

Instructions for Accepting your Award

Congratulations on receiving a Crime Victim Services grant award! Before you receive a contract from us for signature, it is necessary for you to accept your award in COGMS and make sure that you have made any required modifications to your application. These instructions provide information on how to make any necessary updates to your application in COGMS and on how to accept your award. Once this process is complete, we will notify you in COGMS that your contract is ready for review. If you submitted and received funding for more than one project, you will have to complete this process for each award.

1. Log in to the COGMS system and enter your user name and password:
<https://q3.state.co.us/grantium/frontOffice.jsf>. (If you have forgotten your user name and password, contact Kathy Holland at OVP at Kathryn.holland@state.co.us or 303-239-4395).
2. Click **Submissions** on the left menu bar. You will see a list of all of your projects. Click on the file folder icon next to the project name that says **Funding Results and Final Application** in the Funding Opportunity Name/Step Name column.

Front Office

Applicant: DCJ_CVS_UAT_PublicGovt (59110046)

[Hide Filters] [Clear Filters]

Submissions Filters

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

Filter

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
Dog Advocates 2014-VU-14-002487-01	Crime Victims Services Grant Program 2014 Application Submission	Jun 30, 2011	Dec 31, 2020	Primary Applicant	1	Aug 25, 2014 2:44:52 PM
Dog Advocates 2014-VU-14-002487-01	Crime Victims Services Grant Program 2014 Funding Results and Final Application	Jun 30, 2011	Dec 31, 2020	Primary Applicant	1	

3. Once you are at the screen shown below, click the **Next** button.

DebbieKa

Applicant Name: DCJ_CVS_UAT_PublicGovt
Applicant Number: 59110046
Project Name: Dog Advocates
Project Number: 2014-VU-14-002487-01

Crime Victims Services Grant Program 2014

Funding Results and Final Application

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Recommendation Letter
Recommended Funding Application Form
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Contact Information
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Project Summary
Victims Services Underserved Populations
Goals & Objectives
Collaboration
Continuation
Applicants
Budget Information
Personnel
Personnel Match

Project Information

Applicant Agency Name: DCJ_CVS_UAT_PublicGovt
Project Title: Dog Advocates
Project Number: 2014-VU-14-002487-01
Project Director: Debbie Kasyon
Type of Funding for this Project: Continuation
Requested Amount(\$): \$10,000
Project Duration:
From: 01/01/2015
To: 12/31/2015

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4. This is the **Recommendation Letter** screen. This letter informs you of your award amount and tells you to review the **Project Information** section of your application and the **Response to Applicant and Instructions Section**. The **Response to Applicant and Instructions** section can be accessed from the left menu bar under **Recommended Funding** or by clicking the **Next** button at the bottom of the screen.

eForms Logout

DebbieKa

Applicant Name: DCI_CVS_UAT_PublicGovt
Applicant Number: 59110046
Project Name: Dog Advocates
Project Number: 2014-VU-14-002487-01

Crime Victims Services Grant Program 2014

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Summary

View Applicant Profile
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Recommendation Letter

August 25, 2014

Ms. Debbie Kasyon
OVP
700 Kipling St, Suite 1000
Denver, CO 80215-1234
RE: CVS Application #2014-VU-14-002487-01, Dog Advocates

Dear Ms. Kasyon:

I am pleased to inform you that in its final review of grant applications on May 2014, the Crime Victim Services Advisory Board (CVS) has recommended your project for funding in the amount of \$10,000. This recommendation will become final only upon required approvals and signatures at the Colorado Department of Public Safety.

Application requests totaled 59 and the amount of CVS funds available for grants was \$1,700,000. As such, the CVS Board faced very difficult decisions; after its two day meeting, the CVS Board recommended 53 applications for funding.

Crime Victim Services funds are comprised of all four of the Office for Victims Programs (OVP) funding sources: federal Victims of Crime Act (VOCA) funds, federal Violence Against Women Act (VAWA) funds, federal Sexual Assault Services Program (SASP) funds and State Victim Assistance and Law Enforcement (State VALE) funds. You will be notified of your funding source(s) and reporting requirements when you receive your grant award no later than mid-August 2014.

Your grant manager will be Debbie Kasyon, and can be reached at (303) 239-5719 or via email at debbie.kasyon@state.co.us.

Please review the Project Information and Response to Applicant and Instructions sections and make any required changes (if indicated) before completing the Preliminary Acknowledgement of your award.

