



## **Crime Victim Services (CVS) Grants**

### **Guide to COGMS Post Award Submissions**



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# 1 Summary

The Colorado Grant Management System (COGMS) is a statewide system designed to automate all phases of the Office for Victims Programs (OVP) grant cycle from application submission to project closeout. COGMS is used by grantees to apply for funds, access award documents, request reimbursement of approved budget expenditures, submit narrative and financial reports and make grant modifications.

This guide is intended to provide step-by-step instructions for grantees on how to access and submit all required Post Award Submissions (such as quarterly narrative and financial reports, payment requests, DCJ Form 16, and modification requests). Only those forms included in your *Award Schedule* (part of the Acknowledge Award Schedule and Documents step) are required to be completed for your grant, if a form does not apply to your grant it will not be visible in your *Award Schedule*.

## 2 Getting Started

To access all forms, you will need to 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](mailto: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.

Front Office Portal

Username:  
Password:  
Login  
Forgot your password?  
Locate:  
English (U.S.)  
Browse Funding Opportunities  
Create Profile

State of Colorado Grant Management System

Welcome to the State of Colorado's electronic Grant Management System (COGMS)! Please click [HERE](#) for detailed guidance on the steps required to login, research, apply and manage grant applications through COGMS. The new system standardizes the grant application process and is housed on a secure, web-based platform.

Important Notes:

- The software includes Enterprise embedded instructions for most every screen by clicking on the [Show] and [Hide] expandable options; however, the instructions are not specific to the State of Colorado. Although some information may be useful, please reference the [COGMS Instructions](#), which encompass the necessary information to successfully create a Profile, as well as research, apply and manage grant applications.
- 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/state-agencies.html>).

Definition of Common Terms:

- Registrant:** An individual or sole proprietor that creates a Username and Password. Multiple *Registrants* can exist under a single *Applying Agency (Applicant)*.
- Profile:** Username, Password and Email information created during the *Registrant* step.
- Applicant:** Agency applying for a funding opportunity. Only **one** primary *Applicant* account can exist within COGMS. An *Applicant* account may contain multiple *Registrants*. Each new *Applying Agency* must go through a State verification process to avoid duplicate entries. **Please allow 5 business days for this process and ensure ample time is allowed prior to the deadline of a grant funding opportunity.** A grant application may not be submitted until *after* an *Applicant* profile is verified by the State. In the event it is discovered through the State verification process that a primary *Applicant* (Applying Agency) account already exists, you will be notified by the State to contact the *Agency* directly to be manually added to the system. Any work completed during this waiting period will be saved.

Guests/Search Only: Click **Browse Funding Opportunities** from the Navigation Menu on the left and enter search criteria. (Registration is not required to browse).

New Registrant/Profile Creation: There are 2 ways to create a Registrant Profile:

- After selecting **Browse Funding Opportunities** on the left and entering search criteria, follow the **Create Profile** Wizard OR
- Click on the **Create Profile** menu option from Navigation Menu on left.

Returning Users: Log in by entering Username and Password credentials.


Questions on Funding Opportunities? Click **Browse Funding Opportunities** from the Navigation Menu on the left to find a specific grant funding opportunity. A contact name, phone number and email address is provided for the person(s) specific to that grant funding opportunity.

Contact Us

Page Generation Time: < 0.1s Grantium®

**TIP FOR USING FILTERS:** You can use filters in COGMS to help you navigate through the system. The following screen shot illustrates the filters under the Submission tab. Grantees can filter by *Applicant Project Name*, *Date Submitted*, *Project Status*, *Submission Version*, and *Associate Type*. Click on the drop down menu for each filter to display the options. Filters can also be hidden to free up workspace on your screen.

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
23rd JD Advocacy for DV& SA Victims - cont 2014-VU-14-002502-01	Crime Victims Services Grant Program 2014 Application Submission	Jun 30, 2011	Dec 31, 2020	Primary Applicant	1	Feb 5, 2014 1:23:53 PM
23rd JD Advocacy for DV& SA Victims - cont 2014-VU-14-002502-01	Crime Victims Services Grant Program 2014 Funding Results and Final Application	Jun 30, 2011	Dec 31, 2020	Primary Applicant	2	

**TIP FOR EXPORTING FORMS TO PDF:** Each form in COGMS can be exported to pdf, saved, and/or printed. Once the form has been opened by clicking on the  icon, an *Export to PDF* link is activated in the left menu bar as illustrated below. Click on the link to export the form to PDF.

**Project Information**

**Reference Submissions**

View	Step
This list contains no items	

**Project Information**

Grantee Name: DCJ\_CVS\_UAT\_PublicGovt

Project Title: DK-Project 1 - continuation

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

Project Director: Debbie Kasyon

Project Duration:

From: 01/01/2015

To: 12/31/2015

**Submission Information**

Report Type: Financial Quarterly (1-A)

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

\* Report Prepared By: Debbie Kasyon

\* Contact Phone: (303) 239-1234

Submission Date: 11/15/2013

Back Next

This form cannot be submitted because the Funding Opportunity for this item is no longer active.

In the *Configure PDF Export* screen, select all of the formlets (sections) of the form to be exported. Click on *Export to PDF* at the bottom of the screen.

**eForms** Logout

**DebbieKa**

**Applicant Name:**  
DCJ\_CVS\_UAT\_PublicGovt

**Applicant Number:**  
59110046

**Project Name:**  
DK-Project 1 - continuation - 1-A  
Financial Report Q1

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

(UAT1.000) Crime Victims Services Grant Program 2014

Financial Report Submission

**Project Information**  
Financial Report 1-A  
Report Certification  
Submission Summary

**Configure PDF Export**

Select the formlets to be exported to PDF

☒ Project Information

☒ Financial Report 1-A

☒ Report Certification

☒ Submission Summary

Select the formlets (sections of the form) you want to export

Select All Formlets Unselect All Formlets

Export to PDF Back

Get PDF Viewer

Click on *Open* or *Save* to complete the export. By selecting *Save*, the grantee must provide a location on their computer to save the form.

**Configure PDF Export**

Select the formlets to be exported to PDF

Select All Formlets Unselect All Formlets

Export to PDF Back

Get PDF Viewer

**Opening export.pdf**

You have chosen to open:

**export.pdf**  
which is: Adobe Acrobat Document (6.3 KB)  
from: http://hosted.grantium.com

What should Firefox do with this file?

☒ Open with Adobe Reader (default)

☐ Save File

☐ Do this automatically for files like this from now on.

OK Cancel

If *Open* is selected, a PDF output will be generated. Click on *File, Save As, PDF* and indicate a location on your computer to save the PDF output. Once the PDF output has been saved, simply click on the **red X** in the upper right hand corner to close the document.

Be sure to click on the *Back* button to return to the form in COGMS. Then click on the *Back to Submissions List* item to return to the Submissions list (screen shot below).

**eForms** Logout

**DebbieKa**

**Applicant Name:**  
DCJ\_CVS\_UAT\_PublicGovt  
**Applicant Number:**  
S911004G  
**Project Name:**  
DK-Project 1 - continuation - 1-A  
Financial Report Q1  
**Project Number:**  
2014-VU-14-001833-01

(UAT1.000) Crime Victims Services Grant Program 2014

Financial Report Submission

**Project Information**  
Financial Report 1-A  
Report Certification  
Submission Summary

View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Submissions List

**Configure PDF Export**

Select the formlets to be exported to PDF

- ☒ Project Information
- ☒ Financial Report 1-A
- ☒ Report Certification
- ☒ Submission Summary

Select All Formlets Unselect All Formlets

Export to PDF Back

Get PDF Viewer

Page Generation Time: 0.169s Grantium

### 3 CVS Statistical and Narrative Report

The Statistical and Narrative Report is used by all grantees to report progress on the approved goals and objectives of the project. This is different than previous grant years when quarterly narrative reports were different, depending on the funding source of the grant. There will be sections of the report that are visible and need to be completed based on the purpose area of your grant. For example, if your agency was funded to provide direct victim services, then the victim services grids will be visible. If your agency was funded to provide training to professionals, then the training grid will be visible, etc. For the purposes of these instructions, we will provide screen shots of a victim services project.

The Statistical and Narrative Report is listed in COGMS by its title and includes the year and quarter, for example, the narrative report due the first quarter of 2015 is titled: *2015 Statistical and Narrative Report Qtr. Jan – Mar*. If an agency has more than one grant award, a quarterly narrative report will have to be completed for each award on a separate form.

Important due dates:

Quarter	Reporting Period	Date the report must be submitted in COGMS
1 <sup>st</sup>	January 1 – March 31	April 15, 2015
2 <sup>nd</sup>	April 1 – June 30	July 7, 2015
3 <sup>rd</sup>	July 1 – September 30	October 15, 2015
4 <sup>th</sup>	October 1 – December 31	January 15, 2016

Also new this year is the narrative report includes a section for reporting the demographic information of victims served. All grantees that provide direct services to victims are required to complete this section; the race, gender and age fields are mandatory. Only the fields under *Other Demographics* are optional.

**NOTE:** *The quarterly report will be visible in COGMS on the first day of each quarter. This means that you will only see the 1<sup>st</sup> quarter report on January 1, 2015; you won't see the second quarter report until April 1, etc.*

To access the *Statistical and Narrative Report*, log in to COGMS and enter your user name and password: <https://g3.state.co.us/grantium/frontOffice.jsf>

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**Front Office**

Front Office Portal

Username:

Password:

Login

Forgot your password?

Locale:  
English (U.S.)

Browse Funding Opportunities

Create Profile

Contact Us

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Page Generation Time: < 0.1s

Grantium!

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



At the *Submissions* screen (below), find the *Narrative and Statistical Report* in the left column (second screen shot). **NOTE:** In the second column, all of the post award submissions are called *Initial Post Award Submission* so you must look in the first column to find the correct report.

Click on the  icon next the the *Narrative and Statistical Report*.




**Front Office**
Logout







**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)  
[Hide Filters] [Clear Filters]

**Submissions Filters**  
**Applicant Project Name:** DK - Training New Project  
**Date Submitted:** On 23  
**Project Status:** Open Projects  
**Submission Version:** Latest Version  
**Associate Type:** All  
Filter

**Submissions**

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
 <b>DK - Training New Project</b> 2014-VU-14-001842-01	<b>(UAT1.000) Crime Victims Services Grant Program 2014</b> Application Submission	Jun 30, 2011	Dec 31, 2020	Primary Applicant	1	Oct 22, 2013 1:54:14 PM
 <b>DK - Training New Project</b> 2014-VU-14-001842-01	<b>(UAT1.000) Crime Victims Services Grant Program 2014</b> Funding Results and Final Application	Jun 30, 2011	Dec 31, 2020	Primary Applicant	3	Nov 4, 2013 8:24:09 PM

1-B Financial Report Q2						
 <b>DK - Training New Project - DCJ-13 Certification</b> 2014-VU-14-001842-01 - DCJ-13 Certification	<b>(UAT1.000) Crime Victims Services Grant Program 2014</b> Initial Post Award Submission	Jan 1, 2013	Aug 19, 2015	Primary Applicant	1	Nov 18, 2013 11:21:32 AM
 <b>DK - Training New Project - DCJ-16 Certification</b> 2014-VU-14-001842-01 - DCJ-16 Certification	<b>(UAT1.000) Crime Victims Services Grant Program 2014</b> Initial Post Award Submission	Jan 1, 2013	Aug 19, 2015	Primary Applicant	1	Nov 15, 2013 4:59:49 PM
 <b>DK - Training New Project - Modification Request #1</b> 2014-VU-14-001842-01 - Modification Request #1	<b>(UAT1.000) Crime Victims Services Grant Program 2014</b> Initial Post Award Submission	Aug 19, 2013	Aug 19, 2014	Primary Applicant	1	Nov 15, 2013 4:31:09 PM
 <b>DK - Training New Project - Narrative Report Q2</b> 2014-VU-14-001842-01 - Narrative Report Q2	<b>(UAT1.000) Crime Victims Services Grant Program 2014</b> Initial Post Award Submission	Aug 19, 2013	Aug 19, 2014	Primary Applicant	1	
 <b>DK - Training New Project - Narrative Report Q3</b> 2014-VU-14-001842-01 - Narrative Report Q3	<b>(UAT1.000) Crime Victims Services Grant Program 2014</b> Initial Post Award Submission	Aug 19, 2013	Aug 19, 2014	Primary Applicant	1	
 <b>DK - Training New Project - Narrative Report Q4</b> 2014-VU-14-001842-01 -	<b>(UAT1.000) Crime Victims Services Grant Program 2014</b> Initial Post Award Submission	Aug 19, 2013	Feb 19, 2015	Primary Applicant	1	Nov 15, 2013 4:26:36 PM

Upon opening the *Statistical and Narrative Report*, the Project Information screen will be displayed. This screen lists the basic information about your grant, and also lists, under *Report Type*, which type of report you are completing. Make sure you have opened the correct reporting form! Complete the *Report Prepared By* and *Contact Phone* fields (highlighted in yellow below) and click *Save and Next* at the bottom of the screen. **NOTE:** *You are required to list the name and phone number of at least one person who prepares the report, though there is space to enter an optional second person as a report preparer.*

e.Forms
Logout

**DebbieKa**

**Applicant Name:**  
DCJ\_CVS\_UAT\_PublicGovt

**Applicant Number:**  
59110046

**Project Name:**  
DK - Training New Project  
- Narrative Report Q2

**Project Number:**  
2014-VU-14-001842-01

(UAT1.000) Crime  
Victims Services  
Grant Program 2014

Narrative Report  
Submission

**Project Information**  
Progress Toward Goals  
and Objectives  
Special Conditions,  
Problems and Project  
Changes  
Direct Services Data  
Grids  
Demographic  
Information  
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:**

**Project Title:**

**Grant Number:**

**Project Director:**

**Project Duration:**

**From:**

**To:**

**Submission Information**

**Report Type:**

**Reporting Period:**

**\* Report Prepared By:**

**\* Contact Phone:**


**Report Prepared By:**

**Contact Phone:**

**Submission Date:**

Page Generation Time: 2.528s
Grantium

The next screen is the *Progress Toward Goals and Objectives* screen. Your board approved goals and objectives will prepopulate in this form. You need to report your progress in the box beneath each objective (highlighted area in the screen shot below). There is a 2,000 character limit in each box. For the fourth quarter (final) report, you should summarize all four quarters of data. After completing the boxes under each objective, click *Save & Next* to proceed to the next section of the report.


eForms

**DebbieKa**

**Applicant Name:**  
DCJ\_CVS\_UAT\_PublicGovt

**Applicant Number:**  
59110046

**Project Name:**  
DK - Training New Project - Narrative Report Q2

**Project Number:**  
2014-VU-14-001642-01

(UAT1.000) Crime Victims Services Grant Program 2014

Narrative Report Submission

Project Information

**Progress Toward Goals and Objectives**

Special Conditions, Problems and Project Changes

Direct Services Data Grids

Demographic Information

Certification

Submission Summary

View Applicant Profile

Export to PDF

Get PDF Viewer

Back to Submissions List

### Progress Toward Goals and Objectives

**Report progress to the specific goals and objective stated in the original grant application or based on any changes that were approved by DCJ.**

**The FOURTH AND FINAL REPORT must summarize all four quarters, including year-to-date numbers that demonstrate progress and statements that explain problem and changes.**

*(For a list of expanded instructions and definitions of the services below, visit our website or contact your grant manager.)*

**Goal 1:** Provide training to communities re: dv and sa.

	Objective/Position Title Responsible	Intended Outcome/Impact	Data Collection	
1.1	The training coordinator will schedule multidisciplinary	Multidisciplinary teams will be established.	follow-up with local communities	1/1/14-12/31/14
1.2				
1.3				

**\* Objective 1.1:**

1) Please describe in detail the specific activities undertaken to accomplish this objective.  
 2) Please describe in detail the project outputs or completion of tasks (give a numeric value: number of clients served, etc.)

