

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!

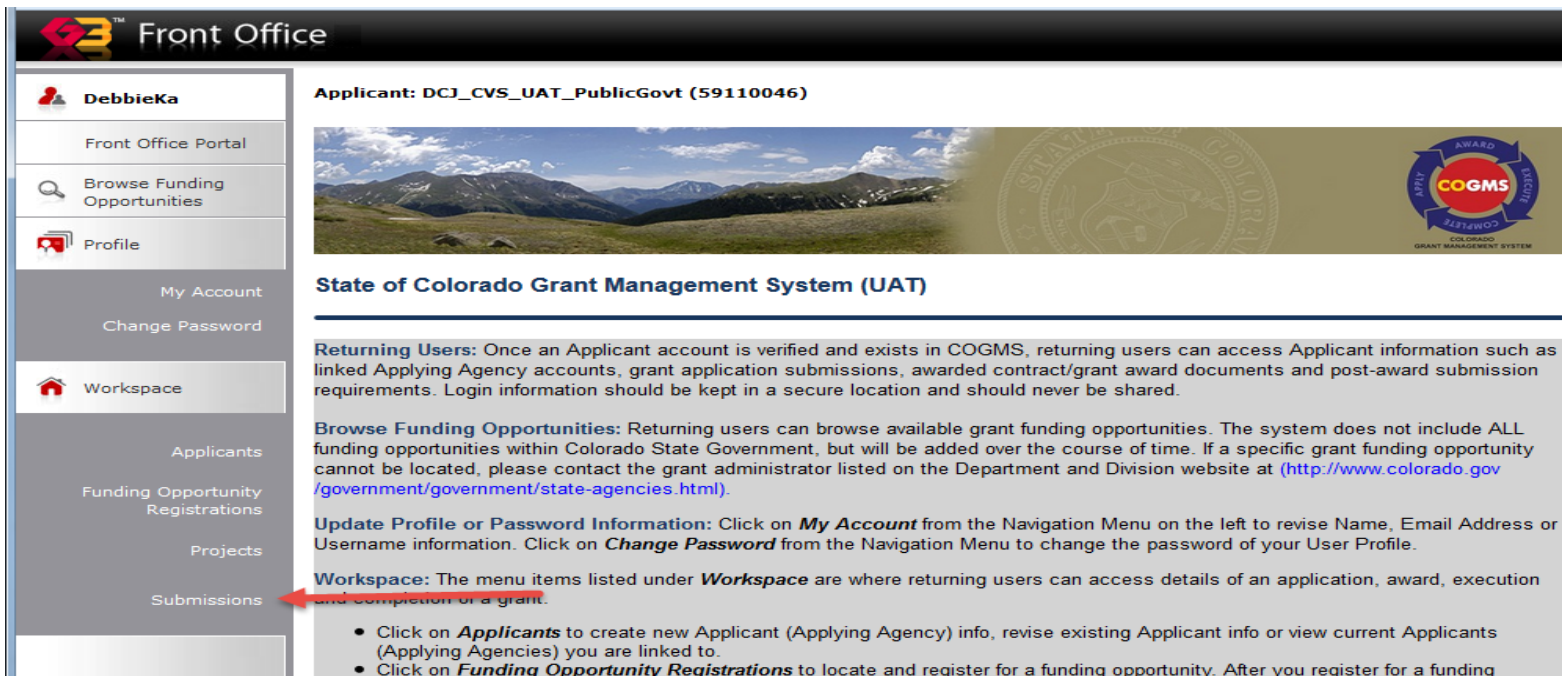
- * Your Inter-Agency Payment Request may not be approved for payment for the following reasons, including but not limited to:
 - Narrative/Financial Reports are late or submitted incorrectly
 - Required documentation has not been received by DCJ
 - Any applicable Special Conditions have not been met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



The screenshot displays the COGMS Front Office interface. On the left is a navigation menu with the following items: DebbieKa (user profile), Front Office Portal, Browse Funding Opportunities, Profile, My Account, Change Password, Workspace, Applicants, Funding Opportunity Registrations, Projects, and Submissions. The 'Submissions' item is highlighted with a red arrow. The main content area shows the applicant information: DCJ_CVS_UAT_PublicGovt (59110046). Below this is a banner image of a mountain landscape. The title 'State of Colorado Grant Management System (UAT)' is displayed. The main content area contains instructions for returning users, including how to access applicant information, browse funding opportunities, update profile or password information, and use the workspace. A red arrow points to the 'Submissions' item in the left menu bar.

