Justice Assistance Grant

Guide to COGMS Post Award Submissions

**COLORADO
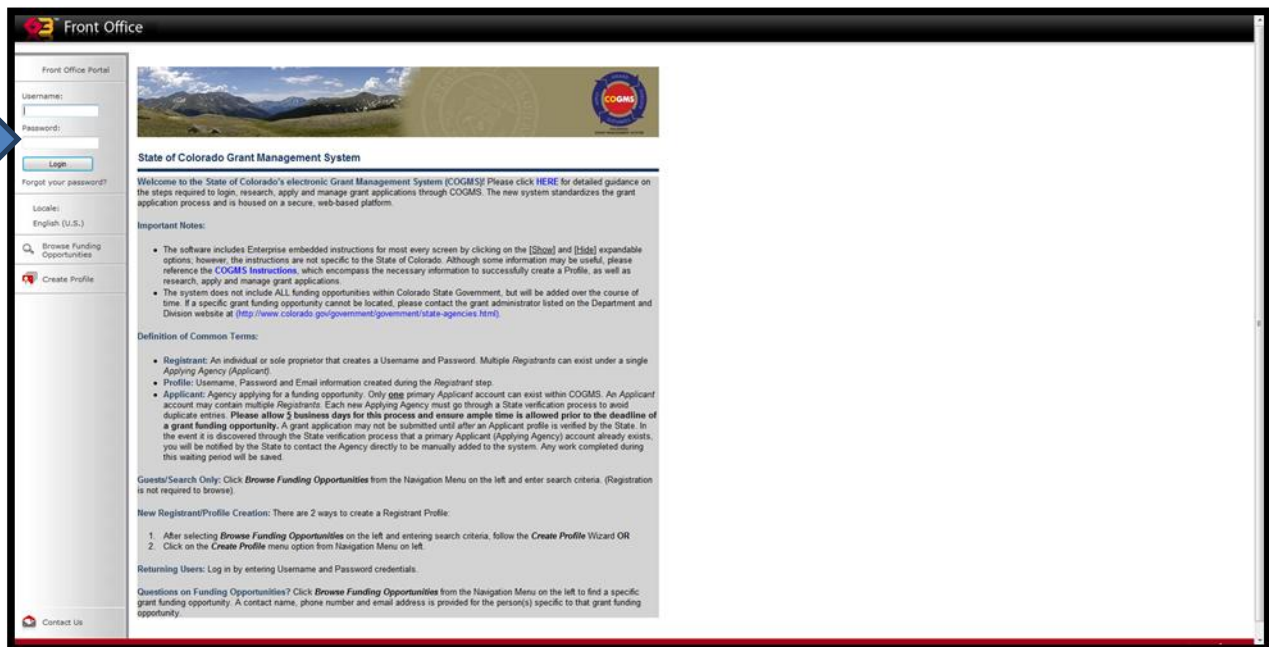GRANT MANAGEMENT SYSTEM**

Table of Contents

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).