**Goal 2:** Provide updated curriculum re: DV and SA.

	Objective/Position Title Responsible	Intended Outcome/Impact	Data Collection	
2.1	CDAC will update the DV curriculum by working with	DV/SA curriculum will include the most recent info.	trainees will understand DV/SA	1/1/14 to 12/31
2.2				
2.3				

**\* Objective 2.1:**

1) Please describe in detail the specific activities undertaken to accomplish this objective.  
 2) Please describe in detail the project outputs or completion of tasks (give a numeric value: number of clients served, etc.)



Save
Save & Back
Save & Next


Back
Next

Check Spelling

Page Generation Time: 0.534s

This section of the form is where grantees will report their progress on *Special Conditions*, *Problems* and *Project Changes*. Complete the boxes below each item. These fields are mandatory, if they do not apply, simply type N/A in the box. There is a 5,000 character limit in each box. Please check your grant contract to determine if you have any special conditions beyond the standard special conditions. Report only on any additional special conditions in this item. Click *Save & Next* to proceed to the next section of the report.

 eForms  Logout

 DebbieKa

**Applicant Name:**  
DCJ\_CVS\_UAT\_PublicGovt  
**Applicant Number:**  
59110046  
**Project Name:**  
DK - Training New Project  
- Narrative Report Q2  
**Project Number:**  
2014-VU-14-001642-01

(UAT1.000) Crime  
Victims Services  
Grant Program 2014

Narrative Report  
Submission


Project Information  
Progress Toward Goals  
and Objectives  
**Special Conditions,  
Problems and Project  
Changes**  
Direct Services Data  
Grids  
Demographic  
Information  
Certification  
Submission Summary


View Applicant Profile


Export to PDF  
Get PDF Viewer

Back to Submissions List

**Special Conditions, Problems and Project Changes**

 **\* 1. Special Conditions:**  
List any ADDITIONAL Special Conditions that are included in the Grant Award Agreement and describe how they are being addressed and progress made or problems encountered.

 **\* 2. Problems:**  
Please discuss any problems the project is encountering in meeting the project's goals and objectives and/or the terms of the grant.

 **\* 3. Project Changes:**  
Describe any changes that have occurred or are being considered at your agency/program. (For a list of expanded instructions and examples of project changes, visit our website or contact your grant manager.)

SaveSave & BackSave & Next

BackNext

Check Spelling


Page Generation Time: 0.509s

Grantium

**VOCA Grantees Only:** The following screen will be visible for VOCA-funded grantees only. Report the number of volunteers working on the VOCA project for the quarter in which you are reporting information. Also report the number of hours provided to the VOCA-funded project during the quarter. Indicate YES or NO in the drop down menu for the question about whether your agency has a record of volunteer hours. Click *Next* at the bottom of the screen to proceed to the next section of the report.

<b>Applicant Name:</b> LIC_UAT_Public_Government <b>Applicant Number:</b> 62410754 <b>Project Name:</b> LIC_CVS_2_continuation - Narrative Report Q1 <b>Project Number:</b> 2014-VU-14-001858-21	<b>Volunteers Providing Direct Services</b>
(UAT1.000) Crime Victims Services Grant Program 2014	<b>* Volunteers Providing Direct Services this Quarter</b>
Narrative Report Submission	<b>Number of Volunteers working on the VOCA project and providing direct services to victims.</b> <input type="text" value="100"/> Do not include volunteers who assist with fundraising, general administrative or clerical activities.
Project Information Progress Toward Goals and Objectives Special Conditions, Problems and Project Changes Direct Services Data Grids Volunteers	<b>Number of direct service volunteer HOURS contributed to the VOCA project.</b> <input type="text" value="50"/> Remember if volunteer hours are used as VOCA match, signed time sheets must be kept on file for volunteer hours worked.
	<b>Do you certify that your agency has a record of all volunteer hours?</b> <input type="text" value="Yes"/>
	<input type="button" value="Back"/> <input type="button" value="Next"/>
	This form cannot be submitted because the Funding Opportunity for this item is no longer active.

For those agencies funded to provide direct victim services, the *Quarterly Project Data* section will be visible. The grids in this section are used to report the unduplicated number of victims served and the type of services provided to the victims. The *Projected # of Victims* columns will be pre-populated with the numbers from your approved application. Grantees need to complete the *Actual # of Victims* columns with their quarterly data (highlighted in yellow below). Click *Next* at the bottom of the screen to proceed.


Logout

**Applicant Name:**  
LIC\_UAT\_Public\_Government

**Applicant Number:**  
62410754

**Project Name:**  
LIC\_CVS\_1\_continuation -  
Narrative Report Q1

**Project Numbers:**  
2014-VU-14-001834-21

---

(UAT1.000) Crime  
Victims Services  
Grant Program 2014

---

Narrative Report  
Submission

---

Project Information  
Progress Toward Goals  
and Objectives  
Special Conditions,  
Problems and Project  
Changes  
Direct Services Data  
Grids

**Quarterly Data**  
Demographic  
Information  
Certification  
Submission Summary

---

View Applicant Profile

Request Amendment

---

Export to PDF  
Get PDF Viewer

Back to Applicant  
Submissions List

### Quarterly Project Data

**\* Victims Services Type of Crime:**  
Count each victim only once each year, by predominant type of crime per incident.

Type of Crimes	Projected # of Victims	Actual # of Victims
Child Physical Abuse	25	5
Child Sexual Abuse	25	5
Children Who Witness Domestic Violence	25	5
Domestic Violence	52	5
Dating Violence	25	5
Stalking	25	5
Adult Sexual Assault	25	5
Adults Molested as Children	25	5
Survivors of Homicide Victims	25	5
Robbery	25	5
Vehicular Assault or Homicide, DUI/DWI Crashes, or Careless Driving Resulting in Death	25	5
Assault	252	200
Elder Abuse	25	5
Other Violent Crimes (See instructions)	1	0

**\* If "Other", please specify:**  maximum length (2,000)

**Examples: Theft, Arson, Hate Crimes, and Violation of Protection Orders.**



**\* Victims Services Type of Services:**  
Count each victim only once in any service area, no matter how many times you provided that service to a victim during the grant period. (For a list of expanded instructions and definitions of the services below, visit our website or contact your grant manager.)

Type of Services	Projected # of Victims	Actual # of Victims
Crisis Counseling/Crisis Intervention (in person)		10
Follow-up (Includes crisis intervention by phone)		
Therapy		
Group Treatment/Support		
Shelter/Safehouse		
Information/Referral (in person)		
Criminal Justice Support/Advocacy		25
Emergency Financial Assistance		
Emergency Legal Advocacy (attorney assistance)		
Victim Compensation		
Personal Advocacy		
Telephone Contact		
Civil Legal Advocacy (advocate assistance)		10
Forensic Exam		
Hospital/Clinic/Medical Response		
Language Services		
Transportation		
Transitional Housing		
Other	1	
<b>TOTAL</b>	1	45

**\* If "Other", please specify:**  maximum length (2,000)

This form cannot be submitted because the Funding Opportunity for this item is no longer active.

The *Demographics of Victims/Survivors Served or Partially Served* section of the form is where you will report demographic information about the victims you serve. Only those agencies funded to provide direct victim services will complete the demographic information section. The Race/Ethnicity category is the only one that can exceed the total number of victims served, since many people identify as more than one race. Click *Save & Next* to proceed.


Logout 

**DebbieKa**

**Applicant Name:**  
DCJ\_CVS\_UAT\_PublicGovt

**Applicant Number:**  
59110046

**Project Name:**  
DK - Training New Project  
- Narrative Report Q2

**Project Number:**  
2014-VU-14-001842-01

(UAT1.000) Crime  
Victims Services  
Grant Program 2014

Narrative Report  
Submission

Project Information  
Progress Toward Goals  
and Objectives  
Special Conditions,  
Problems and Project  
Changes  
Direct Services Data  
Grids

**Demographic  
Information**  
Certification  
Submission Summary

View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Submissions List

### Demographics of victims/survivors served or partially served

**\* Race/Ethnicity**

Victims/survivors should not be counted more than once in either the category "American Indian and Alaska Native" or in the category "Native Hawaiian and other Pacific Islander".

Race/Ethnicity	Number of victims/survivors
American Indian and Alaska	<input type="text"/>
Native	<input type="text"/>
Asian	<input type="text"/>
Black or African American	<input type="text"/>
Hispanic or Latino	<input type="text"/>
Native Hawaiian and other Pacific	<input type="text"/>
Islander	<input type="text"/>
White	<input type="text"/>
Unknown	<input type="text"/>
<b>Total Race/Ethnicity</b>	<b>0</b>

**\* Gender:**

Gender	Number of victims/survivors
Female	<input type="text"/>
Male	<input type="text"/>
Unknown	<input type="text"/>
<b>Total Gender</b>	<b>0</b>

**\* Age:**

Age	Number of victims/survivors
0-10	<input type="text"/>
11-17	<input type="text"/>
18-24	<input type="text"/>
25-59	<input type="text"/>
60+	<input type="text"/>
Unknown	<input type="text"/>
<b>Total Age</b>	<b>0</b>

**Other Demographics:**

Other Demographics	Number of victims/survivors
People with disabilities	<input type="text"/>
People with limited English proficiency	<input type="text"/>
People who are immigrants/refugees/asylum seekers	<input type="text"/>
People who live in rural areas	<input type="text"/>
<b>Total Other Demographics</b>	<b>0</b>

Page Generation Time: 0.555s
Grantium 

**VOCA Grantees Only:** For the 3<sup>rd</sup> quarter narrative report only, *Program Development* questions will be visible for VOCA grantees. See screenshot below.

**eForms** Logout

**Applicant Name:** U.S. (ATF) - Federal Government  
**Applicant Number:** 62410/24  
**Project Name:** LIC\_CVS\_UAT\_v2\_new1 - Narrative Report Q3  
**Project Number:** 2014-VA-14-002101-21

(UAT 2.0) Crime Victims Services Grant Program 2014

Narrative Report Submission

Project Information  
Progress Toward Goals and Objectives  
Special Conditions, Problems and Project Changes  
Direct Services Data Grids  
Volunteers  
Quarterly Data  
Demographic Information  
**Program Development**  
Certification  
Submission Summary

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

**Program Development**

Answers for these questions are required only on the July – September Quarterly Report **(3rd QUARTER ONLY)**

\* A. What are the major issues, if any, which hinder victim assistance programs in assisting crime victims in filing for compensation benefits and in understanding victim compensation eligibility requirements?

\* B. Briefly describe efforts to promote coordinated public and private efforts within the community to aid crime victims. Include any problems that impact the coordination of services.

\* C. Briefly describe any efforts taken to serve federal crime victims, i.e. coordination, etc. Federal victims may include members of Indian tribes, victims of crimes prosecuted by U.S. Attorneys' offices, victims of crime in National Parks, most bank robberies, etc. Not all programs will have the opportunity to serve federal victims. If your program serves federal crime victims, please include this information in your quarterly and final reports for VOCA Assistance.

\* D. Describe any notable activities to improve the delivery of victim services. Include training efforts and other activities of your agency that may not be a part of your VOCA project.

\* E. Include anecdotal information and individual case histories illustrating ways in which VOCA funds have been used to assist crime victims. (Letters from crime victims are helpful.) One or two brief case histories are adequate. Please do not ask victims to write anything specific for this. If you happen to have letters from victims, delete identifying information and submit them if appropriate to the program manager outside of this electronic COGMS.

\* F. Please identify any unmet victim needs, emerging issues or notable trends for crime victim services in your community.

Save Save & Back Save & Next Back Next Check Spelling

These questions are visible in the narrative report in the 3rd quarter for VOCA grantees only

Page Generation Time: 0.297s Grantium



After completing the report, certify that the information is correct, that backup documentation is available and that the person authorized to submit the report is the one doing so. Click *Save & Next* to proceed.

**DebbieKa**

**Applicant Name:**  
DCJ\_CVS\_UAT\_PublicGovt  
**Applicant Number:**  
59110046  
**Project Name:**  
OK- Training New Project  
- Narrative Report Q2  
**Project Number:**  
2014-VU-14-001842-01

(UAT1.000) Crime Victims Services Grant Program 2014

Narrative Report Submission

Project Information  
Progress Toward Goals and Objectives  
Special Conditions, Problems and Project Changes  
Direct Services Data Grids  
Demographic Information  
**Certification**

**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 report.

Save Save & Back Save & Next  
Back Next

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 (in the example below, all of the items are complete). 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 by the grantee unless OVP staff amend it back to the grantee. Contact your grant manager if you need to revise your report after it has been submitted.

**eForms**

**Applicant Name:**  
LIC\_UAT\_Public\_Government  
**Applicant Number:**  
62410754  
**Project Name:**  
LIC\_CVS\_2\_continuation -  
Narrative Report Q1  
**Project Number:**  
2014-VU-14-001858-21

(UAT1.000) Crime Victims Services Grant Program 2014

Narrative Report Submission

Project Information  
Progress Toward Goals and Objectives  
Special Conditions, Problems and Project Changes  
Direct Services Data Grids  
Volunteers  
Quarterly Data  
Demographic

**Submission Summary**

Page	Last Updated
Project Information	12/04/2013
Progress Toward Goals and Objectives	12/04/2013
Special Conditions, Problems and Project Changes	12/04/2013
Quarterly Data	12/04/2013
Demographic Information	12/04/2013
Certification	12/04/2013

Back Next  
Export to PDF  
Get PDF Viewer  
Submit

This form cannot be submitted because the Funding Opportunity for this item is no longer active.

## 4 CVS Financial Report

The *Financial Report* is used by all grantees to report their quarterly grant expenditures as well as match expenditures (if applicable) by individual budget category (personnel, supplies and operating, etc.). This COGMS form is very similar to the paper form used by grantees in previous grant years. The *Financial Report* is listed in COGMS by its title and includes the year and quarter, for example, the financial report due the first quarter of 2015 is titled: *2015 Financial Report Qtr. Jan – Mar*. If an agency has more than one grant award, a quarterly financial report will have to be completed for each award on a separate form.

Grant expenditures of funds, including match, must reconcile to the agency's general ledger. If sub-ledgers are used, a process to reconcile the sub-ledger to the general ledger must be in place.

Important due dates:

Quarter	Reporting Period	Date the report must be submitted in COGMS
1 <sup>st</sup>	January 1 – March 31	April 15, 2015
2 <sup>nd</sup>	April 1 – June 30	July 7, 2015
3 <sup>rd</sup>	July 1 – September 30	October 15, 2015
4 <sup>th</sup>	October 1 – December 31	January 15, 2016

**NOTE:** *The quarterly report will be visible in COGMS on the first day of each quarter. This means that you will only see the 1<sup>st</sup> quarter report on January 1, 2015; you won't see the second quarter report until April 1, etc.*

To access the *Financial Report*, 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](mailto: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.

Front Office Portal

Username:

Password:

Login

Forgot your password?

Locale:  
English (U.S.)

Browse Funding Opportunities

Create Profile

Contact Us

State of Colorado Grant Management System

Welcome to the State of Colorado's electronic Grant Management System (COGMS)! Please click [HERE](#) for detailed guidance on the steps required to login, research, apply and manage grant applications through COGMS. The new system standardizes the grant application process and is housed on a secure, web-based platform.

Important Notes:

- The software includes Enterprise embedded instructions for most every screen by clicking on the [Show] and [Hide] expandable options, however, the instructions are not specific to the State of Colorado. Although some information may be useful, please reference the [COGMS Instructions](#), which encompass the necessary information to successfully create a Profile, as well as research, apply and manage grant applications.
- 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>).