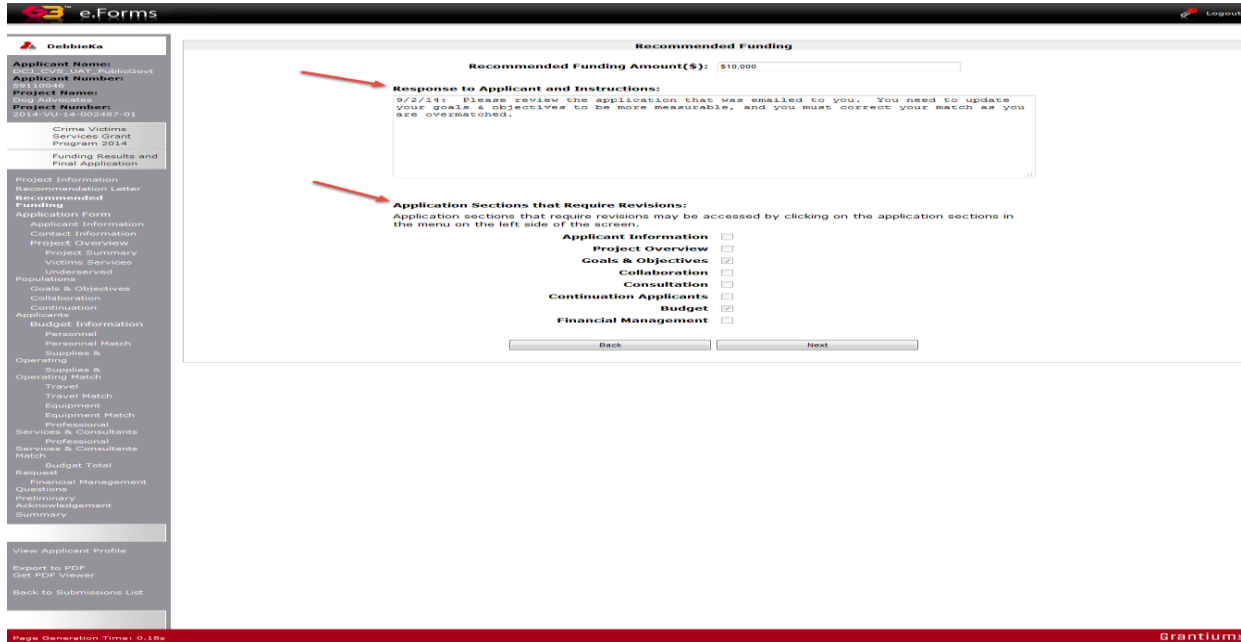
Congratulations on your award! Please contact your grant manager with any questions.

Sincerely,

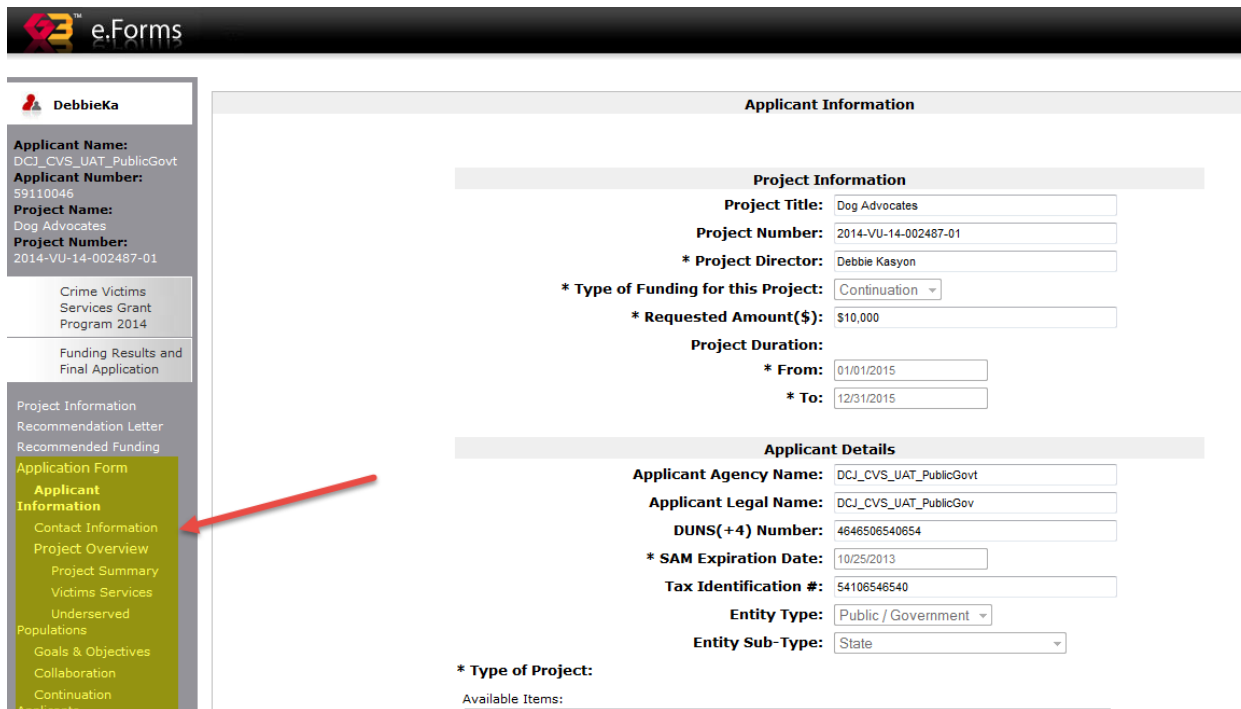
Rob Gallup, CVS Grant Administrator
Office for Victims Programs

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5. The **Response to Applicant and Instructions** section of the screen includes an explanation from your grant manager of the items in your application that need to be updated in preparation for contracting. Under the **Application Sections that Require Revisions** item, you will see which sections of the application your grant manager has opened for you to revise. For example, if you need to revise your goals and objectives, there will be a checkmark in the box to the right of this item. Once you have reviewed this information, click the **Next** button at the bottom of the screen. This will take you to the application.



