95744575)

[Show Filters] [Clear Filters] [Current Filter: Applicant Project Name = 'Ryley's Big Birthday']

Project Name		Funding Opportunity Name	Submissions				
Project Number	Step Name	Start Date	End Date	Associate Type	Version	Date Submitted	
Ryley's Big Birthday - JAG Monitoring 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Oct 1, 2012	Sep 30, 2013	Primary Applicant	1		
Ryley's Big Birthday - JAG Universal Report 2012 Q1 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	Oct 21, 2012 7:37:39 PM	
Ryley's Big Birthday - JAG Universal Report 2012 Q2 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1		
Ryley's Big Birthday - MOD #2 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Oct 1, 2012	Sep 30, 2013	Primary Applicant	1	Oct 16, 2012 9:40:10 AM	
Ryley's Big Birthday - Modification Request 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	Oct 16, 2012 9:29:11 AM	
Ryley's Big Birthday - Project Income 1B Q1 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Sep 24, 2012	Sep 16, 2013	Primary Applicant	1	Sep 25, 2012 9:09:26 AM	
Ryley's Big Birthday - Project Income 1B Q2 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Sep 24, 2012	Sep 16, 2013	Primary Applicant	1	Sep 25, 2012 9:11:44 AM	
Ryley's Big Birthday - Universal Final 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Oct 1, 2012	Sep 30, 2013	Primary Applicant	1	Oct 4, 2012 10:22:09 AM	

Page Generation Time: 0.222s

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Once the JAG Universal Final Report form has opened, the following information must be completed on the Project Information screen (as noted by the *):

- Report Prepared By
- Contact Phone #
- Demographic Information Applies to the Project

If the JAG project is providing direct services, please be sure to answer “YES” to the demographic information question. As a result, additional information will be required before the report is submitted.

In the following screen shot, demographic information is not required, as indicated by the “NO” answer. As a result, the demographic table (in this example) will not be displayed. Follow the same instructions for completing the demographic table in the final report as the quarterly report (See Section 4 above).

Click “Save & Next” to proceed to the next section of the JAG Universal Final Form.

Logout

Applicant Name:
Ryley's World
Applicant Number:
95744575
Project Name:
Ryley's Big Birthday - Universal Final
Project Number:
2012-DJ-12-000413-06-1
 Colorado Justice Assistance Grant 2012
 Narrative Report Submission

Project Information
 Final Narrative
 Report Certification
 Submission Summary

View Applicant Profile
 Export to PDF
 Get PDF Viewer
 Back to Submissions List

Project Information

Reference Submissions

View	Step
This list contains no items	

Project Information

Grantee Name: Ryley's World
Project Title: Ryley's Big Birthday
Grant Number: 2012-DJ-12-000413-06-1
Project Director: Ryley Ginn
Project Duration:
From: 01/08/2012
To: 01/08/2013

Submission Information

Report Type: Narrative Final
*** Report Prepared By:** Ry Finn
*** Contact Phone:** 303-555-5555
Report Prepared By:
Contact Phone:
Submission Date: 10/23/2012
*** Demographic Information Applies to the Project:** -- select --

Provide the name and phone number of the person completing the report

If the JAG project provides direct services, please answer "YES".

Click "Save & Next"

Page Generation Time: 2.19s
 Grantium®

The Final Narrative section of the form must be completed. Please answer all three questions as they are mandatory.

e.Forms Logout

Applicant Name:
Ryley's World
Applicant Number:
95744575
Project Name:
Kyley's Big Birthday -
Universal Final
Project Number:
2012-DJ-12-000413-06-1

Colorado Justice
Assistance Grant
2012

Narrative Report
Submission

Project Information
Final Narrative
Report Certification
Submission Summary

View Applicant Profile
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Back to Submissions List

Final Narrative

* 1. Describe how your project was or was not successful?

* 2. Describe any unanticipated outcomes, impacts, barriers, etc. which occurred during the project. How did you address these issues?

* 3. Describe the impact of this project on your community or agency.

Save Save & Back Save & Next
Back Next
Check Spelling

NOTE: All questions are mandatory on this screen

Click "Save & Next"

Page Generation Time: 0.456s Grantium

The last item to be completed on the JAG Universal Final Report Form is the certification. The Report Certification must be checked. By certifying this report, the grantee understands that backup documentation must be kept on hand and made available to DCJ if requested. Click "Save & Next" to proceed to the Submission Summary.

Report Certification

* I certify that the content of this form is accurate and can verify that the appropriate backup documentation is available onsite, if requested and will be retained for the required time as specified in the grant agreement. ☒
 I, hereby, also certify that I am authorized to submit this report.

Save Save & Back Save & Next
 Back Next

After checking the certification box, please click on "Save & Next"

The Submission Summary screen will indicate that all sections of the form have been completed and are ready to submit. However, if information is missing the "Submit" button will be grayed out until all required information is provided. Once provided, the "Submit" button will become active and the report can be submitted.

Submission Summary

Page	Last Updated
Project Information	10/23/2012
Final Narrative	Please Complete
Report Certification	10/23/2012

Back Next
 Export to PDF
 Get PDF Viewer
 Submit

Click on each page marked by "Please Complete" to access the section of that form.
 Clicking on the sections in the left hand menu will also direct you to that section of the form.
 The "Submit" button will be grayed out and not be "active" until all sections are completed.

Once all sections have been completed, the “Submit” button will be activated and report can be submitted.

eForms Logout

Submission Summary

Page	Last Updated
Project Information	10/23/2012
Final Narrative	10/23/2012
Report Certification	10/23/2012

Back Next

Export to PDF

Get PDF Viewer

Submit

Colorado Justice Assistance Grant 2012

Narrative Report Submission

Project Information

Final Narrative

Report Certification

Submission Summary

View Applicant Profile

Export to PDF

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Back to Submissions List

Page Generation Time: 0.451s Grantium

The following screen illustrates that the form has been successfully submitted. The “Submit” button is grayed out and the form shows that it has been submitted. Click on the “Back to Submissions List” to return to the list of all required forms for the project.

eForms Logout

Applicant Name:
Ryley's World

Applicant Number:
95744575

Project Name:
Ryley's Big Birthday - Universal Final

Project Number:
2012-DJ-12-000413-06-1

Colorado Justice Assistance Grant 2012

Narrative Report Submission

Project Information
Final Narrative
Report Certification
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Submission Summary

Page	Last Updated
Project Information	10/23/2012
Final Narrative	10/23/2012
Report Certification	10/23/2012

Back
Next

Export to PDF
Get PDF Viewer
Submit

This e.Form has been submitted

Once submitted, the "Submit" button will be grayed out

Click here to return to the Submission List

Page Generation Time: 0.893s
Grantium

NOTE: Once submitted the form cannot be revised unless DCJ rejects or amends the report back to the grantee.

6 DCJ 1-A Financial Report (Quarterly)


Grantees must report project expenditures each quarter, including federal award funds and cash match, if applicable.







Expenditures of funds, including match, must reconcile to the agency's General Ledger. If sub-ledgers are used, a process to reconcile the sub-ledger to the General Ledger must be in place.

The 1-A may contain Unpaid Obligations (any unpaid invoices for the quarter or the legal commitment for goods/services not yet paid), however, the FINAL financial report cannot contain Unpaid Obligations.

Quarterly reports must be submitted in COGMS within 15 days after the end of each calendar quarter, even if you do not incur any expenses within the quarter.

Projects with start dates other than the first day of a calendar quarter must still report at the end of the calendar quarter.

Click on the  next to “**JAG 1A**” under Submissions. Each JAG 1-A Report submission will be followed by Q1, Q2, Q3, or Q4 that corresponds with expenditures for that quarter.

<div>Projects</div> <div>Submissions</div> 	 Ryley's 2011 Test 2011-DJ-11-000798-01-1	Colorado Justice Assistance Grant 2011 TEST Application Submission	Jun 30, 2011	Dec 31, 2020	Primary Applicant	1	Sep 25, 2012 11:51:03 AM
	 Ryley's 2011 Test 2011-DJ-11-000798-01-1	Colorado Justice Assistance Grant 2011 TEST Funding Results and Final Application	Jun 30, 2011	Dec 31, 2020	Primary Applicant	1	Sep 25, 2012 12:49:08 PM
	 Ryley's 2011 Test 2011-DJ-11-000798-01-1	Colorado Justice Assistance Grant 2011 TEST Acknowledge Award Schedule & Documents	Jun 30, 2011	Dec 31, 2020	Primary Applicant	1	Sep 25, 2012 1:02:37 PM
	 Ryley's 2011 Test - JAG 1A Q1 2011-DJ-11-000798-01-1	Colorado Justice Assistance Grant 2011 TEST Initial Post Award Submission	Sep 25, 2012	Oct 31, 2012	Primary Applicant	1	Sep 25, 2012 1:06:12 PM
	 Ryley's 2011 Test - JAG 1A Q2 2011-DJ-11-000798-01-1	Colorado Justice Assistance Grant 2011 TEST Initial Post Award Submission	Sep 25, 2012	Oct 31, 2012	Primary Applicant	1	Sep 25, 2012 1:07:28 PM
	 Ryley's 2011 Test - JAG 1B Q1 2011-DJ-11-000798-01-1	Colorado Justice Assistance Grant 2011 TEST Initial Post Award Submission	Sep 25, 2012	Oct 31, 2012	Primary Applicant	1	Sep 25, 2012 1:08:37 PM
	 Ryley's 2011 Test - JAG 1B Q2 2011-DJ-11-000798-01-1	Colorado Justice Assistance Grant 2011 TEST Initial Post Award Submission	Sep 25, 2012	Oct 31, 2012	Primary Applicant	1	Sep 25, 2012 1:09:49 PM
	 Ryley's 2011 Test - JAG 1DTF Q1 2011-DJ-11-000798-01-1	Colorado Justice Assistance Grant 2011 TEST Initial Post Award Submission	Sep 25, 2012	Oct 31, 2013	Primary Applicant	1	Sep 25, 2012 1:10:50 PM
	 Ryley's 2011 Test - JAG 1 DTF Q2 2011-DJ-11-000798-01-1	Colorado Justice Assistance Grant 2011 TEST Initial Post Award Submission	Sep 25, 2012	Sep 30, 2013	Primary Applicant	1	
	 Ryley's 2011 Test - JAG Payment Request Q1 2011-DJ-11-000798-01-1	Colorado Justice Assistance Grant 2011 TEST Initial Post Award Submission	Sep 25, 2012	Sep 30, 2013	Primary Applicant	1	Sep 25, 2012 1:12:34 PM

Upon opening the “JAG 1-A Report” the Project Information screen will be displayed. This screen contains important information for the project, including (but not limited to) project title, grant number, project duration, project director name, and reporting period.

Complete the following information on the Project Information screen:

- Report Prepared By
- Contact Phone

Click “Save & Next” to proceed to the next section of the JAG 1-A Report.

e.Forms Logout

dbrown

Applicant Name:
Town of Very Serious Business

Applicant Number:
92448712

Project Name:
Combating Sassiness in the Town of Serious Business - JAG 1-A Financial Report 2012 Q1

Project Number:
2012-DJ-12-000515-03-1

Colorado Justice Assistance Grant 2012

Financial Report Submission

Project Information
Financial Report 1-A Report Certification Submission Summary

View Applicant Profile

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Back to Submissions List

Project Information

Reference Submissions

View	Step
This list contains no items	

Project Information

Grantee Name: Town of Very Serious Buiness

Project Title: Combating Sassiness in the Town of Serious E

Grant Number: 2012-DJ-12-000515-03-1

Project Director: Larry Supercop

Project Duration:

From: 01/08/2012

To: 01/08/2013

Submission Information

Report Type: Financial Quarterly (1-A)

Reporting Period: 10-01-2012 to 12-31-2012

*** Report Prepared By:** Larry Supercop

*** Contact Phone:** (303) 555-5555

Submission Date: 10/24/2012

On the Financial Report 1-A screen, enter all the expenditures for the quarter. Also, enter any unpaid invoices/obligations in "Unpaid Invoices at the End of the Quarter" column.

e.Forms Logout

dbrown

Applicant Name:
Town of Very Serious Business

Applicant Number:
92448712

Project Name:
Combating Sassiness in the Town of Serious Business - JAG 1-A Financial Report 2012 Q1

Project Number:
2012-DJ-12-000515-03-1

Colorado Justice Assistance Grant 2012

Financial Report Submission

Project Information
Financial Report 1-A Report Certification Submission Summary

View Applicant Profile

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Back to Submissions List

Financial Report 1-A

Reporting Period: 10-01-2012 to 12-31-2012

EXPENDITURES

		Approved Budget	Expenditures Beginning of Quarter	Expenditures This Quarter	Total Expenditures to Date	Unpaid Invoices at End of Quarter
A. PERSONNEL	Award	83,400	0.00	15,000.00	15,000.00	
B. SUPPLIES & OPERATING	Award	0	0.00	0.00	0.00	0.00
C. TRAVEL	Award	0	0.00	0.00	0.00	0.00
D. EQUIPMENT	Award	0	0.00	0.00	0.00	0.00
E. CONSULTANTS & PROFESSIONAL SERVICES	Award	143,260	0.00	20,000.00	20,000.00	
F. OTHER	Award	0	0.00	0.00	0.00	
G. INDIRECT/ADMIN COSTS	Award	23,340	0.00	0.00	0.00	
TOTALS	Award	250,000	0.00	35,000.00	35,000.00	

Enter all expenditures for the quarter and click on the "Recalculate" button.

Unpaid invoices must also be listed.

Click on “Save & Next” once all expenditures have been entered to proceed to the Report Certification.

The Report Certification must be checked. By certifying this report, the grantee understands that backup documentation must be kept on hand and made available to DCJ if requested. Click “Save & Next” to proceed to the Submission Summary.

The screenshot displays the 'Report Certification' screen in the eForms system. On the left, a sidebar shows the user 'dbrown' and application details: Applicant Name (Town of Very Serious Business), Applicant Number (92448712), Project Name (Combating Seriousness in the Town of Serious Business - JAG 1-A Financial Report 2012 Q1), and Project Number (2012-DJ-12-000515-03-1). The main content area features a certification box with the text: '* I certify that the content of this form is accurate and can verify that the appropriate backup documentation is available onsite, if requested and will be retained for the required time as specified in the grant agreement. I, hereby, also certify that I am authorized to submit this report.' A checkbox next to this text is checked. Below the certification box are buttons for 'Save', 'Save & Back', 'Save & Next', 'Back', and 'Next'. A blue arrow points to the 'Save & Next' button. A text box on the right states: 'After checking the certification box, please click on “Save & Next”'. The footer shows 'Page Generation Time: 0.516s' and the 'Grantium' logo.

The Submission Summary is the final component of the JAG 1-A Report. The screen shot below illustrates that the report is not complete and cannot be submitted until all mandatory elements are completed. The “Submit” button is grayed out until the report is complete.