Definition of Common Terms:

- Registrant:** An individual or sole proprietor that creates a Username and Password. Multiple Registrants can exist under a single Applying Agency (Applicant).
- Profile:** Username, Password and Email information created during the Registrant step.
- Applicant:** Agency applying for a funding opportunity. Only one primary Applicant account can exist within COGMS. An Applicant account may contain multiple Registrants. Each new Applying Agency must go through a State verification process to avoid duplicate entries. Please allow 5 business days for this process and ensure ample time is allowed prior to the deadline of a grant funding opportunity. A grant application may not be submitted until after an Applicant profile is verified by the State. In the event it is discovered through the State verification process that a primary Applicant (Applying Agency) account already exists, you will be notified by the State to contact the Agency directly to be manually added to the system. Any work completed during this waiting period will be saved.

Guests/Search Only: Click **Browse Funding Opportunities** from the Navigation Menu on the left and enter search criteria. (Registration is not required to browse).

New Registrant/Profile Creation: There are 2 ways to create a Registrant Profile:

- After selecting **Browse Funding Opportunities** on the left and entering search criteria, follow the **Create Profile** Wizard OR
- Click on the **Create Profile** menu option from Navigation Menu on left.

Returning Users: Log in by entering Username and Password credentials.

Questions on Funding Opportunities? Click **Browse Funding Opportunities** from the Navigation Menu on the left to find a specific grant funding opportunity. A contact name, phone number and email address is provided for the person(s) specific to that grant funding opportunity.

Page Generation Time: < 0.1s

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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

At the *Submissions* screen, find the *Financial Report* in the left column; click on the  icon next the *Financial Report* to open the form.

IN BASKET

Projects

Projects

My In Basket

My Project Submissions

My Assigned Submissions

Applicants

Amendments

Evaluation

Assign Evaluator

Evaluate Submissions

Bulk Evaluation

Award

Awards

FMS Integration

Transactions

Batches

Reports

Business Intelligence

My Reports and Queries

Change Password

[Hide Filters] [Clear Filters]

Submissions Filters

Project Name:

Project Number:

Applicant Project Name:

Funding Opportunity Name:

Funding Opportunity Status:

Step Name:

Submission Status:

Date Submitted:

Project Status:

Submission Version:

Associate Type:

Starts with

Contains

Starts with

Starts with

All

initial post

Contains

All

On


All Projects

All Versions

All

Filter

Applicant Submissions

Project Name Project Number	Applicant Project Name Associate Type	Funding Opportunity Name Step Name	Submission Status	Version Date Submitted
 <div>LJC_CVS_1_continuation - 1-A Financial Report Q1 2014-VU-14-001834-21 - 1-A Financial Report Q1</div>	<div>LJC_CVS_1_continuation - 1-A Financial Report Q1 Primary Applicant</div>	<div>(UAT1.000) Crime Victims Services Grant Program 2014 Initial Post Award Submission</div>	Complete	<div>1 Nov 14, 2013 11:08:25 AM</div>

Upon opening the *Financial Report*, the *Project Information* screen will be displayed. This screen lists the basic information about your grant, and also lists, under *Report Type*, which type of report you are completing. Make sure you have opened the correct reporting form! Complete the *Report Prepared By* and *Contact Phone* fields (information highlighted in yellow below) and click *Save and Next* at the bottom of the screen.

e.Forms  Logout

**Applicant Name:**  
LIC\_UAT\_Public\_Government

**Applicant Number:**  
62410754

**Project Name:**  
LIC\_CVS\_1\_new - 1-A  
Financial Report Q2

**Project Number:**  
2014-VU-14-001815-21

---

(UAT1.000) Crime Victims Services Grant Program 2014

---

Financial Report Submission

---

**Project Information**  
Financial Report 1-A  
Report Certification  
Submission Summary

---

View Applicant Profile

---

Export to PDF  
Get PDF Viewer

---

Back to Applicant Submissions List

**Project Information**

**Reference Submissions**

View	Step
This list contains no items	

**Project Information**

**Grantee Name:**

**Project Title:**

**Grant Number:**

**Project Director:**

**Project Duration:**

**From:**

**To:**

**Submission Information**

**Report Type:**

**Reporting Period:**

**\* Report Prepared By:**


**\* Contact Phone:**

**Submission Date:**

Page Generation Time: 2.24s
Grantium

The *Approved Budget* column will be pre-populated with the budget figures from your approved grant award. Enter all of the expenditures for the current quarter in the *Expenditures this Quarter* column, highlighted in yellow below. In quarters 2, 3 & 4, the *Expenditures Beginning of Quarter* column will pre-populate. Be sure to enter any unpaid invoices in the *Unpaid Invoices at End of Quarter* column, contact the OVP financial staff at (303) 239-5719 if you have questions about unpaid invoices.

Click the *Recalculate* button under the grid and COGMS will do the math for the report. Click *Save & Next* to proceed to the next section of the form.


eForms
Logout

**Applicant Name:**  
LIC\_UAT\_Public\_Government

**Applicant Number:**  
62410754

**Project Name:**  
LIC\_CVS\_1\_new - 1-A

**Financial Report Q2**

**Project Number:**  
2014-VU-14-001815-21

---

(UAT1.000) Crime Victims Services Grant Program 2014

---

Financial Report Submission

---

Project Information  
**Financial Report 1-A**  
Report Certification  
Submission Summary

---

View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Applicant Submissions List

**Financial Report 1-A**

**Reporting Period:** 04-01-2015 to 06-30-2015

		EXPENDITURES				
		Approved Budget	Expenditures Beginning of Quarter	Expenditures This Quarter	Total Expenditures to Date	Unpaid Invoices at End of Quarter
PERSONNEL	Award	10,000.00	50.00	0.00	50.00	
	Match	0.00	0.00	0.00	0.00	
	<b>Total</b>	10,000.00	50.00	0.00	50.00	
SUPPLIES & OPERATING	Award	0.00	0.00	0.00	0.00	0.00
	Match	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	0.00	0.00	0.00	0.00	0.00
TRAVEL	Award	0.00	0.00	0.00	0.00	0.00
	Match	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	0.00	0.00	0.00	0.00	0.00
EQUIPMENT	Award	0.00	0.00	0.00	0.00	0.00
	Match	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	0.00	0.00	0.00	0.00	0.00
CONSULTANTS & PROFESSIONAL SERVICES	Award	0.00	0.00	0.00	0.00	0.00
	Match	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	0.00	0.00	0.00	0.00	0.00
<b>TOTALS</b>	Award	10,000.00	50.00	0.00	50.00	0.00
	Match	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	10,000.00	50.00	0.00	50.00	0.00

Page Generation Time: 0.493s
Grantium

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

**eForms**

**Applicant Name:**  
LIC\_UAT\_Public\_Government  
**Applicant Number:**  
62410754  
**Project Name:**  
LIC\_CVS\_1\_new - 1-A  
Financial Report Q2  
**Project Number:**  
2014-VU-14-001815-21

(UAT1.000) Crime Victims Services Grant Program 2014

Financial Report Submission

Project Information  
Financial Report 1-A  
**Report Certification**  
Submission Summary

**Report 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 report.

Save Save & Back Save & Next  
Back Next

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 (see screen shot below). 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 by the grantee unless OVP staff amend it back to the grantee. Contact your grant manager at (303) 239-5719 if you need to revise your report after it is submitted.

**eForms**

**Applicant Name:**  
LIC\_UAT\_Public\_Government  
**Applicant Number:**  
62410754  
**Project Name:**  
LIC\_CVS\_1\_new - 1-A  
Financial Report Q2  
**Project Number:**  
2014-VU-14-001815-21

(UAT1.000) Crime Victims Services Grant Program 2014

Financial Report Submission

Project Information  
Financial Report 1-A  
Report Certification  
**Submission Summary**

**Submission Summary**

Page	Last Updated
Project Information	Please Complete
Financial Report 1-A	No Input Required
Report Certification	Please Complete

Back Next

Export to PDF  
Get PDF Viewer  
Submit

## 5 Payment Request – for all agencies EXCEPT state agencies

*Payment Requests* are submitted via COGMS for all CVS projects. Most *Payment Requests* are submitted on a quarterly reimbursement basis with your *Financial Report*. Grantees must verify that the *Payment Request* matches the reported expenditures on the *Financial Report* if it is submitted on a quarterly reimbursement basis.

We cannot approve your *Payment Request* if:

- Narrative/Financial reports are late or submitted incorrectly
- Required documentation has not been received (if requested)
- Any applicable Special Conditions have not been met
- It is more than the reported expenditures on the financial report.

**The following set of instructions and screen shots illustrate how grantees, other than state agencies, submit a *Payment Request*. [Instructions for submitting a cash request by state agencies begin on page 28.](#)**

To access the *Payment 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](mailto: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.

**Front Office**

Front Office Portal

Username:

Password:

Login

Forgot your password?

Locale:  
English (U.S.)

Browse Funding Opportunities

Create Profile

Contact Us

**State of Colorado Grant Management System**

Welcome to the State of Colorado's electronic Grant Management System (COGMS)! Please click [HERE](#) for detailed guidance on the steps required to login, research, apply and manage grant applications through COGMS. The new system standardizes the grant application process and is housed on a secure, web-based platform.

**Important Notes:**

- The software includes Enterprise embedded instructions for most every screen by clicking on the [Show] and [Hide] expandable options; however, the instructions are not specific to the State of Colorado. Although some information may be useful, please reference the [COGMS Instructions](#), which encompass the necessary information to successfully create a Profile, as well as research, apply and manage grant applications.
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**Definition of Common Terms:**

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- **Profile:** Username, Password and Email information created during the Registrant step.
- **Applicant:** Agency applying for a funding opportunity. Only **one** primary Applicant account can exist within COGMS. An Applicant account may contain multiple Registrants. Each new Applying Agency must go through a State verification process to avoid duplicate entries. **Please allow 5 business days for this process and ensure ample time is allowed prior to the deadline of a grant funding opportunity.** A grant application may not be submitted until after an Applicant profile is verified by the State. In the event it is discovered through the State verification process that a primary Applicant (Applying Agency) account already exists, you will be notified by the State to contact the Agency directly to be manually added to the system. Any work completed during this waiting period will be saved.

**Guests/Search Only:** Click **Browse Funding Opportunities** from the Navigation Menu on the left and enter search criteria. (Registration is not required to browse).

**New Registrant/Profile Creation:** There are 2 ways to create a Registrant Profile:

1. After selecting **Browse Funding Opportunities** on the left and entering search criteria, follow the **Create Profile Wizard** OR
2. Click on the **Create Profile** menu option from Navigation Menu on left.

**Returning Users:** Log in by entering Username and Password credentials.

**Questions on Funding Opportunities?** Click **Browse Funding Opportunities** from the Navigation Menu on the left to find a specific grant funding opportunity. A contact name, phone number and email address is provided for the person(s) specific to that grant funding opportunity.

Page Generation Time: < 0.1s

Grantium®



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

**Front Office**

DebbieKa

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

Click on the  icon next to *Payment Request* under Submissions. Each *Payment Request* submission will be followed by Q1, Q2, Q3, or Q4, etc., complete the *Payment Request* form that corresponds with quarter for which you are requesting reimbursement.

**Applicant Submissions**

Project Name Project Number	Applicant Project Name Associate Type	Funding Opportunity Name Step Name	Submission Status	Version Date Submitted
LJC_CVS_UAT_v2_continuation1 - Narrative Report Q2 2014-SA-14-002180-21 - Narrative Report Q2	LJC_CVS_UAT_v2_continuation1 - Narrative Report Q2 Primary Applicant	(UAT 2.0) Crime Victims Services Grant Program 2014 Initial Post Award Submission	Ready	1
LJC_CVS_UAT_v2_continuation1 - Narrative Report Q3 2014-SA-14-002180-21 - Narrative Report Q3	LJC_CVS_UAT_v2_continuation1 - Narrative Report Q3 Primary Applicant	(UAT 2.0) Crime Victims Services Grant Program 2014 Initial Post Award Submission	Ready	1
LJC_CVS_UAT_v2_continuation1 - Payment Request Q1 2014-SA-14-002180-21 - Payment Request Q1	LJC_CVS_UAT_v2_continuation1 - Payment Request Q1 Primary Applicant	(UAT 2.0) Crime Victims Services Grant Program 2014 Initial Post Award Submission	Complete	1 Dec 19, 2013 8:44:35 PM
LJC_CVS_UAT_v2_continuation1 - Payment Request Q2	LJC_CVS_UAT_v2_continuation1 -	(UAT 2.0) Crime Victims Services Grant		

Upon opening the *Payment Request*, the *Project Information* screen will be displayed. This screen lists the basic information about your grant. Complete the area highlighted in yellow on the screen shot below. Click *Save & Next* at the bottom of the screen to proceed to the next section.

 e.Forms  Logout

**Applicant Name:**  
LIC\_UAT\_Public\_Government

**Applicant Number:**  
62410754

**Project Name:**  
LIC\_CVS\_UAT\_v2\_continuation1  
- Payment Request Q2

**Project Number:**  
2014-SA-14-002180-21

(UAT 2.0) 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 Applicant  
Submissions List

**Project Information**

**Reference Submissions**

View	Step
This list contains no items	

**Project Information**

**Grantee Name:** LIC\_UAT\_Public\_Government

**Project Title:** LIC\_CVS\_UAT\_v2\_continuation1

**Grant Number:** 2014-SA-14-002180-21

**Project Director:** Aleksander Chenko

**Project Duration:**

**From:** 02/01/2015

**To:** 12/31/2015

**Submission Information**

**Reporting Period:** 04-01-2015 to 06-30-2015

**\* Report Prepared By:**

**\* Contact Phone:**

**Submission Date:** 12/17/2014

Save

Save & Back

Save & Next

Back

Next

Check Spelling

Page Generation Time: 8.627s 

On line 1 of the *Payment Request*, enter the total expenditures for the time period. If your grant requires match, indicate the amount of cash match used during the time period. Click the *Recalculate* button near the bottom of the screen. COGMS will calculate the total funds needed for the time period and subtract it from the total amount of your CVS award (line 4). Line 9 will display the balance of your award after this payment request is processed.

Logout

**Applicant Name:**  
LIC\_UAT\_Public\_Government  
**Applicant Number:**  
62410754  
**Project Name:**  
LIC\_CVS\_UAT\_v2\_continuation1  
- Payment Request Q2  
**Project Number:**  
2014-SA-14-002180-21

(UAT 2.0) 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 Applicant  
Submissions List

### 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	\$0.00
2. Less Match available during this time period, if applicable	\$0.00
<b>3. TOTAL FEDERAL/STATE-AWARDED FUNDS NEEDED DURING THIS TIME PERIOD (Line 1 minus Line 2)</b>	<b>\$0.00</b>

#### SECTION II: CASH SUMMARY AND REQUEST

4. Total Amount of Federal/State Dollar Award:	\$144,885.00
5. Total Amount of Federal/State Dollars Received to Date:	\$0.00
6. Total Amount of Federal/State Dollars Requested, Not Received:	\$0.00
<b>7. TOTAL AMOUNT OF THIS REQUEST (#3 above):</b>	<b>\$0.00</b>
8. Totals of Lines 5, 6 & 7:	\$0.00
9. Federal/State Award Balance (Line 4 minus Line 8):	\$144,885.00

Recalculate

Save Save & Back Save & Next  
Back Next

Page Generation Time: 0.25s
Grantium

**NOTE:** On your final *Payment Request*, if your award was fully expended Line 9 should be zero; otherwise the balance remaining should reflect the amount of funds unspent. These funds will then be deobligated when your grant is closed out.

After completing the *Payment 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.

