



Office for Victims Programs

Guide to Accessing your Award Documents in COGMS

Fall 2014



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IMPORTANT: It is imperative that all project officials understand the requirements of the grant, including the reporting requirements associated with your grant. Be sure to share this information with all of the officials assigned to this project.

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 to access their OVP grant award via COGMS. **Paper copies of the award documents will no longer be mailed to grantees, though you will be required to print a copy of the award documents through COGMS.** Follow the instructions in this guide to access, **PRINT**, sign, and return the award documents associated with your grant.

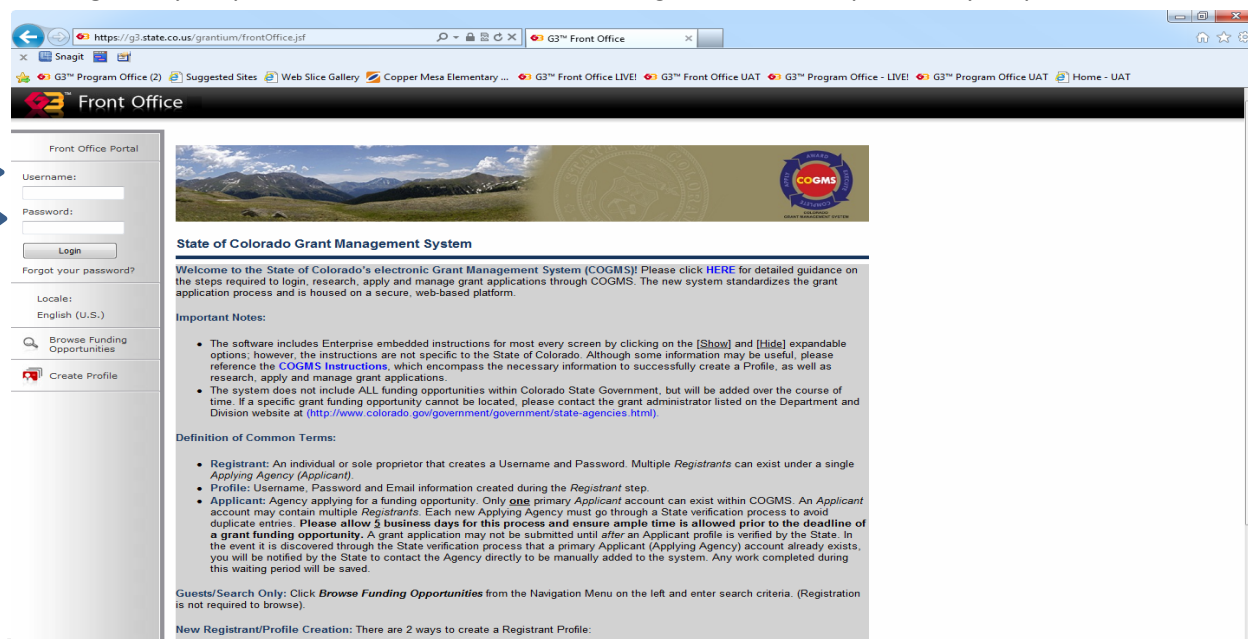
Note: OVP grants are comprised of Victims of Crime Act (VOCA), Violence Against Women Act (VAWA), Sexual Assault Services Program (SASP) and State Victim Assistance and Law Enforcement (State VALE) program funds. Your grant will likely come from just one of these programs. If you receive more than one grant from OVP, you will need to complete this process for each grant award

2 Logging into COGMS

Log into COGMS and enter your user name and password:

<https://g3.state.co.us/grantium/frontOffice.jsf>

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



The screenshot shows the COGMS Front Office Portal. On the left is a navigation menu with links for 'Browse Funding Opportunities' and 'Create Profile'. The main content area displays a welcome message and important notes about the system. The login form is located at the top left of the main content area, with fields for Username and Password, a Login button, and a link for 'Forgot your password?'. The page also includes a 'Definition of Common Terms' section and a 'Guests/Search Only' section.

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:

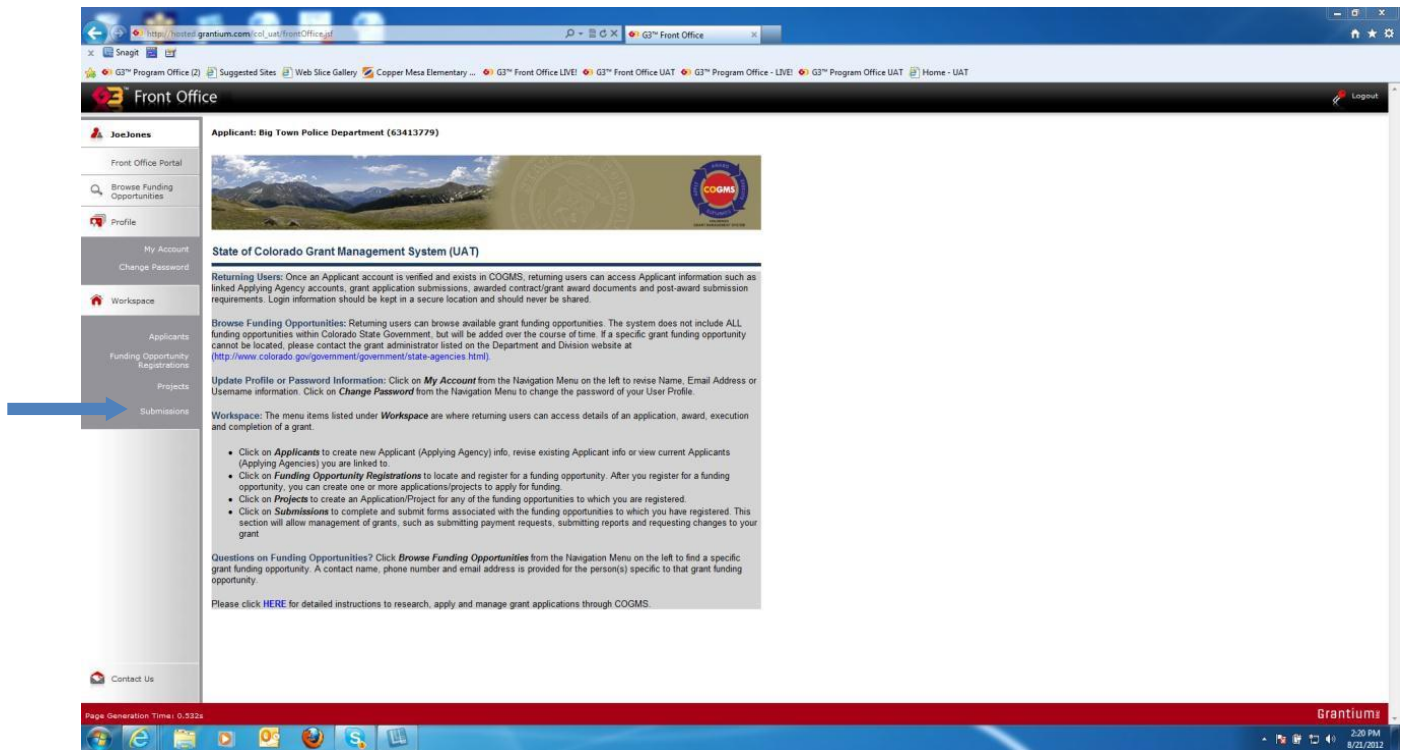
- Registrant: An individual or sole proprietor that creates a Username and Password. Multiple Registrants can exist under a single Applying Agency (Applicant).
- Profile: Username, Password and Email information created during the Registrant step.
- Applicant: Agency applying for a funding opportunity. 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 2 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).