Clicking on the sections marked “Please Complete” will directly take you to the section. These sections can also be accessed by clicking on the form sections in the left hand menu on the COGMS screen.

Submission Summary

Page	Last Updated
Project Information	10/24/2012
Financial Report 1-A	No Input Required
Report Certification	Please Complete

Click on each page marked by "Please Complete" to access the section of that form.

Clicking on the sections in the left hand menu will also direct you to that section of the form.

The "Submit" button will be grayed out and not be "active" until all sections are completed.

Once all sections are complete, the "Submit" button will activate and the JAG 1-A can be submitted.

Submission Summary

Page	Last Updated
Project Information	10/24/2012
Financial Report 1-A	No Input Required
Report Certification	10/24/2012

Click here to return to the Submission List

NOTE: Once submitted the form cannot be revised unless DCJ rejects or amends the report back to the grantee.

Completing the JAG 1-A report for subsequent quarters is easy! Simply follow the same steps as outlined above.

Keep in mind that COGMS will bring forward the totals in the “Expenditures Beginning of the Quarter” column from the previous report.

Enter quarterly expenditures in “Expenditures This Quarter” and the system will add across for new totals in “Total Expenditures to Date” once the “Recalculate” button is clicked.

Complete the “Unpaid Invoices at the End of the Quarter” column for any unpaid invoices you may have at the end of the quarter.

At the end of the 4th quarter, if the grantee has spent all the funds approved under the JAG grant, the 4th quarter and Final 1-A can be combined. In this case, the amounts in the “Total Expenditures to Date” column must be the same as approved budget column, unless grant allows for any variance between line items.

The Final DCJ 1-A Report can be combined with the last quarterly report if:

- Awarded funds and match have been fully expended,
- All invoices have been paid by the end of the grant award period, and
- The report is submitted no later than 15 days after the end of the grant award period.

NOTE: At the end of the project, on the Report Certification form, the “Final Financial Report” question must be answered “YES”.

7 DCJ 1-A Financial Report (Final)

DCJ requires that a Final DCJ 1-A Report be submitted for the JAG project if unpaid invoices/obligations remain at the end of the project period. The Final DCJ 1-A Report must be submitted in COGMS within 45 days after the end of the grant award period.

All JAG grantees then have 30 days to pay the unpaid invoices reported in the “Unpaid Invoices at the End of Quarter” column and submit the Final DCJ 1-A Report.

NOTE: The only expenditure(s) that will show on this report is the payment of the Unpaid Invoice(s) reported on the 4th quarter report.


Click on the  next to the **“JAG 1-A Financial Report Final”** under Submissions.

Funding Opportunity Registrations Projects Submissions	Submissions						
	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	Ryley's Big Birthday - DCJ-16 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
	Ryley's Big Birthday - DCJ-5 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
	Ryley's Big Birthday - JAG 1-A Financial Report 2012 Q1 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	Sep 25, 2012 9:07:58 AM
	Ryley's Big Birthday - JAG 1-A Financial Report 2012 Q2 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	Sep 25, 2012 9:10:23 AM
	Ryley's Big Birthday - JAG 1-A Financial Report 2012 Q3 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	Oct 4, 2012 10:26:31 AM
	Ryley's Big Birthday - JAG 1-A Financial Report 2012 Q4 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	2	
	Ryley's Big Birthday - JAG 1-A Financial Report Final 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	2	
	Ryley's Big Birthday - JAG Cash Request Q1 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	2	Oct 24, 2012 9:33:43 AM
	Ryley's Big Birthday - JAG Cash Request Q2 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	2	
	Ryley's Big Birthday - JAG Cash Request Q3 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	2	

In the Project Information screen, complete the following information:

- Report Prepared By
- Contact Phone

Click “Save & Next” to proceed to the next section of the JAG Final Financial Request form.


Logout

Applicant Name:
Ryley's World

Applicant Number:
95744575

Project Name:
Ryley's Big Birthday - JAG 1-A Financial Report Final

Project Number:
2012-DJ-12-000413-06-1

Colorado Justice Assistance Grant 2012

Financial Report Submission

Project Information
Financial Report 1-A Report Certification Submission Summary

View Applicant Profile

Export to PDF
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Back to Submissions List

Project Information

Reference Submissions

View	Step
This list contains no items	

Project Information

Grantee Name: Ryley's World

Project Title: Ryley's Big Birthday

Grant Number: 2012-DJ-12-000413-06-1

Project Director: Ryley Ginn

Project Duration:

From: 01/08/2012

To: 01/08/2013

Submission Information

Report Type: Financial Final (1-A)

*** Report Prepared By:** Ry Finn

*** Contact Phone:** (303) 555-5555

Submission Date: 10/28/2012


Save Save & Back Save & Next

Back Next

Check Spelling

Page Generation Time: 2.837s
Grantium

NOTE: The only expenditure(s) that will show on this report is the payment of the Unpaid Invoice(s) reported on the 4th quarter report. Enter only this information. Click on "Save & Next" to proceed to the Certification screen.


Logout

Applicant Name:
Ryley's World

Applicant Number:
95744575

Project Name:
Ryley's Big Birthday - JAG 1-A Financial Report Final

Project Number:
2012-DJ-12-000413-06-1

Colorado Justice Assistance Grant 2012

Financial Report Submission

Project Information
Financial Report 1-A Report Certification Submission Summary

View Applicant Profile

Export to PDF
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Back to Submissions List

Financial Report 1-A

Reporting Period: 10-01-2012 to 12-31-2012

		Approved Budget	Expenditures Beginning of Quarter	Expenditures This Quarter	Total Expenditures to Date	Unpaid Invoices at End of Quarter
A. PERSONNEL	Award	0	0.00	0.00	0.00	0.00
B. SUPPLIES & OPERATING	Award	20,000	18,000.00	2,000.00	0.00	0.00
C. TRAVEL	Award	0	0.00	0.00	0.00	0.00
D. EQUIPMENT	Award	0	0.00	0.00	0.00	0.00
E. CONSULTANTS & PROFESSIONAL SERVICES	Award	0	0.00	0.00	0.00	0.00
F. OTHER	Award	0	0.00	0.00	0.00	0.00
G. INDIRECT/ADMIN COSTS	Award	0	0.00	0.00	0.00	0.00
TOTALS	Award	20,000	18,000.00	2,000.00	20,000.00	0.00

Recalculate

Save Save & Back Save & Next

Back Next

Page Generation Time: 0.511s
Grantium

The Report Certification must be checked. By certifying this report, the grantee understands that backup documentation must be kept on hand and made available to DCJ if requested. Click “Save & Next” to proceed to the Submission Summary.

eForms Logout

Report Certification

*** I certify that the content of this form is accurate and can verify that the appropriate backup documentation is available onsite, if requested and will be retained for the required time as specified in the grant agreement. I, hereby, also certify that I am authorized to submit this report.**

After checking the certification box, please click on “Save & Next”

Save Save & Back Save & Next Back Next

Applicant Name: Ryley's World
Applicant Number: 95744575
Project Name: Ryley's Big Birthday - JAG 1-A Financial Report Final
Project Number: 2012-DJ-12-000413-06-1

Colorado Justice Assistance Grant 2012

Financial Report Submission

Project Information
Financial Report 1-A
Report Certification
Submission Summary

View Applicant Profile

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Back to Submissions List

The following screen shot illustrates that the Final Financial Report that is ready to be submitted. The “Submit” button is active. Click on the “Submit” button.

eForms Logout

Submission Summary

Page	Last Updated
Project Information	10/04/2012
Financial Report 1-A	No Input Required
Report Certification	10/04/2012

Back Next

Export to PDF
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Submit

Applicant Name: Ryley's World
Applicant Number: 95744575
Project Name: Ryley's Big Birthday - JAG 1-A Financial Report Final
Project Number: 2012-DJ-12-000413-06-1

Colorado Justice Assistance Grant 2012

Financial Report Submission

Project Information
Financial Report 1-A
Report Certification
Submission Summary

View Applicant Profile

Export to PDF
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Back to Submissions List

Page Generation Time: 0.515s

Grantium

The following screen illustrates that the form has been successfully submitted. The “Submit” button is grayed out and the form shows that it has been submitted. Click on the “Back to Submissions List” to return to the list of all required forms for the project.

eForms Logout

Applicant Name:
Ryley's World

Applicant Number:
95744575

Project Name:
Ryley's Big Birthday - JAG 1-A Financial Report Final

Project Number:
2012-DJ-12-000413-06-1

Colorado Justice Assistance Grant 2012

Financial Report Submission

Project Information
Financial Report 1-A
Report Certification
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Submission Summary

Page	Last Updated
Project Information	10/04/2012
Financial Report 1-A	No Input Required
Report Certification	10/04/2012

Back
Next

Export to PDF

Get PDF Viewer

Submit

This eForm has been submitted

←

Once submitted, the “Submit” button will be grayed out

NOTE: Once submitted the form cannot be revised unless DCJ rejects or amends the report back to the grantee.

8 Payment Request


Payment Requests must be submitted via COGMS for JAG projects. Most Payment Requests are submitted on a quarterly reimbursement basis with your Financial Expenditure Report (Form 1-A). Grantees must Verify that the Payment Request matches reported expenditures on the Form 1-A if on a quarterly reimbursement basis.


















Federal cash on hand cannot exceed more than 10 days of anticipated expenditures.

NOTE: Your Payment Request will not be approved for payment if:

- Narrative/Financial reports are late or submitted incorrectly
- Required documentation has not been received
- Any applicable Special Conditions have not been met

The following screen shots illustrate how a unit of local government will submit a Payment Request. [Instructions for submitting a cash request by another state agency begin on page 39.](#)

Click on the  next to **"JAG Cash Request"** under Submissions. Each Payment Request submission will be followed by Q1, Q2, Q3, or Q4, etc. that corresponds with the quarter that grantees will request payment for expenditures.

Applicants	 Q1	Colorado Justice Assistance Grant 2012	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
Funding Opportunity Registrations		Initial Post Award Submission					
Projects	 Ryley's Big Birthday - 3-JAG Data Collection Q1	Colorado Justice Assistance Grant 2012	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
Submissions		Initial Post Award Submission					
	 Ryley's Big Birthday - 3-JAG Data Collection Q2	Colorado Justice Assistance Grant 2012	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
		Initial Post Award Submission					
	 Ryley's Big Birthday - 4-JAG Data Collection Q1	Colorado Justice Assistance Grant 2012	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
		Initial Post Award Submission					
	 Ryley's Big Birthday - 5-JAG Data Collection Q1	Colorado Justice Assistance Grant 2012	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
		Initial Post Award Submission					
	 Ryley's Big Birthday - Cash Request Q4	Colorado Justice Assistance Grant 2012	Jan 26, 2012	Feb 24, 2012	Primary Applicant	1	
		Initial Post Award Submission					
	 Ryley's Big Birthday - DCJ-13	Colorado Justice Assistance Grant 2012	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
		Initial Post Award Submission					
	 Ryley's Big Birthday - DCJ-16	Colorado Justice Assistance Grant 2012	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
		Initial Post Award Submission					
	 Ryley's Big Birthday - DCJ-5	Colorado Justice Assistance Grant 2012	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
		Initial Post Award Submission					
	 Ryley's Big Birthday - JAG 1-A Financial Report 2012 Q1	Colorado Justice Assistance Grant 2012	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	Sep 25, 2012 9:07:58 AM
		Initial Post Award Submission					
	 Ryley's Big Birthday - JAG 1-A Financial Report 2012 Q2	Colorado Justice Assistance Grant 2012	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	Sep 25, 2012 9:10:23 AM
		Initial Post Award Submission					
	 Ryley's Big Birthday - JAG 1-A Financial Report 2012 Q3	Colorado Justice Assistance Grant 2012	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	Oct 4, 2012 10:26:31 AM
		Initial Post Award Submission					
	 Ryley's Big Birthday - JAG 1-A Financial Report 2012 Q4	Colorado Justice Assistance Grant 2012	Jan 1, 2012	Jan 1, 2013	Primary Applicant	2	
		Initial Post Award Submission					
	 Ryley's Big Birthday - JAG 1-A Financial Report Final	Colorado Justice Assistance Grant 2012	Jan 1, 2012	Jan 1, 2013	Primary Applicant	2	
		Initial Post Award Submission					
	 Ryley's Big Birthday - JAG Cash Request Q1	Colorado Justice Assistance Grant 2012	Jan 1, 2012	Jan 1, 2013	Primary Applicant	2	
		Initial Post Award Submission					
	 Ryley's Big Birthday - JAG Cash Request Q2	Colorado Justice Assistance Grant 2012	Jan 1, 2012	Jan 1, 2013	Primary Applicant	2	
		Initial Post Award Submission					
	 Ryley's Big Birthday - JAG Cash Request Q3	Colorado Justice Assistance Grant 2012	Jan 1, 2012	Jan 1, 2013	Primary Applicant	2	
		Initial Post Award Submission					
Contact Us							

Page Generation Time: 0.454s

Grantium

Upon opening the “JAG Cash Request” the Project Information screen will be displayed. This screen contains important information for the project, including (but not limited to) project title, grant number, project duration, project director name, and reporting period.

Complete the following information on the Project Information screen:

- Report Prepared By
- Contact Phone

Click “Save & Next” to proceed to the next section of the JAG Cash Request.

The screenshot shows the 'Project Information' screen in the eForms system. The sidebar on the left contains navigation links. The main content area has a 'Project Information' section with fields for Grantee Name, Project Title, Grant Number, Project Director, and Project Duration. Below this is a 'Submission Information' section with fields for Reporting Period, Report Prepared By, Contact Phone, and Submission Date. At the bottom are buttons for Save, Save & Back, Save & Next, Back, Next, and Check Spelling. Two large blue arrows point to the 'Save & Next' button and the 'Report Prepared By' field.

On the Payment Request enter the total amount of expenditures for this time period in Line 1.

NOTE: Line 2 should always be \$0 for JAG projects.

Click on the “Recalculate” button. The form will calculate the total funds needed for this time period and subtract it from the total amount of the JAG award (Line 4). Line 9 will display the balance of the JAG project.

Click on “Save & Next” to proceed to the certification screen.

eForms
Logout

Applicant Name:
Riley's World

Applicant Number:
95744575

Project Name:
Riley's Big Birthday - JAG
Cash Request Q1

Project Number:
2012-07-12-000413-06-1

Colorado Justice
Assistance Grant
2012

Payment Request

Project Information
Payment Request
Certification
Submission Summary

View Applicant Profile
Export to PDF
Get PDF Viewer
Back to Submissions List

Payment Request

Time Period: 10-01-2012 to 12-31-2012

SECTION I: CASH NEEDS FOR THIS TIME PERIOD

1. Projected or Actual Expenditures for this time period	\$5,000.00
2. Less Cash Match available during this time period	\$0.00
3. TOTAL FEDERAL/STATE-AWARDED FUNDS NEEDED DURING THIS TIME PERIOD (Line 1 minus Line 2)	\$5,000.00

SECTION II: CASH SUMMARY AND REQUEST

4. Total Amount of Federal/State Dollar Award:	\$20,000
5. Total Amount of Federal/State Dollars Received to Date:	\$0.00
6. Total Amount of Federal/State Dollars Requested, Not Received:	\$0.00
7. TOTAL AMOUNT OF THIS REQUEST (#3 above):	\$5,000.00
8. Totals of Lines 5, 6 & 7:	\$5,000.00
9. Federal/State Award Balance (Line 4 minus Line 8):	\$15,000.00

Enter the total amount of expenditures for the time period in Line 1.