**Applicant Name:** LIC\_UAT\_Public\_Government  
**Applicant Number:** 62410754  
**Project Name:** LIC\_CVS\_UAT\_v2\_continuation1 - Payment Request Q2  
**Project Number:** 2014-SA-14-002180-21

(UAT 2.0) 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 Applicant 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

Page Generation Time: 0.214s Grantium

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 (see screen shot below). 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.

**Applicant Name:** LIC\_UAT\_Public\_Government  
**Applicant Number:** 62410754  
**Project Name:** LIC\_CVS\_UAT\_v2\_continuation1 - Payment Request Q2  
**Project Number:** 2014-SA-14-002180-21

(UAT 2.0) 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 Applicant Submissions List

**Submission Summary**

Page	Last Updated
Project Information	Please Complete
Payment Request	No Input Required
Certification	Please Complete

Back Next  
 Export to PDF  
 Get PDF Viewer  
 Submit

Page Generation Time: 0.231s Grantium

## 6 Payment Request – for state agencies ONLY

The following set of instructions and screen shots are for State of Colorado agencies submitting payment requests.

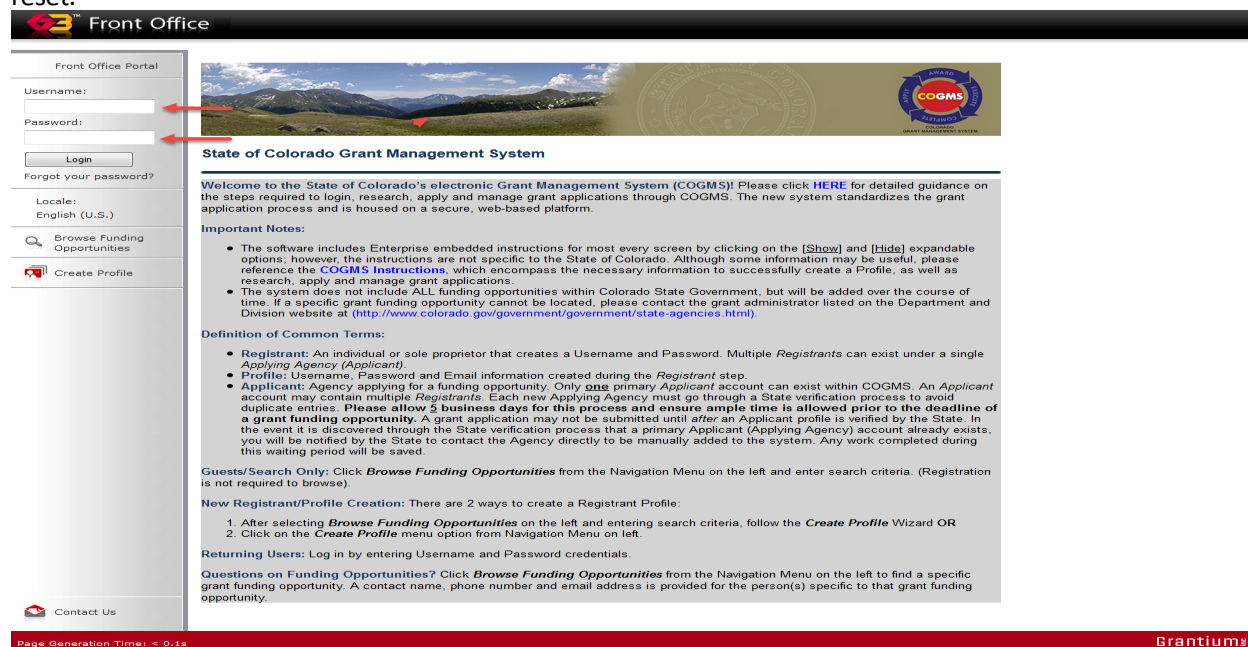
*Payment Requests* are submitted via COGMS for all CVS projects. Most *Payment Requests* are submitted on a quarterly reimbursement basis with your *Financial Report*. Grantees must verify that the *Payment Request* matches reported expenditures on the *Financial Report* if it is submitted on a quarterly reimbursement basis.

We cannot approve your *Payment Request* if:

- Narrative/Financial reports are late or submitted incorrectly
- Required documentation has not been received (if requested)
- Any applicable special conditions have not been met
- It is more than the reported expenditures on the financial report

To access the *Payment 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](mailto: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.



**Front Office**

Front Office Portal

Username:

Password:

Login

Forgot your password?

Locale:  
English (U.S.)

Browse Funding Opportunities

Create Profile

Contact Us

**State of Colorado Grant Management System**

Welcome to the State of Colorado's electronic Grant Management System (COGMS)! Please click [HERE](#) for detailed guidance on the steps required to login, research, apply and manage grant applications through COGMS. The new system standardizes the grant application process and is housed on a secure, web-based platform.

**Important Notes:**

- The software includes Enterprise embedded instructions for most every screen by clicking on the [Show] and [Hide] expandable options; however, the instructions are not specific to the State of Colorado. Although some information may be useful, please reference the [COGMS Instructions](#), which encompass the necessary information to successfully create a Profile, as well as research, apply and manage grant applications.
- 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>).

**Definition of Common Terms:**

- **Registrant:** An individual or sole proprietor that creates a Username and Password. Multiple Registrants can exist under a single Applying Agency (Applicant).
- **Profile:** Username, Password and Email information created during the Registrant step.
- **Applicant:** Agency applying for a funding opportunity. Only **one** primary Applicant account can exist within COGMS. An Applicant account may contain multiple Registrants. Each new Applying Agency must go through a State verification process to avoid duplicate entries. Please allow 5 business days for this process and ensure ample time is allowed prior to the deadline of a grant funding opportunity. A grant application may not be submitted until after an Applicant profile is verified by the State. In the event it is discovered through the State verification process that a primary Applicant (Applying Agency) account already exists, you will be notified by the State to contact the Agency directly to be manually added to the system. Any work completed during this waiting period will be saved.

**Guests/Search Only:** Click **Browse Funding Opportunities** from the Navigation Menu on the left and enter search criteria. (Registration is not required to browse).

**New Registrant/Profile Creation:** There are 2 ways to create a Registrant Profile:

1. After selecting **Browse Funding Opportunities** on the left and entering search criteria, follow the **Create Profile** Wizard OR
2. Click on the **Create Profile** menu option from Navigation Menu on left.

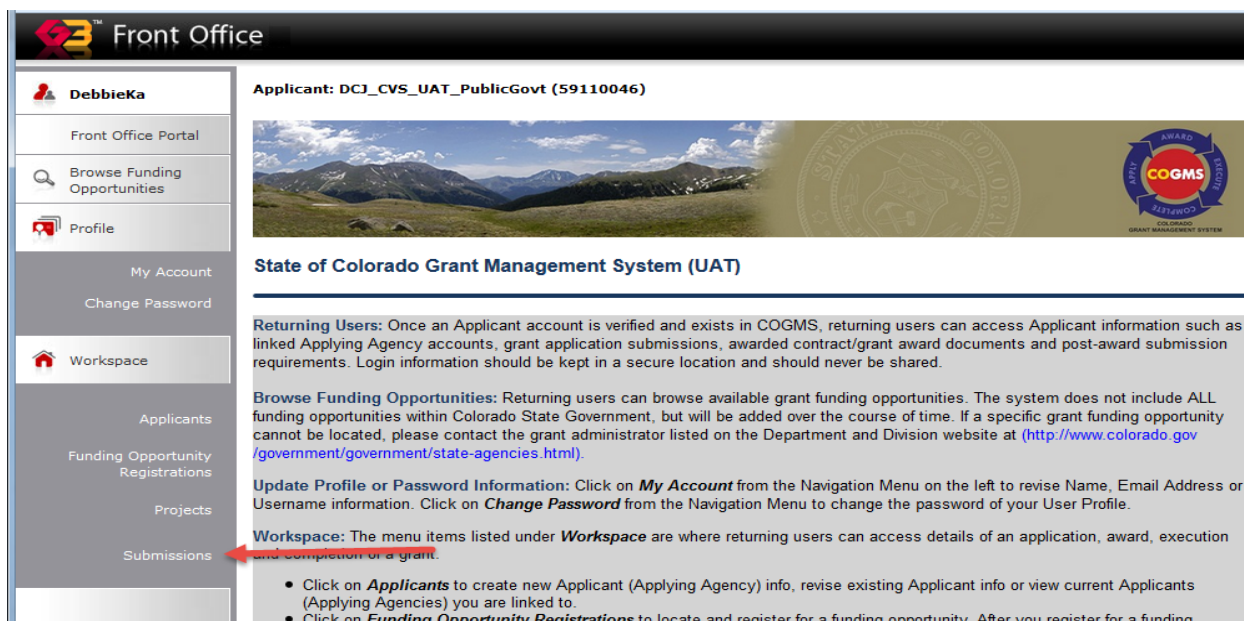
**Returning Users:** Log in by entering Username and Password credentials.

**Questions on Funding Opportunities?** Click **Browse Funding Opportunities** from the Navigation Menu on the left to find a specific grant funding opportunity. A contact name, phone number and email address is provided for the person(s) specific to that grant funding opportunity.

Page Generation Time: < 0.1s

Grantium®

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.

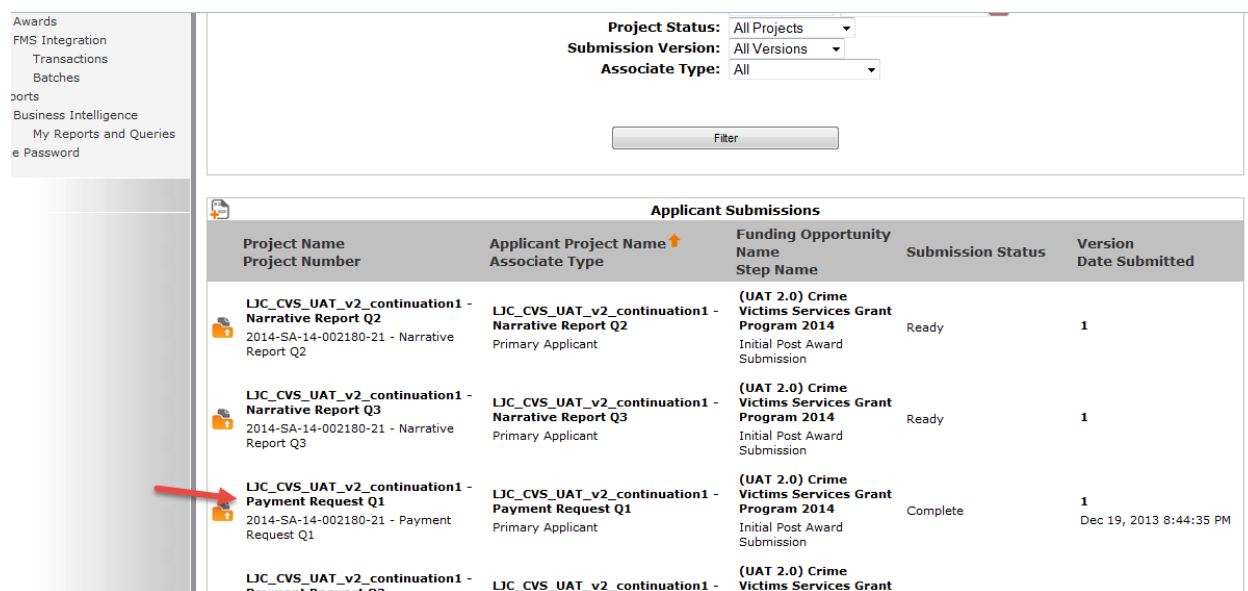
**Browse Funding Opportunities:** Returning users can browse available grant funding opportunities. The system does not include ALL funding opportunities within Colorado State Government, but will be added over the course of time. If a specific grant funding opportunity cannot be located, please contact 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

Click on the  icon next to *Payment Request* under Submissions. Each *Payment Request* submission will be followed by Q1, Q2, Q3, or Q4, etc., complete the *Payment Request* form that corresponds with quarter for which you are requesting reimbursement.






**Project Status:** All Projects

**Submission Version:** All Versions



**Associate Type:** All

Filter

**Applicant Submissions**

Project Name Project Number	Applicant Project Name Associate Type	Funding Opportunity Name Step Name	Submission Status	Version Date Submitted
 LJC_CVS_UAT_v2_continuation1 - Narrative Report Q2 2014-SA-14-002180-21 - Narrative Report Q2	LJC_CVS_UAT_v2_continuation1 - Narrative Report Q2 Primary Applicant	(UAT 2.0) Crime Victims Services Grant Program 2014 Initial Post Award Submission	Ready	1
 LJC_CVS_UAT_v2_continuation1 - Narrative Report Q3 2014-SA-14-002180-21 - Narrative Report Q3	LJC_CVS_UAT_v2_continuation1 - Narrative Report Q3 Primary Applicant	(UAT 2.0) Crime Victims Services Grant Program 2014 Initial Post Award Submission	Ready	1
 LJC_CVS_UAT_v2_continuation1 - Payment Request Q1 2014-SA-14-002180-21 - Payment Request Q1	LJC_CVS_UAT_v2_continuation1 - Payment Request Q1 Primary Applicant	(UAT 2.0) Crime Victims Services Grant Program 2014 Initial Post Award Submission	Complete	1 Dec 19, 2013 8:44:35 PM
LJC_CVS_UAT_v2_continuation1 - Payment Request Q2	LJC_CVS_UAT_v2_continuation1 -	(UAT 2.0) Crime Victims Services Grant		

Upon opening the *Payment Request*, the *Project Information* screen will be displayed. This screen lists the basic information about your grant. Complete the area highlighted in yellow on the screen shot below. Click *Save & Next* at the bottom of the screen to proceed to the next section.

 eForms  Logout

**Applicant Name:**  
LIC\_UAT\_Public\_Government  
**Applicant Number:**  
62410754  
**Project Name:**  
LIC\_CVS\_UAT\_v2\_continuation1  
- Payment Request Q2  
**Project Number:**  
2014-SA-14-002180-21

(UAT 2.0) 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 Applicant  
Submissions List

**Project Information**

**Reference Submissions**

View	Step
This list contains no items	

**Project Information**  
**Grantee Name:** LIC\_UAT\_Public\_Government  
**Project Title:** LIC\_CVS\_UAT\_v2\_continuation1  
**Grant Number:** 2014-SA-14-002180-21  
**Project Director:** Aleksander Chenko  
**Project Duration:**  
**From:** 02/01/2015  
**To:** 12/31/2015

**Submission Information**  
**Reporting Period:** 04-01-2015 to 06-30-2015  
**\* Report Prepared By:**  
**\* Contact Phone:**  
**Submission Date:** 12/17/2014

Save


Save & Back

Save & Next

Back

Next

Check Spelling

Page Generation Time: 8.627s 

On line 1 of the *Payment Request*, enter the total expenditures for the time period. If your grant requires match, indicate the amount of cash match used during the time period. Click the *Recalculate* button near the bottom of the screen. COGMS will calculate the total funds needed for the time period and subtract it from the total amount of your CVS award (line 4). Line 9 will display the balance of your award after this payment request is processed. Click *Save & Next* to proceed to the next screen.

**DebbieKa**

**Applicant Name:**  
LIC DCJ 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

### 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

**NOTE:** On your final *Payment Request*, if your award was fully expended Line 9 should be zero; otherwise the balance remaining should reflect the amount of funds unspent. These funds will then be deobligated when your grant is closed out.

At the *Payment Request Details (IT)/Inter Agency Transfer Template* screen, click the  icon to fill out the *Seller* information on the payment request.

**DebbieKa**

**Applicant Name:**  
LIC DCJ 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

### Inter Agency Transfer Template

**Originating Agency:** RAA

**Non-Originating Agency:**

**Agency Contact:** Laura Montoya






**Phone Area Code:** 303

**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



Once the IT Line Record Details screen has opened, complete the Fund, Agency and Description lines (see yellow highlighted areas below). Click *Save & Back to List* once the fields have been completed.