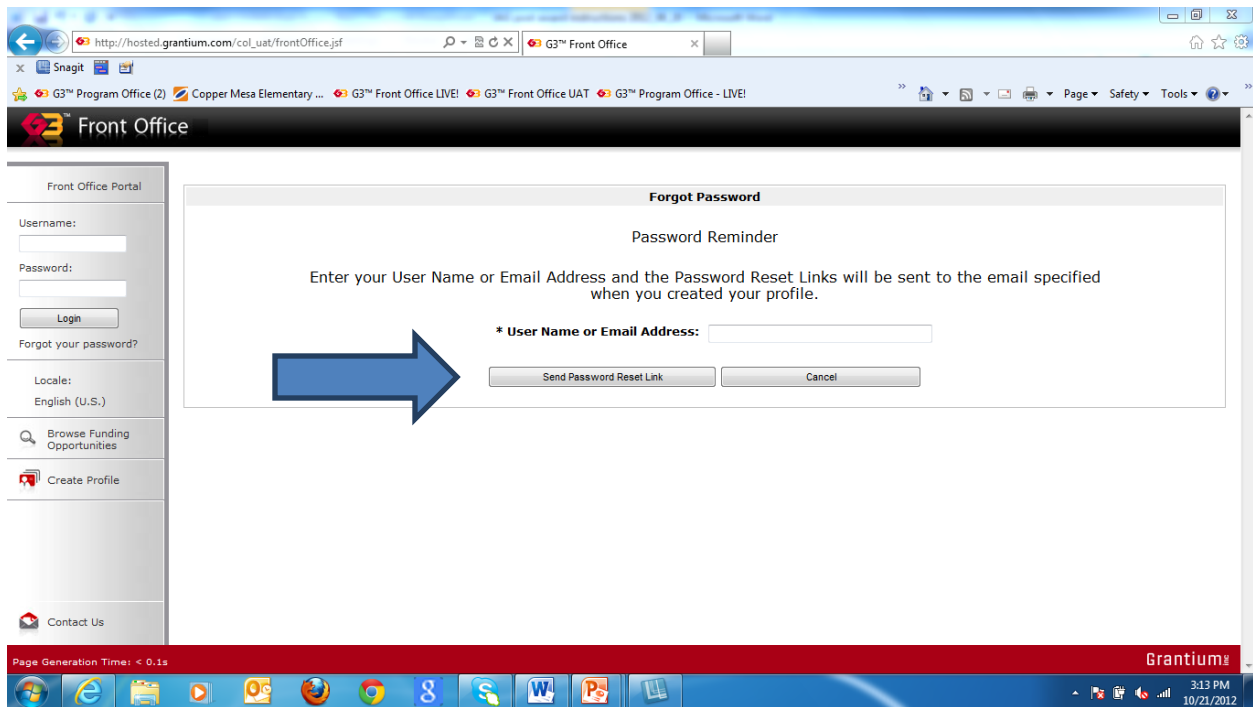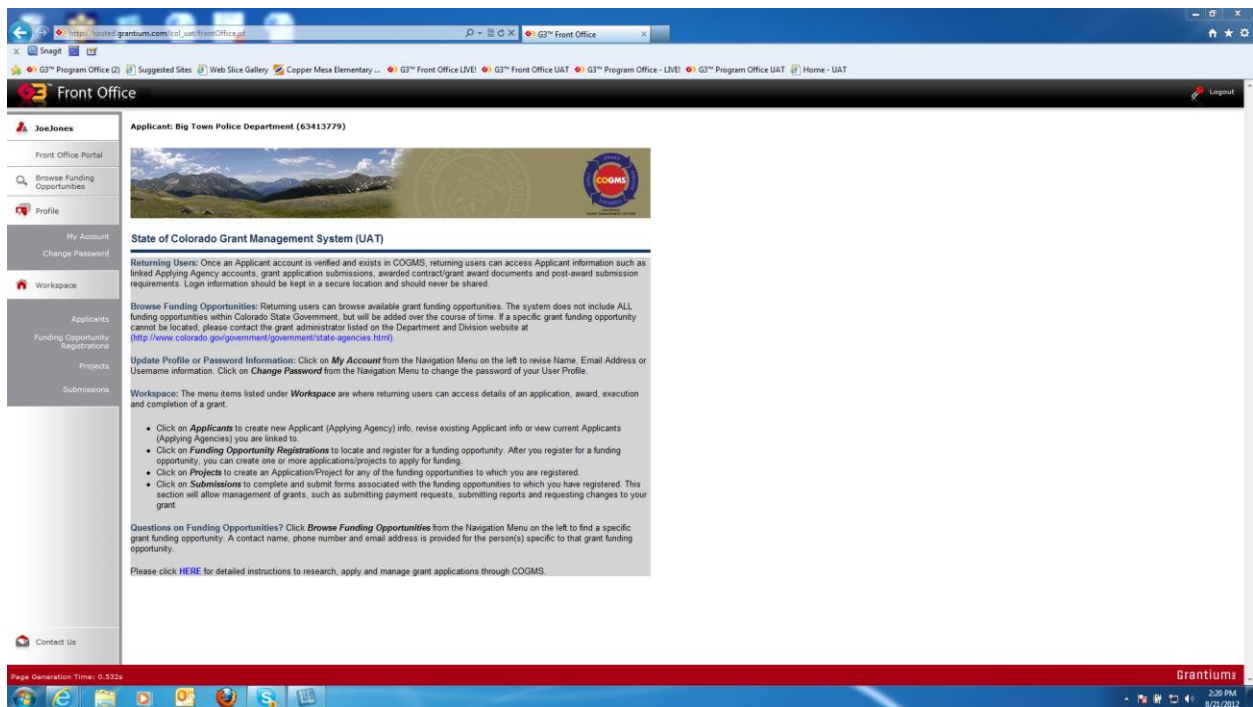
2   Getting Started

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

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

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.

