

Grant Modification

Requests

February 2015



Purpose of Modification Requests

- This form in COGMS is used to request:
 - Budget revisions
 - Changes to project officials
 - Changes in grant award period
 - Modification of other grant agreements
- 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 modifying 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

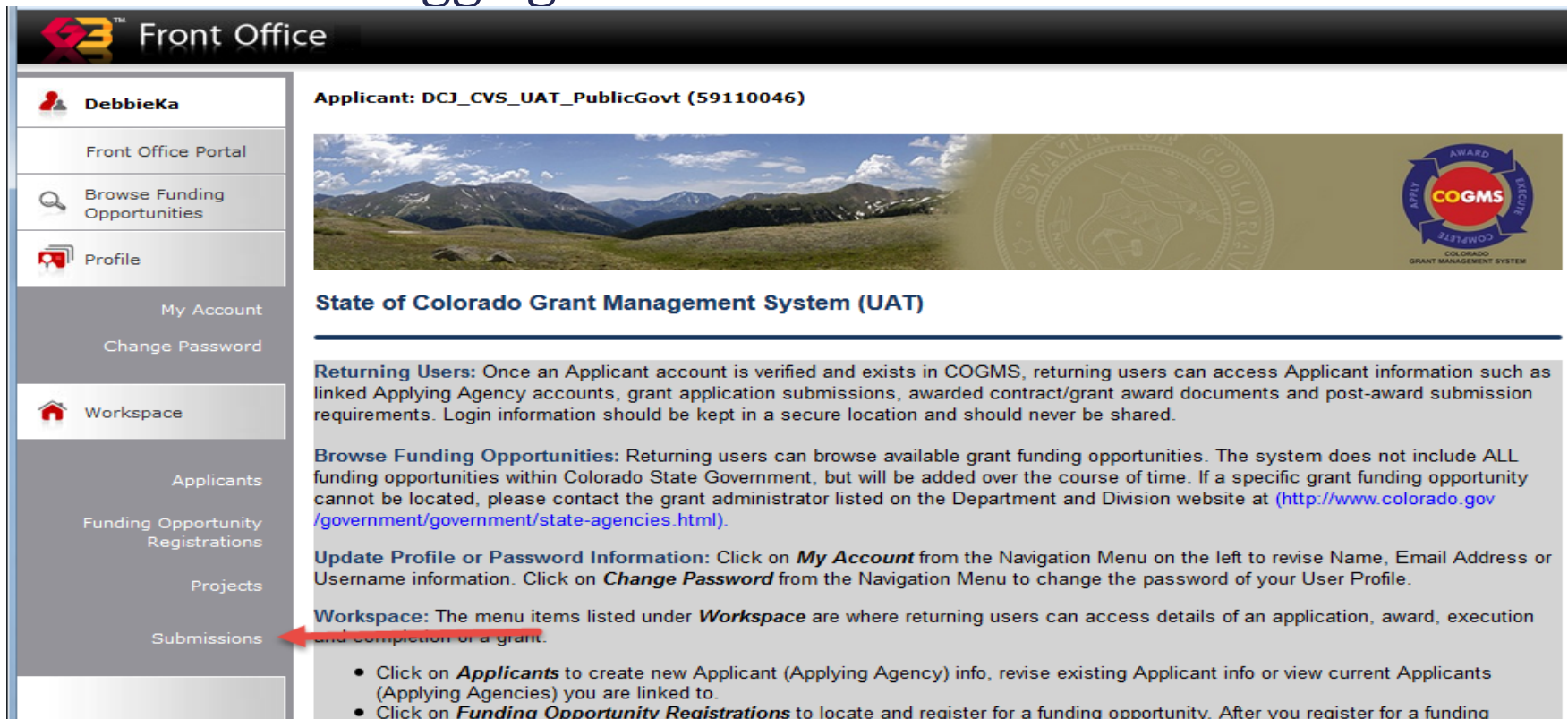
Note: OVP staff will let you know if a formal modification form and/or an update to your approved application is needed

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.



