Payment Request for State Agencies Only

-Formerly known as
a Cash Request

Purpose of the Payment Request (Inter-Agency)

- This form in COGMS is used to request reimbursement for contracted grant activities.
- Inter-Agency Payment Requests are submitted on a quarterly reimbursement basis with your quarterly Financial Report.
- Inter-Agency Payment Requests must match reported expenditures on the Financial Report.

IMPORTANT!

* Your Inter-Agency Payment Request may not be approved for payment for the following reasons, including but not limited to:
  - Narrative/Financial Reports are late or submitted incorrectly
  - Required documentation has not been received by DCJ
  - Any applicable Special Conditions have not been met
  - Your request is more than the reported expenditures on the Financial Report

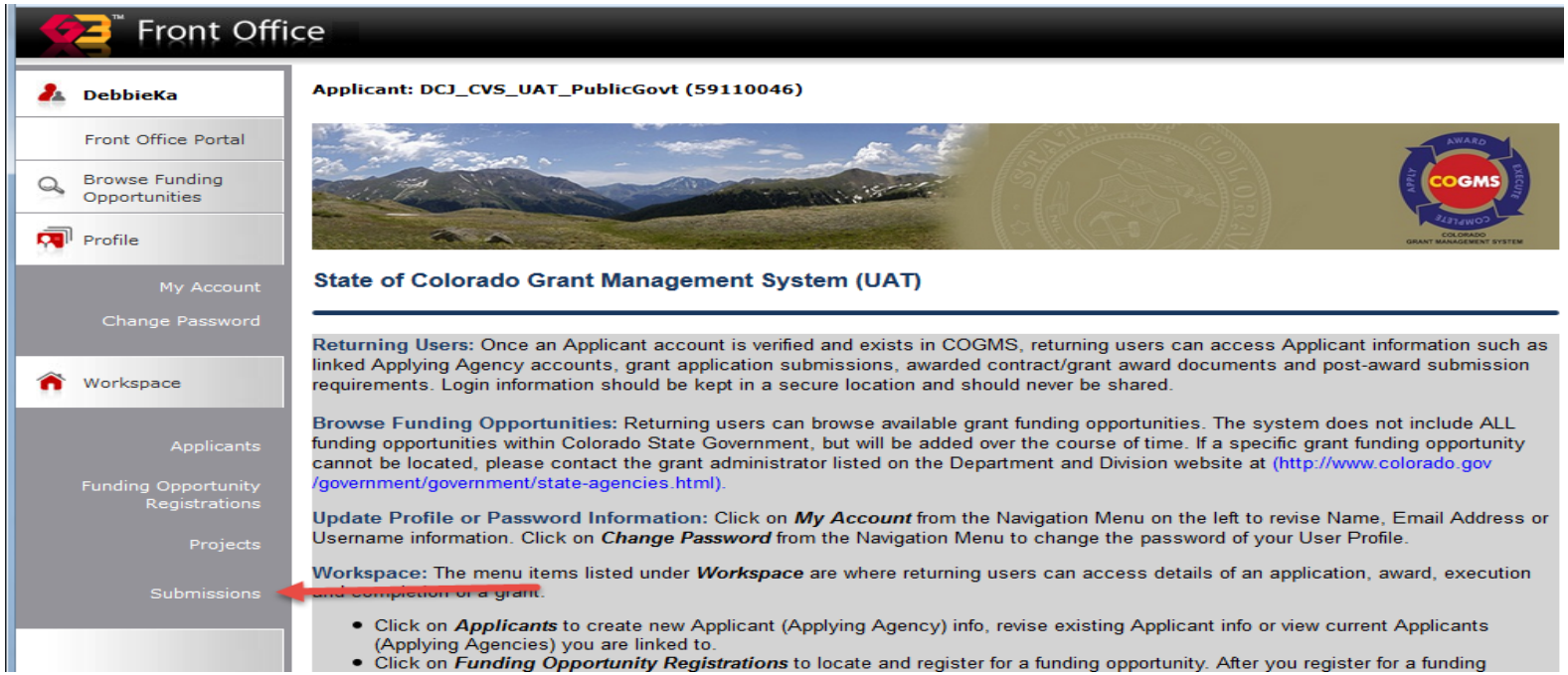
Completing the form in COGMS

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

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

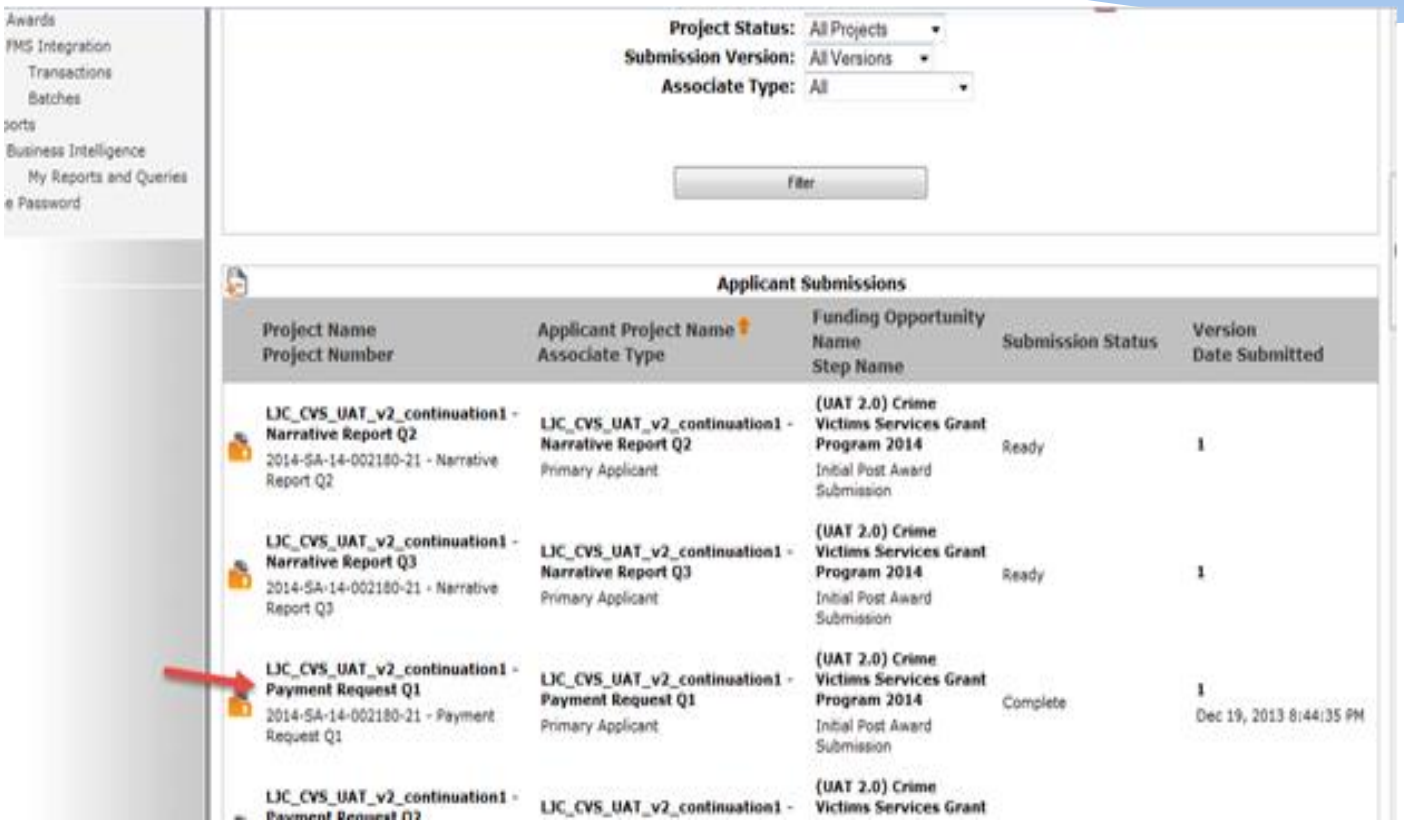
Completing the form in COGMS Cont.

* Click *Submissions* in the left menu bar after logging in.



Completing the form in COGMS Cont.

Click on the next to Payment Request. Each Payment Request form will be followed by Q1, Q2, Q3 or Q4; complete the Payment Request form that corresponds to the quarter for which you are requesting reimbursement.



Completing the form in COGMS Cont.

Complete the mandatory fields highlighted below, "*Report Prepared By," and "*Contact Phone." Then click "Save & Next" to proceed to the next step.

LJCDCJ

Applicant Name: LJC_DCJ_2
Applicant Number: 80193702
Project Name: CVS_SubCom14_test2.0 - 2015 Payment Request Jan- Mar EXTENDED
Project Number: 2014-VU-14-002570-02

Crime Victims Services Grant Program 2014

Payment Request

Project Information
Payment 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: LJC_DCJ_2
Project Title: CVS_SubCom14_test2.0
Grant Number: 2014-VU-14-002570-02
Project Director: Thomas Thanksgiving Turkey
Project Duration:
From: 01/15/2015
To: 12/31/2015