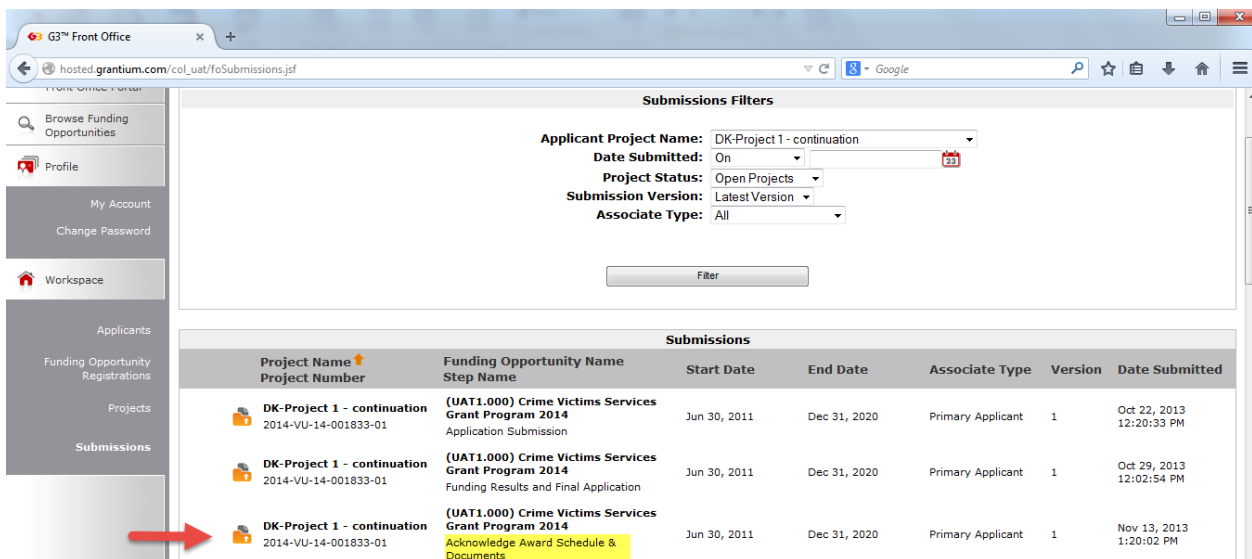
New Registrant/Profile Creation: There are 2 ways to create a Registrant Profile:

3 Accessing Your OVP Award Documents


After logging in to COGMS, click *Submissions* on the left menu bar.




After clicking *Submissions*, all of the submissions associated with your project will be listed. Look for the *Acknowledge Award Schedule & Documents* item under *Submissions* and click on the  icon. This will open up the form and allow access to the award documents.



If you have received more than one OVP grant, you can use the Applicant Project Name filter to find your individual projects.

After clicking on the  icon to open the *Acknowledge Award Schedule and Documents* step, review the *Project Information* screen and make note of your grant number as this number is different than the number associated with your application up until this point.



The screenshot shows a web browser window with the URL `hosted.grantium.com/col_uat/foSubmissions.jsf`. The page title is "e.Forms". The sidebar on the left shows the user "DebbieKa" and a list of navigation links: "Applicant Name: DCJ_CVS_UAT_PublicGovt", "Applicant Number: 59110046", "Project Name: DK-Project 1 - continuation", "Project Number: 2014-VU-14-001833-01", "(UAT1.000) Crime Victims Services Grant Program 2014", "DCJ Form 30", "Acknowledge Award Schedule", "Project Information", "Original Grant Award Letter", "Acknowledgement", and "Submission Summary". The main content area is titled "Project Information" and "Crime Victims Services Grant Program 2014". It contains a form with the following fields: "Applicant Agency Name: DCJ_CVS_UAT_PublicGovt", "Project Title: DK-Project 1 - continuation", "Grant Number: 2014-SV-14-001833-01", "Project Director: Debbie Kasyon", "Recommended Funding Amount(\$): \$100,000", "Funding Entity Type: State Victim Assistance and Law Enforcement (State VALE) Program", and "Project Duration: From: 01/01/2015 To: 12/31/2015". At the bottom of the form are "Back" and "Next" buttons. A red arrow points to the "Grant Number" field, and another red arrow points to the "Next" button. Below the buttons, a message states: "This form cannot be submitted because the Funding Opportunity for this item is no longer active."

Click on the *Next* button to proceed to the *Grant Award Letter* (see screen shot below). Read the letter in its entirety. After reading the letter and before proceeding to the next screen, answer the question *I have read the Grant Award Letter* at the bottom of the screen; use the drop down menu to click *YES*. Answering *NO* to this question prevents you for accessing your OVP award documents.

Click *Next* at the bottom of the screen or *Acknowledgement* in the left menu bar to proceed to the *Acknowledgement* screen after answering the question.

DebbieKa

Applicant Name:
DCJ_CVS_UAT_PublicGovt
Applicant Number:
39110045
Project Name:
DK-Project 1 -
continuation
Project Number:
2014-VU-14-001833-01

(UAT1.000) Crime
Victims Services
Grant Program 2014

DCJ Form 30

Acknowledge Award
Schedule

Project Information
**Original Grant Award
Letter**
Acknowledgement
Submission Summary

View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

Grant Award Letter

November 12, 2013

Ms. Debbie Kasyon
OVP
700 Kipling St, Suite 1000
Denver, CO 80215-1234

RE: CVS Application #2014-SV-14-001833-01, DK-Project 1 - continuation

Dear Ms. Kasyon:

The Crime Victim Services (CVS) Advisory Board's funding recommendations have been approved by Colorado Department of Public Safety officials. Funding source is as follows: State Victim Assistance and Law Enforcement (State VALE) Program, State Award. To review and accept your CVS Grant Award, please follow the below instructions:

1. Review your Award Schedule as outlined for your project by acknowledging you have read this letter and clicking NEXT on the bottom of this page. In the "Reference Submissions" section, 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.
2. Generate your Grant Agreement by clicking on the file folder next to "Generate Award Documents" and exporting it to PDF by clicking on "export to PDF" in the menu column on the left side of the page. Be sure to read your Grant Agreement in its entirety. Two copies of the Grant Agreement must be downloaded, printed, and signed by your Authorized Official and returned to our office. Once fully executed, the Grant Agreement is the legal contract between the Division of Criminal Justice (DCJ) and your agency for your CVS grant award.
3. Agree to the terms and condition of the Grant Agreement by picking "Yes" in the dropdown list on the page, then click NEXT and SUBMIT to accept your CVS grant.
4. If you are receiving federal funds download the DCJ Form 30, Certification of Compliance with Regulations, Concerning Equal Employment Opportunity Plans and Civil Rights Training in the menu column on the left side of the page. This form must be completed and returned with your signed Grant Agreement.