Click on "Recalculate".

Click on "Save & Next".

Page Generation Time: 0.46s
Grantium

NOTE: On the final payment request for your grant, if your award was fully expended Line 9 should be \$0, otherwise the balance remaining should reflect the unspent federal funds you will be not be using on your project. These funds will then be de-obligated at the close out of your grant.

The Report Certification must be checked. By certifying this report, the grantee understands that backup documentation must be kept on hand and made available to DCJ if requested. Click "Save & Next" to proceed to the Submission Summary.

eForms Logout

rfinn

Applicant Name:
Ryley's world

Applicant Number:
95744575

Project Name:
Ryley's Big Birthday - JAG Cash Request Q3

Project Number:
2012-03-12-000413-06-1

Colorado Justice Assistance Grant 2012

Payment Request

Project Information
Payment Request
Certification
Submission Summary

View Applicant Profile
Export to PDF
Get PDF Viewer
Back to Submissions List

Certification

* I certify that the content of this form is accurate and can verify that the appropriate backup documentation is available onsite, if requested and will be retained for the required time as specified in the grant agreement. ☒

I, hereby, also certify that I am authorized to submit this form.

Save Save & Back Save & Next
Back Next

After checking the certification box, please click on "Save & Next"

Page Generation Time: 0.519s Grantium

The Submission Summary is the final component of the JAG Payment Request. The Payment Request cannot be submitted until all mandatory elements are completed. The "Submit" button is grayed out until the request is complete.

Clicking on the sections marked "Please Complete" will directly take you to the section. These sections can also be accessed by clicking on the form sections in the left hand menu on the COGMS screen.

The following screen shot illustrates a JAG Payment Request that is ready to be submitted. The "Submit" button is active.

eForms

Submission Summary

Page	Last Updated
Project Information	01/25/2012
Payment Request	No Input Required
Certification	01/25/2012

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit

Left Menu: Applicant Name, Applicant Number, Project Name, Project Number, Colorado Justice Assistance Grant 2012, Payment Request, Project Information, Payment Request, Certification, Submission Summary, View Applicant Profile, Export to PDF, Get PDF Viewer, Back to Submissions List

Annotations:

- All sections have been completed and Payment Request can be submitted.
- The "Submit" button is active.
- Click on the "Back to Submissions List" after submitting the request.

Page Generation Time: 0.476s Grantium

Click on the active "Submit" button as illustrated in the screen shot above. Upon submitting the form, click on the "Back to Submissions List" in the left hand menu.

eForms

Submission Summary

Page	Last Updated
Project Information	01/25/2012
Payment Request	No Input Required
Certification	01/25/2012

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit

Message: This eForm has been submitted

Left Menu: Applicant Name, Applicant Number, Project Name, Project Number, Colorado Justice Assistance Grant 2012, Payment Request, Project Information, Payment Request, Certification, Submission Summary, View Applicant Profile, Export to PDF, Get PDF Viewer, Back to Submissions List

Annotation:


- The "Submit" button will be grayed out once the request has been successfully submitted.


















Page Generation Time: 1.143s Grantium

NOTE: Once submitted the form cannot be revised unless DCJ rejects or amends the request back to the grantee.

As a reminder, grantees must submit Payment Requests each quarter in order to be reimbursed for actual expenditures against the JAG project!

The following set of screen shots are intended for other state of Colorado agencies submitting payment requests.

Click on the  next to **“JAG Cash Request”** under Submissions. Each Payment Request submission will be followed by Q1, Q2, Q3, or Q4, etc. that corresponds with the quarter that grantees will request payment for expenditures.

Applicants	 Q1 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
Funding Opportunity Registrations	 Ryley's Big Birthday - 3-JAG Data Collection Q1 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
Projects	 Ryley's Big Birthday - 3-JAG Data Collection Q2 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
Submissions	 Ryley's Big Birthday - 4-JAG Data Collection Q1 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
	 Ryley's Big Birthday - 5-JAG Data Collection Q1 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
	 Ryley's Big Birthday - Cash Request Q4 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 26, 2012	Feb 24, 2012	Primary Applicant	1	
	 Ryley's Big Birthday - DCJ-13 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
	 Ryley's Big Birthday - DCJ-16 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
	 Ryley's Big Birthday - DCJ-5 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
	 Ryley's Big Birthday - JAG 1-A Financial Report 2012 Q1 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	Sep 25, 2012 9:07:58 AM
	 Ryley's Big Birthday - JAG 1-A Financial Report 2012 Q2 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	Sep 25, 2012 9:10:23 AM
	 Ryley's Big Birthday - JAG 1-A Financial Report 2012 Q3 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	Oct 4, 2012 10:26:31 AM
	 Ryley's Big Birthday - JAG 1-A Financial Report 2012 Q4 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	2	
	 Ryley's Big Birthday - JAG 1-A Financial Report Final 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	2	
	 Ryley's Big Birthday - JAG Cash Request Q1 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	2	
	 Ryley's Big Birthday - JAG Cash Request Q2 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	2	
	 Ryley's Big Birthday - JAG Cash Request Q3 2012-03-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	2	

Upon opening the “JAG Cash Request” the Project Information screen will be displayed. This screen contains important information for the project, including (but not limited to) project title, grant number, project duration, project director name, and reporting period.

Complete the following information on the Project Information screen:

- Report Prepared By
- Contact Phone

Click “Save & Next” to proceed to the next section of the JAG Cash Request.

The screenshot shows the eForms application interface. On the left is a sidebar with the user's name 'Joe Jones' and a list of navigation links: 'Payment Request', 'Project Information', 'View Applicant Profile', 'Export to PDF', 'Get PDF Viewer', and 'Back to Submissions List'. The main content area is titled 'Project Information' and contains three sections:

- Reference Submissions:** A table with columns 'View' and 'Step'. It contains the text 'This list contains no items'.
- Project Information:** A form with the following fields:
 - Grantee Name: Big Town Police Department
 - Project Title: Big Town RMS
 - Grant Number: 2012-DJ-12-000516-06-1
 - Project Director: Joe Jones
 - Project Duration: From: 10/01/2012 To: 09/30/2013
- Submission Information:** A form with the following fields:
 - Reporting Period: 01-01-2013 to 03-31-2013 (dropdown)
 - * Report Prepared By: Joe Jones
 - * Contact Phone: 303-555-5555
 - Submission Date: 10/29/2012

At the bottom of the form are several buttons: 'Save', 'Save & Back', 'Save & Next', 'Back', 'Next', and 'Check Spelling'. A large blue arrow points to the 'Save & Next' button.

On the Payment Request enter the total amount of expenditures for this time period in Line 1.

NOTE: Line 2 should always be \$0 for JAG projects.

Click on the “Recalculate” button. The form will calculate the total funds needed for this time period and subtract it from the total amount of the JAG award (Line 4). Line 9 will display the balance of the JAG project.

Joe Jones

Applicant Name:
Big Town Police Department
Applicant Number:
63413779
Project Name:
Big Town RMS - JAG Cash Request Q2
Project Number:
2012-DJ-12-000516-06-1

Colorado Justice Assistance Grant 2012

Payment Request

Project Information
Payment Request
Payment Request (Inter-Agency)
Certification
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Page Generation Time: 0.62s

Grantium®

Payment Request

Time Period: 01-01-2013 to 03-31-2013

SECTION I: CASH NEEDS FOR THIS TIME PERIOD

1. Projected or Actual Expenditures for this time period \$50,000.00
2. Less Cash Match available during this time period \$0.00
3. TOTAL FEDERAL/STATE-AWARDED FUNDS NEEDED DURING THIS TIME PERIOD (Line 1 minus Line 2) \$50,000.00

SECTION II: CASH SUMMARY AND REQUEST

4. Total Amount of Federal/State Dollar Award: \$250,000
5. Total Amount of Federal/State Dollars Received to Date: \$0.00
6. Total Amount of Federal/State Dollars Requested, Not Received: \$0.00
7. TOTAL AMOUNT OF THIS REQUEST (#3 above): \$50,000.00
8. Totals of Lines 5, 6 & 7: \$50,000.00
9. Federal/State Award Balance (Line 4 minus Line 8): \$200,000.00

Recalculate


Save Save & Back Save & Next

Back Next

Enter the total amount of expenditures for the time period in Line 1.

Click on "Recalculate".

Click on "Save & Next".

The grantee must fill out the "Seller" information on the Payment Request (Inter-Agency) screen. Click on the  in the Line Record Values.

Joe Jones

Applicant Name:
Big Town Police Department
Applicant Number:
63413779
Project Name:
Big Town RMS - JAG Cash Request Q2
Project Number:
2012-DJ-12-000516-06-1

Colorado Justice Assistance Grant 2012

Payment Request

Project Information
Payment Request
Payment Request (Inter-Agency)
Certification
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Page Generation Time: 0.751s

Grantium®

Payment Request (Inter-Agency)

Originating Agency: RAA
Non-Originating Agency: JAA
Agency Contact: Cindy Johnson
Phone Area Code: 303
Phone Prefix: 239
Phone Extension: 4443
Document Credit Total: \$50,000.00

Line Record Values

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
View	Line #	Seller/Buyer	P.O.	P.O. Line #	Description	Debit Amount(\$)	Credit Amount(\$)	Funding Source																		
	01	S				\$0.00	\$50,000.00																			
	02	B				\$0.00	\$0.00	DJ-2012																		
	03	B			D12DJ000031	\$0.00	\$0.00																			
	04	B			D12DJ000031	\$0.00	\$0.00																			
	05	B			D12DJ000031	\$0.00	\$0.00																			
	06	B			D12DJ000031	\$0.00	\$0.00																			
	07	B			D12DJ000031	\$0.00	\$0.00																			
	08	B			D12DJ000031	\$0.00	\$0.00																			
	09	B			D12DJ000031	\$0.00	\$0.00																			
	10	B			D12DJ000031	\$0.00	\$0.00																			

1

Back Next

41 | Page

Once the IT Line Record Details have opened, the following information **must be entered**:

- Fund
- Agency
- Description

Click on “Save & Back to List”.

eForms Logout

Joe Jones

Applicant Name:
Big Town Police Department

Applicant Number:
63413779

Project Name:
Big Town RMS - JAG Cash Request Q2

Project Number:
2012-DJ-12-000516-06-1

Colorado Justice Assistance Grant 2012

Payment Request

Project Information
Payment Request
Payment Request (Inter-Agency)
Certification
Submission Summary

View Applicant Profile
Export to PDF
Get PDF Viewer
Back to Submissions List

IT Line Record Details

Line Number: 01

Vendor Invoice:

Fund: 100

Agency: JAA

Organization:

Sub-Organization:

Appropriation Code:

Program:

Function:

Object:

Sub-Object:

Revenue Source:

Sub-Revenue Source:

BS Account:

Reporting Category:

Grant Budget Line:

Job Project Number:


Description: grant

Dollar Credit Amount: \$50,000.00

Save Save & Back to List
Back to List
Check Spelling

Page Generation Time: 0.735s Grantium

On the Payment Request (Inter-Agency) screen the updated information will display under the Line Record Values at the bottom of the screen. Click on “Next”.


Logout

Joe Jones

Applicant Name:
Big Town Police
Department

Applicant Number:
63413779

Project Name:
Big Town RMS - JAG Cash
Request Q3

Project Number:
2012-DJ-12-000516-06-1

Colorado Justice
Assistance Grant
2012

Payment Request

Project Information
Payment Request
**Payment Request
(Inter-Agency)**
Certification
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Payment Request (Inter-Agency)

Originating Agency: RAA

Non-Originating Agency: JAA

Agency Contact: Cindy Johnson

Phone Area Code: 303

Phone Prefix: 239

Phone Extension: 4443


Document Credit Total: \$10,000.00

Line Record Values

View	Line #	Seller/Buyer	P.O.	P.O. Line #	Description	Debit Amount(\$)	Credit Amount(\$)	Funding Source
	01	S			grant	\$0.00	\$10,000.00	
	02	B	D12DJ000031			\$0.00	\$0.00	DJ-2012
	03	B	D12DJ000031			\$0.00	\$0.00	
	04	B	D12DJ000031			\$0.00	\$0.00	
	05	B	D12DJ000031			\$0.00	\$0.00	
	06	B	D12DJ000031			\$0.00	\$0.00	
	07	B	D12DJ000031			\$0.00	\$0.00	
	08	B	D12DJ000031			\$0.00	\$0.00	
	09	B	D12DJ000031			\$0.00	\$0.00	
	10	B	D12DJ000031			\$0.00	\$0.00	


1

Back Next



Page Generation Time: 0.743s
Grantium

The Report Certification must be checked. By certifying this report, the grantee understands that backup documentation must be kept on hand and made available to DCJ if requested. Click "Save & Next" to proceed to the Submission Summary.


Logout

Joe Jones

Applicant Name:
Big Town Police
Department

Applicant Number:
63413779

Project Name:
Big Town RMS - JAG Cash
Request Q3

Project Number:
2012-DJ-12-000516-06-1

Colorado Justice
Assistance Grant
2012

Payment Request

Project Information
Payment Request
Payment Request (Inter-Agency)
Certification
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Certification


* I certify that the content of this form is accurate and can verify that the appropriate backup documentation is available onsite, if requested and will be retained for the required time as specified in the grant agreement. ☒

I, hereby, also certify that I am authorized to submit this form.

Save Save & Back Save & Next

Back Next

After checking the certification box, please click on "Save & Next"



Page Generation Time: 0.286s
Grantium

The Submission Summary is the final component of the JAG Payment Request. The Payment Request cannot be submitted until all mandatory elements are completed. The “Submit” button is grayed out until the request is complete.

The screenshot shows the 'Submission Summary' page in the e.Forms system. The left sidebar contains a navigation menu with the following items: JoeJones, Applicant Name: Big Town Police Department, Applicant Number: 63413779, Project Name: Big Town RMS - JAG Cash Request Q2, Project Number: 2012-DJ-12-000516-06-1, Colorado Justice Assistance Grant 2012, Payment Request, Project Information, Payment Request, Payment Request (Inter-Agency), Certification, Submission Summary, View Applicant Profile, Export to PDF, Get PDF Viewer, and Back to Submissions List. The main content area displays a table with the following data:

Page	Last Updated
Project Information	10/29/2012
Payment Request	No Input Required
Payment Request (Inter-Agency)	10/29/2012
Certification	10/29/2012

Below the table are buttons for 'Back', 'Next', 'Export to PDF', 'Get PDF Viewer', and 'Submit'. The 'Submit' button is active. Annotations include: 'All sections have been completed and Payment Request can be submitted.' pointing to the table, 'Click on the “Back to Submissions List” after submitting the request.' pointing to the 'Back to Submissions List' link in the sidebar, and 'The “Submit” button is active.' pointing to the 'Submit' button. The footer shows 'Page Generation Time: 0.541s' and 'Grantium'.