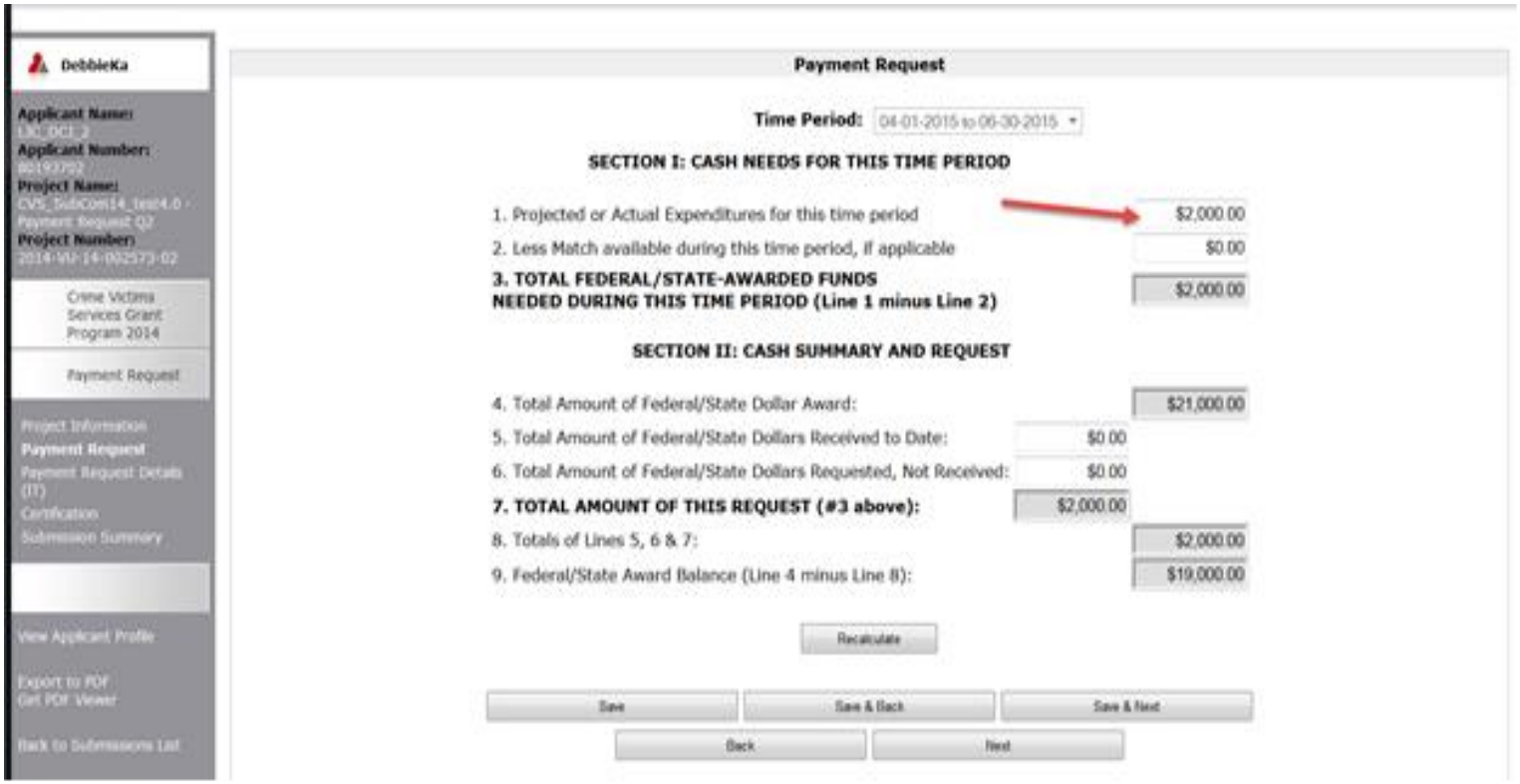
Submission Information

Reporting Period: 01-01-2016 to 03-31-2016
*** Report Prepared By:** Lyndsay Clelland
*** Contact Phone:** (303) 239-4550
Submission Date: 01/16/2015

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

Completing the form in COGMS Cont.

Enter the total amount of expenditures for the time period on Line 1. If your grant requires match, enter the amount of match used during the quarter. Click on "Recalculate." Finally, click on "Save & Next" to proceed to the Payment Request screen that lists the Line Record Values.