**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

Save Save & Back to List

Back to List

Check Spelling

On the Payment Request (Inter Agency) screen, the updated information will display under the *Line Record Values* section of the form. Click *Next* to continue.

**Inter Agency Transfer Template**

Originating Agency: RAA

Non-Originating Agency:

Agency Contact: Laura Montoya

Phone Area Code: 303

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			grant	\$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	

Back Next

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

**DebbieKa**

**Applicant Name:**  
LIC DCJ 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

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 (see screen shot below). 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.

**DebbieKa**

**Applicant Name:**  
LIC DCJ 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

**Submission Summary**

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

Back Next

Export to PDF  
Get PDF Viewer

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.

## 7 Payment Request Verification (Check your payment status)

To check the status of your payment, 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](mailto: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.

Front Office Portal

Username:

Password:

Login

Forgot your password?

Locale:  
English (U.S.)

Browse Funding Opportunities

Create Profile

Contact Us

Page Generation Time: < 0.1s

Grantium

### State of Colorado Grant Management System

Welcome to the State of Colorado's electronic Grant Management System (COGMS)! Please click [HERE](#) for detailed guidance on the steps required to login, research, apply and manage grant applications through COGMS. The new system standardizes the grant application process and is housed on a secure, web-based platform.

**Important Notes:**

- The software includes Enterprise embedded instructions for most every screen by clicking on the [\[Show\]](#) and [\[Hide\]](#) expandable options; however, the instructions are not specific to the State of Colorado. Although some information may be useful, please reference the [COGMS Instructions](#), which encompass the necessary information to successfully create a Profile, as well as research, apply and manage grant applications.
- 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>).

**Definition of Common Terms:**

- Registrant:** An individual or sole proprietor that creates a Username and Password. Multiple Registrants can exist under a single Applying Agency (Applicant).
- Profile:** Username, Password and Email information created during the Registrant step.
- Applicant:** Agency applying for a funding opportunity. Only **one** primary Applicant account can exist within COGMS. An Applicant account may contain multiple Registrants. Each new Applying Agency must go through a State verification process to avoid duplicate entries. **Please allow 5 business days for this process and ensure ample time is allowed prior to the deadline of a grant funding opportunity.** A grant application may not be submitted until after an Applicant profile is verified by the State. In the event it is discovered through the State verification process that a primary Applicant (Applying Agency) account already exists, you will be notified by the State to contact the Agency directly to be manually added to the system. Any work completed during this waiting period will be saved.

**Guests/Search Only:** Click **Browse Funding Opportunities** from the Navigation Menu on the left and enter search criteria. (Registration is not required to browse).

**New Registrant/Profile Creation:** There are 2 ways to create a Registrant Profile:

- After selecting **Browse Funding Opportunities** on the left and entering search criteria, follow the **Create Profile** Wizard OR
- Click on the **Create Profile** menu option from Navigation Menu on left.

**Returning Users:** Log in by entering Username and Password credentials.

Questions on Funding Opportunities? Click **Browse Funding Opportunities** from the Navigation Menu on the left to find a specific grant funding opportunity. A contact name, phone number and email address is provided for the person(s) specific to that grant funding opportunity.

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.

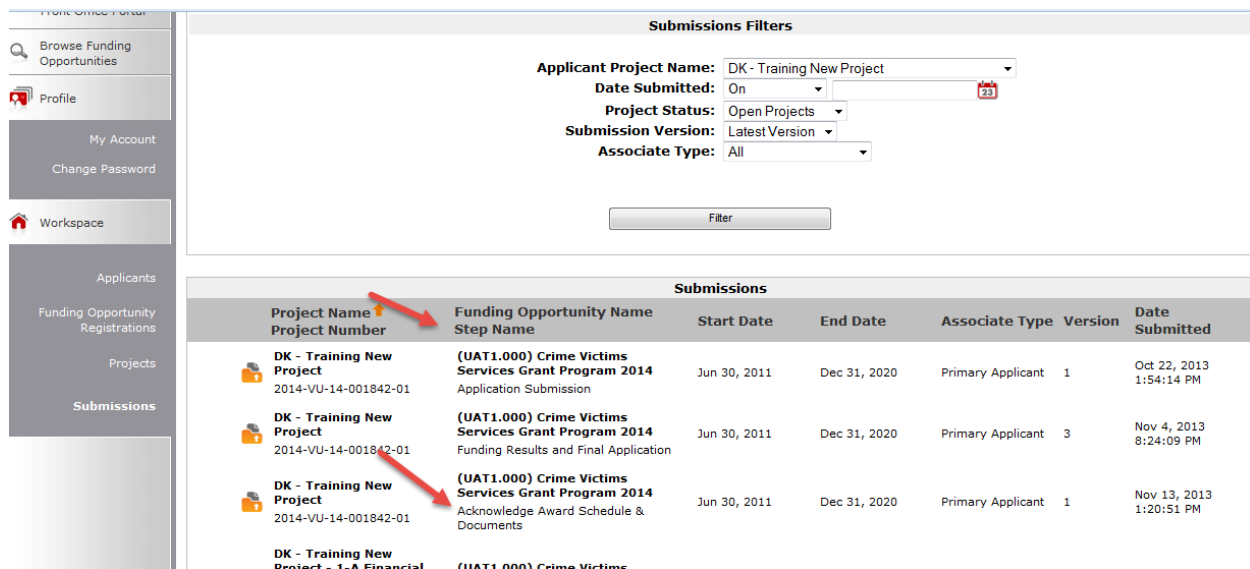
**Browse Funding Opportunities:** Returning users can browse available grant funding opportunities. The system does not include ALL funding opportunities within Colorado State Government, but will be added over the course of time. If a specific grant funding opportunity cannot be located, please contact 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

Under *Submissions*, locate *Acknowledge Award Schedule and Documents* in the second column and click on the  icon to the left of the project name.



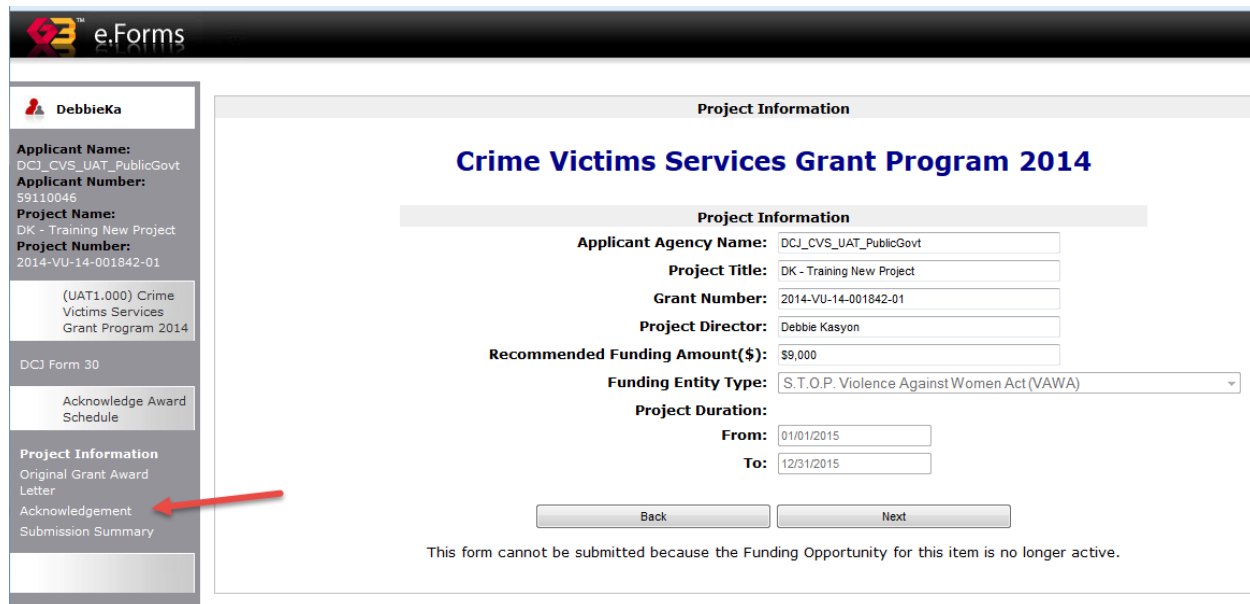
**Submissions Filters**

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					

Click on *Acknowledgement* in the left menu bar.



**eForms**

**Project Information**

**Crime Victims Services Grant Program 2014**

**Project Information**

Applicant Agency Name: DCJ\_CVS\_UAT\_PublicGovt  
 Project Title: DK - Training New Project  
 Grant Number: 2014-VU-14-001842-01  
 Project Director: Debbie Kasyon  
 Recommended Funding Amount(\$): \$9,000  
 Funding Entity Type: S.T.O.P. Violence Against Women Act (VAWA)  
 Project Duration:  
 From: 01/01/2015  
 To: 12/31/2015

Back Next

This form cannot be submitted because the Funding Opportunity for this item is no longer active.

Click on *Setup Award* in the *Reference Submissions*.

Logout

**DebbieKa**  
**Applicant Name:**  
DCJ\_CVS\_UAT\_PublicGovt  
**Applicant Number:**  
59110046  
**Project Name:**  
DK - Training New Project  
**Project Number:**  
2014-VU-14-001842-01  
  
(UAT1.000) Crime  
Victims Services  
Grant Program 2014  
  
DCJ Form 30  
  
Acknowledge Award  
Schedule  
  
Project Information  
Original Grant Award  
Letter  
**Acknowledgement**  
Submission Summary  
  
View Applicant Profile

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

The *Award Schedule and Award Balances* screen will appear. Under *Award Balances* near the top of the screen, you can track the amount paid to date and the remaining amount. To check the status of a specific payment, click on the icon next to the payment you want to track.

Logout

**DebbieKa**  
**Applicant Name:**  
DCJ\_CVS\_UAT\_PublicGovt  
**Applicant Number:**  
59110046  
**Project Name:**  
DK - Training New Project  
**Project Number:**  
2014-VU-14-001842-01  
  
Award Set-up  
  
**Award Schedule**  
  
Export to PDF  
Get PDF Viewer  
  
Back to Acknowledge  
Award Schedule

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

All

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

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	--	

37 | Page

This screen shows the payment details, including the amount of the check, when it was issued and the check number.

Note: the payment date format is year/month/day (140203 is February 3, 2014) – see yellow highlighted area below. Click *Back to List* to return to the *Award Schedule* or logout of the system.

**DebbieKa**

**Applicant Name:**  
LIC\_DCI\_2

**Applicant Number:**  
80193702

**Project Name:**  
CVS\_SubCom14\_test4.0

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

[Award Set-up](#)

[Award Schedule](#)

[Export to PDF  
Get PDF Viewer](#)

[Back to Acknowledge  
Award Schedule](#)

**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](#)

Payment Details

## 8 DCJ Form 13 – Equipment Procurement Certification

Very few CVS grant projects include equipment in the approved budget. Those that do must submit a *DCJ Form 13 – Equipment Procurement Certification* form, before equipment is purchased. The grantee must document the procurement procedure on the DCJ Form 13 within COGMS, however all back up documentation (copy of bids, sole source justification, etc.) must be faxed, emailed, or mailed to your OVP grant manager.

*NOTE: Equipment is defined as tangible, nonexpendable property with an acquisition cost of \$5,000 or more and a useful life of more than one year. Software is never considered equipment and does not require a DCJ Form 13.*

To complete the *DCJ Form 13*, 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](mailto: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.

Front Office Portal

Username:

Password:

Login

Forgot your password?

Locale:  
English (U.S.)

Browse Funding Opportunities

Create Profile

Contact Us

State of Colorado Grant Management System

Welcome to the State of Colorado's electronic Grant Management System (COGMS)! Please click [HERE](#) for detailed guidance on the steps required to login, research, apply and manage grant applications through COGMS. The new system standardizes the grant application process and is housed on a secure, web-based platform.

Important Notes:

- The software includes Enterprise embedded instructions for most every screen by clicking on the [Show] and [Hide] expandable options; however, the instructions are not specific to the State of Colorado. Although some information may be useful, please reference the [COGMS Instructions](#), which encompass the necessary information to successfully create a Profile, as well as research, apply and manage grant applications.
- 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>).

Definition of Common Terms:

- Registrant:** An individual or sole proprietor that creates a Username and Password. Multiple Registrants can exist under a single Applying Agency (Applicant).
- Profile:** Username, Password and Email information created during the Registrant step.
- Applicant:** Agency applying for a funding opportunity. Only **one** primary Applicant account can exist within COGMS. An Applicant account may contain multiple Registrants. Each new Applying Agency must go through a State verification process to avoid duplicate entries. Please allow 5 business days for this process and ensure ample time is allowed prior to the deadline of a grant funding opportunity. A grant application may not be submitted until after an Applicant profile is verified by the State. In the event it is discovered through the State verification process that a primary Applicant (Applying Agency) account already exists, you will be notified by the State to contact the Agency directly to be manually added to the system. Any work completed during this waiting period will be saved.

Guests/Search Only: Click **Browse Funding Opportunities** from the Navigation Menu on the left and enter search criteria. (Registration is not required to browse).

New Registrant/Profile Creation: There are 2 ways to create a Registrant Profile:

1. After selecting **Browse Funding Opportunities** on the left and entering search criteria, follow the **Create Profile** Wizard OR
2. Click on the **Create Profile** menu option from Navigation Menu on left.

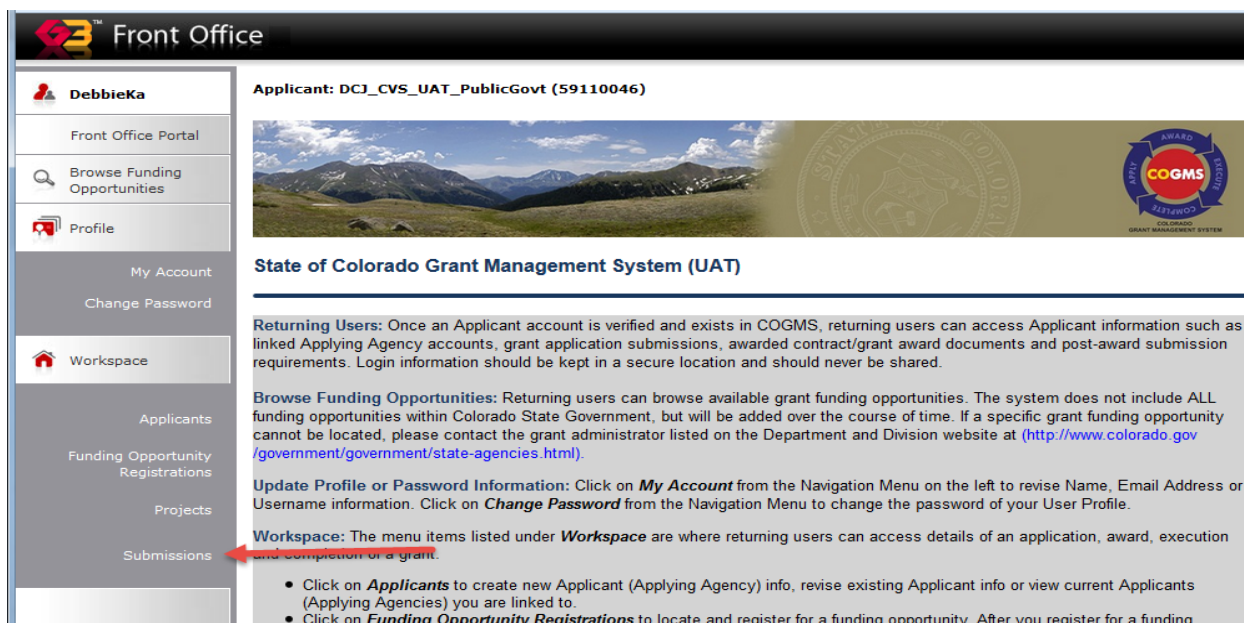
Returning Users: Log in by entering Username and Password credentials.