The current Administrative Guide for Federal Justice Grant Programs and the Administrative Guide for State Grant Programs are available on our website at <http://dcj.state.co.u/ovp>. Use the Guide appropriate for your Grant. Victims of Crime Act (VOCA), Violence Against Women Act (VAWA), and Sexual Assault Services Program Grant (SASP) are all federally funded programs. State Victim Assistance and Law Enforcement (State VALE) grants are state funded.

The goals and objectives listed in Section - Project Summary of the application will become part of the required quarterly reports. When specifying objectives in the reports, please include the timetable associated with each individual objective.

Please do a good job on this project.

Please return all requested materials to the Office for Victims Programs, 700 Kipling Street, Suite 100, Denver, CO 80215, no later than July 15, 2015. If you have questions, please contact your grant manager.

Sincerely,

Rob Gallup, CVS Grant Administrator
Office for Victims Programs



* I have read the Grant Award Letter: Yes

Back

Next

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

The *Acknowledgement* screen is where your OVP award documents can be accessed and where you will read instructions on how to process your award under *Steps for Reviewing your Original Award*. You will need to open each of the Reference Submissions individually. In the *Setup Award* reference submission, you will be able to see the full list of reports, forms, etc. that are associated with your grant. In the *Generate Award Documents* reference submission, you will print your 2015 grant agreement/contract.

 eForms
 Logout

DebbieKa

Applicant Name:
99110000 - UAT1 PublicGovt

Applicant Number:
99110000

Project Name:
DK-Project 1 - continuation

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

(UAT1.000) Crime Victims Services Grant Program 2014

DCJ Form 30

Acknowledge Award Schedule

Project Information
Original Grant Award Letter
Acknowledgement Submission Summary



View Applicant Profile

Export to PDF
Get PDF Viewer

Back to Submissions List

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 screen.

2. Generate and download your Grant Agreement by clicking on the file folder next to "Generate Award Documents" and exporting it to PDF by clicking on "export to PDF" in the menu column on the left side of the page. Be sure to read your Grant Agreement in its entirety.

Please review your Grant Agreement and follow the instructions in the Grant Award letter.

Please return all requested materials to the Office for Victims Programs, 700 Kipling Street, Suite 1000, Denver, CO 80215. If you have questions, contact your grant manager.

Be sure to review the terms and conditions of the Grant Agreement and scroll down to the end of this page to indicate that you agree to these terms and conditions by selecting "Yes" or "No" below.

STEPS FOR REVIEWING YOUR AWARD MODIFICATION

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 screen.

2. Generate and download your Grant Award Modification by clicking on the file folder next to "Generate Award Modifications" and exporting it to PDF by clicking on "export to PDF" in the menu column on the left side of the page. Be sure to read your Grant Award Modification in its entirety.

Please review your document and follow the corresponding instructions, depending on the type of modification that you are reviewing:

- a. Contract Amendment (Generate Award Modifications): Two copies of the Contract Amendment must be downloaded, printed, and signed by your Signing Authority (Authorized Official) and returned to our office. Once fully executed, the Amendment is the legal contract between the Division of Criminal Justice (DCJ) and your agency for your CVS grant award.
- b. Option Letter and Grant Funding Change Letter (Generate Award Modifications): Please keep a copy for your records. These documents are unilateral agreements and a signed hardcopy will be mailed to you.
- c. General Modification (Generate Award Modifications): This change does not require a contract document. No action is required other than accepting the change on the next page.

Please return all requested materials to the Office for Victims Programs, 700 Kipling Street, Suite 1000, Denver, CO 80215. If you have questions, please contact your grant manager.

Please review the terms and conditions of the Grant Agreement and indicate that you agree to these terms and conditions by selecting "Yes" or "No" below.


*** I agree to the terms and conditions of the Grant Agreement and I have printed the Agreement for signature:** Yes

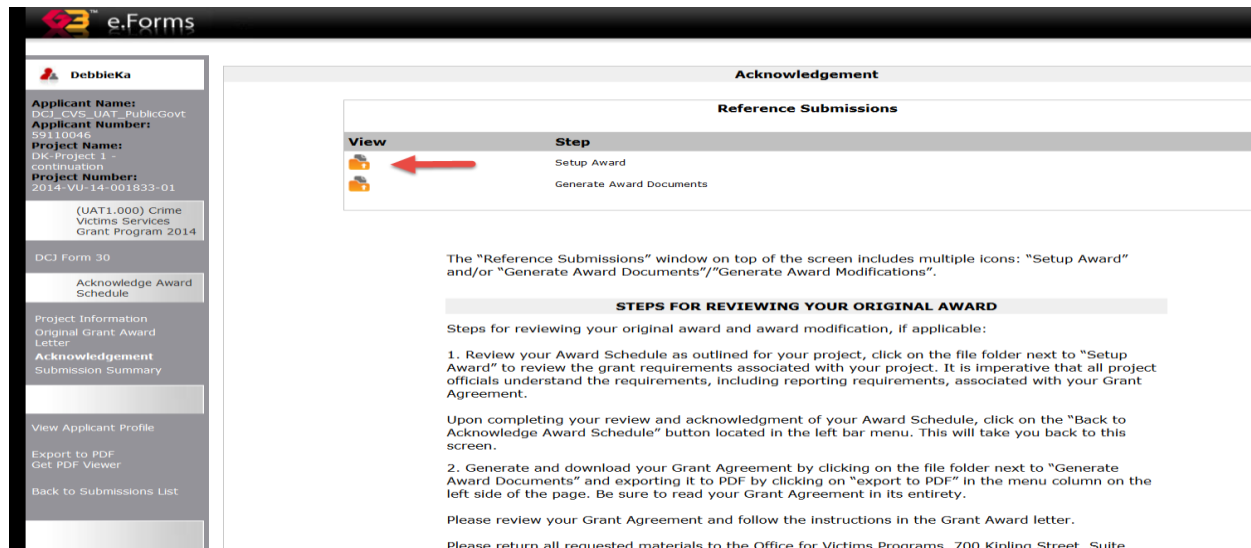
Comments:

Back
Next

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


Page Generation Time: 0.393s
Grantium

To open the *Setup Award* item, click on the  icon next to the *Setup Award* reference submission on the *Acknowledgement* screen.