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

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.
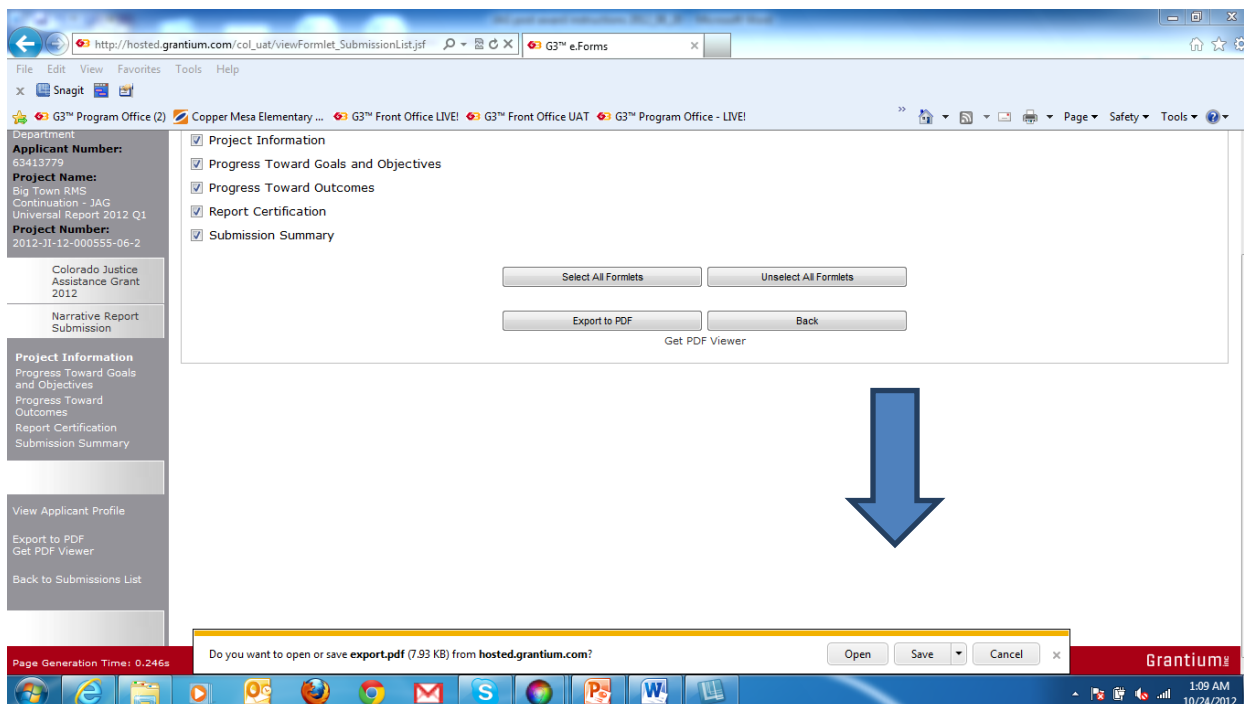
If "Open" is selected, a PDF output will be generated. Click on "File", "Save As", "PDF" and indicate a location on your computer to save the PDF output. This is illustrated below.
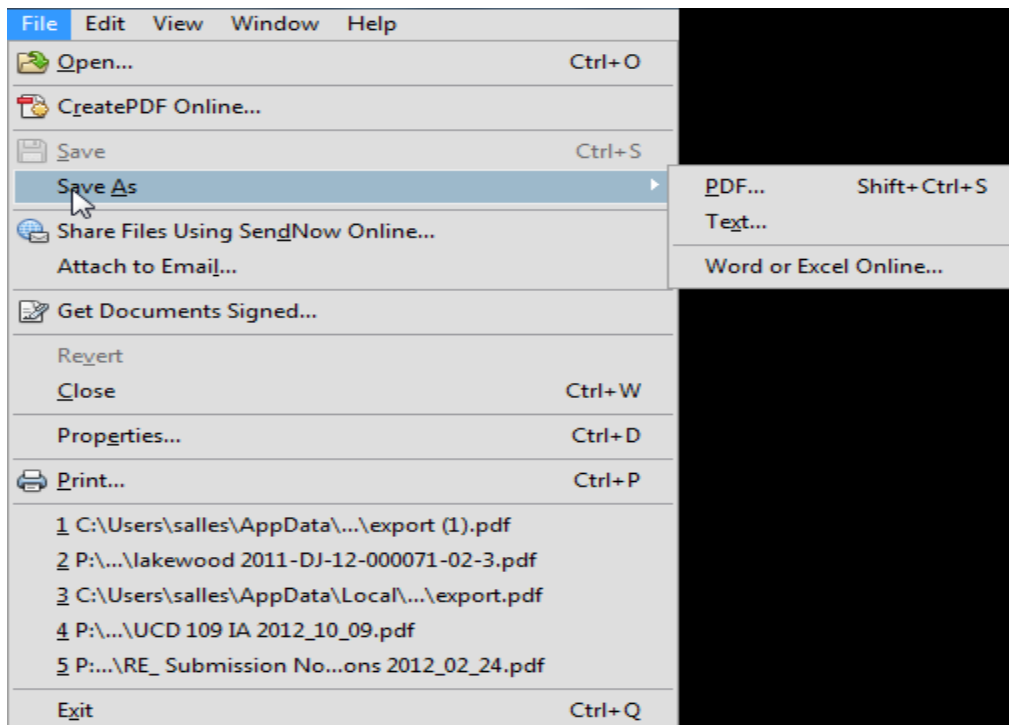
Once the PDF output has been saved, simply click on the red X in the upper right hand corner to close the document. Be sure to click on the "Back" button to return to the form. Click on the "Back to Submissions List" to return to the list of all requirements for the JAG project.