Front Office

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 Cont.

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

 LJCDJ

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 02-21-2016
*** 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.

Payment Request

Time Period: 04-01-2015 to 06-30-2015

SECTION I: CASH NEEDS FOR THIS TIME PERIOD

1. Projected or Actual Expenditures for this time period	\$2,000.00
2. Less Match available during this time period, if applicable	\$0.00
3. TOTAL FEDERAL/STATE-AWARDED FUNDS NEEDED DURING THIS TIME PERIOD (Line 1 minus Line 2)	\$2,000.00

SECTION II: CASH SUMMARY AND REQUEST

4. Total Amount of Federal/State Dollar Award:	\$21,000.00
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):	\$2,000.00
8. Totals of Lines 5, 6 & 7:	\$2,000.00
9. Federal/State Award Balance (Line 4 minus Line 8):	\$19,000.00

Recalculate


Save Save & Back Save & Next

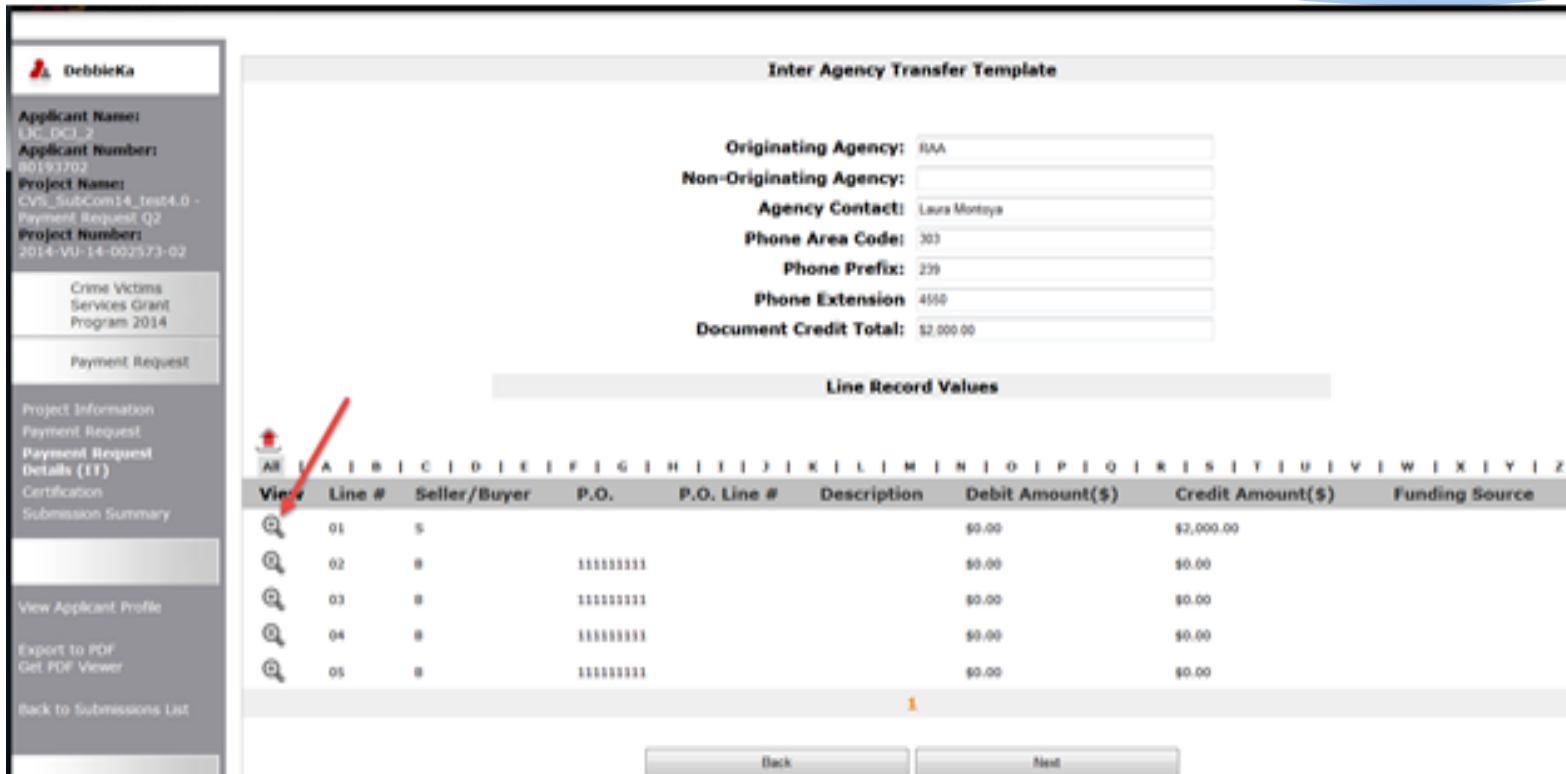
Back Next

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.



Inter Agency Transfer Template

Applicant Name: DC_DCL_2
Applicant Number: 90193702