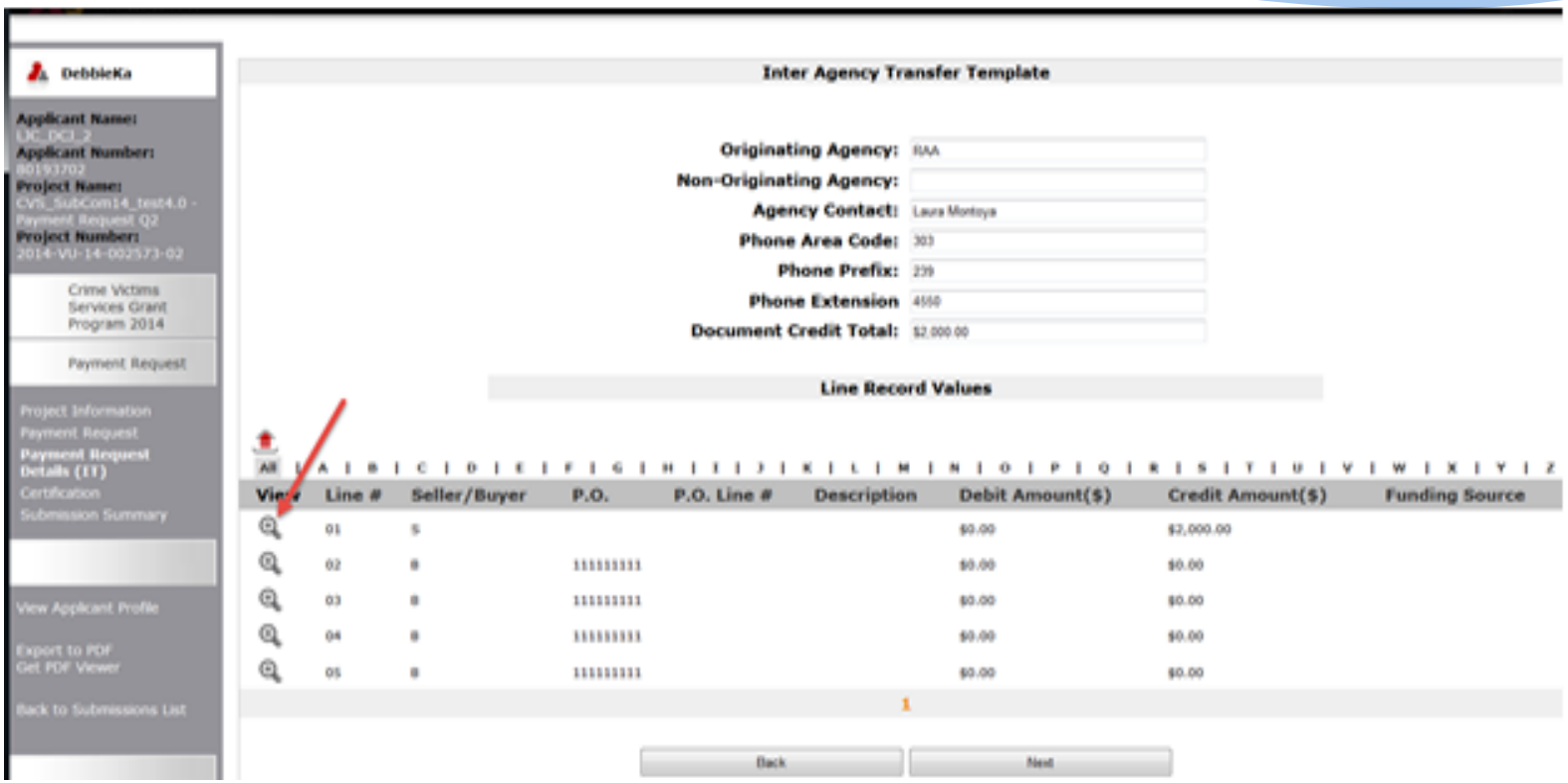


Completing the form in COGMS Cont.

* COGMS will calculate the award funds needed for this time period and subtract it from the total amount of the grant award (Line 4). Line 9 will display the remaining balance for the project.
* On the final payment request for your grant, if your award was fully expended, Line 9 will equal zero. Otherwise, the balance remaining should reflect the unspent federal funds you will not be using on your project. These funds will then be de-obligated at the close-out of your grant.

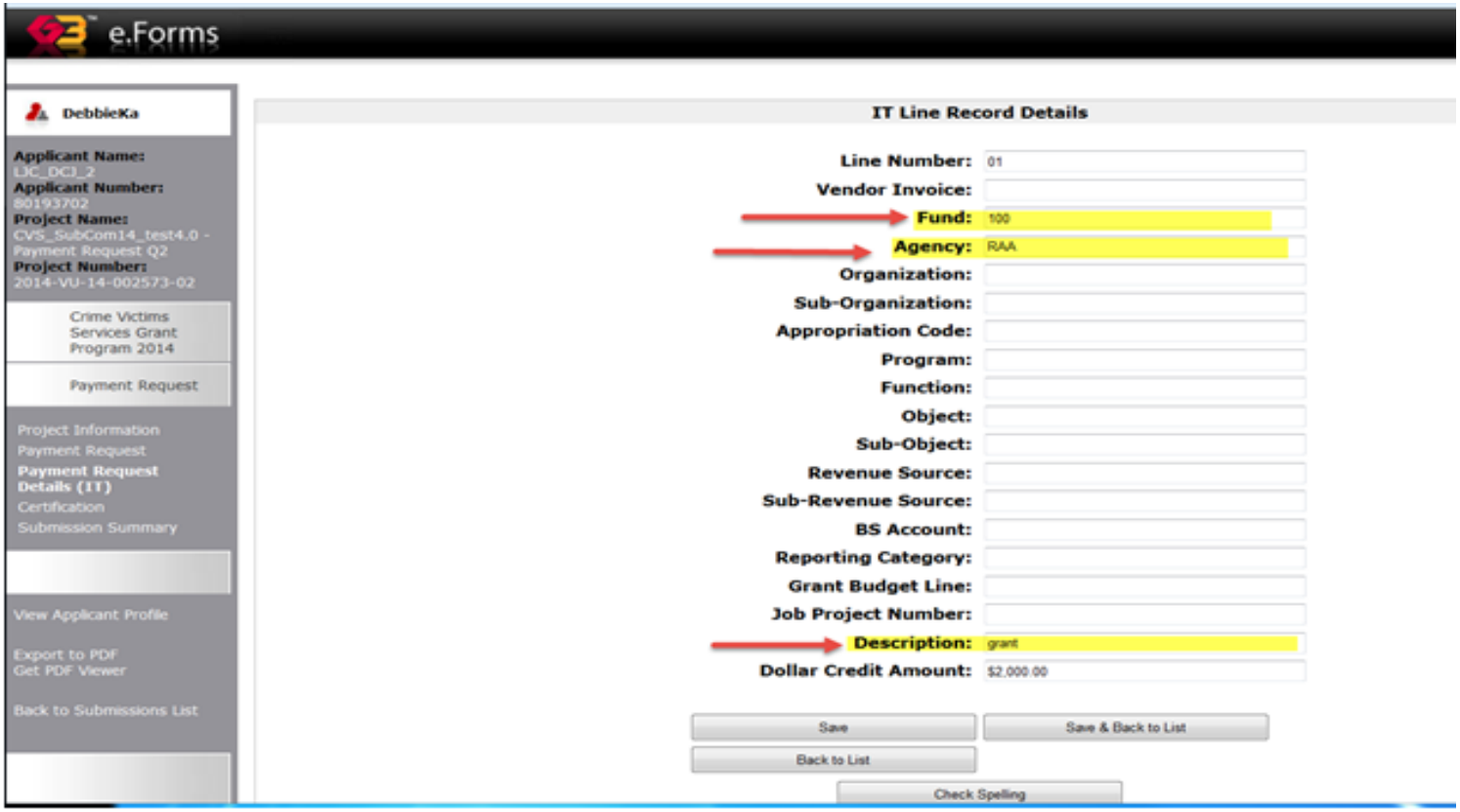
Completing the form in COGMS Cont.