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.

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 <u>final approved JAG application,</u> 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.
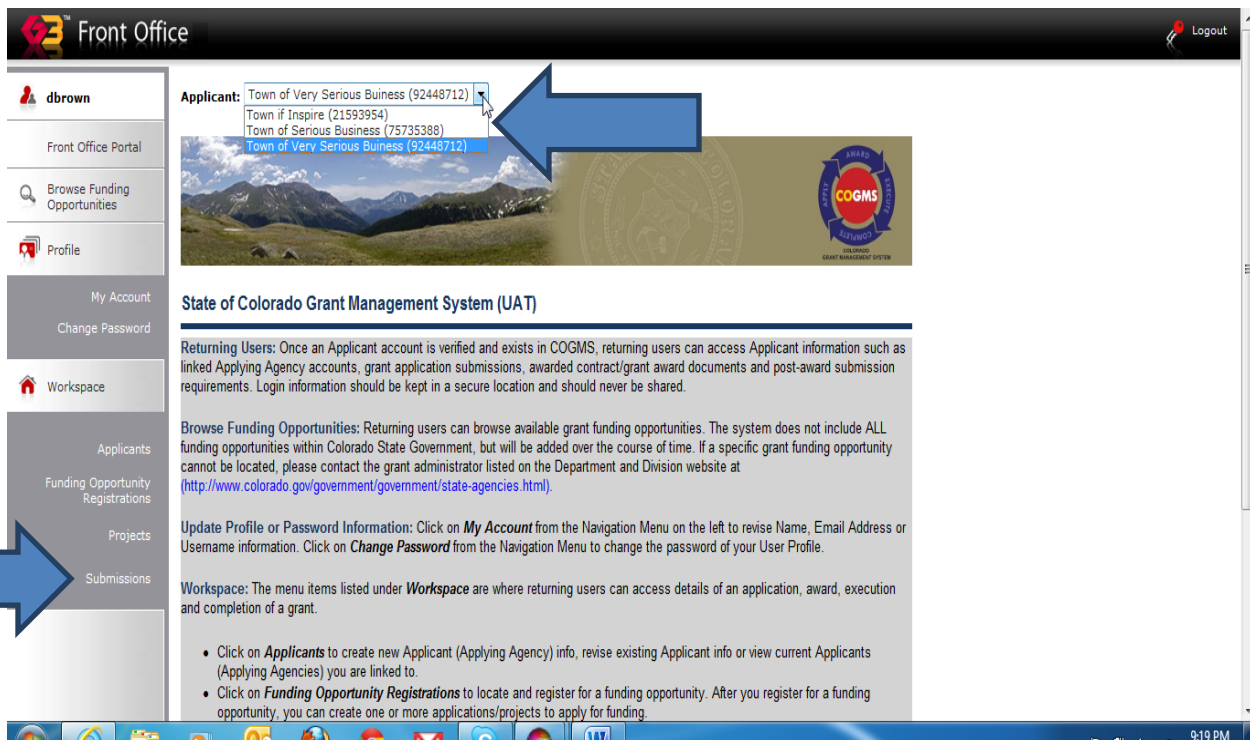
Once the correct project is selected from the drop down, please click on "Submissions" at the right hand of the screen to access all required elements of the project.