Project Name: CVS_SubCom14_test4.0 - Payment Request Q2
Project Number: 2014-VU-14-002573-02

Crime Victims Services Grant Program 2014






Payment Request

Project Information
Payment Request
Payment Request Details (IT)
Certification
Submission Summary

View Applicant Profile
Export to PDF
Get PDF Viewer
Back to Submissions List

Originating Agency: RAA
Non-Originating Agency:
Agency Contact: Laura Montoya
Phone Area Code: 203
Phone Prefix: 239
Phone Extension: 4550
Document Credit Total: \$2,000.00

Line Record Values

View	Line #	Seller/Buyer	P.O.	P.O. Line #	Description	Debit Amount(\$)	Credit Amount(\$)	Funding Source
	01	S				\$0.00	\$2,000.00	
	02	B	111111111			\$0.00	\$0.00	
	03	B	111111111			\$0.00	\$0.00	
	04	B	111111111			\$0.00	\$0.00	
	05	B	111111111			\$0.00	\$0.00	

1

Back Next

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.

eForms

IT Line Record Details

Line Number: 01

Vendor Invoice:

Fund: 100

Agency: RAA

Organization:

Sub-Organization:

Appropriation Code:

Program:

Function:

Object:

Sub-Object:

Revenue Source:

Sub-Revenue Source:

BS Account:

Reporting Category:

Grant Budget Line:

Job Project Number:

Description: grant

Dollar Credit Amount: \$2,000.00

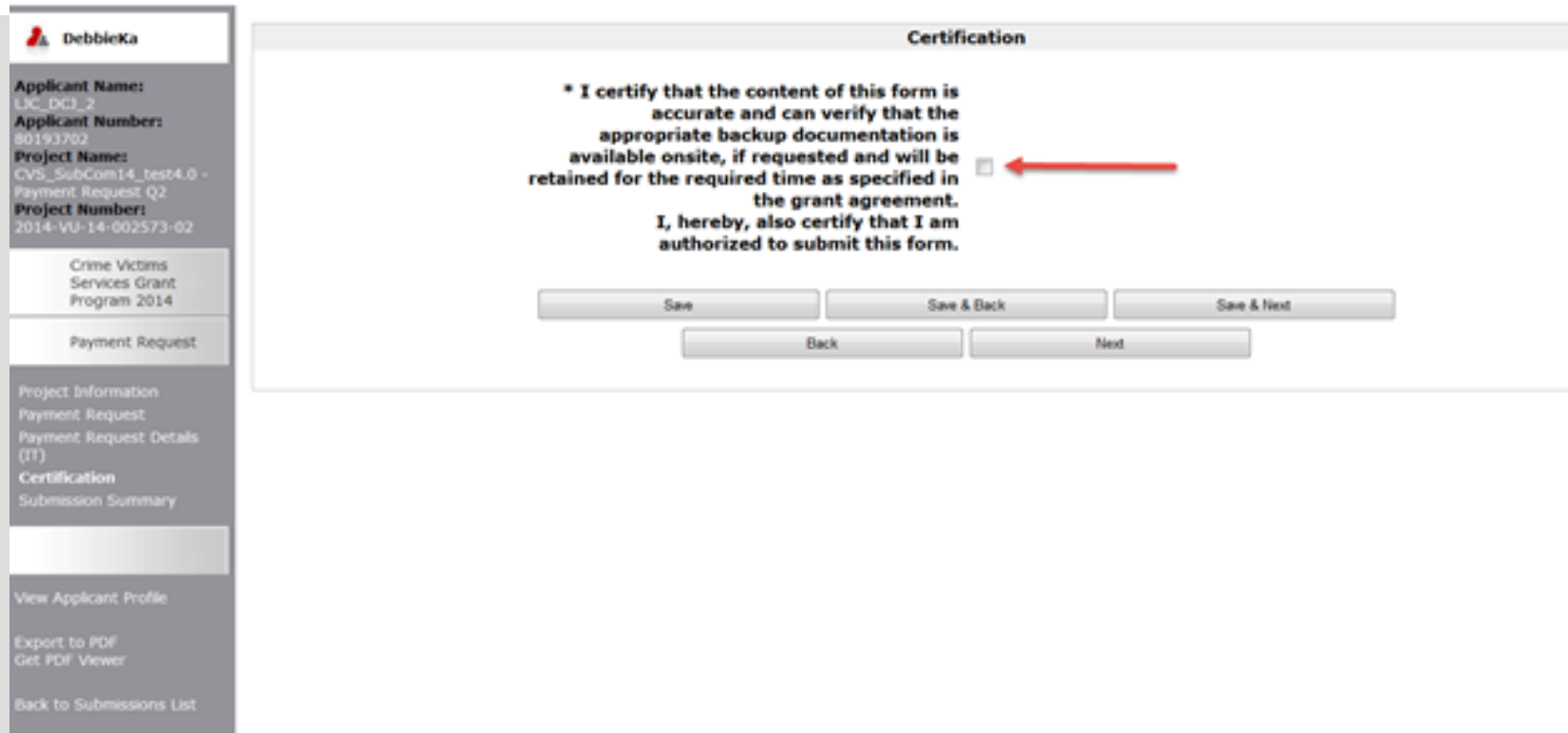
Buttons: Save, Save & Back to List, Back to List, Check Spelling

Left Sidebar:

- DebbieKa
- Applicant Name: DC_DCI_2
- Applicant Number: 60193702
- Project Name: CVS_SubCom14_test4.0 - Payment Request Q2
- Project Number: 2014-VU-14-002573-02
- Crime Victims Services Grant Program 2014
- Payment Request
- Project Information
- Payment Request
- Payment Request Details (IT)
- Certification
- Submission Summary
- View Applicant Profile
- Export to PDF
- Get PDF Viewer
- Back to Submissions List

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.



The screenshot displays the COGMS Certification form. On the left is a sidebar with the user's name 'DebbieKa' and a list of navigation links: Applicant Name, Applicant Number, Project Name, Project Number, Crime Victims Services Grant Program 2014, Payment Request, Project Information, Payment Request, Payment Request Details (IT), Certification, Submission Summary, View Applicant Profile, Export to PDF, Get PDF Viewer, and Back to Submissions List. The main content area is titled 'Certification' and contains the following text: '* 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.' A red arrow points to a small square checkbox next to the first sentence. Below the text are five buttons: 'Save', 'Save & Back', 'Save & Next', 'Back', and 'Next'.

DebbieKa

Applicant Name:
LIC_DCI_2

Applicant Number:
80193702

Project Name:
CVS_SubCom14_test4.0 -
Payment Request Q2

Project Number:
2014-VU-14-002573-02

Crime Victims
Services Grant
Program 2014

Payment Request

Project Information
Payment Request
Payment Request Details
(IT)

Certification
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

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.

Save Save & Back Save & Next

Back Next

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.

Submission Summary

Page	Last Updated
Project Information	Please Complete
Payment Request	No Input Required
Payment Request Details (IT)	12/22/2014
Certification	Please Complete

Buttons: Back, Next, Export to PDF, Get PDF Viewer, Submit

Sidebar:


- DebbieKa
- Applicant Name: LIC_OCL_2
- Applicant Number: 80193702
- Project Name: CVS_SubCom14_test4.0 - Payment Request Q2
- Project Number: 2014-VU-14-002573-02
- Crime Victims Services Grant Program 2014
- Payment Request
- Project Information
- Payment Request
- Payment Request Details (IT)
- Certification
- Submission Summary

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.