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.

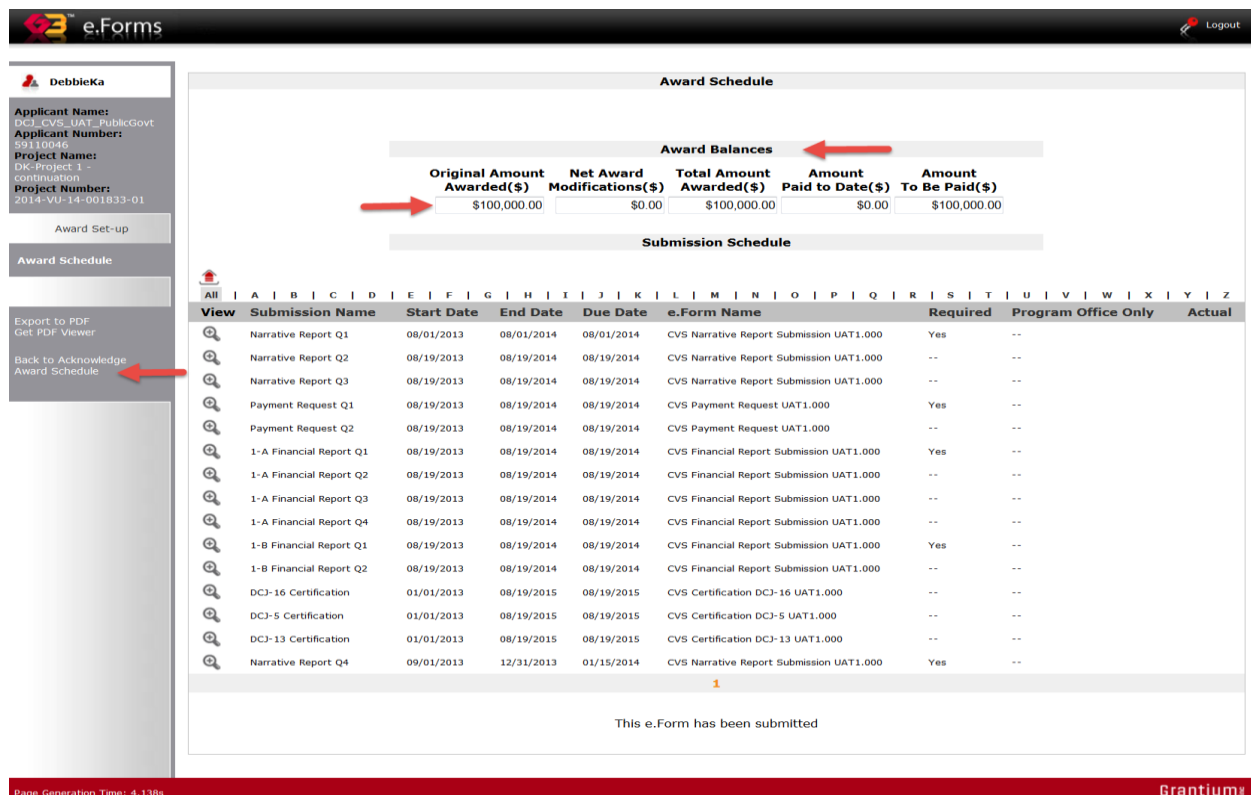
Upon completing your review and acknowledgment of your Award Schedule, click on the "Back to Acknowledge Award Schedule" button located in the left bar menu. This will take you back to this screen.

2. Generate and download your Grant Agreement by clicking on the file folder next to "Generate Award Documents" and exporting it to PDF by clicking on "export to PDF" in the menu column on the left side of the page. Be sure to read your Grant Agreement in its entirety.

Please review your Grant Agreement and follow the instructions in the Grant Award letter.

Please return all requested materials to the Office for Victims Programs, 700 Kinlino Street, Suite

Once you click on the *Setup Award* reference submission, your *Award Schedule* (a list of all financial and narrative reports, payment requests, and prior approval forms required for your project) will open. If there is a number 2 at the bottom of this screen, you will need to click the number to access page 2 of your *Award Schedule*. Award balances for the project are also available on this screen.


















Award Schedule

Award Balances

Original Amount Awarded(\$)	Net Award Modifications(\$)	Total Amount Awarded(\$)	Amount Paid to Date(\$)	Amount To Be Paid(\$)
\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$100,000.00


Submission Schedule

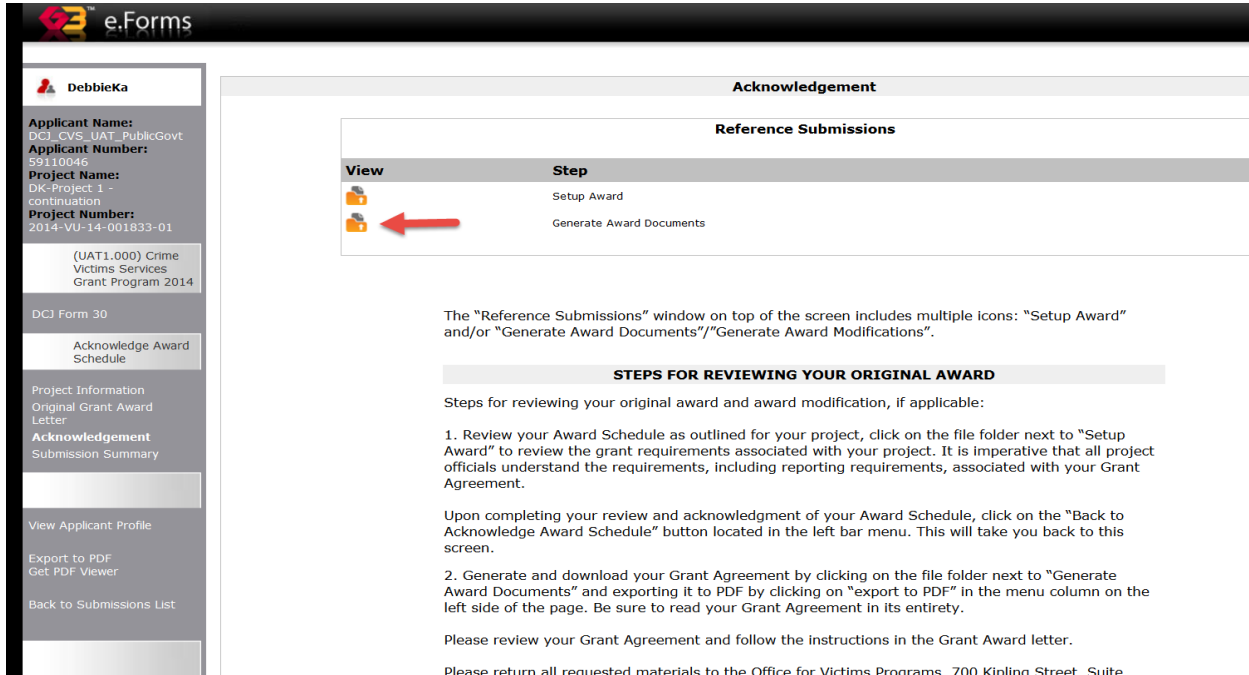
View	Submission Name	Start Date	End Date	Due Date	e-Form Name	Required	Program Office Only	Actual
	Narrative Report Q1	08/01/2013	08/01/2014	08/01/2014	CVS Narrative Report Submission UAT1.000	Yes	--	
	Narrative Report Q2	08/19/2013	08/19/2014	08/19/2014	CVS Narrative Report Submission UAT1.000	--	--	
	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	--	--	
	1-A Financial Report Q1	08/19/2013	08/19/2014	08/19/2014	CVS Financial Report Submission UAT1.000	Yes	--	
	1-A Financial Report Q2	08/19/2013	08/19/2014	08/19/2014	CVS Financial Report Submission UAT1.000	--	--	
	1-A Financial Report Q3	08/19/2013	08/19/2014	08/19/2014	CVS Financial Report Submission UAT1.000	--	--	
	1-A Financial Report Q4	08/19/2013	08/19/2014	08/19/2014	CVS Financial Report Submission UAT1.000	--	--	
	1-B Financial Report Q1	08/19/2013	08/19/2014	08/19/2014	CVS Financial Report Submission UAT1.000	Yes	--	
	1-B Financial Report Q2	08/19/2013	08/19/2014	08/19/2014	CVS Financial Report Submission UAT1.000	--	--	
	DCJ-16 Certification	01/01/2013	08/19/2015	08/19/2015	CVS Certification DCJ-16 UAT1.000	--	--	
	DCJ-5 Certification	01/01/2013	08/19/2015	08/19/2015	CVS Certification DCJ-5 UAT1.000	--	--	
	DCJ-13 Certification	01/01/2013	08/19/2015	08/19/2015	CVS Certification DCJ-13 UAT1.000	--	--	
	Narrative Report Q4	09/01/2013	12/31/2013	01/15/2014	CVS Narrative Report Submission UAT1.000	Yes	--	