Click on the active “Submit” button as illustrated in the screen shot above. Upon submitting the form, click on the “Back to Submissions List” in the left hand menu.

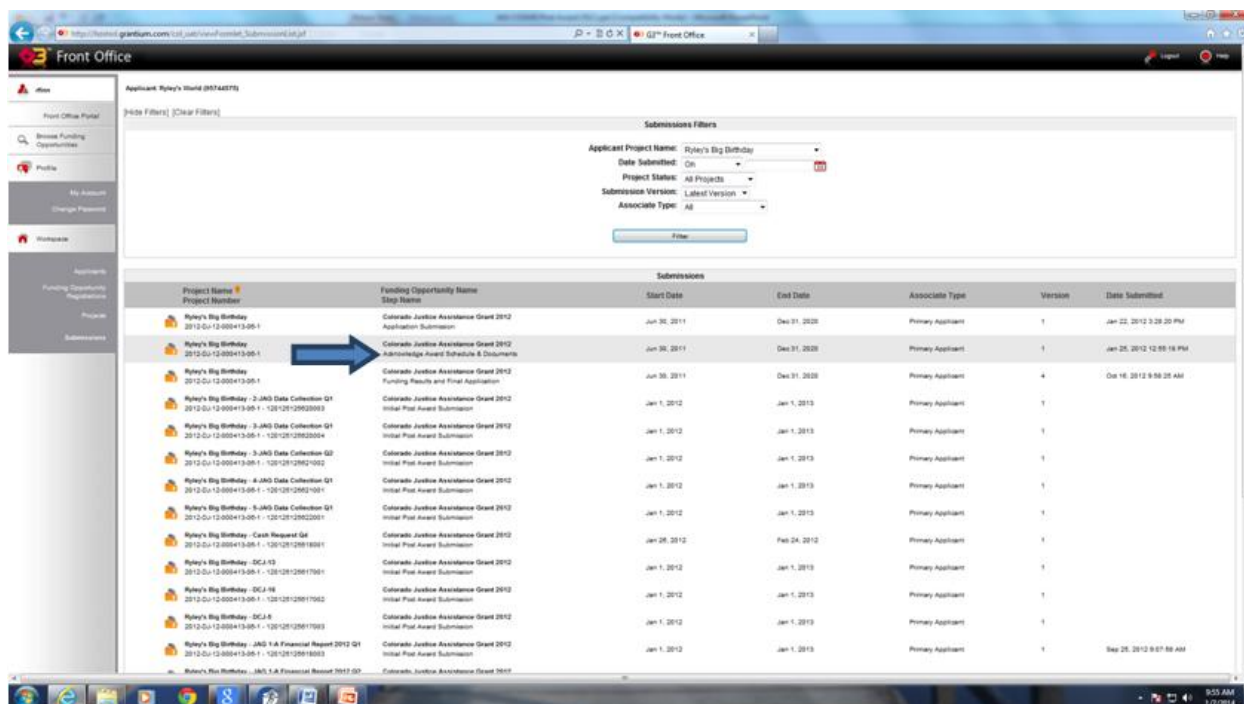
The screenshot shows the 'Submission Summary' page after the form has been submitted. The left sidebar is identical to the previous screenshot. The main content area displays the same table as before. Below the table, the 'Submit' button is now grayed out, and the text 'This eForm has been submitted' is displayed. An annotation points to the grayed-out 'Submit' button with the text: 'The “Submit” button will be grayed out once the request has been successfully submitted.' The footer shows 'Page Generation Time: 1.797s' and 'Grantium'.

NOTE: Once submitted the form cannot be revised unless DCJ rejects or amends the request back to the grantee.

As a reminder, grantees must submit Payment Requests each quarter in order to be reimbursed for actual expenditures against the JAG project!

Payment verification – check payment status

Log into COGMS and filter by the Project you want to look at. Click on “Submissions” in the bar menu on the left of your screen. In the list of submissions, locate “Acknowledge Award Schedule & Documents” in the second column and click on the file folder icon .



The screenshot shows the COGMS Front Office interface. On the left is a sidebar menu with options like 'Home', 'Front Office Portal', 'Browse Funding Opportunities', 'Profile', 'My Account', 'Change Password', 'Workspace', 'Applications', 'Funding Opportunity Applications', 'Projects', and 'Submissions'. The main area displays a 'Submissions Filters' section with dropdowns for 'Applicant Project Name' (Ryley's Big Birthday), 'Date Submitted' (On), 'Project Status' (All Projects), 'Submission Version' (Latest Version), and 'Associate Type' (All). Below the filters is a table of submissions. A blue arrow points to the row for 'Ryley's Big Birthday - 2012-01-12-000413-00-1' in the second column, which is 'Acknowledge Award Schedule & Documents'.

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
Ryley's Big Birthday 2012-01-12-000413-00-1	Colorado Justice Assistance Grant 2012 Application Submission	Jun 30, 2011	Dec 31, 2012	Primary Applicant	1	Jan 22, 2012 3:28:20 PM
Ryley's Big Birthday 2012-01-12-000413-00-1	Colorado Justice Assistance Grant 2012 Acknowledge Award Schedule & Documents	Jun 30, 2011	Dec 31, 2012	Primary Applicant	1	Jan 25, 2012 12:59:16 PM
Ryley's Big Birthday 2012-01-12-000413-00-1	Colorado Justice Assistance Grant 2012 Funding Results and Final Application	Jun 30, 2011	Dec 31, 2012	Primary Applicant	4	Oct 16, 2012 9:50:25 AM
Ryley's Big Birthday - 2-JAG Data Collection Q1 2012-01-12-000413-00-1 - 12012012000000000000	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
Ryley's Big Birthday - 3-JAG Data Collection Q1 2012-01-12-000413-00-1 - 12012012000000000000	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
Ryley's Big Birthday - 3-JAG Data Collection Q2 2012-01-12-000413-00-1 - 12012012000000000000	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
Ryley's Big Birthday - 4-JAG Data Collection Q1 2012-01-12-000413-00-1 - 12012012000000000000	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
Ryley's Big Birthday - 5-JAG Data Collection Q1 2012-01-12-000413-00-1 - 12012012000000000000	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
Ryley's Big Birthday - Cash Request Q1 2012-01-12-000413-00-1 - 12012012000000000000	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 25, 2012	Feb 24, 2012	Primary Applicant	1	
Ryley's Big Birthday - DCJ 13 2012-01-12-000413-00-1 - 12012012000000000000	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
Ryley's Big Birthday - DCJ 16 2012-01-12-000413-00-1 - 12012012000000000000	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
Ryley's Big Birthday - DCJ 18 2012-01-12-000413-00-1 - 12012012000000000000	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
Ryley's Big Birthday - JAG 1-A Financial Report 2012 Q1 2012-01-12-000413-00-1 - 12012012000000000000	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	Nov 26, 2012 9:07:58 AM

Click on “Acknowledgement” in the bar menu on the left, the following screen then appears. Click on “Setup Award” in the Funding Reference Submissions.

UJClelland

Applicant Name:
DCJ (AT) Public Government

Applicant Number:
62410754

Project Name:
DCJ Post Award Training - 112013

Project Number:
2013-DJ-13-001912-05-2

Colorado Justice Assistance Grant 2013

DCJ Conference Policy and Certification Form 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

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 THREE 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

Comments:

Back
Next

This e.Form has been submitted

The Award Schedule and Balances screen will appear. To check a payment status, click on the next to the payment you wish to look at. Note: the payment amount is reflected in the far right column labeled "Actual". You will then see the "Submissions Details" screen.

UJClelland

Applicant Name:
DCJ (AT) Public Government

Applicant Number:
62410754

Project Name:
DCJ Post Award Training - 112013

Project Number:
2013-DJ-13-001912-05-2

Award Setup

Award Schedule

Export to PDF Get PDF Viewer

Back to Acknowledge Award Schedule

Award Schedule

Award Balances

Original Amount Awarded(\$)	Net Award Modification(\$)	Total Amount Awarded(\$)	Amount Paid to Date(\$)	Amount To Be Paid(\$)
\$20,000.00	\$0.00	\$20,000.00	\$9,000.00	\$11,000.00

Submissions Schedule

View	Submission Name	Start Date	End Date	eForm Name	Required	Program Office Only	Actual
	DCJ-19	01/01/2012	01/01/2013	JAG Certification DCJ-19 2012 000	Yes	Yes	
	DCJ-19	01/01/2012	01/01/2013	JAG Certification DCJ-19 2012 000	Yes	Yes	
	DCJ-19	01/01/2012	01/01/2013	JAG Certification DCJ-19 2012 000	Yes	Yes	
	JAG Universal Report 2012 Q1	01/01/2012	01/01/2013	JAG Narrative Report Submission 2012 000	Yes	Yes	
	JAG Universal Report 2012 Q2	01/01/2012	01/01/2013	JAG Narrative Report Submission 2012 000	Yes	Yes	
	JAG 1-A Financial Report 2012 Q1	01/01/2012	01/01/2013	JAG Financial Report Submission 2012 000	Yes	Yes	
	JAG 1-A Financial Report 2012 Q2	01/01/2012	01/01/2013	JAG Financial Report Submission 2012 000	Yes	Yes	
	JAG 1-A Financial Report 2012 Q3	01/01/2012	01/01/2013	JAG Financial Report Submission 2012 000	Yes	Yes	
	JAG 1-A Financial Report 2012 Q4	01/01/2012	01/01/2013	JAG Financial Report Submission 2012 000	Yes	Yes	
	JAG 1-A Financial Report Final	01/01/2012	01/01/2013	JAG Financial Report Submission 2012 000	Yes	Yes	
	JAG Cash Request Q1	01/01/2012	01/01/2013	JAG Payment Request 2012 000	Yes	Yes	
	JAG Cash Request Q2	01/01/2012	01/01/2013	JAG Payment Request 2012 000	Yes	Yes	
	JAG Cash Request Q3	01/01/2012	01/01/2013	JAG Payment Request 2012 000	Yes	Yes	\$4,000.00
	JAG Data Collection Q1	01/01/2012	01/01/2013	JAG Data Collection 3-JAG 2012 000	Yes	Yes	
	JAG Data Collection Q2	01/01/2012	01/01/2013	JAG Data Collection 3-JAG 2012 000	Yes	Yes	
	JAG Data Collection Q3	01/01/2012	01/01/2013	JAG Data Collection 3-JAG 2012 000	Yes	Yes	
	JAG Data Collection Q4	01/01/2012	01/01/2013	JAG Data Collection 3-JAG 2012 000	Yes	Yes	
	Modification Request	01/01/2012	01/01/2013	JAG Modification Request 2012 000	Yes	Yes	
	Cash Request Q4	01/01/2012	02/04/2012	JAG Payment Request 2012 000	Yes	Yes	

The Submission Details screen shows pertinent information related to the payment such as Check Number and the Date issued. The date format is yr/month/day (ie., 120320 is March 20,

2012). Click either “Back to List” to check another payment or “Back to Acknowledge Award Schedule” to return to Submissions.

The screenshot shows a web browser window displaying the 'eForms' submission interface. On the left is a sidebar with navigation links. The main content area is titled 'Submission Details' and contains fields for Submission Name, Publication Start/End Dates, Submission Form, Required?, Program Office Only?, and Submission Type. Below this is a 'Payment Request' section showing the Actual Payment Amount and Reporting Period. A table titled 'PV AD Transaction' lists transaction details. At the bottom of the table, there are buttons for 'Save', 'Back to List', and 'Back to Acknowledge Award Schedule'. A blue arrow points to the 'Back to List' button.

Document ID	Transaction #	Line	PO Number	PO Line	Amount (\$)	Check Warrant #	Description	Date Issued
PV RAA G30/120024	G30/120024	01	PO#WAD120.000029	01	4,000.00	00043091733		12/5/12

9 DCJ Form 13 Equipment Prior Approval Form

JAG projects that include equipment in the final approved budget must submit a DCJ Form 13, Equipment Prior Approval Form, before equipment is purchased. The grantee must document the procurement procedure on the DCJ Form 13 within COGMS, however all back up documentation (copy of bids, sole source justification, etc.) must be faxed, emailed, or mailed to your DCJ Grant Manager.

NOTE: Equipment is defined as tangible, nonexpendable property with an acquisition cost of \$5,000 or more and a useful life of more than one year. Software is never considered equipment and does not require a DCJ Form 13.

Click on the  next to “**DCJ 13**” under Submissions.