Submissions Filters

Applicant Project Name: DK - Training New Project
Date Submitted: On 
Project Status: Open Projects
Submission Version: Latest Version
Associate Type: All


Submissions

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
 DK - Training New Project 2014-VU-14-001842-01	{UAT1.000} Crime Victims Services Grant Program 2014 Application Submission	Jun 30, 2011	Dec 31, 2020	Primary Applicant	1	Oct 22, 2013 1:54:14 PM
 DK - Training New Project 2014-VU-14-001842-01	{UAT1.000} Crime Victims Services Grant Program 2014 Funding Results and Final Application	Jun 30, 2011	Dec 31, 2020	Primary Applicant	3	Nov 4, 2013 8:24:09 PM
 DK - Training New Project 2014-VU-14-001842-01	{UAT1.000} Crime Victims Services Grant Program 2014 Acknowledge Award Schedule & Documents	Jun 30, 2011	Dec 31, 2020	Primary Applicant	1	Nov 13, 2013 1:20:51 PM
DK - Training New Project - 1-A Financial	{UAT1.000} Crime Victims					

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.

 **DebbieKa**

Applicant Name:
DCJ_CVS_UAT_PublicGovt

Applicant Number:
59110046

Project Name:
DK-Project 1 - continuation

Project Number:
2014-VU-14-001833-01

(UAT1.000) Crime Victims Services Grant Program 2014

DCJ Form 30



Acknowledge Award Schedule

Project Information
Original Grant Award Letter

Acknowledgement
Submission Summary

Acknowledgement

Reference Submissions

View	Step
	Setup Award
	Generate Award Documents

The “Reference Submissions” window on top of the screen includes multiple icons: “Setup Award” and/or “Generate Award Documents”/“Generate Award Modifications”.

STEPS FOR REVIEWING YOUR ORIGINAL AWARD


Steps for reviewing your original award and award modification, if applicable:

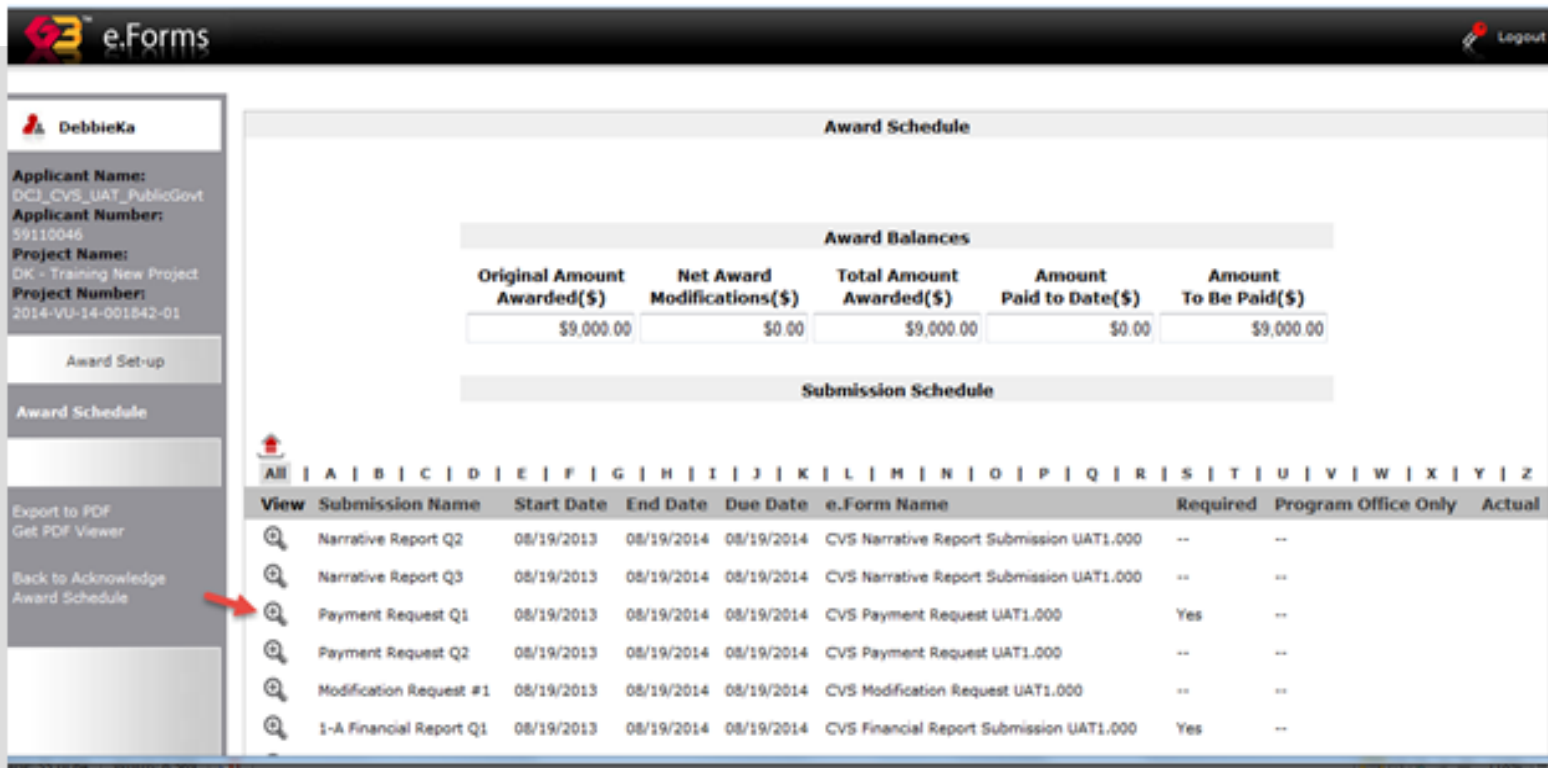
1. Review your Award Schedule as outlined for your project, click on the file folder next to “Setup Award” to review the grant requirements associated with your project. It is imperative that all project officials understand the requirements, including reporting requirements, associated with your Grant Agreement.