Click on the in the Line Record Values section to enter the Seller information for the payment request. This opens the IT Line Record Details screen.



Completing the form in COGMS Cont.

Once the IT Line Record Details screen has opened, you **must enter** information in the following fields: Fund, Agency, and Description. Then, click on "Save & Back to List." Check that the information has been updated, then click "Next" to proceed to continue to the Certification screen.

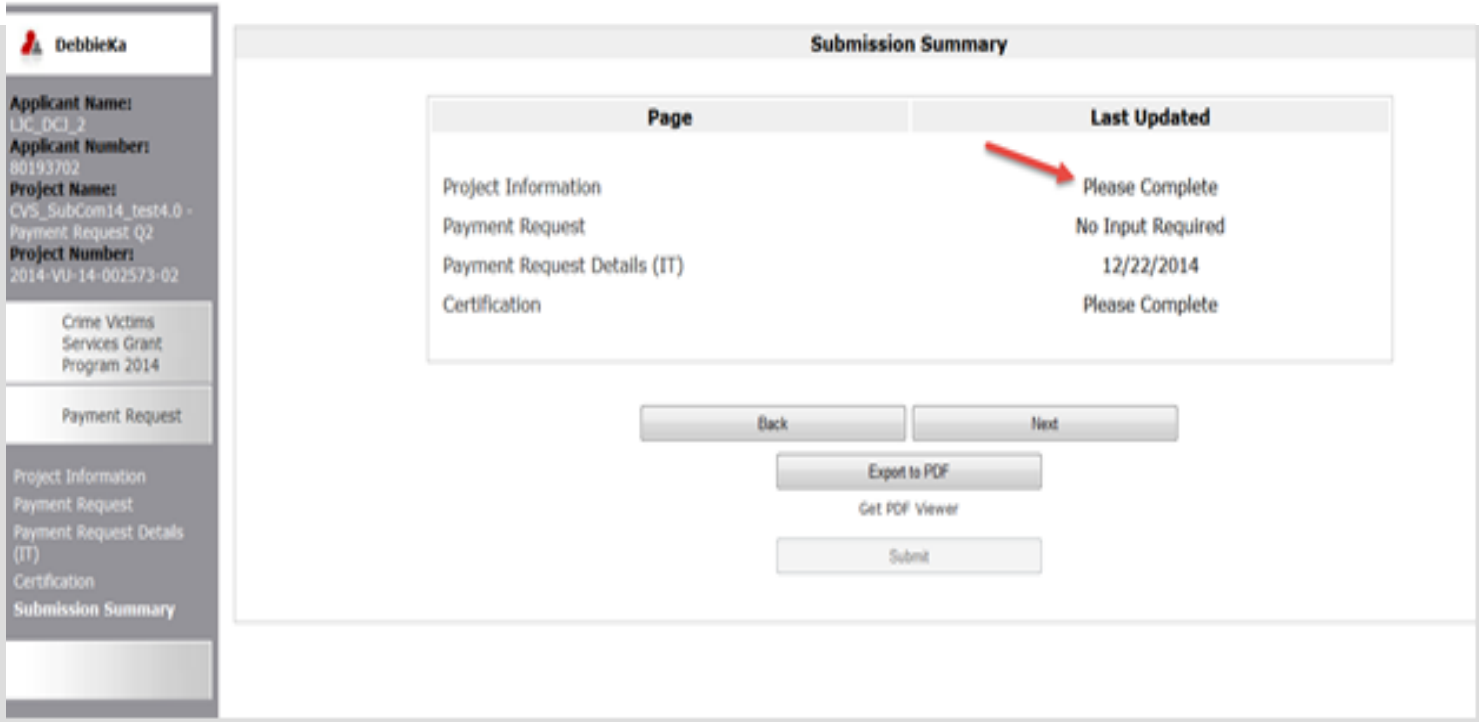


Completing the form in COGMS Cont.

Report Certification is required. By certifying this report, the grantee understands that backup documentation must be available upon request from DCJ and that the authorized person is submitting the report. Click the certification box and then Click "Save & Next" to proceed to Submission Summary.

Completing the form in COGMS Cont.

The Payment Request cannot be submitted until all mandatory elements are completed. The "Submit" button will be grayed-out until all required items are complete. Clicking on the sections marked "Please Complete" will take you to the section that needs to be completed or corrected.



Completing the form in COGMS Cont.

- When all sections of the form have been completed, the “Submit” button will become active. Click “Submit.”
- Once the form has been submitted, it cannot be revised unless OVP amends it back to the grantee.
- After clicking “Submit’, click on the “Back to Submissions List” item in the left menu bar to return to the “Submissions” screen or logout of the system.