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**.

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.

Provide the name of the person that is preparing the report and a contact phone number

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.

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:
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 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.

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

Save	Save & Back	Save & Next
Back		Next
Check Spelling		

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.

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 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.

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.

After submitting the form, click on the "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 icon next to **"Universal Final"** under Submissions.

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.

e.Forms

Logout

rfinn

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 --

Save | Save & Back | Save & Next
Back | Next
Check Spelling

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.

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.

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.

Once all sections have been completed, the "Submit" button will be activated and 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.

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.

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.

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.

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 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.

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

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.

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.

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.

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 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.

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.

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.

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.

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.

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

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

Click on "Recalculate".

Click on "Save & Next".

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.

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.

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.

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 "Submit" button will be grayed out once the request has been successfully submitted.
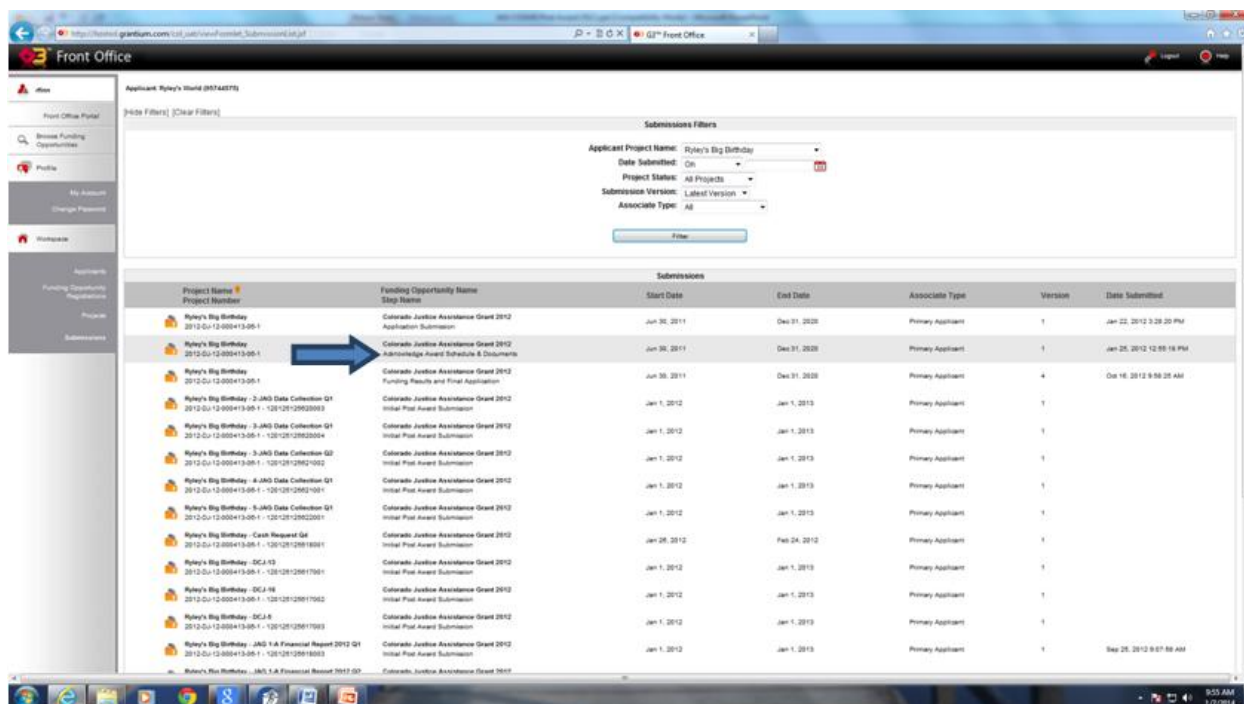
NOTE: Once submitted the form cannot be revised unless DCJ rejects or amends the request back to the grantee.