Upon completing your review and acknowledgment of your Award Schedule, click on the “Back to Acknowledge Award Schedule” button located in the left bar menu. This will take you back to this

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.”*



e.Forms Logout

DebbieKa

Applicant Name:
DCJ_CVS_UAT_PublicGovt
Applicant Number:
59110046
Project Name:
OK - Training New Project
Project Number:
2014-VU-14-001842-01







Award Set-up

Award Schedule

Award Balances

Original Amount Awarded(\$)	Net Award Modifications(\$)	Total Amount Awarded(\$)	Amount Paid to Date(\$)	Amount To Be Paid(\$)
\$9,000.00	\$0.00	\$9,000.00	\$0.00	\$9,000.00

Submission Schedule

View	Submission Name	Start Date	End Date	Due Date	e-Form Name	Required	Program Office Only	Actual
	Narrative Report Q2	08/19/2013	08/19/2014	08/19/2014	CVS Narrative Report Submission UAT1.000	--	--	
	Narrative Report Q3	08/19/2013	08/19/2014	08/19/2014	CVS Narrative Report Submission UAT1.000	--	--	
	Payment Request Q1	08/19/2013	08/19/2014	08/19/2014	CVS Payment Request UAT1.000	Yes	--	
	Payment Request Q2	08/19/2013	08/19/2014	08/19/2014	CVS Payment Request UAT1.000	--	--	
	Modification Request #1	08/19/2013	08/19/2014	08/19/2014	CVS Modification Request UAT1.000	--	--	
	1-A Financial Report Q1	08/19/2013	08/19/2014	08/19/2014	CVS Financial Report Submission UAT1.000	Yes	--	

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.

Submission Details

* Submission Name: Payment Request Q1

* Publication Start Date: 08/19/2013

* Publication End Date: 08/19/2020

* Submission Due Date: 08/19/2014

* Submission Form: CVS Payment Request 2014.000

Required?: ☒

Program Office Only?: ☐

* Submission Type: Payment

Payment Request

Actual Payment Amount: \$3,500.00

* Reporting Period: 01-01-2015 to 03-31-2015

PV AD Transaction

Document ID	Transaction #	Line	PO Number	PO Line	Amount (\$)	Check Warrant #	Description	Date Issued
PV RAA G3SA0001	G3SA0001	01	PORAAD14SA002573	01	3,500.00	00012345678	Payment for Q1	140203

Save Save & Back to List Back to List

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