- Prepared By
- Contact Phone #

The screenshot shows a web browser window with the URL http://hosted.grantium.com/co_luat/foSubmissions.jsf. The page title is "G3™ eForms". The left sidebar contains the following information:

- Applicant Number:** 63413779
- Project Name:** Big Town RMS Continuation - DCJ-13
- Project Number:** 2012-JI-12-000555-06-2
- Colorado Justice Assistance Grant 2012**
- Certification (DCJ-13)**
- Project Information**
 - Equipment Procurement
 - Certification
 - Submission Summary
- [View Applicant Profile](#)
- [Export to PDF](#)
- [Get PDF Viewer](#)
- [Back to Submissions List](#)

The main content area shows the "View" step. A message states: "This list contains no items". Below this, the form is divided into two sections:

Project Information


- Grantee Name:** Big Town Police Department
- Project Title:** Big Town RMS Continuation
- Grant Number:** 2012-JI-12-000555-06-2
- Project Director:** Joe Jones
- Project Duration:**
 - From:** 10/01/2012
 - To:** 09/30/2013

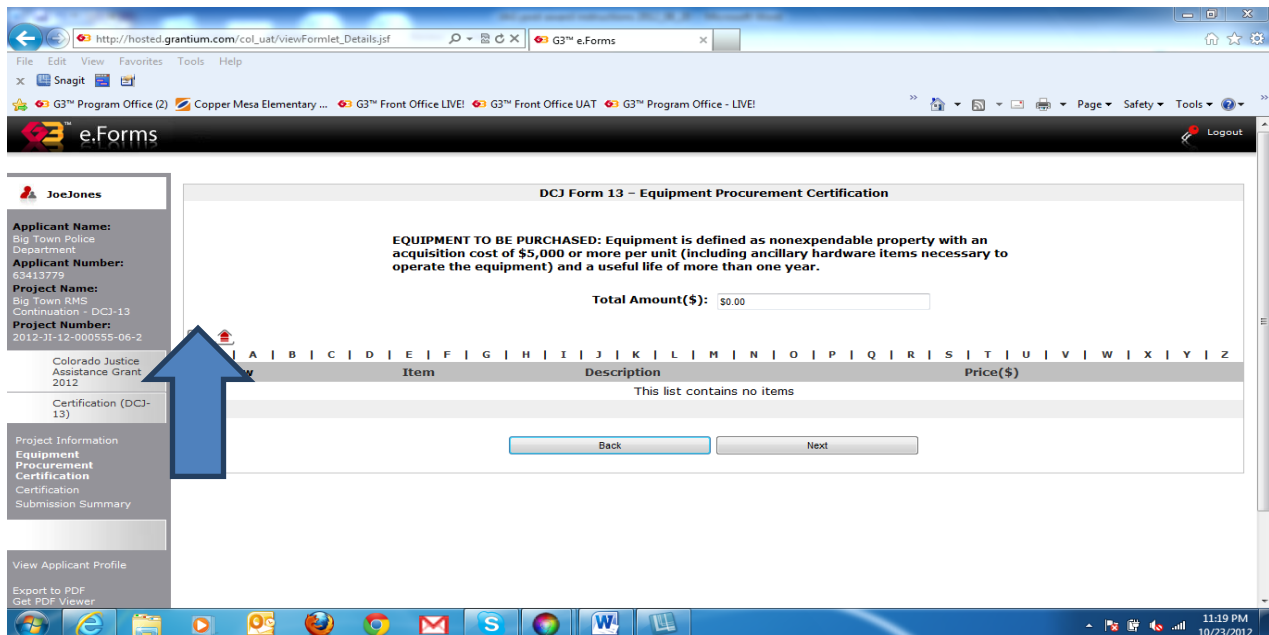
Submission Information

- Certification Type:** DCJ 13
- * Prepared By:** [Empty field]
- * Contact Phone:** [Empty field]
- Submission Date:** 08/21/2012

At the bottom of the form, there are several buttons: "Save", "Save & Back", "Save & Next", "Back", "Next", and "Check Spelling". A blue arrow points to the "Save & Next" button, and a callout box says: "Click on 'Save & Next'".

Each piece of equipment approved in the final JAG application needs DCJ approval. The following screen shot illustrated how to add each piece of equipment to the DCJ Form 13.

Start by clicking on the  button to add the required information for each piece of equipment.



The screenshot shows a web browser window with the URL http://hosted.grantium.com/col_uat/viewFormlet_Details.jsf. The page title is "eForms" and the user is logged in as "Joe Jones". The main content area is titled "DCJ Form 13 - Equipment Procurement Certification". It contains the following text:

EQUIPMENT TO BE PURCHASED: Equipment is defined as nonexpendable property with an acquisition cost of \$5,000 or more per unit (including ancillary hardware items necessary to operate the equipment) and a useful life of more than one year.

Total Amount(\$): \$0.00

Below this is a table with columns: Item, Description, and Price(\$). The table is currently empty, with the text "This list contains no items" displayed. At the bottom of the table are "Back" and "Next" buttons.

The left sidebar contains the following navigation links:

- Project Information
- Equipment Procurement Certification** (highlighted)
- Certification
- Submission Summary
- View Applicant Profile
- Export to PDF
- Get PDF Viewer

A blue arrow points to the "Add" button (a small house icon) located in the sidebar next to the "Equipment Procurement Certification" link.

A series of questions must be answered for each item, as indicated by the *. Once the item details have been completed, click on the "Save & Back to List". Click on "Save & Add Another" for each additional piece of equipment to be purchased under the JAG project.

eForms
 Logout

Joe Jones

Applicant Name:
Big Town Police Department

Applicant Number:
63418779

Project Name:
Big Town RMS Continuation - DCJ-13

Project Number:
2012-JI-12-000555-06-2

Colorado Justice Assistance Grant 2012

Certification (DCJ-13)

Project Information
Equipment Procurement
Certification
Submission Summary

[View Applicant Profile](#)

[Export to PDF](#)
[Get PDF Viewer](#)

[Back to Submissions List](#)

Item Details

1. Equipment to be Purchased: Include brand name, model, price of each unit. For automated data processing (ADP) equipment, include any added features, peripherals and ancillary items necessary to its operations, as well as PRICE of each piece of equipment.

*** Item #:**

*** Brand Name:**

*** Item Description:**

*** Model #:**

*** Price(\$):**

*** % Paid by federal funds:**

*** % Paid by matching and/or local funds:**

*** 2. Vendor Name and Address:**

3. Procurement Process Used - Check one: (Refer to the Administrative Guide for information on procurement of equipment)

*** a. Existing federal, state or local bid from established state or local government award list that meets or exceeds the federal guidelines.** ☐

*** Bid Type:**

*** Award Number:**

*** b. Competitive procurement** ☐

Provide a description of the vendor selection process, the number of qualified vendors, the vendor selected and reason for selection.

*** c. Sole source procurement** ☐

Provide a sole source justification explaining each of the following circumstances that apply:

- Item is available only from a single source
- Emergent need does not permit a delay that might result from a formal competitive solicitation.
- After solicitation of a number of sources, competition was deemed inadequate
- Expertise of the vendor

Select the Bid Type for the equipment: Sole Source, Competitive, or Other.

4. Answer the following questions regarding this equipment purchase:

*** a. Is the equipment identified within the approved grant application and is it necessary and sufficient to meet the project goals?**

Is the equipment procurement in compliance with existing federal, state, and local laws and regulations?

c. Was a purchase/lease comparison demonstrating that it is more advantageous to purchase rather than lease the equipment conducted?

Page Generation Time: 0.265s

Grantium

Each item will be displayed in the summary as indicated on the screen shot below. Click on the to delete items not needed. Click on the to open up the item details for each piece of equipment. Once all equipment has been entered in the Item Details, click on "Next".

NOTE: The Total Amount of all equipment entered into the Form 13 will be displayed above the summary.

Joe Jones

Applicant Name:
Big Town Police Department

Applicant Number:
63413779

Project Name:
Big Town RMS Continuation - DCJ-13

Project Number:
2012-JI-12-000555-06-2

Colorado Justice Assistance Grant 2012

Certification (DCJ-13)

Project Information

Equipment Procurement Certification

Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

DCJ Form 13 – Equipment Procurement Certification

EQUIPMENT TO BE PURCHASED: Equipment is defined as nonexpendable property with an acquisition cost of \$5,000 or more per unit (including ancillary hardware items necessary to operate the equipment) and a useful life of more than one year.

Total Amount(\$): \$35,000.00

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
View		Item	Description																
		01	Patrol Car																
				1															

Back Next

Running total of all pieces of equipment entered into the DCJ Form 13

The last item to be completed on the Form 13 is the certification. The Report Certification must be checked. By certifying this report, the grantee understands that backup documentation must be kept on hand and made available to DCJ if requested. Click “Save & Next” to proceed to the Submission Summary.

JoeJones

Applicant Name:
Big Town Police
Department

Applicant Number:
63413779

Project Name:
Big Town RMS
Continuation - DCJ-13

Project Number:
2012-JI-12-000555-06-2

Colorado Justice
Assistance Grant
2012

Certification (DCJ-
13)

Project Information
Equipment Procurement
Certification
Certification
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Certification

* I certify that the content of this form is accurate and can verify that the appropriate backup documentation is available onsite, if requested and will be retained for the required time as specified in the grant agreement. ☒

I, hereby, also certify that I am authorized to submit this form.

Save Save & Back Save & Next

Back Next

After checking the certification box, please click on "Save & Next"

The Submission Summary screen will indicate that all sections of the form have been completed and is ready to submit. However, if information is missing the "Submit" button will be grayed out until all required information is provided. Once provided, the "Submit" button will become active and the report can be submitted.

JoeJones

Applicant Name:
Big Town Police
Department

Applicant Number:
63413779

Project Name:
Big Town RMS
Continuation - DCJ-13

Project Number:
2012-JI-12-000555-06-2

Colorado Justice
Assistance Grant
2012

Certification (DCJ-
13)

Project Information
Equipment Procurement
Certification
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Submission Summary

Page	Last Updated
Project Information	10/23/2012
Equipment Procurement Certification	10/23/2012
Certification	10/23/2012
Submission Summary	No Input Required

Back Next

Export to PDF
Get PDF Viewer

Submit

The following screen illustrates that the form has been successfully submitted. The “Submit” button is grayed out and the form shows that it has been submitted. Click on the “Back to Submissions List” to return to the list of all required forms for the project.

The screenshot shows a web browser window displaying the G3 eForms Submission Summary page. The page title is "Submission Summary". On the left, there is a sidebar with the user's name "Joe Jones" and a list of application details including "Applicant Name: Big Town Police Department", "Applicant Number: 554115779", "Project Name: Big Town RMS Continuation - DCJ-13", and "Project Number: 2012-JI-12-000555-06-2". The main content area shows a table with the following data:

Page	Last Updated
Project Information	10/23/2012
Equipment Procurement Certification	10/23/2012
Certification	10/23/2012
Submission Summary	No Input Required


Below the table, there are buttons for "Back", "Next", "Export to PDF", "Get PDF Viewer", and "Submit". The "Submit" button is grayed out. A callout box points to the "Submit" button with the text: "Once submitted, the “Submit” button will be grayed out".

NOTE: Once submitted the form cannot be revised unless DCJ rejects or amends the report back to the grantee.

10 DCJ Form 5 – Equipment Retention Form

At the end of the JAG project, a DCJ Form 5, Equipment Retention Form must be completed and submitted prior to closing out the grant with DCJ. The DCJ Form 5 must be completed and submitted by the Project Director within 45 days of the grant end date.

NOTE: Grantee must resubmit this form upon a change in disposition of any equipment, even if it occurs after the end of the grant period. Please contact your DCJ Grant Manager for further guidance.

In the Submissions List, click on the  next to the DCJ 5 to access the Equipment Retention Form.

In the Project Information screen, provide the name and phone number of the person completing this form. Click on “Save & Next”.

Project Information

Reference Submissions

View	Step
This list contains no items	

Project Information

Grantee Name: Big Town Police Department
 Project Title: Big Town RMS Continuation
 Grant Number: 2012-JI-12-000555-06-2
 Project Director: Joe Jones
 Project Duration: From: 10/01/2012 To: 09/30/2013

Submission Information

Certification Type: DCJ 5
 * Prepared By:
 * Contact Phone:
 Submission Date: 10/23/2012

Buttons: Save, Save & Back, Save & Next, Back, Next, Check Spelling

Start by clicking on the button to add the required information for each piece of equipment.

DCJ Form 5 - Equipment Inventory/Retention

Complete a separate form for each piece of equipment (unit cost of \$5,000 or more) purchased with federal and/or matching funds under this grant. Submit original to the Division of Criminal Justice with the final report. Retain copies for seven (7) years after the grant period end date.

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
View	Item	Description	Cost(\$)																							
This list contains no items																										

Buttons: Back, Next

Each piece of equipment purchased under the JAG project must be individually entered.

A series of questions must be answered for each item, as indicated by the *. Grantees must indicate if the equipment will be retained or disposed of by selecting the appropriate response.

Once the item details have been completed, click on the “Save & Back to List”. Click on “Save & Add Another” for each additional piece of equipment to be purchased under the JAG project.

e.Forms Logout

Joe Jones

Applicant Name:
Big Town Police Department

Applicant Number:
63413779

Project Name:
Big Town RMS Continuation - DCJ-5

Project Number:
2012-JI-12-000555-06-2

Colorado Justice Assistance Grant 2012

Certification (DCJ-5)

Project Information
Equipment
Inventory/Retention
Certification
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Items Details

Item Details

* Item #:

* Description:

* Serial #:

* Inventory #:

* Date of Purchase:

* Cost(\$):

* Cost paid with Federal funds from this grant(\$):

Percent of cost paid with Federal funds from this grant(%):

* Location of Equipment:

Status at the end of the grant period: [check the appropriate box (es)]

Retention:

☐

Disposal:

☐

☐

☐

☐

☐

☐

☐

The equipment will continue to be used for the purposes of the grant. The requirement for retaining equipment ends when the value of the equipment has depreciated to a value less than \$5,000 or grant records retention requirements of seven (7) years have been met, whichever comes first.

Item has depreciated to a value less than \$5,000 and no longer requires inventory.

Equipment no longer needed for the funded project:

☐ Retained by agency for use in criminal justice activities or activities currently or previously supported by Federal agency funds.

☐ Donated to a government or not-for-profit agency.

☐ Traded in or sold to offset the cost of replacement equipment. (If this occurs during the grant period, prior approval must be obtained from your DCJ grant manager via email).

☐ Sold at fair market value in excess of \$5,000. Proceeds must be returned to DCJ equal to the percentage paid by federal grant funds.

☐ Returned to the Division of Criminal Justice.

☐ Lost, damaged or stolen. (Please click "Save")

Save

Save & Add Another

Save & Back to List

Back to List

Check Spelling

Indicate the status of each piece of equipment by selecting the appropriate response under “Retention” or “Disposal”.

Each item will be displayed in the summary as indicated on the screen shot below. Click on the to delete items not needed. Click on the to open up the item details for each piece of equipment. Once all equipment has been entered in the Item Details, click on “Next”.

DCJ Form 5 - Equipment Inventory/Retention

Complete a separate form for each piece of equipment (unit cost of \$5,000 or more) purchased with federal and/or matching funds under this grant. Submit original to the Division of Criminal Justice with the final report. Retain copies for seven (7) years after the grant period end date.

View	Item	Description	Cost(\$)
	01	2012 Dodge Charge...	\$35,000.00

Back Next

The last item to be completed on the Form 5 is the certification. The Report Certification must be checked. By certifying this report, the grantee understands that backup documentation must be kept on hand and made available to DCJ if requested. Click “Save & Next” to proceed to the Submission Summary.