6. When you are at this screen you can use the left menu bar to click on the sections of the application that need to be updated (the screen shot below is highlighting only some of the application sections). You can also click the **Next** button to scroll through the application. Be sure to click the **Save** and/or **Save & Next** buttons when making corrections to your application.



7. As mentioned in number 5 above, you can only make changes in those sections of the application that are opened up by your grant manager. The one exception is the **Contact Information** section; you can make changes to this section at any time. Please review the contact information and make any necessary changes. Click on the magnifying glass icon to the left of the **Contact Type** to open up the contacts that need to be updated. Click the **Save and Back to List** button after making updates to the contact information and before moving to the next application section. **Note: Making changes in this section won't update your profile or registrant information in COGMS; this is done through a separate process. Please contact your grant manager if you need to make changes to your agency's profile or list of registrants who will receive automated notifications through COGMS.**

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DebbieKa

Applicant Name: DCJ_CVS_UAT_PublicGovt
Applicant Number: 59110046
Project Name: Dog Advocates
Project Number: 2014-VU-14-002487-01

Crime Victims Services Grant Program 2014

Funding Results and Final Application

Contact Information

View	Contact Type	First Name	Last Name	Phone	Email
	Primary Contact	Debbie	Kasyon	303-239-1234	Debbie@UAT.com
	Signature Authority	Nancy	Feldman	303-239-5719	nancyf@uat.com
	Financial Officer	Robert	Gallup	303-239-5719	robertgallup@uat.com
	Project Director	Debbie	Kasyon	303-239-5719	debbie@UAT.com

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8. Once you have updated all of the required sections of the application, go to the **Preliminary Acknowledgement** item by clicking on it in the left menu bar. When at this screen, use the drop down menu to indicate whether you are going to accept the award or decline the award and click the **Save & Next** button at the bottom of the screen. Contact your grant manager before submitting this form if you choose to decline the award.

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DebbieKa

Applicant Name: DCJ_CVS_UAT_PublicGovt
Applicant Number: 59110046
Project Name: Dog Advocates
Project Number: 2014-VU-14-002487-01

Crime Victims Services Grant Program 2014

Funding Results and Final Application

Project Information
 Recommendation Letter
 Recommended Funding

Preliminary Acknowledgement

* I have received notification concerning my application to the CVS program, and: -- select --

YOU MUST SUBMIT YOUR RESPONSE BY MAY 30, 2015 TO BE CONSIDERED.

Save Save & Back Save & Next

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9. If you choose to accept the award, four additional items will open up. You must complete these items before clicking the **Save & Next** button.

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DebbieKa

Applicant Name:
DCI_CVS_UAT_PublicGovt

Applicant Number:
59110046

Project Name:
Dog Advocates

Project Number:
2014-VU-14-002487-01

Crime Victims
Services Grant
Program 2014

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Goals & Objectives
Collaboration
Continuation

Preliminary Acknowledgement

* I have received notification concerning my application to the CVS program, and:

* I have modified the application based on the Board's recommendation:

* Project Director: I have reviewed Project Director contact information and confirm that it is valid and up-to-date:

* Financial Officer: I have reviewed Financial Officer contact information and confirm that it is valid and up-to-date:

* Signature Authority: I have reviewed Signature Authority contact information and confirm that it is valid and up-to-date:

YOU MUST SUBMIT YOUR RESPONSE BY MAY 30, 2015 TO BE CONSIDERED.

Note: This formlet contains mandatory fields for which no value has been saved.

10. Once you have completed the application corrections and the **Preliminary Acknowledgement** of the award, you will submit the corrected application by clicking the **Submit** button at the bottom of this screen. If the recommended funding amount and the total requested amount do not match, you will receive an error message and will have to correct this error before submitting the form.

eForms Logout

DebbieKa

Applicant Name: DCJ-CVS-001-PublicGovt
Applicant Number: 59110046
Project Name: Dog Advocates
Project Number: 2014-VU-14-002487-01

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 Financial Management Questions
 Preliminary Acknowledgement
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Submission Summary

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Personnel	08/26/2014
Personnel Match	08/26/2014
Supplies & Operating	No Input Required
Supplies & Operating Match	No Input Required
Travel	No Input Required
Travel Match	No Input Required
Equipment	No Input Required
Equipment Match	No Input Required
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Professional Services & Consultants Match	No Input Required
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Submit

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11. After submitting your corrections, your grant manager will review them and will either be in touch with you to request additional corrections or additional clarifications or will begin working on preparing your contract in COGMS. If you have any questions during this process, please contact your grant manager whose contact information is listed in your recommendation letter.