Front Office

DebbieKa

Front Office Portal

Browse Funding Opportunities

Profile

My Account

Change Password

Workspace

Applicants

Funding Opportunity Registrations

Projects

Submissions

Applicant: DCJ_CVS_UAT_PublicGovt (59110046)

State of Colorado Grant Management System (UAT)

Returning Users: Once an Applicant account is verified and exists in COGMS, returning users can access Applicant information such as linked Applying Agency accounts, grant application submissions, awarded contract/grant award documents and post-award submission requirements. Login information should be kept in a secure location and should never be shared.

Browse Funding Opportunities: Returning users can browse available grant funding opportunities. 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>).

Update Profile or Password Information: Click on **My Account** from the Navigation Menu on the left to revise Name, Email Address or Username information. Click on **Change Password** from the Navigation Menu to change the password of your User Profile.

Workspace: The menu items listed under **Workspace** are where returning users can access details of an application, award, execution and completion of a grant.

- Click on **Applicants** to create new Applicant (Applying Agency) info, revise existing Applicant info or view current Applicants (Applying Agencies) you are linked to.
- Click on **Funding Opportunity Registrations** to locate and register for a funding opportunity. After you register for a funding

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



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)

 dkasyon

Applicant Name:
LJC_UAT_Public_Government

Applicant Number:
62410754

Project Name:
LJC_CVS_UAT_v2_continuation4
- Modification Request #1

Project Number:
2014-SA002277-21

(UAT 2.0) Crime
Victims Services
Grant Program 2014

CVS Modification
Request

Project Information
Modification Request
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:	<input type="text" value="LJC_UAT_Public_Government"/>
Project Title:	<input type="text" value="LJC_CVS_UAT_v2_continuation4"/>
Grant Number:	<input type="text" value="2014-SA002277-21"/>
Project Director:	<input type="text" value="Alexsander Chenko"/>
Project Duration:	
From:	<input type="text" value="03/01/2015"/>
To:	<input type="text" value="12/31/2015"/>

Submission Information	
* Request Prepared By:	<input type="text"/>
* Contact Phone:	<input type="text"/>
Submission Date:	<input type="text" value="02/21/2015"/>



Completing the form in COGMS (continued)

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

The screenshot shows the 'Modification Request' form in the e.Forms system. The left sidebar contains user information for 'DebbieKa' and a navigation menu with options like 'Applicant Name', 'Applicant Number', 'Project Name', 'Project Information', 'Modification Request', 'Certification', 'Submission Summary', 'View Applicant Profile', 'Export to PDF', and 'Back to Submissions List'. The main form area is titled 'Modification Request' and contains two sections: '* Type of modification request:' and '* Reasons for this request:'. The first section has four radio button options: 'Budget Revision', 'Change in Project Officials', 'Change in Grant Award Period', and 'Modification of Other Grant Agreements'. A red arrow points to the 'Change in Grant Award Period' option, and a green box with the text 'Click on all applicable modification request types' is positioned to the right. The second section is a large text area for providing justification. A red arrow points to this text area, and a green box with the text 'A detailed justification for the request must be provided or the request will be returned/denied' is positioned to the left. At the bottom of the form are buttons for 'Save', 'Save & Back', 'Save & Next', 'Back', 'Next', and 'Check Spelling'. The top right of the page has a 'Logout' link.

e.Forms Logout

DebbieKa

Applicant Name: LIC_DCJ_2
Applicant Number: 80193702
Project Name: CVS_Closeout_09102014 - Modification Request #1
Project Number: 2014-SA-14-002890-02

Crime Victims Services Grant Program 2014

CVS Modification Request

Project Information
Modification Request
Certification
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

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 modification request types

A detailed justification for the request must be provided or the request will be returned/denied

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.

 **DebbieKa**

Applicant Name:
LIC_DCJ_2

Applicant Number:
80193702

Project Name:
CVS_Closeout_09102014
- Modification Request #1


Project Number:
2014-SA-14-002890-02

Crime Victims
Services Grant
Program 2014

CVS Modification
Request

Project Information
Modification Request
Certification
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.

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)

 dkasyon

Applicant Name:
UJC_UAT_Public_Government
Applicant Number:
62410754
Project Name:
UJC_CVS_UAT_v2_continuation4
- Modification Request #1
Project Number:
2014-SA002277-21

(UAT 2.0) Crime
Victims Services
Grant Program 2014

CVS 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	Please Complete
Modification Request	Please Complete
Certification	Please Complete



Back

Next

Export to PDF

[Get PDF Viewer](#)

Submit

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