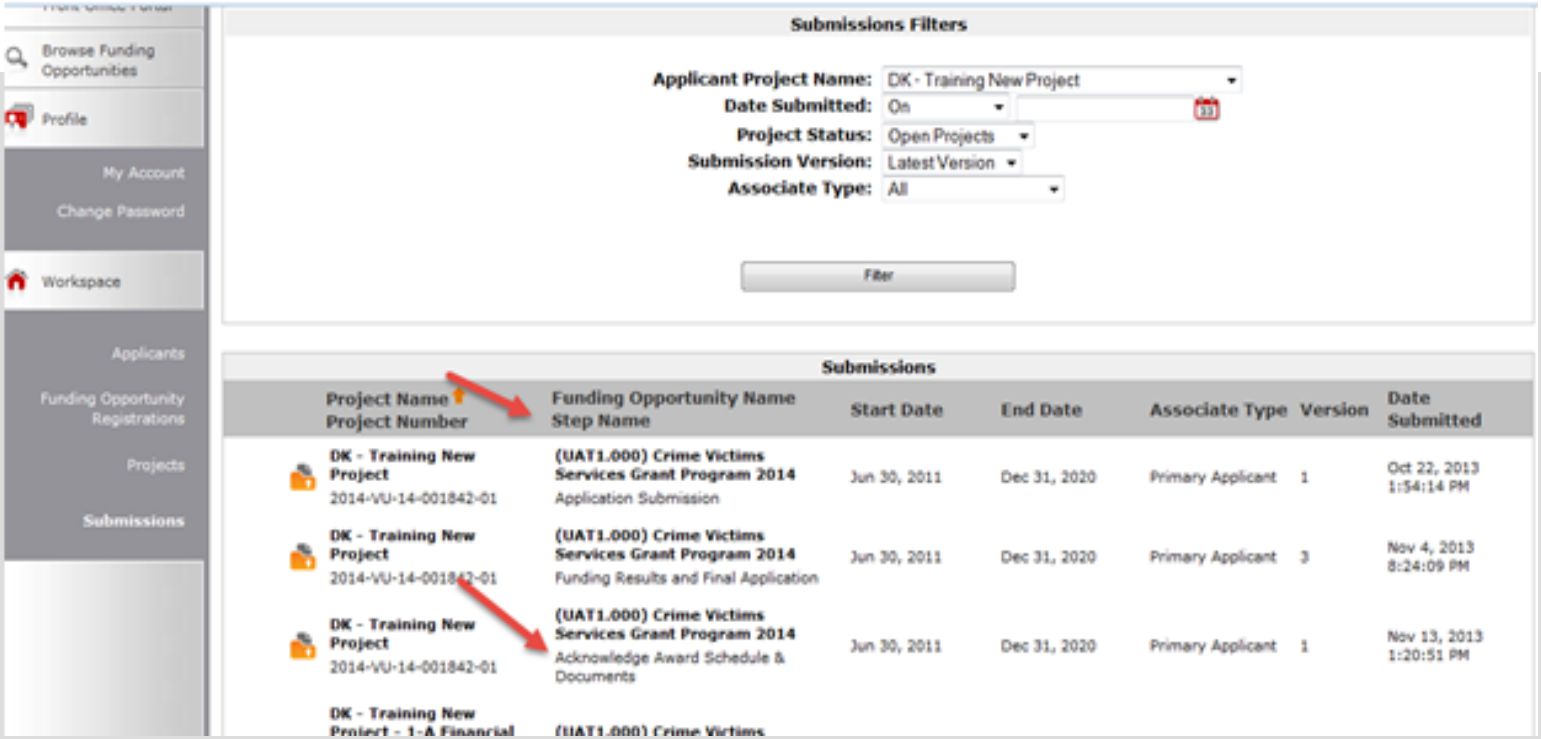
Payment Verification

Checking the payment status

* Log into COGMS and click on “Submissions” in the left menu bar.
* Filter for the project you want to check.
* In the list of Submissions, locate “Acknowledge Award Schedule & Documents” in the second column and click on the icon to the left of the project name.

