Grant Modification Requests

February 2015

Purpose of Modification Requests

o This form in COGMS is used to request:

  o Budget revisions

  o Changes to project officials

  o Changes in grant award period

  o Modification of other grant agreements

o This form replaces the DCJ Form 4A, 4B, 4C and 4D

Note: Information on how to request a grant modification is also included in the *Crime Victim Services (CVS) Grant Guide to COGMS Post Award Submissions* at http://dcj.ovp.state.co.us

Modification Requests

* One form can be used to make multiple modification requests.
* Different types of modification requests require different types of changes to the contract.
* Completing the modification request is usually just the first step in the process to modifiying the contract.

Modification Requests (continued)

* Once OVP receives and reviews your modification request, they will determine if additional forms are needed to modify your contract and also if you need to revise your final, approved application

* Some requests, such as changing project officials, require only a general approval by OVP and no additional forms are needed

Modification Requests (continued)

* Other requests, such as changing the grant award period, require a formal modification to your contract
* There are 3 different forms for making a formal modification (sample blank forms were included in your contract)
  * *Grant funding change letter* – used primarily to increase or decrease funding
  * *Contract amendment* – used primarily for changes to goals and objectives
  * *Option letter* – used primarily for changing the grant award period
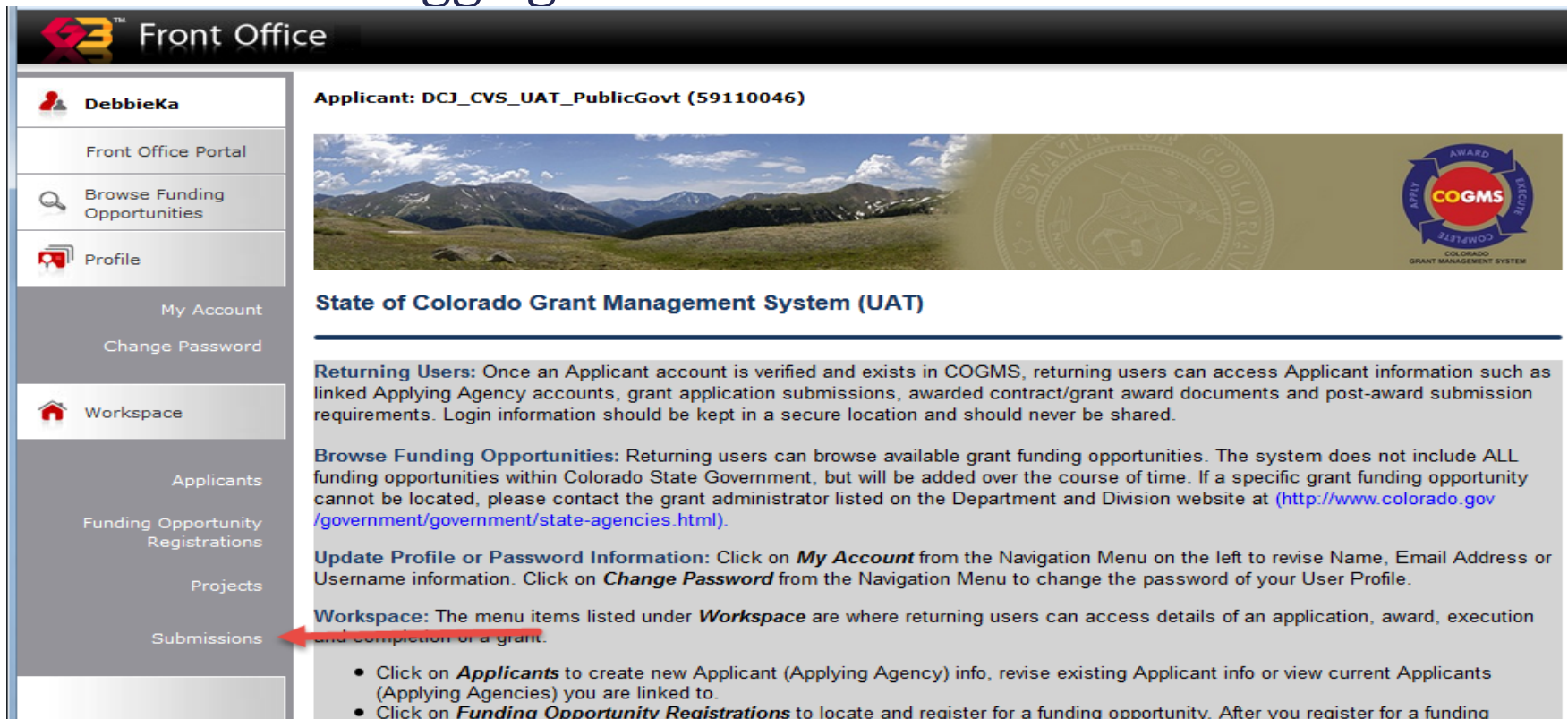
Note: OVP staff will let you know if a formal modification form and/or an update to your approved application is needed