Questions on Funding Opportunities? Click **Browse Funding Opportunities** from the Navigation Menu on the left to find a specific grant funding opportunity. A contact name, phone number and email address is provided for the person(s) specific to that grant funding opportunity.

Page Generation Time: < 0.1s

Grantium

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



**Front Office**

**DebbieKa**

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

At the *Submissions* screen, find the *DCJ Form 13* in the left column; click on the  icon next the *DCJ Form 13* to open the form.

	CVS_Closeout_09102014 - 2015 Payment Request Apr - June EXTRA 2014-SA-14-002890-02 - 2015 Payment Request Apr - June 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 Jan-Mar EXTENDED 2014-SA-14-002890-02 - 2015 Payment Request Jan- Mar EXTENDED	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 Jan - Mar EXTRA 2014-SA-14-002890-02 - 2015 Payment Request Jan - Mar 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 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



Upon opening the *DCJ Form 13*, the *Project Information* screen will be displayed. This screen lists the basic information about your grant. Complete the *Prepared By* and *Contact Phone* fields (highlighted in yellow on the screen shot below). Click *Save & Next* at the bottom of the screen to proceed to the next section.

**Applicant Name:**  
LIC\_DCJ\_2

**Applicant Number:**  
80193702

**Project Name:**  
CVS\_Closeout\_09102014  
- DCJ-13 Certification

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

Crime Victims  
Services Grant  
Program 2014

Certification (DCJ-13)

**Project Information**  
Equipment Procurement  
Certification  
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:** LIC\_DCJ\_2

**Project Title:** CVS\_Closeout\_09102014

**Grant Number:** 2014-SA-14-002890-02

**Project Director:** John Doe

**Project Duration:**

**From:** 01/01/2015

**To:** 12/31/2015

**Submission Information**

**Certification Type:** DCJ 13

**\* Prepared By:**

**\* Contact Phone:**

**Submission Date:** 12/22/2014

Save Save & Back Save & Next

At the *Equipment Procurement Certification* screen, click the icon to add the required information for EACH piece of equipment.

**Applicant Name:**  
LIC\_DCJ\_2

**Applicant Number:**  
80193702

**Project Name:**  
CVS\_Closeout\_09102014  
- DCJ-13 Certification

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

Crime Victims  
Services Grant  
Program 2014

Certification (DCJ-13)

**Project Information**  
Equipment Procurement  
Certification  
Certification  
Submission Summary

View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Submissions List

**Equipment Procurement Certification**

**EQUIPMENT TO BE PURCHASED:** Equipment is defined as nonexpendable property with an acquisition cost of \$5,000 or more per unit (including ancillary hardware items necessary to operate the equipment) and a useful life of more than one year.



**Total Amount(\$):** \$0.00

All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X

View	Item	Description	Price(\$)
This list contains no items			

Back Next

A series of questions must be answered for each item; fields marked with an asterisk (\*) are mandatory. Once the questions are answered, click *Save & Add Another* if there are additional equipment items to enter. Or, click *Save & Back to List* to return to the previous screen.

 eForms
 Logout

DebbieKa

**Applicant Name:**  
LIC DCJ-2  
**Applicant Number:**  
80153702  
**Project Name:**  
CVS\_Closeout\_09102014  
**DCJ-13 Certification**  
**Project Number:**  
2014-SA-14-002890-02

Crime Victims  
Services Grant  
Program 2014

Certification (DCJ-13)

[Project Information](#)  
[Equipment](#)  
[Procurement](#)  
[Certification](#)  
[Submission Summary](#)

[View Applicant Profile](#)  
[Export to PDF](#)  
[Get PDF Viewer](#)  
[Back to Submissions List](#)

Item Details

**1. Equipment to be Purchased:** Include brand name, model, price of each unit. For automated data processing (ADP) equipment, include any added features, peripherals and ancillary items necessary to its operations, as well as PRICE of each piece of equipment.

**\* Item #:**

**\* Brand Name:**

**\* Item Description:**

**\* Model #:**

**\* Price(\$):**

**\* % Paid by federal funds:**

**\* % Paid by matching and/or local funds:**

**\* 2. Vendor Name and Address:**

**3. Procurement Process Used - Check one: (Refer to the Administrative Guide for information on procurement of equipment)**

**\* a. Existing federal, state or local bid from established state or local government award list that meets or exceeds the federal guidelines.** ☐

**\* Bid Type:** -- select --

**\* Award Number:**

Select the bid type in the drop down menu: Sole Source, Competitive, or Other

**\* b. Competitive procurement** ☐

Provide a description of the vendor selection process, the number of qualified vendors, the vendor selected and reason for selection.

**\* c. Sole source procurement** ☐

Provide a sole source justification explaining each of the following circumstances that apply:

- Item is available only from a single source
- Emergent need does not permit a delay that might result from a formal competitive solicitation.
- After solicitation of a number of sources, competition was deemed inadequate
- Expertise of the vendor

**4. Answer the following questions regarding this equipment purchase:**

Answer YES or NO to a, b, and c under question 4

**\* a. Is the equipment identified within the approved grant application and is it necessary and sufficient to meet the project goals?** -- select --

**\* b. Is the equipment procurement in compliance with existing federal, state, and local laws and regulations?** -- select --

**\* c. Was a purchase/lease comparison demonstrating that it is more advantageous to purchase rather than lease the equipment conducted?** -- select --

Save

Save & Add Another

Save & Back to List

Back to List

Check Spelling

Page Generation Time: 0.332s
Grantium®

Once all of the equipment items have been entered, click *Next* to proceed to the next screen. Note that the *Total Amount* field will reflect the total of all equipment items that have been entered.

**Equipment Procurement Certification**

**EQUIPMENT TO BE PURCHASED:** Equipment is defined as nonexpendable property with an acquisition cost of \$5,000 or more per unit (including ancillary hardware items necessary to operate the equipment) and a useful life of more than one year.

**Total Amount(\$):** \$7,000.00

View	Item	Description	Price(\$)
	Machine	Big Machine	\$7,000.00

Back Next

After completing the *DCJ Form 13*, certify that the information is correct, that backup documentation is available and that the person authorized to submit the form is the one doing so. Click *Save & Next* to proceed.


**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

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 (see screen shot below). 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.


**DebbieKa**

**Applicant Name:**  
DC\_DCI\_2

**Applicant Number:**  
80193702

**Project Name:**  
CVS\_Closeout\_09102014  
- DCI-13 Certification

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

Crime Victims  
Services Grant  
Program 2014

Certification (DCI-13)

Project Information  
Equipment Procurement  
Certification  
Certification  
**Submission Summary**

View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Submissions List

Submission Summary

Page	Last Updated
Project Information	Please Complete
Equipment Procurement Certification	Please Complete
Certification	Please Complete
Submission Summary	No Input Required

Notes:

- Equipment Procurement Certification list contains 1 incomplete item.

Back

Next

Export to PDF

Get PDF Viewer

Submit

## 9 DCJ Form 5 – Equipment Inventory/Retention Form

Agencies with equipment budget items must complete the *DCJ Form 5 – Equipment Inventory/Retention Form* before closing out the grant. This form lets OVP know how your agency intends to use the equipment purchased with grant funds.

To complete the *DCJ Form 5*, 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](mailto: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.

Front Office Portal

Username:

Password:

Login

Forgot your password?

Locale: English (U.S.)

Browse Funding Opportunities

Create Profile

Contact Us

Page Generation Time: < 0.1s

Grantium!

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/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

At the *Submissions* screen, find the *DCJ Form 5* in the left column; click on the  icon next the *DCJ Form 5* to open the form.

	CVS_Closeout_09102014 - 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

act Us 1 2 3 4 5 6

Upon opening the *DCJ Form 5*, the *Project Information* screen will be displayed. This screen lists the basic information about your grant. Complete the *Prepared By* and *Contact Phone* fields (highlighted in yellow on the screen shot below). Click *Save & Next* at the bottom of the screen to proceed to the next section.

**Applicant Name:** LJC\_DCJ\_2  
**Applicant Number:** 80193702  
**Project Name:** CVS\_Closeout\_09102014 - DCJ-5 Certification  
**Project Number:** 2014-SA-14-002890-02

Crime Victims Services Grant Program 2014

Certification (DCJ-5)

**Project Information**  
Equipment  
Inventory/Retention  
Certification  
Submission Summary

View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Submissions List

**Reference Submissions**

View	Step
This list contains no items	

**Project Information**

**Grantee Name:** LJC\_DCJ\_2

**Project Title:** CVS\_Closeout\_09102014

**Grant Number:** 2014-SA-14-002890-02

**Project Director:** John Doe

**Project Duration:**

**From:** 01/01/2015

**To:** 12/31/2015

**Submission Information**

**Certification Type:** DCJ 5

**\* Prepared By:**


**\* Contact Phone:**

**Submission Date:** 12/22/2014

Save Save & Back Save & Next

Back Next

Check Spelling

At the *Equipment Inventory/Retention* screen, click the  icon to add the required information for EACH piece of equipment.

**DebbieKa**

**Applicant Name:**  
LIC\_DCJ\_2

**Applicant Number:**  
00193702

**Project Name:**  
CVS\_Closeout\_09102014  
- DCJ-5 Certification

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

Crime Victims  
Services Grant  
Program 2014

Certification (DCJ-5)

Project Information  
**Equipment  
Inventory/Retention**  
Certification  
Submission Summary


View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Submissions List

### Equipment Inventory/Retention

**Complete a separate form for each piece of equipment (unit cost of \$5,000 or more) purchased with federal and/or matching funds under this grant. Submit original to the Division of Criminal Justice with the final report. Retain copies for seven (7) years after the grant period end date.**



**All** | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y

View	Item	Description	Cost(\$)
This list contains no items			

Back
Next

A series of questions must be answered for each item; fields marked with an asterisk (\*) are mandatory. Complete the questions and indicate if you will be retaining or disposing of the equipment. Once the questions are answered, click *Save & Add Another* if there are additional equipment items to enter. Or, click *Save & Back to List* to return to the previous screen.

**DebbieKa**

**Applicant Name:**  
LIC\_DCJ\_2

**Applicant Number:**  
00193702

**Project Name:**  
CVS\_Closeout\_09102014  
- DCJ-5 Certification

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

Crime Victims  
Services Grant  
Program 2014

Certification (DCJ-5)

Project Information  
**Equipment  
Inventory/Retention**  
Certification  
Submission Summary

View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Submissions List

### Items Details

**Item Details**

\* Item #:

\* Description:

\* Serial #:

\* Inventory #:

\* Date of Purchase:

\* Cost(\$):

\* Cost paid with Federal funds from this grant(\$):

Percent of cost paid with Federal funds from this grant(%):

\* Location of Equipment:

**Status at the end of the grant period: [check the appropriate box (es)]**

**Retention:**

☐

**Disposal:**

☐

The equipment will continue to be used for the purposes of the grant. The requirement for retaining equipment ends when the value of the equipment has depreciated to a value less than \$5,000 or grant records retention requirements of seven (7) years have been met, whichever comes first.

Item has depreciated to a value less than \$5,000 and no longer requires inventory.

Equipment no longer needed for the funded project:

- ☐ Retained by agency for use in criminal justice activities or activities currently or previously supported by Federal agency funds.
- ☐ Donated to a government or not-for-profit agency.
- ☐ Traded in or sold to offset the cost of replacement equipment. (If this occurs during the grant period, prior approval must be obtained from your DCJ grant manager via email).
- ☐ Sold at fair market value in excess of \$5,000. Proceeds must be returned to DCJ equal to the percentage paid by federal grant funds.
- ☐ Returned to the Division of Criminal Justice.
- ☐ Lost, damaged or stolen. (Please click "Save")

Save
Save & Add Another
Save & Back to List
Back to List
Check Spelling

Once all of the equipment items have been entered, click *Next* to proceed to the next screen.

**DebbieKa**

**Applicant Name:**  
DC\_DCI\_2

**Applicant Number:**  
80193702

**Project Name:**  
CVS\_Closeout\_09102014

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

Crime Victims  
Services Grant  
Program 2014

Certification (DCJ-5)

Project Information  
Equipment  
Inventory/Retention  
Certification  
Submission Summary

View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Submissions List

### Equipment Inventory/Retention

**Complete a separate form for each piece of equipment (unit cost of \$5,000 or more) purchased with federal and/or matching funds under this grant. Submit original to the Division of Criminal Justice with the final report. Retain copies for seven (7) years after the grant period end date.**

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
View		Item	Description	Cost(\$)																					
		Machine	Big machine	1																					

After completing the *DCJ Form 5*, certify that the information is correct, that backup documentation is available and that the person authorized to submit the form is the one doing so. Click *Save & Next* to proceed.

**DebbieKa**

**Applicant Name:**  
DC\_DCI\_2

**Applicant Number:**  
80193702

**Project Name:**  
CVS\_Closeout\_09102014

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

Crime Victims  
Services Grant  
Program 2014

Certification (DCJ-5)

Project Information  
Equipment  
Inventory/Retention  
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.**

☐



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 (see screen shot below). 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.

Page	Last Updated
Project Information	Please Complete
Equipment Inventory/Retention	Please Complete
Certification	Please Complete
Submission Summary	No Input Required

Notes:

- Equipment Inventory/Retention list contains 1 incomplete item.

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

## 10 DCJ Form 16 – Professional Services Certification

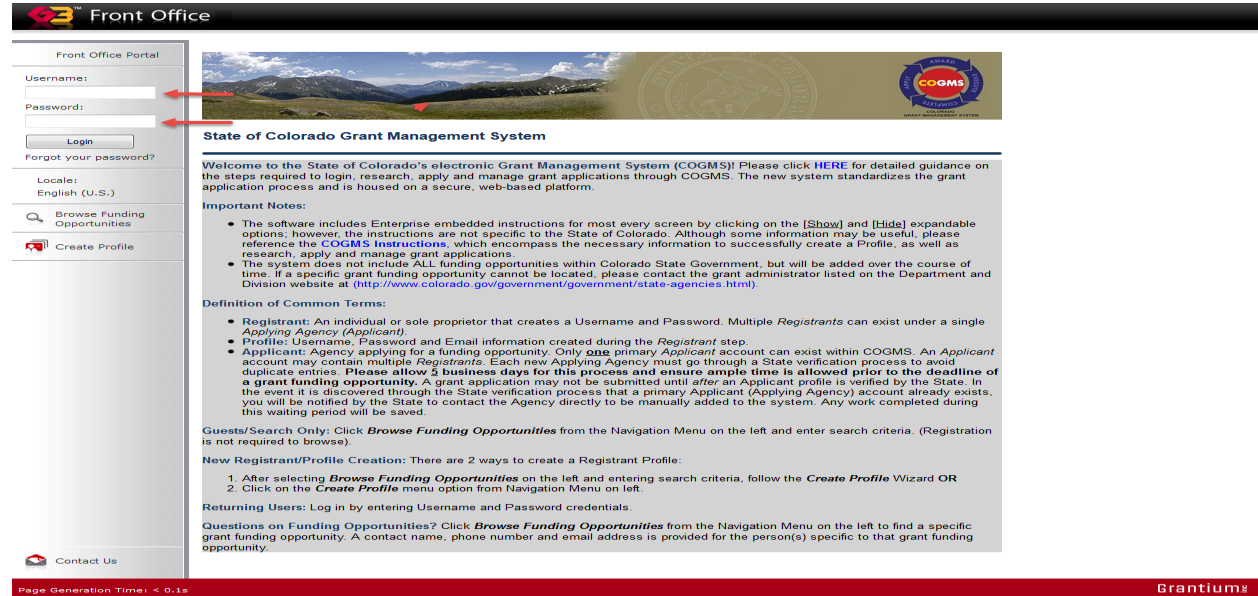
Grants that include professional services in their budget must complete and submit a *DCJ Form 16 Professional Services Certification* before services are provided. The grantee must document their procurement procedure on this form within COGMS, however, all back up documentation must be faxed, emailed, or mailed to your OVP grant manager.