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.

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.

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.

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

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

- Fund
- Agency
- Description

Click on "Save & Back to List".

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".

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 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.

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.

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 📁.

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

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.

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.

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.

On the Project Information screen, please provide the following:

- Prepared By
- Contact Phone #

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.

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.

JoeJones

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: -- select --

* Award Number:

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

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

> If a question is not applicable, please indicate by "N/A"

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?   -- select --
Is the equipment procurement in compliance with existing federal, state, and local laws and regulations?   -- select --
c. Was a purchase/lease comparison demonstrating that it is more advantageous to purchase rather than lease the equipment conducted?   -- select --

> Answer "Yes" or "No" to the 3 elements under Question #4

Save	Save & Add Another
Save & Back to List	Back to List
Check Spelling	

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.

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.

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.

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, <u>even if it occurs after the end of the grant period</u>. 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".

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

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.

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".

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.
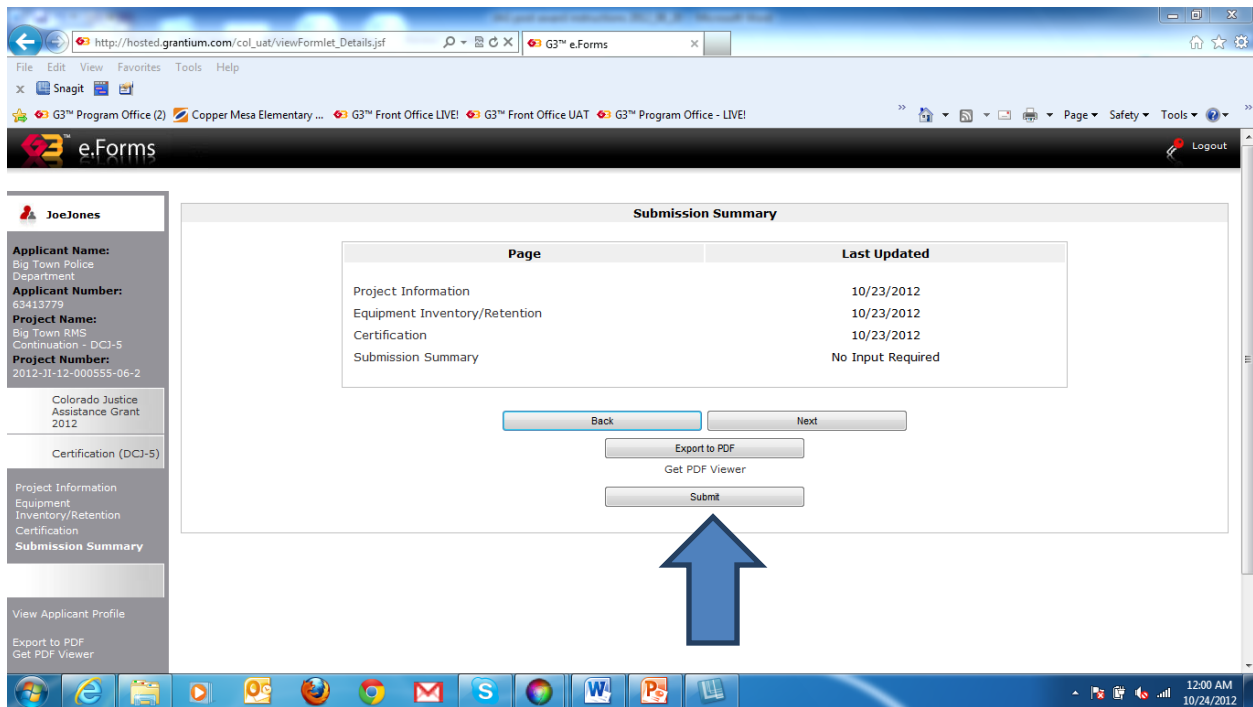

After checking the certification box, please click on "Save & Next"

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.