Payment Verification

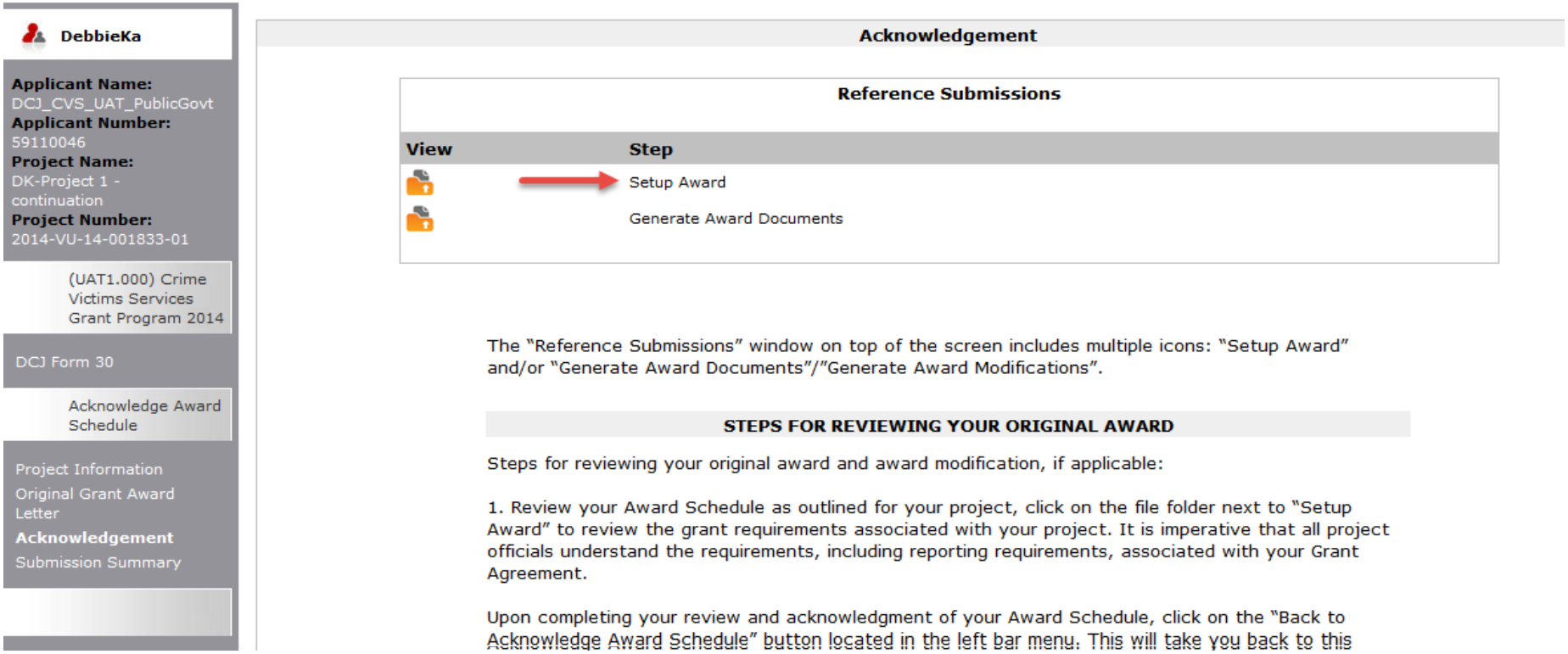
Checking the payment status – cont.



Payment Verification

Checking the payment status – cont.

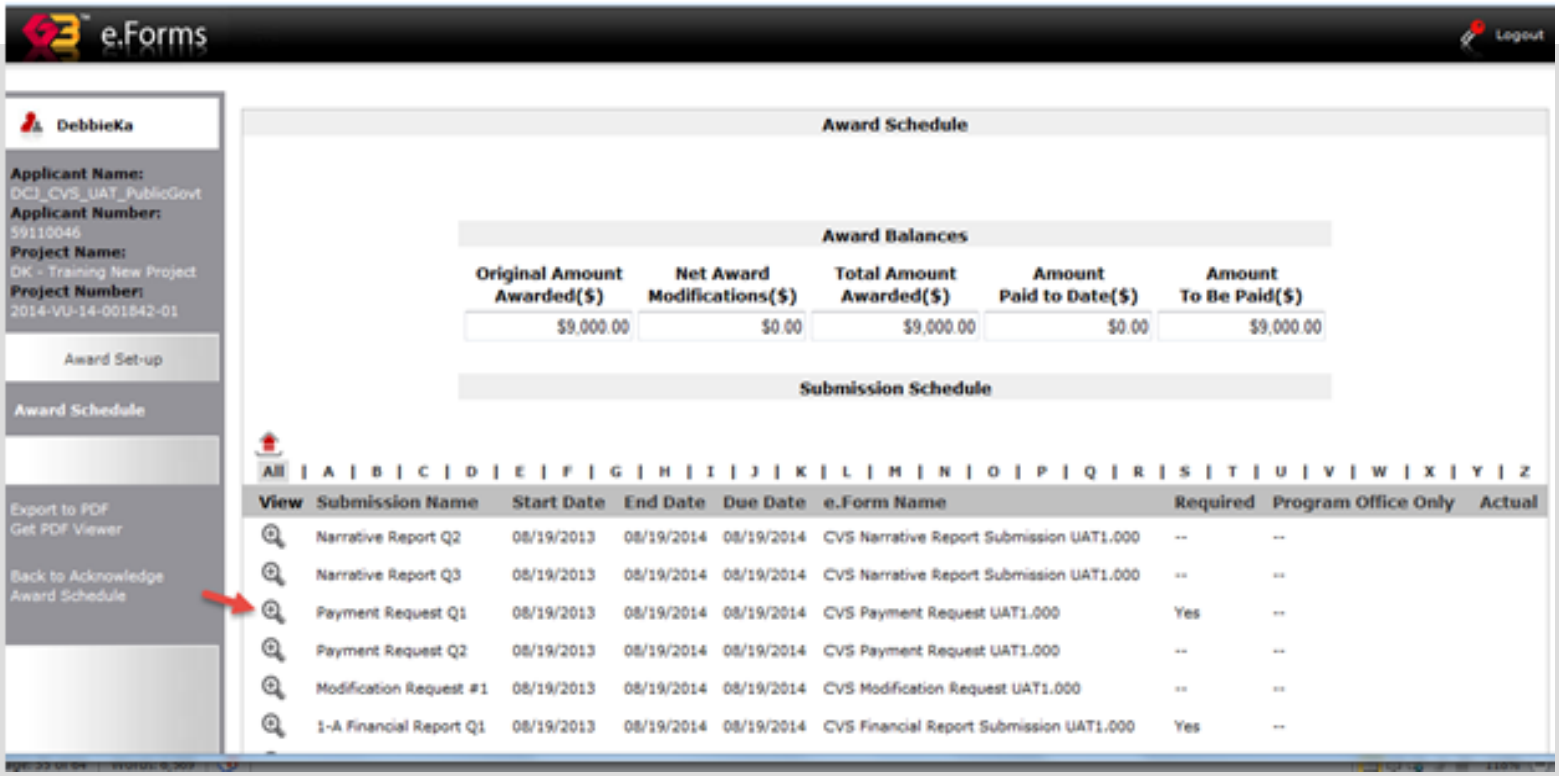
* Click on "Acknowledgement" in the left menu bar and then click on "Setup Award" in the Reference Submissions.