1

This e-Form has been submitted



Upon completing your review of the *Award Schedule*, click on the *Back to Acknowledge Award Schedule* button located in the left bar menu.

You are now ready to generate and download the award document. Click on the  icon next to the *Generate Award Documents* item.



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:

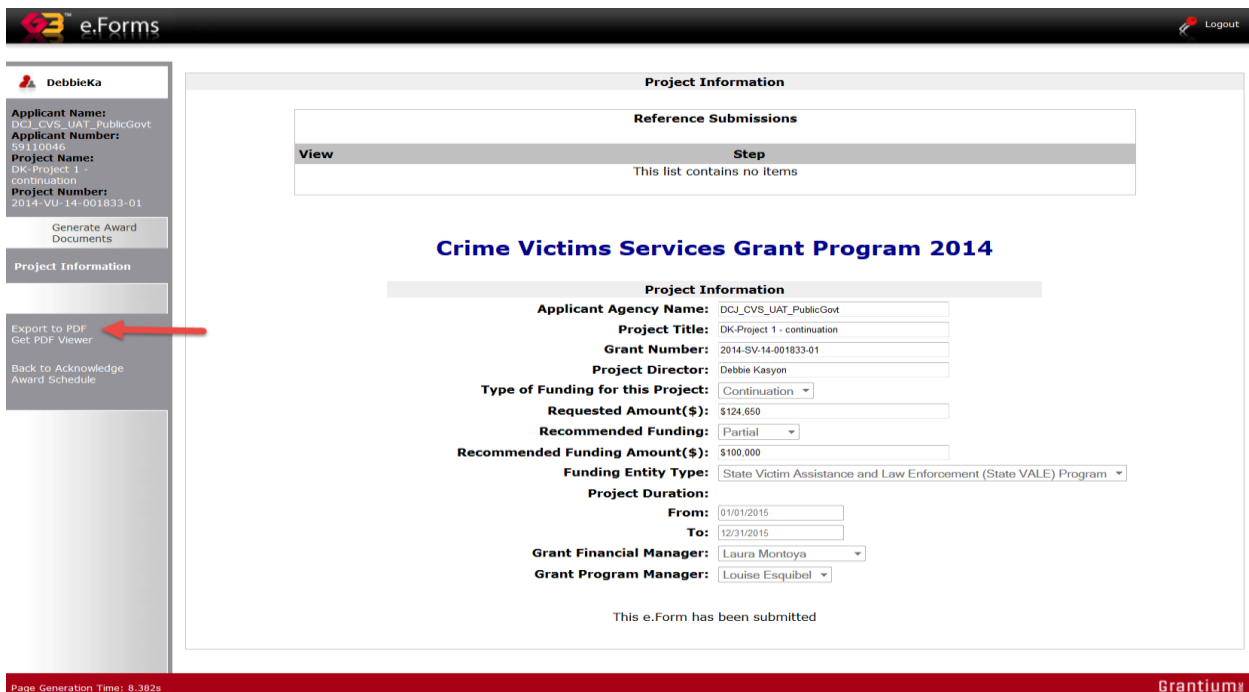
1. Review your Award Schedule as outlined for your project, click on the file folder next to "Setup Award" to review the grant requirements associated with your project. It is imperative that all project officials understand the requirements, including reporting requirements, associated with your Grant Agreement.
2. Generate and download your Grant Agreement by clicking on the file folder next to "Generate Award Documents" and exporting it to PDF by clicking on "export to PDF" in the menu column on the left side of the page. Be sure to read your Grant Agreement in its entirety.

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 screen.

Please review your Grant Agreement and follow the instructions in the Grant Award letter.


Please return all requested materials to the Office for Victims Programs, 700 Kinlona Street, Suite

Once the document opens, go to the left bar menu and click on the *Export to PDF* button.



Project Information

Reference Submissions

View	Step
	This list contains no items

Crime Victims Services Grant Program 2014

Project Information

Applicant Agency Name: DCJ_CVS_UAT_PublicGovt

Project Title: DK-Project 1 - continuation

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

Project Director: Debbie Kasyon

Type of Funding for this Project: Continuation

Requested Amount(\$): \$124,650

Recommended Funding: Partial

Recommended Funding Amount(\$): \$100,000

Funding Entity Type: State Victim Assistance and Law Enforcement (State VALE) Program

Project Duration:

From: 01/01/2015

To: 12/31/2015

Grant Financial Manager: Laura Montoya

Grant Program Manager: Louise Esquibel

This e.Form has been submitted

Page Generation Time: 8.382s

Grantium

After clicking on the *Export to PDF* button, a screen will open that contains all of the elements of the award document; **it is imperative that ALL of the items (aka formlets) are selected for export.** You can check each box individually or you can click the ***Select All Formlets*** button at the bottom of the screen to check all of the boxes. Failure to properly download the entire award document will result in a delay in processing the contract. Click on the *Export to PDF* button at the bottom of the screen once all of the formlets are checked.