Certification

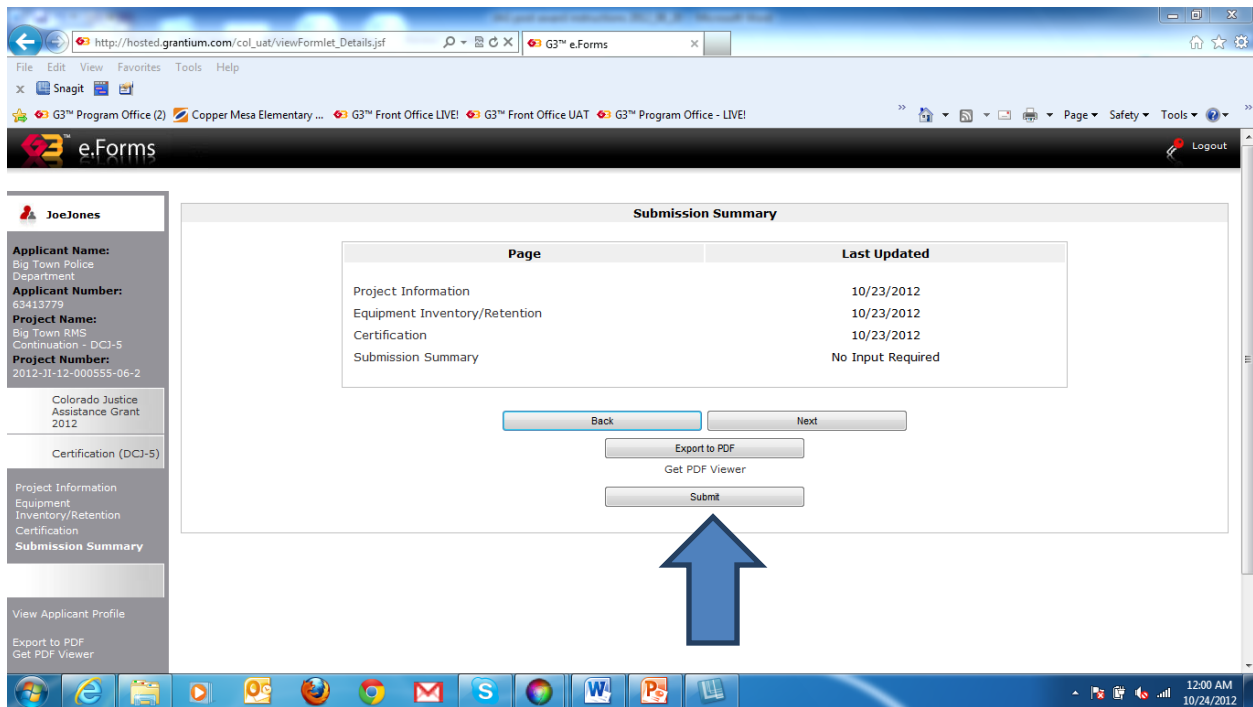
* I certify that the content of this form is accurate and can verify that the appropriate backup documentation is available onsite, if requested and will be retained for the required time as specified in the grant agreement. ☒

I, hereby, also certify that I am authorized to submit this form.

Save Save & Back Save & Next

Back Next

After checking the certification box, please click on “Save & Next”



The Submission Summary screen will indicate that all sections of the form have been completed and is ready to submit. However, if information is missing the “Submit” button will be grayed out until all required information is provided. Once provided, the “Submit” button will become active and the report can be submitted.

The following screen illustrates that the form has been successfully submitted. The “Submit” button is grayed out and the form shows that it has been submitted. Click on the “Back to Submissions List” to return to the list of all required forms for the project.

eForms Logout

Joe Jones

Applicant Name:
Big Town Police Department
Applicant Number:
68418779
Project Name:
Big Town RMS Continuation - DCJ-5
Project Number:
2012-JI-12-000555-06-2

Colorado Justice Assistance Grant 2012

Certification (DCJ-5)

Project Information
Equipment Inventory/Retention
Certification
Submission Summary

View Applicant Profile
Export to PDF
Get PDF Viewer
Back to Submissions List

Submission Summary

Page	Last Updated
Project Information	10/23/2012
Equipment Inventory/Retention	10/23/2012
Certification	10/23/2012
Submission Summary	No Input Required

Back Next

Export to PDF
Get PDF Viewer

Submit

This e.Form has been submitted

Once submitted, the "Submit" button will be grayed out

Click here to return to the Submission List

Page Generation Time: 1.042s Grantium®

NOTE: Once submitted the form cannot be revised unless DCJ rejects or amends the report back to the grantee.

11 DCJ Form 16 – Consultants and Professional Services Prior Approval Form

JAG projects that include the procurement of services by outside vendors who will be under contract with the grantee agency must submit a DCJ Form 16, Consultants and Professional Services Prior Approval Form, before services are procured. The grantee must document the procurement procedure on the DCJ Form 16 within COGMS, however all back up documentation (scope of work, draft contract, etc.) must be faxed, emailed, or mailed to your DCJ Grant Manager.

The grantee must receive approval from DCJ prior to executing the final contract.

All expenses must be supported by a valid, signed contract between the grantee and the contractor, and by detailed invoices from the contractor, which have been approved for payment by the Project Director.

Additional information that is needed to complete the form include:

- The debarment/excluded parties list needs to be checked at <https://www.sam.gov>.
- Total contract amount versus amount paid by the grant.

- The maximum hourly rate cannot exceed \$56.25 or \$450 per 8 hour day without prior approval.
- Justification must demonstrate that this compensation rate is reasonable and consistent with that paid for similar services in the marketplace.
- Documentation must include prior contracts or invoices between the consultant and other agencies for similar work, if possible, or comparison with other potential providers of the same or similar work.

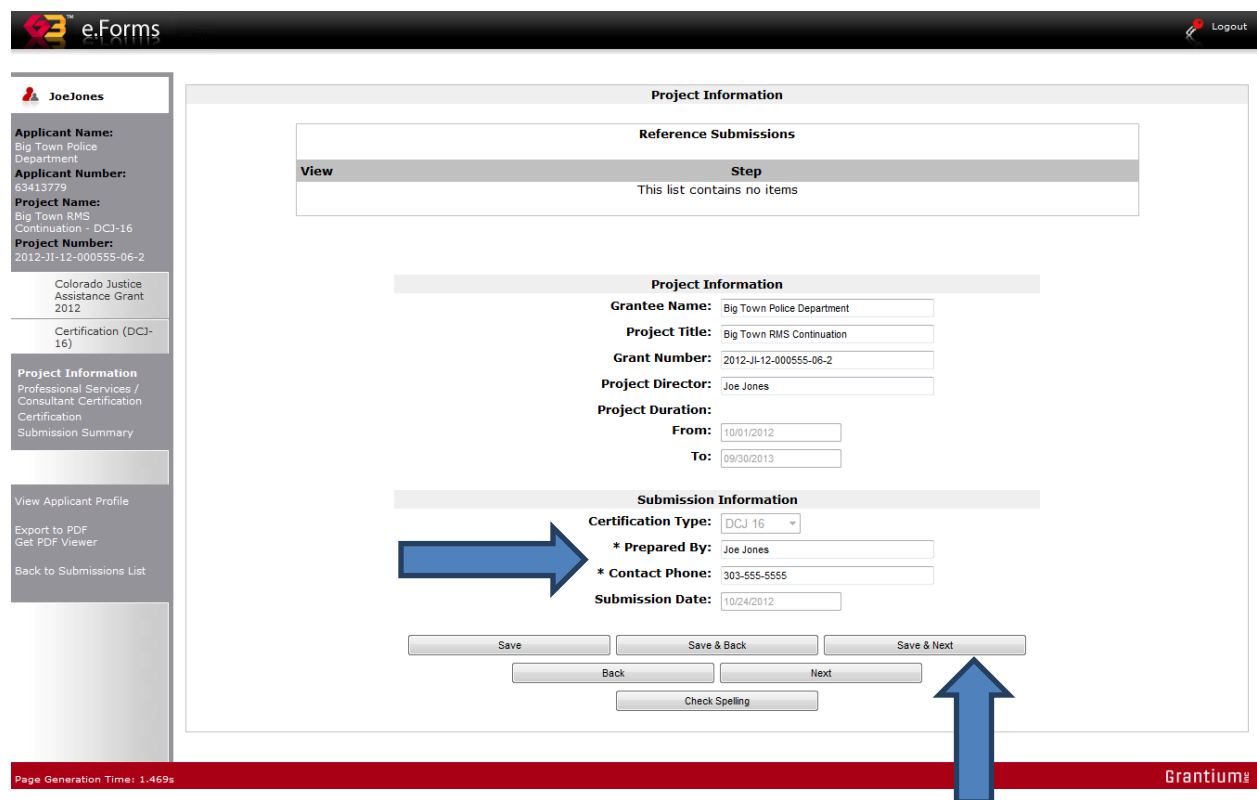
Note: Payment requests will not be approved if form(s) have not been received and approved.

Click on the  next to “DCJ 16” under Submissions.


On the Project Information screen, please provide the following:

- Prepared By
- Contact Phone #

Click on “Save & Next”.



The screenshot shows the 'eForms' interface. On the left, a sidebar for 'Joe Jones' contains links like 'View Applicant Profile' and 'Export to PDF'. The main area is titled 'Project Information' and includes a 'Reference Submissions' table (currently empty), a 'Project Information' section with fields for 'Grantee Name', 'Project Title', 'Grant Number', 'Project Director', and 'Project Duration', and a 'Submission Information' section with fields for 'Certification Type' (set to 'DCJ 16'), '* Prepared By', '* Contact Phone', and 'Submission Date'. At the bottom, there are buttons for 'Save', 'Save & Back', 'Save & Next', 'Back', 'Next', and 'Check Spelling'. A large blue arrow points to the 'Save & Next' button.

Start by clicking on the  button to add the required information for each outside vendor.

DCJ Form 16 - Professional Services / Consultant Certification

This form is used to verify the grantee's compliance with federal regulations regarding services provided by outside vendors who are under contract with the project. This form must be completed and forwarded to DCJ at the time of contract execution with the vendor unless the hourly rate exceeds the maximum per hour rate. Refer to the DCJ Administrative Guide for Federal Justice Grant Programs for further details. NOTE: Cash Requests may be held until DCJ Form 16 is received with required documentation.

Total Amount Paid By Grant(\$): \$0.00

View	Vendor Name and Address	Amount paid by grant(\$)
This list contains no items		

Each outside vendor procured under the JAG project must be individually entered.

A series of questions must be answered for each item, as indicated by the *. The grantee must verify that an appropriate procurement process was followed.

Once the item details have been completed, click on the "Save & Back to List". Click on "Save & Add Another" for each additional outside vendor to be procured under the JAG project.

Logout

Joe Jones

Applicant Name:
Big Town Police
Department
Applicant Number:
68418772
Project Name:
Big Town RMS
Continuation - DCJ-16
Project Number:
2012-31-12-000555-06-2

Colorado Justice
Assistance Grant
2012
Certification (DCJ-
16)

Project Information
Professional
Services / Consultant
Certification
Certification
Submission Summary

View Applicant Profile
Export to PDF
Get PDF Viewer
Back to Submissions List

Items Details

*** A. Vendor's Name and Address:**

*** Grantee has verified that the vendor is not on the federal debarment list at <http://www.epls.gov>** -- select --

*** B. Has a copy of the Purchase Order or signed contract with outside vendor been provided to DCJ?** -- select --

C: **Amount Paid By Grant:**

Total Contract Amount:

☐ The maximum hourly rate does not exceed \$450 per 8-hour day (\$56.25/hr).

OR

☐ The hourly rate exceeds the maximum per hour and is: /hr
Grantee must submit written justification for that payment rate for PRIOR DCJ review and approval.

*** D. Indicate the type of Procurement Process used to select this vendor.**
All procurements must be conducted in a manner to provide, to the maximum extent practical, open and free competition. -- select --

*** Provide a description of the process utilized:**

*** E. Has vendor been notified of the following provision regarding copyrighted materials?** -- select --

DCJ reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for Federal government purposes: 1) The copyright on any work developed under an award or subaward; and 2) Any rights of copyright to which a recipient or subrecipient purchases ownership with support.

Save

Save & Add Another

Save & Back to List

Back to List

Check Spelling

Page Generation Time: 0.263s
Grantium®

Each item will be displayed in the summary as indicated on the screen shot below. Click on the to delete items not needed. Click on the to open up the item details for each piece of equipment. Once all equipment has been entered in the Item Details, click on "Next".

NOTE: The Total Amount Paid by Grant will be displayed above the summary.

DCJ Form 16 - Professional Services / Consultant Certification

This form is used to verify the grantee's compliance with federal regulations regarding services provided by outside vendors who are under contract with the project. This form must be completed and forwarded to DCJ at the time of contract execution with the vendor unless the hourly rate exceeds the maximum per hour rate. Refer to the DCJ Administrative Guide for Federal Justice Grant Programs for further details. NOTE: Cash Requests may be held until DCJ Form 16 is received with required documentation.

Total Amount Paid By Grant(\$): \$15,000.00

View	Vendor Name and Address	Amount paid by grant(\$)
	ABC Consulting	\$15,000.00

Back Next

The Total Amount Paid by Grant will display here

The last item to be completed on the Form 16 is the certification. The Report Certification must be checked. By certifying this report, the grantee understands that backup documentation must be kept on hand and made available to DCJ if requested. Click "Save & Next" to proceed to the Submission Summary.

Certification

* I certify that the content of this form is accurate and can verify that the appropriate backup documentation is available onsite, if requested and will be retained for the required time as specified in the grant agreement. I, hereby, also certify that I am authorized to submit this form.

Save Save & Back Save & Next Back Next

After checking the certification box, please click on "Save & Next"

The Submission Summary screen will indicate that all sections of the form have been completed and is ready to submit. However, if information is missing the “Submit” button will be grayed out until all required information is provided. Once provided, the “Submit” button will become active and the report can be submitted.

Page	Last Updated
Project Information	10/24/2012
Professional Services / Consultant Certification	10/24/2012
Certification	10/24/2012
Submission Summary	No Input Required

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit

Left Sidebar: Joe Jones, Applicant Name: Big Town Police Department, Applicant Number: 63413779, Project Name: Big Town RMS Continuation - DCJ-16, Project Number: 2012-JI-12-000555-06-2, Colorado Justice Assistance Grant 2012, Certification (DCJ-16), Project Information, Professional Services / Consultant Certification, Certification, Submission Summary, View Applicant Profile, Export to PDF, Get PDF Viewer

Bottom Taskbar: Windows 7 icons, system clock: 12:46 AM 10/24/2012

The following screen illustrates that the form has been successfully submitted. The “Submit” button is grayed out and the form shows that it has been submitted. Click on the “Back to Submissions List” to return to the list of all required forms for the project.

Submission Summary

Page	Last Updated
Project Information	10/24/2012
Professional Services / Consultant Certification	10/24/2012
Certification	10/24/2012
Submission Summary	No Input Required

Back Next

Export to PDF
Get PDF Viewer

Submit

This e.Form has been submitted

Once submitted, the "Submit" button will be grayed out

Joe Jones
 Applicant Name: Big Town Police Department
 Applicant Number: 63413779
 Project Name: Big Town RMS Continuation - DCJ-16
 Project Number: 2012-JF-12-000555-06-2
 Colorado Justice Assistance Grant 2012
 Certification (DCJ-16)
 Project Information
 Professional Services / Consultant Certification
 Certification
 Submission Summary
 View Applicant Profile
 Export to PDF
 Get PDF Viewer

NOTE: Once submitted the form cannot be revised unless DCJ rejects or amends the report back to the grantee.

12 DCJ 1B – Project Income

Federal guidelines require that if a funded project generates income, the grantee must report the percent of income generated in proportion to the percent of federal support received for the project outlined in the budget.

NOTE: Because the JAG Program does not require matching funds, 100% of the project income reported on your grant has to be spent by the end date of your grant.

Project income must be used for the same purposes and under the same conditions as the original federal award. Project income must be expended on the project as soon as possible.