The grantee must receive approval from DCJ prior to executing the final contract for professional services. All expenses must be supported by a valid, signed contract between the grantee and the contractor, and by detailed invoices from the contractor that have been approved for payment by the grantee agency.

To complete the *DCJ Form 16*, 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](mailto: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.



**Front Office**

Front Office Portal

Username:

Password:

Login

Forgot your password?

Locale:  
English (U.S.)

Browse Funding Opportunities

Create Profile

**State of Colorado Grant Management System**

Welcome to the State of Colorado's electronic Grant Management System (COGMS)! Please click [HERE](#) for detailed guidance on the steps required to login, research, apply and manage grant applications through COGMS. The new system standardizes the grant application process and is housed on a secure, web-based platform.

**Important Notes:**

- The software includes Enterprise embedded instructions for most every screen by clicking on the [Show] and [Hide] expandable options; however, the instructions are not specific to the State of Colorado. Although some information may be useful, please reference the [COGMS Instructions](#), which encompass the necessary information to successfully create a Profile, as well as research, apply and manage grant applications.
- 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>).

**Definition of Common Terms:**

- Registrant:** An individual or sole proprietor that creates a Username and Password. Multiple Registrants can exist under a single Applying Agency (Applicant).
- Profile:** Username, Password and Email information created during the Registrant step.
- Applicant:** Agency applying for a funding opportunity. Only one primary Applicant account can exist within COGMS. An Applicant account may contain multiple Registrants. Each new Applying Agency must go through a State verification process to avoid duplicate entries. Please allow 5 business days for this process and ensure ample time is allowed prior to the deadline of a grant funding opportunity. A grant application may not be submitted until after an Applicant profile is verified by the State. In the event it is discovered through the State verification process that a primary Applicant (Applying Agency) account already exists, you will be notified by the State to contact the Agency directly to be manually added to the system. Any work completed during this waiting period will be saved.

**Guests/Search Only:** Click **Browse Funding Opportunities** from the Navigation Menu on the left and enter search criteria. (Registration is not required to browse).

**New Registrant/Profile Creation:** There are 2 ways to create a Registrant Profile:

1. After selecting **Browse Funding Opportunities** on the left and entering search criteria, follow the **Create Profile** Wizard OR
2. Click on the **Create Profile** menu option from Navigation Menu on left.

**Returning Users:** Log in by entering Username and Password credentials.

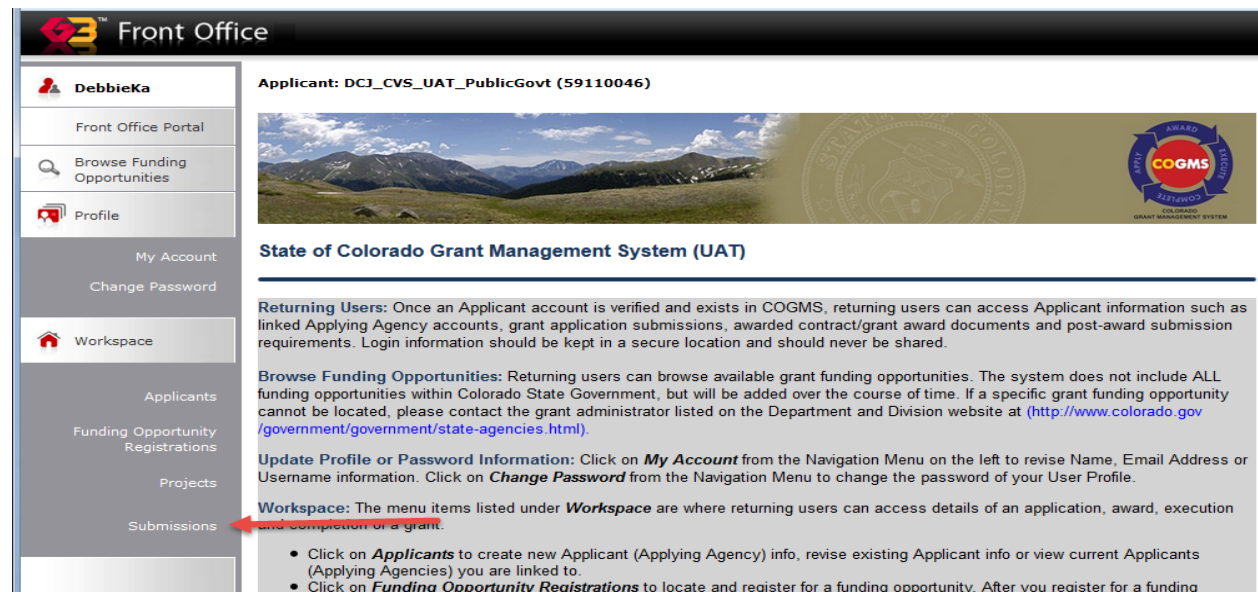
**Questions on Funding Opportunities?** Click **Browse Funding Opportunities** from the Navigation Menu on the left to find a specific grant funding opportunity. A contact name, phone number and email address is provided for the person(s) specific to that grant funding opportunity.

Contact Us

Page Generation Time: < 0.1s

Grantium

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

Page Generation Time: < 0.1s

Grantium

At the *Submissions* screen, find the *DCJ Form 16* in the left column; click on the  icon next the *DCJ Form 16* to open the form.

	CVS_Closeout_09102014 - 2015 Payment Request Jan - Mar EXTRA 2014-SA-14-002890-02 - 2015 Payment Request Jan - Mar 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 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

Upon opening the *DCJ Form 16*, the *Project Information* screen will be displayed. This screen lists the basic information about your grant. Complete the *Prepared By* and *Contact Phone* fields (highlighted in yellow on the screen shot below). Click *Save & Next* at the bottom of the screen to proceed to the next section.

**Applicant Name:** LJC\_DCJ\_2  
**Applicant Number:** 80193702  
**Project Name:** CVS\_Closeout\_09102014 - DCJ-16 Certification  
**Project Number:** 2014-SA-14-002890-02

Crime Victims Services Grant Program 2014

Certification (DCJ-16)

**Project Information**  
Professional Services / Consultant Certification  
Submission Summary

View Applicant Profile

Export to PDF  
Get PDF Viewer

Back to Submissions List

**Reference Submissions**

View	Step
This list contains no items	

**Project Information**

**Grantee Name:** LJC\_DCJ\_2

**Project Title:** CVS\_Closeout\_09102014

**Grant Number:** 2014-SA-14-002890-02

**Project Director:** John Doe

**Project Duration:**

**From:** 01/01/2015

**To:** 12/31/2015

**Submission Information**

**Certification Type:** DCJ 16

**\* Prepared By:**


**\* Contact Phone:**

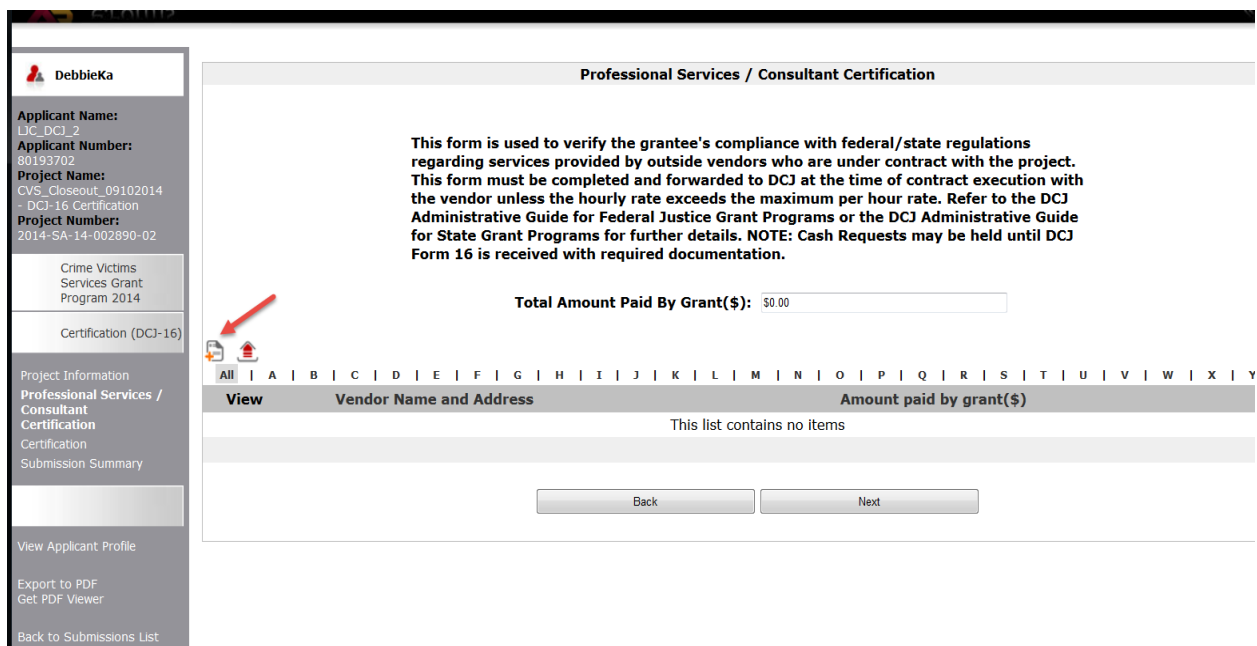
**Submission Date:** 12/22/2014

Save Save & Back Save & Next

Back Next

Check Spelling



At the *Professional Services/Consultant Certification* screen, click the  icon to add the required information for EACH contractor (vendor).



**Professional Services / Consultant Certification**

This form is used to verify the grantee's compliance with federal/state regulations regarding services provided by outside vendors who are under contract with the project. This form must be completed and forwarded to DCJ at the time of contract execution with the vendor unless the hourly rate exceeds the maximum per hour rate. Refer to the DCJ Administrative Guide for Federal Justice Grant Programs or the DCJ Administrative Guide for State Grant Programs for further details. NOTE: Cash Requests may be held until DCJ Form 16 is received with required documentation.

Total Amount Paid By Grant(\$):

All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y		
View	Vendor Name and Address																									Amount paid by grant(\$)	
This list contains no items																											
<input type="button" value="Back"/>														<input type="button" value="Next"/>													

A series of questions must be answered for each vendor. Once the questions are answered, click *Save & Add Another* if there are additional vendors with whom you are contracting. Or, click *Save & Back to List* to return to the previous screen.

**Items Details**

**\* A. Vendor's Name and Address:**

**\* Grantee has verified that the vendor is not on the federal debarment list at <https://www.sam.gov>** -- select --

**\* B. Has a copy of the Purchase Order or signed contract with outside vendor been provided to DCJ?** Yes

**\* Date Executed:** 23

**C:**

**Amount Paid By Grant:**

**Total Contract Amount:**

Select one or the other even if you are funded by State funds.

☐ The maximum hourly rate does not exceed:  
\$650 per 8-hour day (\$81.25/hr) (Federally Funded Grants)  
Not Applicable (State Funded Grants)  
OR

☐ The hourly rate exceeds the maximum per hour and is: /hr  
Grantee must submit written justification for that payment rate for PRIOR DCJ review and approval.

**\* D. Indicate the type of Procurement Process used to select this vendor.**  
All procurements must be conducted in a manner to provide, to the maximum extent practical, open and free competition. -- select --

**\* Provide a description of the process utilized:**

**\* E. Has vendor been notified of the following provision regarding copyrighted materials?** -- select --

DCJ reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for Federal and/or State government purposes: 1) The copyright on any work developed under an award or subaward; and 2) Any rights of copyright to which a recipient or subrecipient purchases ownership with support.

Save Save & Add Another  
Save & Back to List Back to List  
Check Spelling

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

Once all of the vendors have been entered, click *Next* to proceed to the next screen. Note that the *Total Amount Paid by Grant* field will reflect the total of all vendor contracts that have been entered. Each vendor will appear on the screen you see below.

**Professional Services / Consultant Certification**

This form is used to verify the grantee's compliance with federal/state regulations regarding services provided by outside vendors who are under contract with the project. This form must be completed and forwarded to DCJ at the time of contract execution with the vendor unless the hourly rate exceeds the maximum per hour rate. Refer to the DCJ Administrative Guide for Federal Justice Grant Programs or the DCJ Administrative Guide for State Grant Programs for further details. NOTE: Cash Requests may be held until DCJ Form 16 is received with required documentation.

**Total Amount Paid By Grant(\$):** \$2,000.00

**View**

View	Vendor Name and Address	Amount paid by grant(\$)
1	Jane Smith 100 E...	\$2,000.00

Back Next

**DebbieKa**

**Applicant Name:** LIC, DCJ, 2

**Applicant Number:** 90193702

**Project Name:** CVS\_Closeout\_09102014

**DCJ-16 Certification**

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

**Crime Victims Services Grant Program 2014**

**Certification (DCJ-16)**

**Project Information**

**Professional Services / Consultant Certification**

**Certification Submission Summary**

**View Applicant Profile**

**Export to PDF**

**Get PDF Viewer**

**Back to Submissions List**

After completing the *DCJ Form 16*, 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.

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 (see screen shot below). 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.

Page	Last Updated
Project Information	Please Complete
Professional Services / Consultant Certification	Please Complete
Certification	Please Complete
Submission Summary	No Input Required

Notes:

- Complete the table with the required information.
- Professional Services / Consultant Certification list contains 1 incomplete item.

## 11 DCJ Form 1B – Project Income

The DCJ Form 1B is used to track project income generated by the activities of the funded project and the expenditures of this income on a quarterly basis. Most federally-funded grants through the Office for Victims Programs do not generate project income.

For those few projects where project income is a factor, federal guidelines require these projects to report the percentage of income generated in proportion to the percent of federal support received for the project. For example, if a grantee is receiving a VAWA grant that funds 75% of a project with grant funds and 25% with matching funds, and that project generates income, the grantee would be required to report 75% of the income generated on the DCJ Form 1B.

Project income must be used for the same purposes and under the same conditions as the original federal award. In addition, it must be spent before requesting grant funds. Project income is most commonly generated through registration fees.

To complete the *DCJ Form 1B*, 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](mailto: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.

Front Office Portal

Username:  
Password:  
Login  
Forgot your password?

Locale:  
English (U.S.)  
Browse Funding Opportunities  
Create Profile

Contact Us

State of Colorado Grant Management System

Welcome to the State of Colorado's electronic Grant Management System (COGMS)! Please click [HERE](#) for detailed guidance on the steps required to login, research, apply and manage grant applications through COGMS. The new system standardizes the grant application process and is housed on a secure, web-based platform.

Important Notes:

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- 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>).

Definition of Common Terms:

- Registrant:** An individual or sole proprietor that creates a Username and Password. Multiple Registrants can exist under a single Applying Agency (Applicant).
- Profile:** Username, Password and Email information created during the Registrant step.
- Applicant:** Agency applying for a funding opportunity. Only one primary Applicant account can exist within COGMS. An Applicant account may contain multiple Registrants. Each new Applying Agency must go through a State verification process to avoid duplicate entries. **Please allow 5 business days for this process and ensure ample time is allowed prior to the deadline of a grant funding opportunity.** A grant application may not be submitted until after an Applicant profile is verified by the State. In the event it is discovered through the State verification process that a primary Applicant (Applying Agency) account already exists, you will be notified by the State to contact the Agency directly to be manually added to the system. Any work completed during this waiting period will be saved.