Logout

DebbieKa

Applicant Name:
 0010VS-DATE PublicGovt
Applicant Number:
 59110046
Project Name:
 Dis Project 11 - continuation
Project Number:
 2014-VU-14-001833-01

Generate Award Documents

Project Information

Export to PDF
Get PDF Viewer
Back to Acknowledge Award Schedule

Configure PDF Export

Select the formlets to be exported to PDF

☒ Table of Contents
☒ Clauses (Part 1)
☒ Clauses (Part 2)
☒ Clauses (Part 3)
☒ Grant Agreement Signatures
☒ EXHIBIT A - SPECIAL CONDITIONS
☒ EXHIBIT B1 - BODY OF APPLICATION (Applicant Information)
☒ EXHIBIT B1 - BODY OF APPLICATION (Contact Information)
☒ EXHIBIT B1 - BODY OF APPLICATION (Contact Information) --> Contact Details
☒ EXHIBIT B1 - BODY OF APPLICATION (Project Summary)
☒ EXHIBIT B1 - BODY OF APPLICATION (Collaboration)
☒ EXHIBIT B1 - BODY OF APPLICATION (Collaboration) --> Collaboration Details
☒ EXHIBIT B1 - BODY OF APPLICATION (Consultation)
☒ EXHIBIT B1 - BODY OF APPLICATION (Consultation) --> Consultation Details
☒ EXHIBIT B1 - BODY OF APPLICATION (Continuation Applicants)
☒ EXHIBIT B1 - BODY OF APPLICATION (Financial Management Questions)
☒ EXHIBIT B2 - GOALS AND OBJECTIVES
☒ EXHIBIT B3 - BUDGET AND BUDGET NARRATIVE (Personnel)
☒ EXHIBIT B3 - BUDGET AND BUDGET NARRATIVE (Personnel) --> Personnel Details
☒ EXHIBIT B3 - BUDGET AND BUDGET NARRATIVE (Personnel Match)
☒ EXHIBIT B3 - BUDGET AND BUDGET NARRATIVE (Personnel Match) --> Personnel Details (Match)
☒ EXHIBIT B3 - BUDGET AND BUDGET NARRATIVE (Supplies & Operating)
☒ EXHIBIT B3 - BUDGET AND BUDGET NARRATIVE (Supplies & Operating) --> Supplies & Operating Details
☒ EXHIBIT B3 - BUDGET AND BUDGET NARRATIVE (Supplies & Operating Match)
☒ EXHIBIT B3 - BUDGET AND BUDGET NARRATIVE (Supplies & Operating Match) --> Supplies & Operating Details (Match)
☒ EXHIBIT B3 - BUDGET AND BUDGET NARRATIVE (Travel)
☒ EXHIBIT B3 - BUDGET AND BUDGET NARRATIVE (Travel) --> Travel Details
☒ EXHIBIT B3 - BUDGET AND BUDGET NARRATIVE (Travel Match)
☒ EXHIBIT B3 - BUDGET AND BUDGET NARRATIVE (Travel Match) --> Travel Details (Match)
☒ EXHIBIT B3 - BUDGET AND BUDGET NARRATIVE (Equipment)
☒ EXHIBIT B3 - BUDGET AND BUDGET NARRATIVE (Equipment) --> Equipment Details
☒ EXHIBIT B3 - BUDGET AND BUDGET NARRATIVE (Equipment Match)
☒ EXHIBIT B3 - BUDGET AND BUDGET NARRATIVE (Equipment Match) --> Equipment Details (Match)
☒ EXHIBIT B3 - BUDGET AND BUDGET NARRATIVE (Professional Services & Consultants)
☒ EXHIBIT B3 - BUDGET AND BUDGET NARRATIVE (Professional Services & Consultants) --> Professional Services / Consultants Details
☒ EXHIBIT B3 - BUDGET AND BUDGET NARRATIVE (Professional Services & Consultants Match)
☒ EXHIBIT B3 - BUDGET AND BUDGET NARRATIVE (Professional Services & Consultants Match) --> Professional Services / Consultants Details (Match)
☒ EXHIBIT B3 - BUDGET AND BUDGET NARRATIVE (Budget Total Request)
☒ EXHIBIT C - SAMPLE OPTION LETTER
☒ EXHIBIT D - SAMPLE GRANT FUNDING CHANGE LETTER
☒ EXHIBIT E - SAMPLE CONTRACT AMENDMENT
☒ EXHIBIT F - SAMPLE NARRATIVE REPORT (Progress Toward Goals and Objectives)
☒ EXHIBIT F - SAMPLE NARRATIVE REPORT (Special Conditions, Problems and Project Changes)
☒ EXHIBIT F - SAMPLE NARRATIVE REPORT (Volunteers Providing Direct Services)
☒ EXHIBIT F - SAMPLE NARRATIVE REPORT (Quarterly Project Data)
☒ EXHIBIT F - SAMPLE NARRATIVE REPORT (Demographic Information)
☒ EXHIBIT F - SAMPLE NARRATIVE REPORT (Program Development)
☒ EXHIBIT G - SAMPLE QUARTERLY FINANCIAL REPORT (Financial Report 1-A)
☒ EXHIBIT H - SAMPLE PAYMENT REQUEST
☒ EXHIBIT I - SAMPLE PROFESSIONAL SERVICES/CONSULTANT PRIOR APPROVAL
☒ EXHIBIT J - SAMPLE EQUIPMENT PROCUREMENT CERTIFICATION