Examples of project income are registration fees, service fees (including sliding fee scales), interest earned on JAG funds, and asset forfeiture funds.


The purpose of the DCJ 1B is to track project income generated by the activities of the funded project and the expenditures of this income on a quarterly basis. **If your JAG project will not be generating Project Income, the DCJ 1B will not show up in the award schedule for your JAG project and you will not be required to submit this form.**

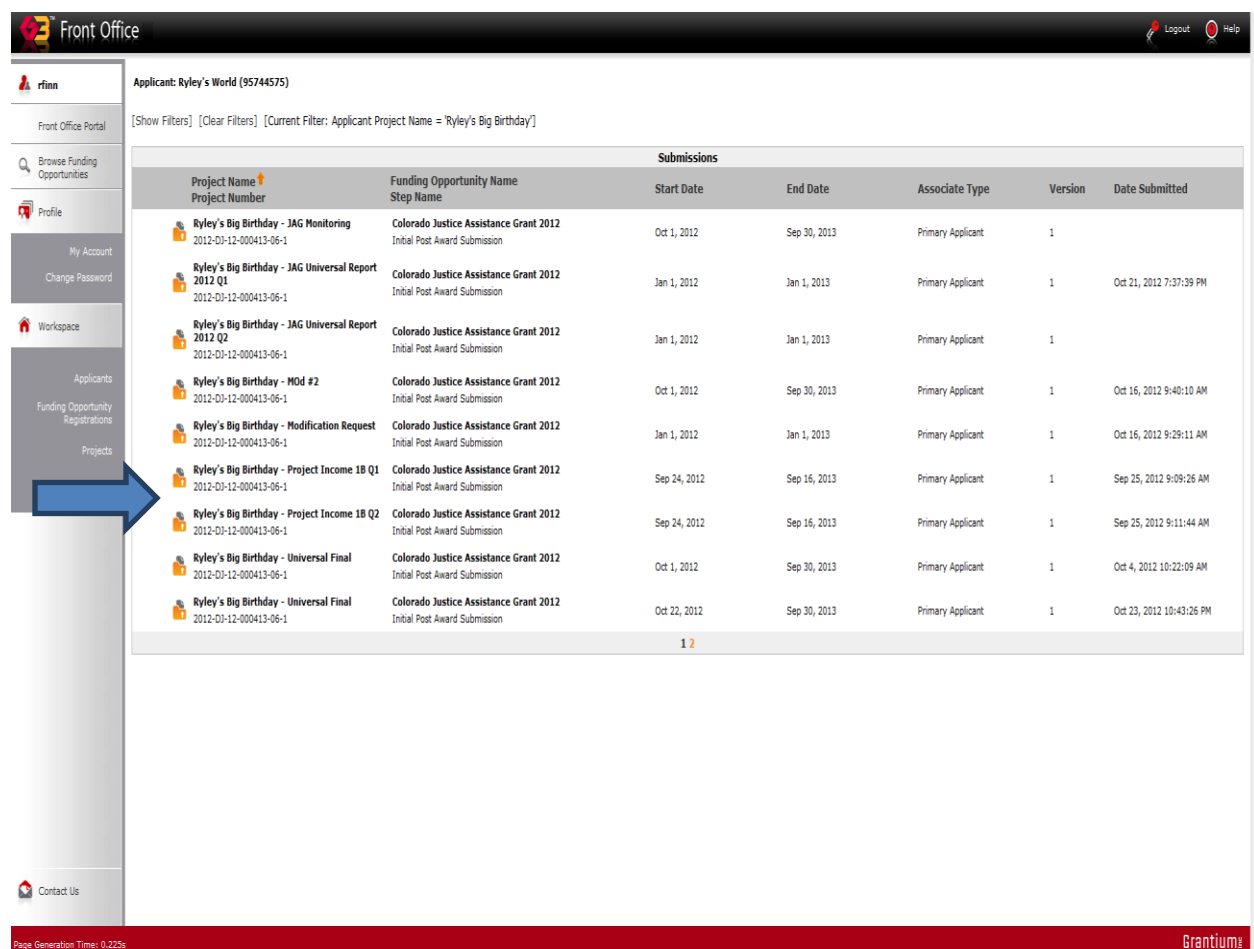
Reports are reviewed to track and report the amount of project income earned by a project and to ensure the required percentage of project income is expended.

If the grantee receives a continuation grant and has not spent the required amount by the time the prior grant ended, the grantee must:

- Begin reporting any income earned on the continuation grant.
- Continue reporting the expenditures only of the Project Income for the prior grant until the required amount has been reported spent. Once this is met, the grant will be closed and all expenditures of Project Income will be reported on the current grant.

NOTE: Project Income MUST be spent on the Project as soon as possible. It is best if all revenue earned is spent by the end date of the grant.

To access the DCJ 1B – Project Income, click on the  next to the “Project Income 1B” form under the Submissions tab.



Front Office

Applicant: Ryley's World (95744575)

[Show Filters] [Clear Filters] [Current Filter: Applicant Project Name = 'Ryley's Big Birthday']

Project Name		Funding Opportunity Name	Start Date	End Date	Associate Type	Version	Date Submitted
Project Number	Step Name						
Ryley's Big Birthday - JAG Monitoring 2012-Q1-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Oct 1, 2012	Sep 30, 2013	Primary Applicant	1		
Ryley's Big Birthday - JAG Universal Report 2012 Q1 2012-Q1-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	Oct 21, 2012 7:37:39 PM	
Ryley's Big Birthday - JAG Universal Report 2012 Q2 2012-Q1-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1		
Ryley's Big Birthday - M0d #2 2012-Q1-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Oct 1, 2012	Sep 30, 2013	Primary Applicant	1	Oct 16, 2012 9:40:10 AM	
Ryley's Big Birthday - Modification Request 2012-Q1-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	Oct 16, 2012 9:29:11 AM	
Ryley's Big Birthday - Project Income 1B Q1 2012-Q1-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Sep 24, 2012	Sep 16, 2013	Primary Applicant	1	Sep 25, 2012 9:09:26 AM	
Ryley's Big Birthday - Project Income 1B Q2 2012-Q1-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Sep 24, 2012	Sep 16, 2013	Primary Applicant	1	Sep 25, 2012 9:11:44 AM	
Ryley's Big Birthday - Universal Final 2012-Q1-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Oct 1, 2012	Sep 30, 2013	Primary Applicant	1	Oct 4, 2012 10:22:09 AM	
Ryley's Big Birthday - Universal Final 2012-Q1-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Oct 22, 2012	Sep 30, 2013	Primary Applicant	1	Oct 23, 2012 10:43:26 PM	


Page Generation Time: 0.225s


Grantium










13 Requesting a Modification to your Grant Award

One modification request can be submitted for more than one type of request at the same time by clicking on the applicable reasons for the modification request. Reasons for requests need to be clear and detailed. If the narrative does not provide adequate detail, the Modification Request will be denied.

Once a Modification Request is approved, DCJ Grant Managers will reopen the corresponding application section (ie. Goals and Objectives) so that the Project Director can submit these changes. A Grant Funding Change Letter, Contract Amendment or an Option Letter will then be generated. The Grant Funding Change Letter and Option Letter are unilateral and only require signatures by the State. If a Contract Amendment is generated, it will be sent back to the Project Director for signatures. Once the signatures are obtained by the grantee and returned to DCJ, it will be routed for the remaining signatures from the State. A copy of the signed Contract Amendment will be sent back to the grantee.

To access the Modification Request, click on the  next to **“Modification Request”** under Submissions.



	Ryley's Big Birthday - JAG 1- A Financial Report Final 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	2	
	Ryley's Big Birthday - JAG Cash Request Q1 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	2	Oct 24, 2012 9:33:43 AM
	Ryley's Big Birthday - JAG Cash Request Q2 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	2	
	Ryley's Big Birthday - JAG Cash Request Q3 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	2	
	Ryley's Big Birthday - JAG Monitoring 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Oct 1, 2012	Sep 30, 2013	Primary Applicant	1	
	Ryley's Big Birthday - JAG Universal Report 2012 Q1 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	Oct 21, 2012 7:37:39 PM
	Ryley's Big Birthday - JAG Universal Report 2012 Q2 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
	Ryley's Big Birthday - MOD #2 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Oct 1, 2012	Sep 30, 2013	Primary Applicant	1	Oct 16, 2012 9:40:10 AM
	Ryley's Big Birthday - Modification Request 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	Oct 16, 2012 9:29:11 AM
	Ryley's Big Birthday - Project Income 1B Q1 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Sep 24, 2012	Sep 16, 2013	Primary Applicant	1	Sep 25, 2012 9:09:26 AM
	Ryley's Big Birthday - Project Income 1B Q2	Colorado Justice Assistance Grant 2012	Sep 24, 2012	Sep 16, 2013	Primary Applicant	1	Sep 25, 2012 9:11:44 AM

On the Project Information screen, please provide the following:

- Request Prepared By
- Contact Phone #

Click on “Save & Next” to proceed.

Project Information

Reference Submissions

View	Step
This list contains no items	

Project Information

Grantee Name: Big Town Police Department

Project Title: Big Town RMS Continuation - Modification Request

Grant Number: 2012-DJ-12-000555-06-2

Project Director: Joe Jones

Project Duration:

From: 10/01/2012

To: 09/30/2013

Submission Information

*** Request Prepared By:**

*** Contact Phone:**

Submission Date: 10/28/2012

Save Save & Back Save & Next Back Next Check Spelling

Page Generation Time: 3.016s Grantium

The grantee must indicate the type of modification request being initiated on the next screen.

Modification Request

*** Type of modification request:**

Budget Revision ☐ ?

Change in Project Officials ☐

Change in Grant Award Period ☐

Modification of Other Grant Agreements ☐

*** Reasons for this request:**

Save Save & Back Save & Next Back Next Check Spelling

Click on all applicable reasons for the modification request.

A detailed justification for the request must be provided in the box.

Page Generation Time: 3.016s Grantium

NOTE: The grantee can select multiple types of modifications on this single screen. Be sure to provide a detailed justification for the request. Modification requests will be denied if adequate justifications are not given.

Click on “Save & Next” once the modification request screen is complete.

The last item to be completed on the Modification Request is the certification. The Certification must be checked. By certifying this request, the grantee understands that backup documentation must be kept on hand and made available to DCJ if requested. Click “Save & Next” to proceed to the Submission Summary.

eForms Logout

Joe Jones

Applicant Name:
Big Town Police Department

Applicant Number:
63413779

Project Name:
Big Town RMS Continuation - Modification Request

Project Number:
2012-JI-12-000555-06-2

Colorado Justice Assistance Grant 2012

JAG Modification Request

Project Information
Modification Request
Certification
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Certification

* I certify that the content of this form is accurate and can verify that the appropriate backup documentation is available onsite, if requested and will be retained for the required time as specified in the grant agreement. ☒

I, hereby, also certify that I am authorized to submit this form.

Save Save & Back Save & Next Back Next

After checking the certification box, please click on “Save & Next”

The Submission Summary screen will indicate that all sections of the form have been completed and is ready to submit. However, if information is missing the “Submit” button will be grayed out until all required information is provided. Once provided, the “Submit” button will become active and the report can be submitted.

eForms Logout

JoeJones

Applicant Name:
Big Town Police
Department

Applicant Number:
63413779

Project Name:
Big Town RMS
Continuation -
Modification Request

Project Number:
2012-JI-12-000555-06-2

Colorado Justice
Assistance Grant
2012

JAG Modification
Request

Project Information
Modification Request
Certification
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Submission Summary

Page	Last Updated
Project Information	10/28/2012
Modification Request	10/28/2012
Certification	10/28/2012

Get PDF Viewer

The following screen illustrates that the form has been successfully submitted. The “Submit” button is grayed out and the form shows that it has been submitted. Click on the “Back to Submissions List” to return to the list of all required forms for the project.

eForms Logout

JoeJones

Applicant Name:
Big Town Police
Department

Applicant Number:
63413779

Project Name:
Big Town RMS
Continuation -
Modification Request

Project Number:
2012-JI-12-000555-06-2

Colorado Justice
Assistance Grant
2012

JAG Modification
Request

Project Information
Modification Request
Certification
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Submission Summary

Page	Last Updated
Project Information	10/28/2012
Modification Request	10/28/2012
Certification	10/28/2012

Get PDF Viewer

This eForm has been submitted

NOTE: Once submitted the form cannot be revised unless DCJ rejects or amends the report back to the grantee.

14 General Compliance and JAG Specific Compliance Checklists


DCJ has taken a pro-active approach to help our grantees attain compliance with all federal and state requirements. In order to provide proper stewardship of federal resources to grantees, DCJ may conduct formal monitoring of the JAG project during the project period. NOTE: a formal monitoring review IS NOT an audit – it is a compliance review! Formal monitoring of a JAG project consists of financial and programmatic monitoring in conjunction with a comprehensive on-site visit to the grantee’s agency.


In addition to the on-site visit, DCJ routinely monitors all JAG grants by conducting desk monitoring (reviewing the grant file, assessing progress toward goals and objectives, etc.).












Completion of the DCJ Monitoring Checklists is the responsibility of the Project Director. The Project Director should work with the Financial Officer and other staff knowledgeable about the project to answer the questions and compile the required information and documentation.

DCJ staff will contact the Project Director via email and phone to schedule the on-site monitoring visit. Once a date has been selected, the Project Director and Financial Officer will receive:

- **Initial letter** (confirming the scheduled monitoring site visit) along with Resource Guides to both the general compliance and program specific checklists (see Section 15 below).
- **A COGMS generated email** notifying the grantee that the Monitoring Checklists are available in COGMS for completion.

In order to access the Monitoring Checklists, click on the  next to the **“JAG Monitoring”** submission.



 Ryley's Big Birthday - JAG 1- A Financial Report Final 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	2	
 Ryley's Big Birthday - JAG Cash Request Q1 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	2	Oct 24, 2012 9:33:43 AM
 Ryley's Big Birthday - JAG Cash Request Q2 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	2	
 Ryley's Big Birthday - JAG Cash Request Q3 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	2	
 Ryley's Big Birthday - JAG Monitoring 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Oct 1, 2012	Sep 30, 2013	Primary Applicant	1	
 Ryley's Big Birthday - JAG Universal Report 2012 Q1 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	Oct 21, 2012 7:37:39 PM
 Ryley's Big Birthday - JAG Universal Report 2012 Q2 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	
 Ryley's Big Birthday - MOD #2 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Oct 1, 2012	Sep 30, 2013	Primary Applicant	1	Oct 16, 2012 9:40:10 AM
 Ryley's Big Birthday - Modification Request 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Jan 1, 2012	Jan 1, 2013	Primary Applicant	1	Oct 16, 2012 9:29:11 AM
 Ryley's Big Birthday - Project Income 1B Q1 2012-DJ-12-000413-06-1	Colorado Justice Assistance Grant 2012 Initial Post Award Submission	Sep 24, 2012	Sep 16, 2013	Primary Applicant	1	Sep 25, 2012 9:09:26 AM
 Ryley's Big Birthday - Project Income 1B Q2	Colorado Justice Assistance Grant 2012	Sep 24, 2012	Sep 16, 2013	Primary Applicant	1	Sep 25, 2012 9:11:44 AM

Upon opening the “JAG Monitoring” form, the Project Information screen will be displayed. This screen contains important information for the project, including (but not limited to) project title, grant number, project duration, project director name, and reporting period.