Guests/Search Only: Click **Browse Funding Opportunities** from the Navigation Menu on the left and enter search criteria. (Registration is not required to browse).

New Registrant/Profile Creation: There are 2 ways to create a Registrant Profile:

- After selecting **Browse Funding Opportunities** on the left and entering search criteria, follow the **Create Profile** Wizard OR
- Click on the **Create Profile** menu option from Navigation Menu on left.

Returning Users: Log in by entering Username and Password credentials.

Questions on Funding Opportunities? Click **Browse Funding Opportunities** from the Navigation Menu on the left to find a specific grant funding opportunity. A contact name, phone number and email address is provided for the person(s) specific to that grant funding opportunity.

Page Generation Time: < 0.1s

Grantium

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

**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.

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**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

At the *Submissions* screen, find the *DCJ Form 1B* in the left column; click on the  icon next the *DCJ Form 1B* to open the form.

**Submissions Filters**

**Applicant Project Name:** All Projects

**Date Submitted:** On

**Project Status:** Open Projects

**Submission Version:** Latest Version

**Associate Type:** All

**Filter**

**Submissions**

Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
CVS_SubCom14_test3.0 - 1-A Financial Report Q4 2015-SV-14-002572-02 - 1-A Financial Report Q4	Crime Victims Services Grant Program 2014 Initial Post Award Submission	Aug 19, 2013	Aug 19, 2020	Primary Applicant	1	
CVS_SubCom14_test3.0 - 1-B Financial Report Q1 2015-SV-14-002572-02 - 1-B Financial Report Q1	Crime Victims Services Grant Program 2014 Initial Post Award Submission	Aug 19, 2013	Aug 19, 2020	Primary Applicant	1	
CVS_SubCom14_test3.0 - 1-B Financial Report Q2 2015-SV-14-002572-02 - 1-B Financial Report Q2	Crime Victims Services Grant Program 2014 Initial Post Award Submission	Aug 19, 2013	Aug 19, 2020	Primary Applicant	1	



Upon opening the *DCJ Form 1B*, the *Project Information* screen will be displayed. This screen lists the basic information about your grant. Complete the *Report Prepared By* and *Contact Phone* fields (highlighted in yellow on the screen shot below). Click *Save & Next* at the bottom of the screen to proceed to the next section.

**e.Forms** Logout

**DebbieKa**

**Applicant Name:** LIC\_DCJ\_2  
**Applicant Number:** 80193702  
**Project Name:** CVS\_SubCom14\_test3.0 - 1-B Financial Report Q1  
**Project Number:** 2015-SV-14-002572-02

Crime Victims Services Grant Program 2014

Financial Report Submission

**Project Information**  
 Financial Report 1-B  
 Report 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:** LIC\_DCJ\_2  
**Project Title:** CVS\_SubCom14\_test3.0  
**Grant Number:** 2015-SV-14-002572-02  
**Project Director:** John Doe  
**Project Duration:**  
**From:** 01/01/2015  
**To:** 12/31/2015

**Submission Information**

**Report Type:** Project Income Quarterly (1-B)  
**Reporting Period:** 01-01-2015 to 03-31-2015  
**\* Report Prepared By:**  
**\* Contact Phone:**  
**Submission Date:** 12/22/2014

Save Save & Back Save & Next  
 Back Next  
 Check Spelling

Page Generation Time: 1.065s **Grantium**

At the next screen enter your project income for the quarter and indicate the source of the funds (whether the project income is from client or registration fees or some other source). Also list the amount of project income spent during the quarter and then click the *Recalculate* button near the bottom of the screen. Click *Save & Next* to proceed to the next screen.

**e.Forms** Logout

**DebbieKa**

**Applicant Name:** LIC\_DCJ\_2  
**Applicant Number:** 80193702  
**Project Name:** CVS\_SubCom14\_test3.0 - 1-B Financial Report Q1  
**Project Number:** 2015-SV-14-002572-02

Crime Victims Services Grant Program 2014

Financial Report Submission

**Project Information**  
**Financial Report 1-B**  
 Report Certification  
 Submission Summary

View Applicant Profile

Export to PDF  
 Get PDF Viewer

Back to Submissions List

**Financial Report 1-B**

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

**TABLE A: PROJECT INCOME RECEIPT AND EXPENDITURE**

1. Project Income Balance --- at Beginning of Quarter: 0.00

2. Receipts/Income This Quarter (By Source):

A. Fees	Client	Registration	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1,800.00
B. Other (Please specify)			0.00

Total Receipts This Quarter: 1,800.00

3. Total Expenditures of Project Income This Quarter: 0.00

4. Balance --- End of Quarter: 1,800.00

Recalculate

Save Save & Back Save & Next  
 Back Next  
 Check Spelling

Page Generation Time: 0.521s **Grantium**

After completing the *DCJ Form 1B*, 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.

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.

Page	Last Updated
Project Information	Please Complete
Financial Report 1-B	No Input Required
Report Certification	Please Complete

## 12 Grant Modification Requests

In previous years, grantees requested changes to their grants using a separate form for each type of modification request. For example, if a grantee needed to change one of their project officials they would complete a *DCJ Form 4B Change in Signing Authority* to request the change. A different form would be completed for a budget change, etc.

In COGMS, grant modification requests can be made using just one form, the *Modification Request* form. All grantees have four copies of this form in their *Award Schedule*; keep in mind that more than one type of modification request can be requested on a single form by clicking on the applicable reason(s) for the modification request.

Once a *Modification Request* is approved, grantees will be notified to update the appropriate part of the contract in COGMS; if necessary, OVP staff will then generate any necessary forms (Grant Funding Change Letter, Contract Amendment or Option Letter). The Grant Funding Change Letter and Option Letter only require signatures by the state, while Contract Amendments require signatures by the agency and the state. A signed copy of Contract Amendments will be sent back to the grantees once they are signed by the state.

To access the *Modification 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 user name, contact Kathy Holland at OVP at [kathryn.holland@state.co.us](mailto: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.

Front Office Portal

Username:  
Password:  
Login  
Forgot your password?

Locale:  
English (U.S.)

Browse Funding Opportunities  
Create Profile

Contact Us

State of Colorado Grant Management System

Welcome to the State of Colorado's electronic Grant Management System (COGMS)! Please click [HERE](#) for detailed guidance on the steps required to login, research, apply and manage grant applications through COGMS. The new system standardizes the grant application process and is housed on a secure, web-based platform.

Important Notes:

- The software includes Enterprise embedded instructions for most every screen by clicking on the [Show] and [Hide] expandable options; however, the instructions are not specific to the State of Colorado. Although some information may be useful, please reference the [COGMS Instructions](#), which encompass the necessary information to successfully create a Profile, as well as research, apply and manage grant applications.
- 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>).

Definition of Common Terms:

- Registrant:** An individual or sole proprietor that creates a Username and Password. Multiple Registrants can exist under a single Applying Agency (Applicant).
- Profile:** Username, Password and Email information created during the Registrant step.
- Applicant:** Agency applying for a funding opportunity. Only **one** primary Applicant account can exist within COGMS. An Applicant account may contain multiple Registrants. Each new Applying Agency must go through a State verification process to avoid duplicate entries. Please allow 5 business days for this process and ensure ample time is allowed prior to the deadline of a grant funding opportunity. A grant application may not be submitted until after an Applicant profile is verified by the State. In the event it is discovered through the State verification process that a primary Applicant (Applying Agency) account already exists, you will be notified by the State to contact the Agency directly to be manually added to the system. Any work completed during this waiting period will be saved.

Guests/Search Only: Click **Browse Funding Opportunities** from the Navigation Menu on the left and enter search criteria. (Registration is not required to browse).

New Registrant/Profile Creation: There are 2 ways to create a Registrant Profile:

- After selecting **Browse Funding Opportunities** on the left and entering search criteria, follow the **Create Profile** Wizard OR
- Click on the **Create Profile** menu option from Navigation Menu on left.

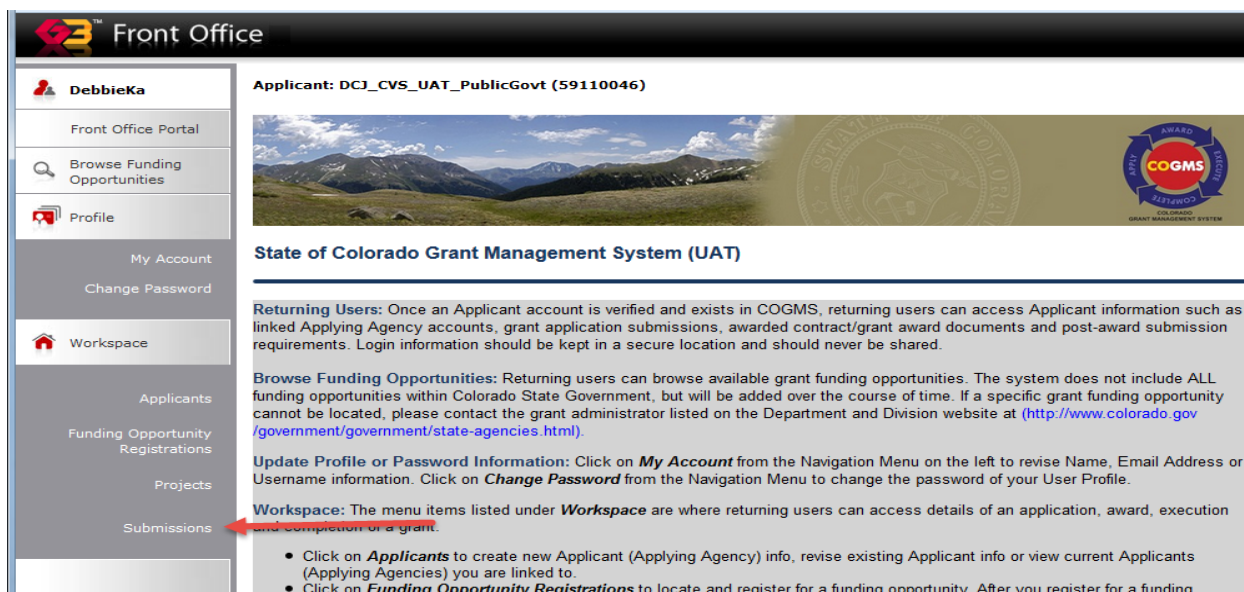
Returning Users: Log in by entering Username and Password credentials.

Questions on Funding Opportunities? Click **Browse Funding Opportunities** from the Navigation Menu on the left to find a specific grant funding opportunity. A contact name, phone number and email address is provided for the person(s) specific to that grant funding opportunity.

Page Generation Time: < 0.1s

Grantium!

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



**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.

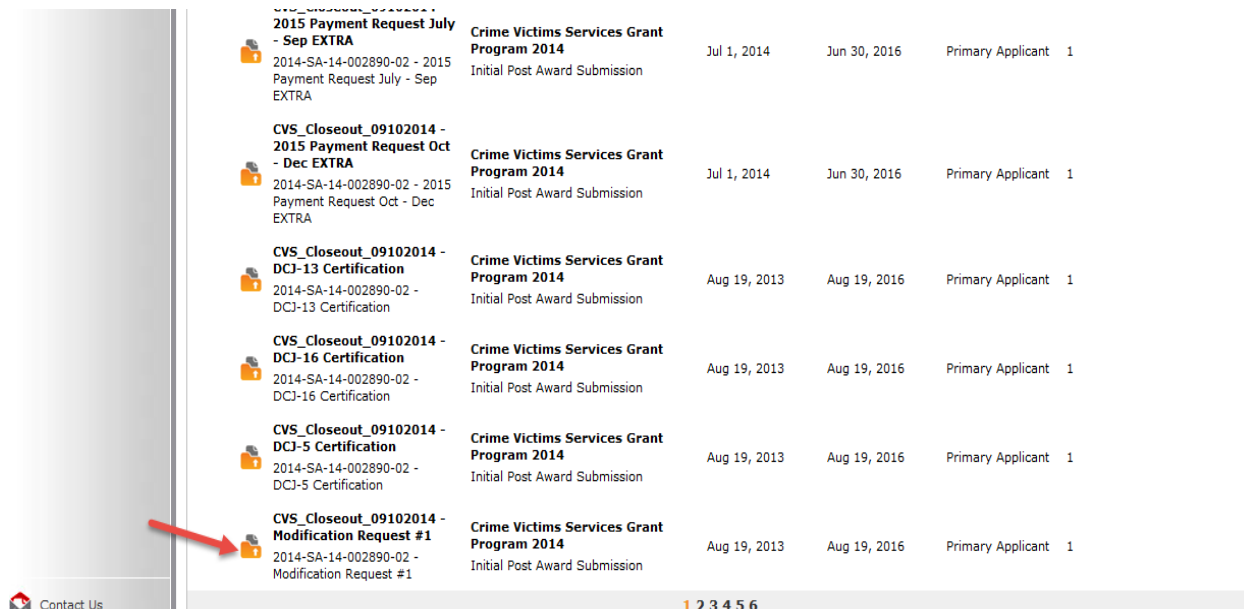
**Browse Funding Opportunities:** Returning users can browse available grant funding opportunities. The system does not include ALL funding opportunities within Colorado State Government, but will be added over the course of time. If a specific grant funding opportunity cannot be located, please contact 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

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



Submission ID	Submission Title	Submission Type	Start Date	End Date	Applicant	Count
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
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
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
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
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
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

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

**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

**Project Information**

**Reference Submissions**

View	Step
This list contains no items	

**Project Information**

**Grantee Name:** LIC\_DCJ\_2  
**Project Title:** CVS\_Closeout\_09102014  
**Grant Number:** 2014-SA-14-002890-02  
**Project Director:** John Doe  
**Project Duration:**  
**From:** 01/01/2015  
**To:** 12/31/2015

**Submission Information**

**\* Request Prepared By:** [Highlighted]  
**\* Contact Phone:** [Highlighted]  
**Submission Date:** 12/22/2014

Save Save & Back Save & Next  
 Back Next  
 Check Spelling

Page Generation Time: 1.47s Grantium

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

**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:**

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

Click on all applicable modification request types

Save Save & Back Save & Next  
 Back Next  
 Check Spelling

Page Generation Time: 0.274s Grantium

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:**  
UC\_DCI\_2

**Applicant Number:**  
80193702

**Project Name:**  
CVS\_Closedout\_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.

Save Save & Back Save & Next  
Back Next

The final screen is the *Submission Summary* screen. If you have any items that have not been completed, it state 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.

**DebbieKa**

**Applicant Name:**  
UC\_DCI\_2

**Applicant Number:**  
80193702

**Project Name:**  
CVS\_Closedout\_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

**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

**IMPORTANT:** Submitting the *Modification Request* form is usually just the first step in the grant modification process; if the request is approved, OVP staff will generate the necessary documents to modify the grant and the grantee may need to update their application (contract) in COGMS. Your OVP grant manager will be in contact with you during the modification process to ensure all necessary steps and forms are completed.

## **13 Closing out the Grant**

At the end of the project period, if the grantee has successfully completed all requirements of the grant award, the grant will be closed by OVP staff.

Grantees should verify that all reports have been submitted via COGMS and that copies are in the grantee agency's grant file. Grantees must also retain all back-up materials, such as timesheets, invoices, and accounting reports, in their grant file.

NOTE: All grant awards over \$100,000 will receive a Final Performance Rating per state requirements of the state's Contract Management System (CMS) after the completion of the project.

## **14 Questions?**

If you have any questions about COGMS or your Crime Victim Services project, contact your grant manager. Our phone number is (303)239-5719 or toll-free at 1-888-282-1080.