Select All Formlets
Unselect All Formlets

Export to PDF
Back

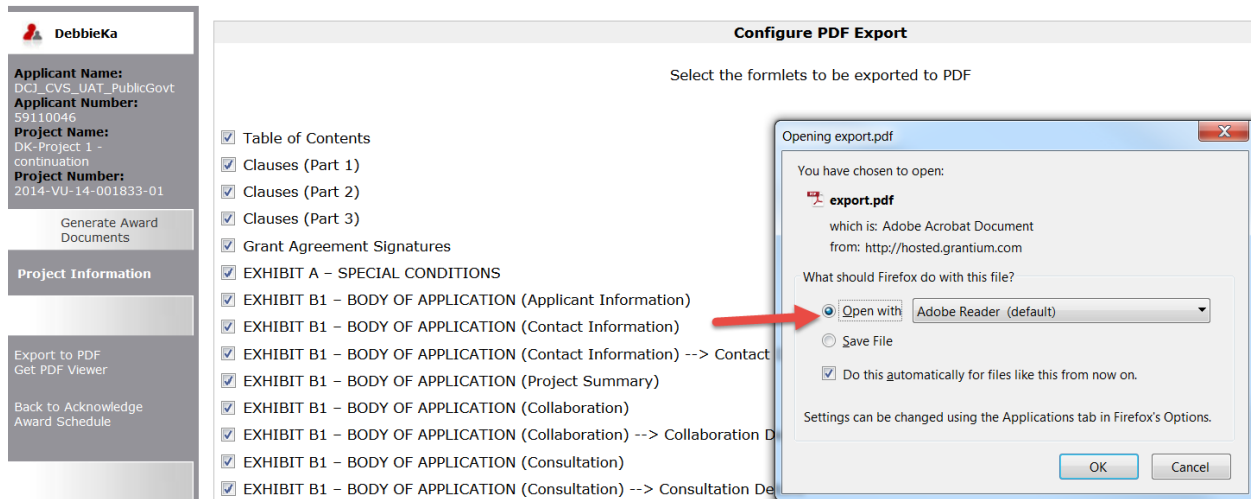
Get PDF Viewer

Page Generation Time: 0.264s

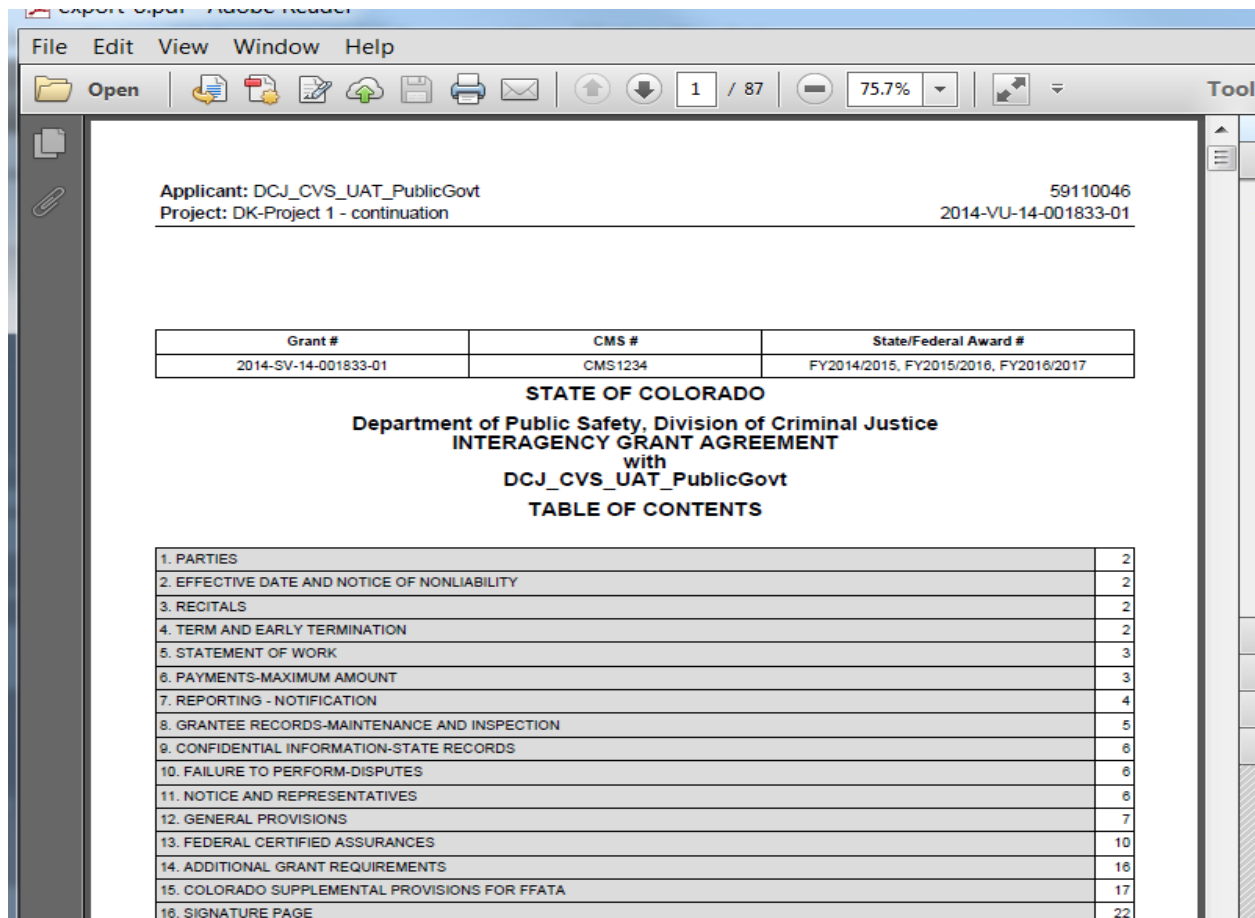
Grantiums

10 | Page

On your screen, a window will appear asking you to *Open* or *Save* the document. Select *Open*.



Upon clicking the *Open* button, a new window will open on the computer and display a full version of your award document, beginning with the Table of Contents. **Print and send TWO copies of the award document to DCJ.** *Note: Due to the limitations of the system, the award document will be extremely long.*



You have the option of saving a copy of the award document while you are in the PDF export. Simply click the *File* button in the upper left hand corner of the screen and scroll down to *Save As* and click *PDF*. Then save the document in a file on your computer. Click the red **X** in the upper right-hand corner of your screen to close the document and return to COGMS.

REMEMBER: You need to print **TWO COMPLETE** copies of the award document to be signed in blue ink by the Signature Authority (previously known as your Authorized Official) at your agency. Two-sided copies are acceptable. The Signature Authority signs the document in Section 25 – Signature Page. Both signed copies need to be mailed to DCJ at:

Division of Criminal Justice
Office for Victims Programs
700 Kipling Street, Suite 1000
Denver, CO 80215

After successfully saving the document to your computer and closing the PDF export, the next step is to return to the *Acknowledge Award Schedule* step in COGMS. Click on *Back to Acknowledge Award Schedule* in the left-hand menu once you X out of the PDF of the document.