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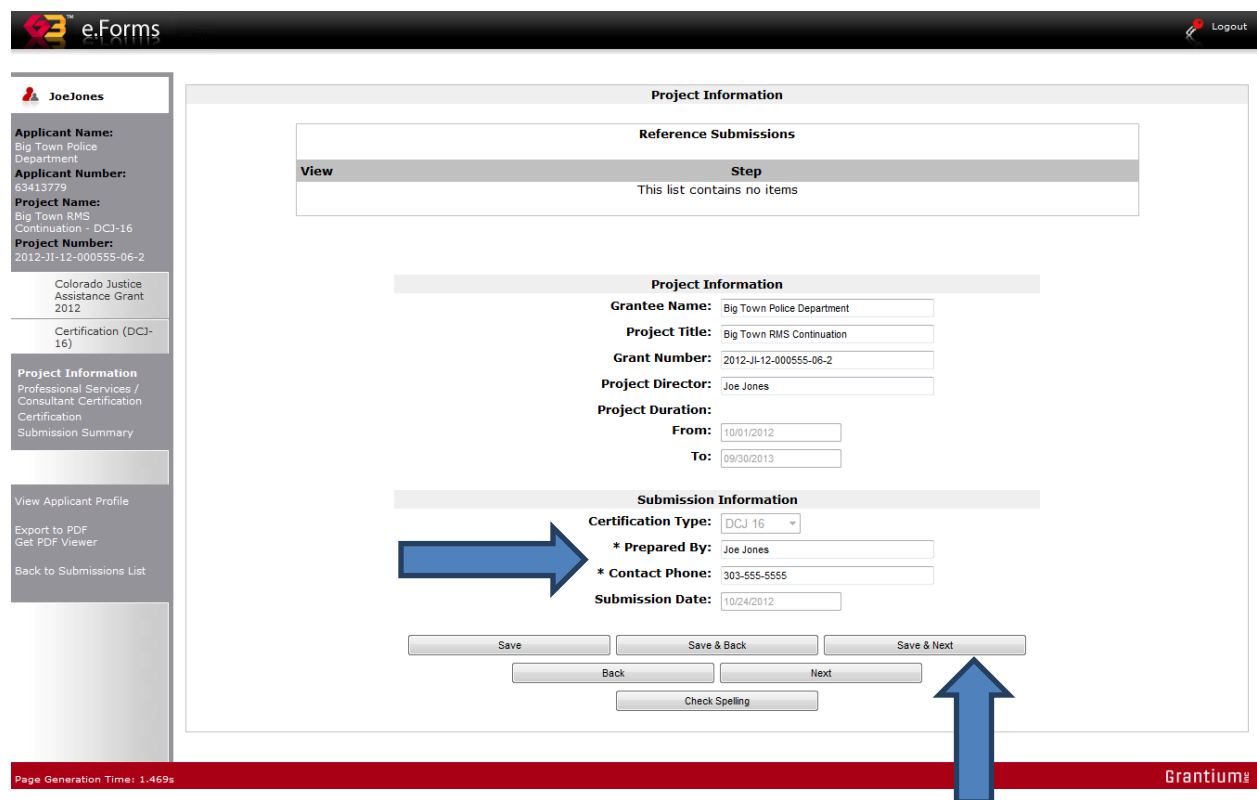
Note: Payment requests will not be approved if form(s) have not been received and approved.

Click on the [icon] next to **"DCJ 16"** under Submissions.

On the Project Information screen, please provide the following:

- Prepared By
- Contact Phone #

Click on "Save & Next".

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

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.

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.

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.

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.

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.

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, <u>100% of the project income reported on your grant has to be spent by the end date of your grant</u>.