Complete the following information on the Project Information screen:

- Name of Individual Responding to Compliance Checklist
- Title
- Phone Number
- Email Address

Click on Save & Next to proceed.

The screenshot shows the eForms interface for the Project Information screen. The sidebar on the left contains the following links: Applicant Name, Applicant Number, Project Name, Project Number, Colorado Justice Assistance Grant 2012, Monitoring Checklist, Project Information, General Compliance Checklist, Program Compliance Checklist, Pre-Site Visit Review, General Program, Administrative, Programmatic, Financial, Additional Questions, Monitoring Report, Certification, Submission Summary, View Applicant Profile, Export to PDF, Get PDF Viewer, and Back to Submissions List. The main form area is titled 'Project Information' and contains the following sections:

- Reference Submissions:** A table with columns 'View' and 'Step'. The table is empty, with the text 'This list contains no items' below it.
- Project Information:** A section with the following fields:
 - Grantee Name: Ryley's World
 - Project Title: Ryley's Big Birthday
 - Grant Number: 2012-DJ-12-000413-06-1
 - Project Director: Ryley Ginn
 - Project Duration: From: 01/08/2012 To: 01/08/2013
- Monitoring Checklist Certification:** A section with the following fields:
 - If you have any questions about completing this form, please contact:
 - Grant Program Manager: Danica Brown
 - Phone Number: 303-555-5555
- Individual Responding to Compliance Checklist:** A section with the following fields:
 - * Name: Ry Finn
 - * Title: Agent in Charge
 - * Phone Number: 303-555-7777
 - * Email Address: rfinn@now.com

At the bottom of the form, there are five buttons: Save, Save & Back, Save & Next, Back, and Next. A 'Check Spelling' button is also present. Two large blue arrows are overlaid on the image: one pointing to the 'Save & Next' button and another pointing to the 'Individual Responding to Compliance Checklist' section.

Page Generation Time: 4.402s Grantium®

The General Compliance Checklist will display next. It consists of a series of questions related to items like Drug Free Workplaces, written policy and procedures at the grantee agency, Civil Rights requirements, etc. Each question must be completed on the checklist.

NOTE: pay special attention to required documentation needed for items on the General Compliance Checklist and follow the instructions for submitting the documentation outside of COGMS.

The screenshot displays the 'General Compliance Checklist' interface. On the left is a sidebar with the 'rfinn' logo and project details: Applicant Name (Ryley's World), Applicant Number (95744575), Project Name (Ryley's Big Birthday - JAG Monitoring), and Project Number (2012-DJ-12-000413-06-1). Below this is a 'Monitoring Checklist' section with a tree view where 'General Compliance Checklist' is selected. The main content area contains the following questions and response options:

- 1. Does your grant funded agency have a personnel policy manual?**
Response: ☐ No ☐ Yes
- If "No", please explain:**
[A large text input field for explanation.]
- A copy of your personnel policy manual must be sent to your grant manager outside of COGMS. Please refer to the "Compliance Instructions" located in the COGMS Resource Library for further details.**
- A. Does your grant funded agency have written policies and procedures regarding a Drug Free Workplace?**
Response: ☐ No ☐ Yes
- B. Does your grant funded agency have a written policy that it does not discriminate on the basis of (including, but not limited to) race, color, national origin, religion, sex, age and disability in employment practices?**
Response: ☐ No ☐ Yes

NOTE: the screen shot above only contains a portion of the questions listed under the General Compliance Checklist. All questions must be answered. Click on "Save & Next" when all questions have been answered.

A "Pre-Site Visit Review" will be conducted by DCJ staff. This information will be available for the grantee to review as part of the Monitoring Checklists. This information is a summary of an administrative review of the JAG project prior to the Monitoring Checklist being made available to the grantee.

DCJ staff will also provide comments for the grantee under the "Pre-Site Visit Review".

After reviewing this screen, please click on "Next".

Logout

Applicant Name:
Ryley's World
Applicant Number:
95744575
Project Name:
Ryley's Big Birthday - JAG Monitoring
Project Number:
2012-DJ-12-000413-06-1
Colorado Justice Assistance Grant 2012
Monitoring Checklist
Project Information
General Compliance Checklist
Program Compliance Checklist
Pre-Site Visit Review
General Program
Administrative
Programmatic
Financial
Additional Questions
Monitoring Report
Certification
Submission Summary
View Applicant Profile
Export to PDF
Get PDF Viewer
Back to Submissions List

Pre-Site Visit Review

DCJ Pre-site Visit Administrative Review

Prior to the monitoring visit, DCJ staff performed the following administrative review. Please review this information and discuss any concerns at the on-site visit. (Acceptable, Needs Improvement, Not Applicable or Not Reviewed)

	A	N/I	N/A	N/R
Financial reports are filed in timely manner reporting with few or no corrections required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Narrative and statistical reporting are filed in a timely manner with few or no corrections required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agency has submitted the most recent audit or financial review	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All audit or financial review concerns have been satisfactorily addressed with DCJ	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agency on track to meet or exceed goals and objectives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agency on track to fully expend grant funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agency does not have discrepancies between narrative and financial reports (i.e. no money spent with progress made, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agency project began as scheduled or within 60 days	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agency is responsive to requests for information from DCJ staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agency is responsive in making changes requested by DCJ staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agency has complied with all Special Conditions listed in Grant Agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agency has provided all required Form 16(s) and accompanying signed contract(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agency has provided all required Form 13(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Thru the first quarter everything is on track.

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Next

Page Generation Time: 1.157s
Grantium

In the "General Program" form, the grantee is asked to complete questions related to the JAG project.

Applicant Name:
Ryley's World
Applicant Number:
95744575
Project Name:
Ryley's Big Birthday - JAG Monitoring
Project Number:
2012-DJ-12-000413-06-1
Colorado Justice Assistance Grant 2012
Monitoring Checklist
Project Information
General Compliance Checklist
Program Compliance Checklist
Pre-Site Visit Review
General Program
Administrative
Programmatic
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General Program

16. Does your grant funded agency conduct religious activities as part of its program or services as outlined in your original grant application?

Response: ☐ No ☐ Yes

If "Yes", does your grant funded project:

a. Provide services to everyone regardless of religion or religious belief?

Response: ☐ No ☐ Yes

If "No", please comment:

b. Ensure that it does not use Federal funds to conduct inherently religious activities, such as prayer, religious instruction, or proselytization, and that such activities are kept separate in time or place from federally-funded activities?

Response: ☐ No ☐ Yes

If "No", please comment:

NOTE: the screen shot above only contains a portion of the questions listed under the General Program Checklist. All questions must be answered. Click on “Save & Next” when all questions have been answered.

Items related to Administrative components of the JAG project must be answered.

The screenshot shows the 'e.Forms' interface with a sidebar on the left and a main content area. The sidebar includes a user profile for 'rfinn' and a list of navigation links: Project Information, General Compliance Checklist, Program Compliance Checklist, Pre-Site Visit Review, General Program, Administrative (highlighted), Programmatic, Financial, Additional Questions, Monitoring Report, and Certification. The main content area is titled 'Administrative' and contains three questions (24, 25, 26) regarding master grant files. Each question has a 'Response' section with radio buttons for 'No' and 'Yes', and a text box for comments if 'No' is selected. Question 24 asks if a master grant file is established for each grant funded project. Question 25 asks if the master grant file contains all documents, correspondence, and required receipts. Question 26 asks if the master grant file contains a copy of the appropriate application and grant.

Administrative

24. Do you have a master grant file established for each grant funded project?
Response: ☐ No ☒ Yes
If "No", please comment:

25. Does the master grant file contain all documents, correspondence, and required receipts?
Response: ☐ No ☒ Yes
If "No", please comment:

26. Does the master grant file contain your copy of the appropriate application and grant

NOTE: the screen shot above only contains a portion of the questions listed under the Administrative Checklist. All questions must be answered. Click on “Save & Next” when all questions have been answered.

A series of Programmatic questions also need to be answered and appropriate documentation must be supplied to DCJ outside of COGMS.

The screenshot shows the 'e.Forms' interface with a sidebar on the left and a main content area. The sidebar is identical to the previous screenshot, with 'Administrative' highlighted. The main content area is titled 'Programmatic' and contains three questions (38, a, b) regarding grant funded agency services and client records. Each question has a 'Response' section with radio buttons for 'No' and 'Yes', and a text box for comments if 'No' is selected. Question 38 asks if the grant funded agency provides any direct services to individuals under this grant. Question a asks if client records are kept in a locked file cabinet which is inaccessible to the public. Question b asks if client files are organized, complete and stored in a secure location. Question c asks if the agency has written policies and procedures in place to assure confidentiality of client files.

Programmatic

38. Does your grant funded agency provide any direct services to individuals under this grant?
Response: ☒ No ☐ Yes

a. Are the client records kept in a locked file cabinet which is inaccessible to the public?
Response: ☐ No ☒ Yes

b. Are client files organized, complete and stored in a secure location?
Response: ☐ No ☒ Yes

If "No", please comment:

c. Does the agency have written policies and procedures in place to assure confidentiality of client files?
Response: ☐ No ☒ Yes

NOTE: the screen shot above only contains a portion of the questions listed under the Programmatic Checklist. All questions must be answered. Click on “Save & Next” when all questions have been answered.

The next section of the Monitoring Checklist is Financial.

The screenshot shows the 'Financial' section of the eForms application. On the left is a sidebar with a navigation menu. The main content area contains two questions, 44 and 45, each with radio button responses and a text input field for 'No' answers. Question 44 asks if the financial system is maintained in-house, and question 45 asks about internal accounting controls. A note at the bottom states that if 'Yes' is selected for question 45, a copy must be sent to the grant manager.

eForms Logout

Financial

Applicant Name:
Ryley's World
Applicant Number:
95744575
Project Name:
Ryley's Big Birthday - JAG Monitoring
Project Number:
2012-DJ-12-000413-06-1

Colorado Justice Assistance Grant 2012

Monitoring Checklist

Project Information
General Compliance Checklist
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44. Is your financial system maintained in-house?
Response: ☐ No ☒ Yes
If "No", provide name of accounting firm:

45. Does your grant funded agency have financial policies and procedures outlining internal accounting controls such as separation of duties, monthly financial reconciliations, dual signatures for expenditures, etc.?
Response: ☐ No ☒ Yes
If "No", please explain:

If "Yes", a copy must be sent to your grant manager outside of COGMS. Please refer to the

NOTE: the screen shot above only contains a portion of the questions listed under the Financial Checklist. All questions must be answered. Click on “Save & Next” when all questions have been answered.

The next section is called Additional Questions. The grantee must answer any additional project specific questions not covered by any of the previous questions in the Monitoring Checklists. Click on “Save & Next” to proceed.

The screenshot shows the 'Additional Questions' section of the eForms application. It features two text input fields for project-specific questions. Below the fields are several buttons: 'Save', 'Save & Back', 'Save & Next', 'Back', 'Next', and 'Check Spelling'. A large blue arrow points to the 'Save & Next' button.

eForms Logout

Additional Questions

How was the big party?

Are you planning another big party?

Save Save & Back Save & Next
Back Next
Check Spelling

After the grantee has completed all sections of the Monitoring Checklist and DCJ staff has conducted the on-site monitoring visit, a monitoring report will be posted to the COGMS. The report will detail all the successes of the project, in addition to providing guidance on any items that must be addressed (and corrected, if applicable) by the grantee.

The Monitoring Report can be accessed by clicking on the “Report” link as shown below. Click on “Next” to proceed to the Certification screen.

e.Forms Logout

rfinn

Applicant Name:
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Document Type	Required?	Download	Document Description	Date Attached
Report	No		--	No Attachment

[Back](#) [Next](#)

The Report Certification must be checked. By certifying this report, the grantee understands that backup documentation must be kept on hand and made available to DCJ if requested. Click “Save & Next” to proceed to the Submission Summary.

e.Forms Logout

rfinn

Applicant Name:
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Certification

* I certify that the content of this form is accurate and can verify that the appropriate backup documentation is available onsite, if requested and will be retained for the required time as specified in the grant agreement.
I, hereby, also certify that I am authorized to submit this form.

☐

[Save](#) [Save & Back](#) [Save & Next](#)
[Back](#) [Next](#)

After checking the certification box, please click on “Save & Next”

The Submission Summary screen will indicate that all sections of the form have been completed and is ready to submit. However, if information is missing the “Submit” button will be grayed out until all required information is provided. Once provided, the “Submit” button will become active and the report can be submitted.

Submission Summary

Page	Last Updated
Project Information	10/16/2012
General Compliance Checklist	No Input Required
Program Compliance Checklist	No Input Required
Pre-Site Visit Review	No Input Required
General Program	No Input Required
Administrative	No Input Required
Programmatic	No Input Required
Financial	No Input Required
Additional Questions	No Input Required
Certification	10/28/2012

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit (grayed out)

A large blue arrow points to the Submit button.

The following screen illustrates that the form has been successfully submitted. The “Submit” button is grayed out and the form shows that it has been submitted. Click on the “Back to Submissions List” to return to the list of all required forms for the project.

Submission Summary

Page	Last Updated
Project Information	10/16/2012
General Compliance Checklist	No Input Required
Program Compliance Checklist	No Input Required
Pre-Site Visit Review	No Input Required
General Program	No Input Required
Administrative	No Input Required
Programmatic	No Input Required
Financial	No Input Required
Additional Questions	No Input Required
Certification	10/28/2012

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit (grayed out)

Message: This eForm has been submitted

A large blue arrow points to the Submit button.

NOTE: Once submitted the form cannot be revised unless DCJ rejects or amends the report back to the grantee.

15 Closing out the Grant

At the end of the project period, if the grantee has successfully completed all requirements of the grant award, the grant will be closed.

Grantees should verify that all reports, including final reports (including final project income reports, if applicable) have been submitted via COGMS and copies are in the working grant file at the grantee's agency. Grantees must also retain all back-up materials (timesheets, invoices, accounting reports, etc.) in the working grant file.

If grant funds were used to purchase equipment, a completed DCJ form 5 – Equipment Retention must be submitted via COGMS.

If DCJ staff conducted a monitoring site visit during the project period, the grantee must verify that all formal monitoring findings have been resolved.

NOTE: All grant awards over \$100,000 will receive a Final Performance Rating per state requirements to the State's Contract Management System (CMS).

16 Questions?

Any questions related to COGMS and your JAG project should be directed to your DCJ grant manager.