Completing the form in COGMS

* Each agency has 4 modification request forms loaded into COGMS; if you need additional forms, contact your grant manager

* To complete the *Modification Request* form, log in to COGMS and enter your user name and password: https://g3.state.co.us/grantium/frontOffice.jsf

* If you have forgotten your user name, contact Kathy Holland at OVP at kathryn.holland@state.co.us. If you have forgotten your password, use the link under the *Login* button to request that your password be reset.

Completing the form in COGMS (continued)

* As with all forms, click *Submissions* in the left menu bar after logging in.

Completing the form in COGMS (continued)

* At the *Submissions* screen, find the *Modification Request* form in the left column; click on the file folder icon next to the *Modification Request* to open the form.

2015 Payment Request July - Sep EXTRA 2014-SA-14-002890-02 - 2015 Payment Request July - Sep EXTRA	Crime Victims Services Grant Program 2014 Initial Post Award Submission	Jul 1, 2014	Jun 30, 2016	Primary Applicant	1
CVS_Closeout_09102014 - 2015 Payment Request Oct - Dec EXTRA 2014-SA-14-002890-02 - 2015 Payment Request Oct - Dec EXTRA	Crime Victims Services Grant Program 2014 Initial Post Award Submission	Jul 1, 2014	Jun 30, 2016	Primary Applicant	1
CVS_Closeout_09102014 - DCJ-13 Certification 2014-SA-14-002890-02 - DCJ-13 Certification	Crime Victims Services Grant Program 2014 Initial Post Award Submission	Aug 19, 2013	Aug 19, 2016	Primary Applicant	1
CVS_Closeout_09102014 - DCJ-16 Certification 2014-SA-14-002890-02 - DCJ-16 Certification	Crime Victims Services Grant Program 2014 Initial Post Award Submission	Aug 19, 2013	Aug 19, 2016	Primary Applicant	1
CVS_Closeout_09102014 - DCJ-5 Certification 2014-SA-14-002890-02 - DCJ-5 Certification	Crime Victims Services Grant Program 2014 Initial Post Award Submission	Aug 19, 2013	Aug 19, 2016	Primary Applicant	1
CVS_Closeout_09102014 - Modification Request #1 2014-SA-14-002890-02 - Modification Request #1	Crime Victims Services Grant Program 2014 Initial Post Award Submission	Aug 19, 2013	Aug 19, 2016	Primary Applicant	1

Contact Us

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Completing the form in COGMS (continued)

* Upon opening the *Modification Request*, the *Project Information* screen will be displayed. This screen lists the basic information about your grant.

* Complete the *Request Prepared By* and *Contact Phone* fields (highlighted in yellow on the screen shot in the next slide).

* Click *Save & Next* at the bottom of the screen to proceed to the next section.

Completing the form in COGMS (continued)

Completing the form in COGMS (continued)

At the *Modification Request* screen, indicate the type or types of modication(s) being requested. Click *Save & Next* to proceed.

Completing the form in COGMS (continued)

After completing the *Modification Request*, certify that the information is correct, that backup documentation is available and that the person authorized to submit the form is the one submitting. Click *Save & Next* to proceed.

Completing the form in COGMS (continued)

* As noted on the next slide, the final screen is the *Submission Summary* screen. If you have any items that have not been completed, it will state *Please Complete* under the *Last Updated* column.

* Clicking on *Please Complete* will take you to the section that needs to be completed or corrected.

* Once the form is completed, click the *Submit* button at the bottom of the screen.

* Once the form is submitted it cannot be revised unless OVP amends it back to the grantee.

Completing the form in COGMS (continued)

REMEMBER

* The Grant Modification Request form is usually just the first step in making a change to your contract, other forms may need to be completed and the grantee will likely have to make changes to the application in COGMS.   This process will be coordinated through your OVP grant manager.

Questions?

* Please contact your OVP grant manager with questions at (303) 239-5719 or toll-free at 1-888-282-1080