Payment Verification

Checking the payment status – cont.

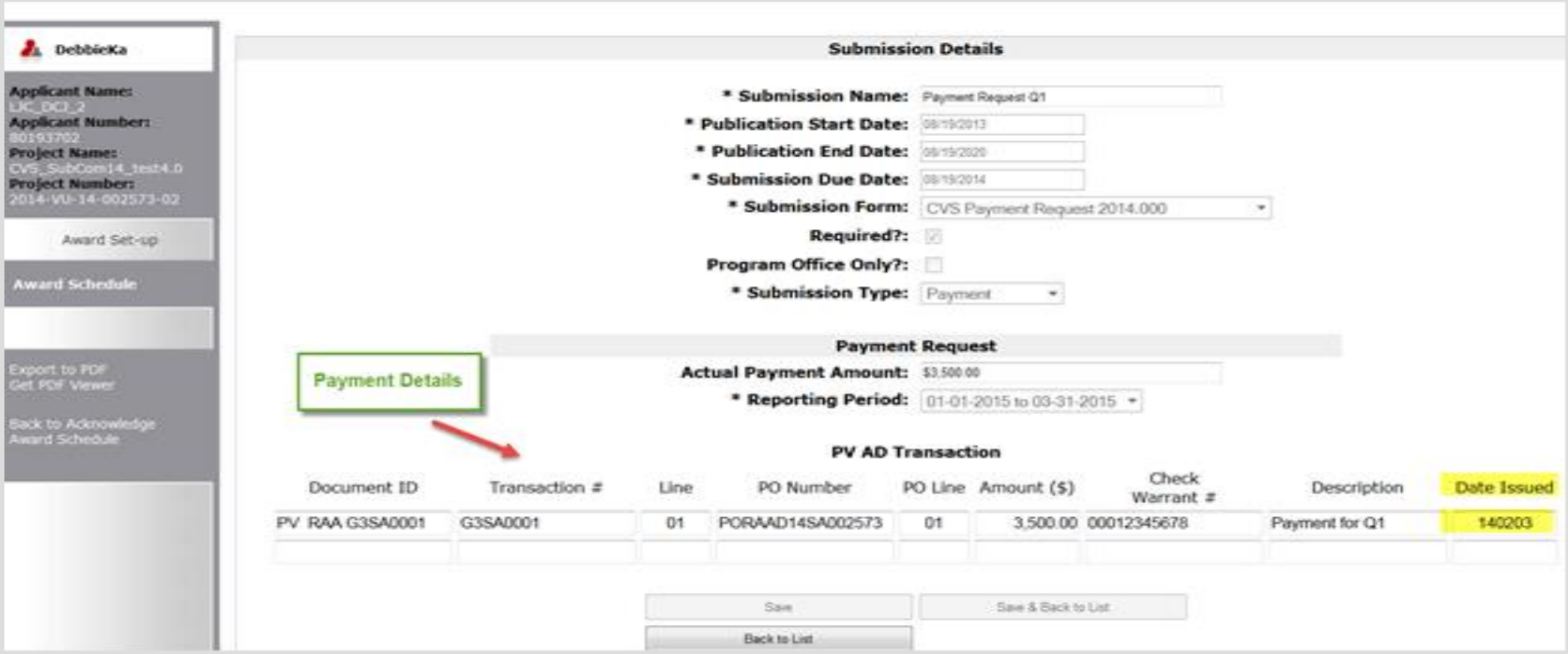
The Award Schedule and Balances screen will appear. To check payment status, click on the next to the payment you wish to look at, this will open the "Submissions Details" screen. *Note: the payment amount is reflected in the far right column labeled "Actual."*



Payment Verification

Checking the payment status – cont.

The Submissions Details screen shows pertinent information related to the payment such as Check Number and Date Issued. The payment date format is year/month/day (140203 is February 3, 2014 – see highlighted area). Click either "Back to List" to see another payment or "Back to Acknowledge Award Schedule" and then "Back to Submissions List" to return to Submissions. To log out of the system click the logout button in the upper right corner.



Things to remember

* Once the Payment Request has been submitted, the form cannot be revised unless DCJ staff rejects or amends the request back to the grantee.
* Grantees must submit a Payment Request each quarter or each month (monthly payments must be set up in advance with DCJ) in order to be reimbursed for actual expenditures against the CVS grant.
* When required, financial back-up documentation must be submitted to DCJ by mail, fax or email as these documents cannot be attached in COGMS.

Questions????

* Please contact your grant manager with questions at (303) 239-5719