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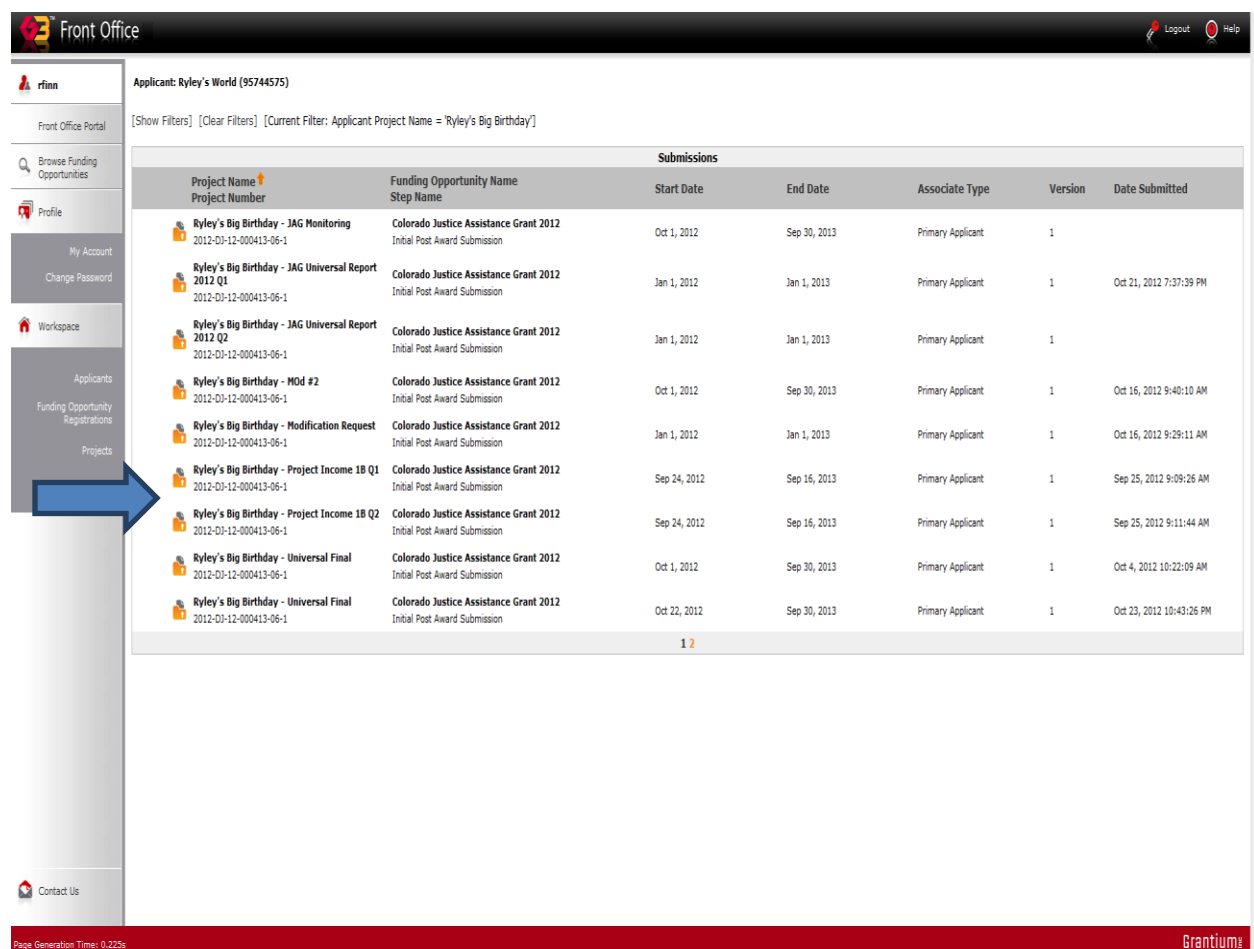
Reports are reviewed to track and report the amount of project income earned by a project and to ensure the required percentage of project income is expended.

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.

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.

On the Project Information screen, please provide the following:

- Request Prepared By
- Contact Phone #

Click on "Save & Next" to proceed.

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

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" one 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.

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.

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.

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 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 <u>outside of COGMS.</u>

NOTE: the screen shot above only contains a portion of the questions listed under the General Compliance Checklist. <u>All questions must be answered.</u> 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".

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

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

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

NOTE: the screen shot above only contains a portion of the questions listed under the Administrative Checklist. <u>All questions must be answered.</u> 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.

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.

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.

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.

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 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.

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.