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e.Forms

DebbieKa

Applicant Name:
DCJ_OVS_UAT_PublicGovt
Applicant Number:
59110046
Project Name:
DK-Project 1 - continuation
Project Number:
2014-VU-14-001833-01

Generate Award Documents

Project Information

Export to PDF
Get PDF Viewer

Back to Acknowledge Award Schedule

Configure PDF Export

Select the formlets to be exported to PDF

- ☒ Table of Contents
- ☒ Clauses (Part 1)
- ☒ Clauses (Part 2)
- ☒ Clauses (Part 3)
- ☒ Grant Agreement Signatures
- ☒ EXHIBIT A – SPECIAL CONDITIONS
- ☒ EXHIBIT B1 – BODY OF APPLICATION (Applicant Information)
- ☒ EXHIBIT B1 – BODY OF APPLICATION (Contact Information)
- ☒ EXHIBIT B1 – BODY OF APPLICATION (Contact Information) --> Contact Details
- ☒ EXHIBIT B1 – BODY OF APPLICATION (Project Summary)
- ☒ EXHIBIT B1 – BODY OF APPLICATION (Collaboration)
- ☒ EXHIBIT B1 – BODY OF APPLICATION (Collaboration) --> Collaboration Details
- ☒ EXHIBIT B1 – BODY OF APPLICATION (Consultation)
- ☒ EXHIBIT B1 – BODY OF APPLICATION (Consultation) --> Consultation Details
- ☒ EXHIBIT B1 – BODY OF APPLICATION (Continuation Applicants)

Review the terms and conditions of the award document and indicate that you agree to these terms and conditions by answering **YES** to the question at the bottom of the page on the **Acknowledgement** screen. If you choose to decline the award, please answer the question **NO**. By selecting **YES**, your agency is legally bound to the language provided in the award document.

Logout

Applicant Name:
 DCJ CVS UAT PublicGovt
Applicant Number:
 99110046
Project Name:
 DCJ Project 11 - continuation
Project Number:
 2014-VU-1A-601833-01
 (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
 Export to PDF Get PDF Viewer
 Back to Submissions List

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:

- 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 screen.

- Generate and download your Grant Agreement by clicking on the file folder next to "Generate Award Documents" and exporting it to PDF by clicking on "export to PDF" in the menu column on the left side of the page. Be sure to read your Grant Agreement in its entirety.

Please review your Grant Agreement and follow the instructions in the Grant Award letter.

Please return all requested materials to the Office for Victims Programs, 700 Kipling Street, Suite 1000, Denver, CO 80215. If you have questions, contact your grant manager.

Be sure to review the terms and conditions of the Grant Agreement and scroll down to the end of this page to indicate that you agree to these terms and conditions by selecting "Yes" or "No" below.

STEPS FOR REVIEWING YOUR AWARD MODIFICATION

- 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 screen.

- Generate and download your Grant Award Modification by clicking on the file folder next to "Generate Award Modifications" and exporting it to PDF by clicking on "export to PDF" in the menu column on the left side of the page. Be sure to read your Grant Award Modification in its entirety.

Please review your document and follow the corresponding instructions, depending on the type of modification that you are reviewing:

- Contract Amendment (Generate Award Modifications): Two copies of the Contract Amendment must be downloaded, printed, and signed by your Signing Authority (Authorized Official) and returned to our office. Once fully executed, the Amendment is the legal contract between the Division of Criminal Justice (DCJ) and your agency for your CVS grant award.
- Option Letter and Grant Funding Change Letter (Generate Award Modifications): Please keep a copy for your records. These documents are unilateral agreements and a signed hardcopy will be mailed to you.
- General Modification (Generate Award Modifications): This change does not require a contract document. No action is required other than accepting the change on the next page.

Please return all requested materials to the Office for Victims Programs, 700 Kipling Street, Suite 1000, Denver, CO 80215. If you have questions, please contact your grant manager.

Please review the terms and conditions of the Grant Agreement and indicate that you agree to these terms and conditions by selecting "Yes" or "No" below.

*** I agree to the terms and conditions of the Grant Agreement and I have printed the Agreement for signature:**

Comments:

Back

Next

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

Provide any comments to OVP staff in the comment box, if applicable. Click on the *Next* button at the bottom of the screen to proceed to the *Submission Summary* screen.

Please return all requested materials to the Office for Victims Programs, 700 Kipling Street, Suite 1000, Denver, CO 80215. If you have questions, please contact your grant manager.

Please review the terms and conditions of the Grant Agreement and indicate that you agree to these terms and conditions by selecting "Yes" or "No" below.

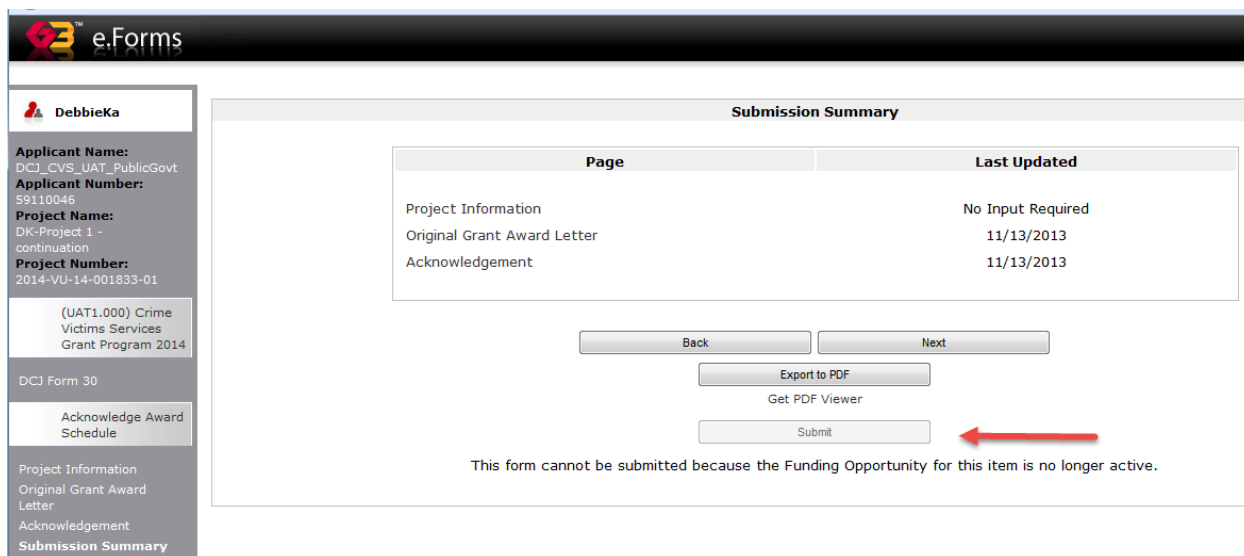
* I agree to the terms and conditions of the Grant Agreement and I have printed the Agreement for signature:

Comments:




At the *Submission Summary* screen, you will SUBMIT the *Acknowledge Award Schedule* step. If there are items that have not been completed or answered, you will see an error message letting you know what needs to be completed. Once you make the corrections, you can SUBMIT the step. Remember that completing this item in COGMS is not the final step. **You must still mail two signed copies of the award documents to OVP. In addition, you must also print, sign and submit the DCJ Form 30.** See Section 4 below for information on how to download this form.

Your grant agreement/contract will be effective once OVP has received and processed the agreement for signatures at the state. OVP will mail you a signed copy of the agreement once it is signed by the appropriate state officials at the Division of Criminal Justice.



Page	Last Updated
Project Information	No Input Required
Original Grant Award Letter	11/13/2013
Acknowledgement	11/13/2013



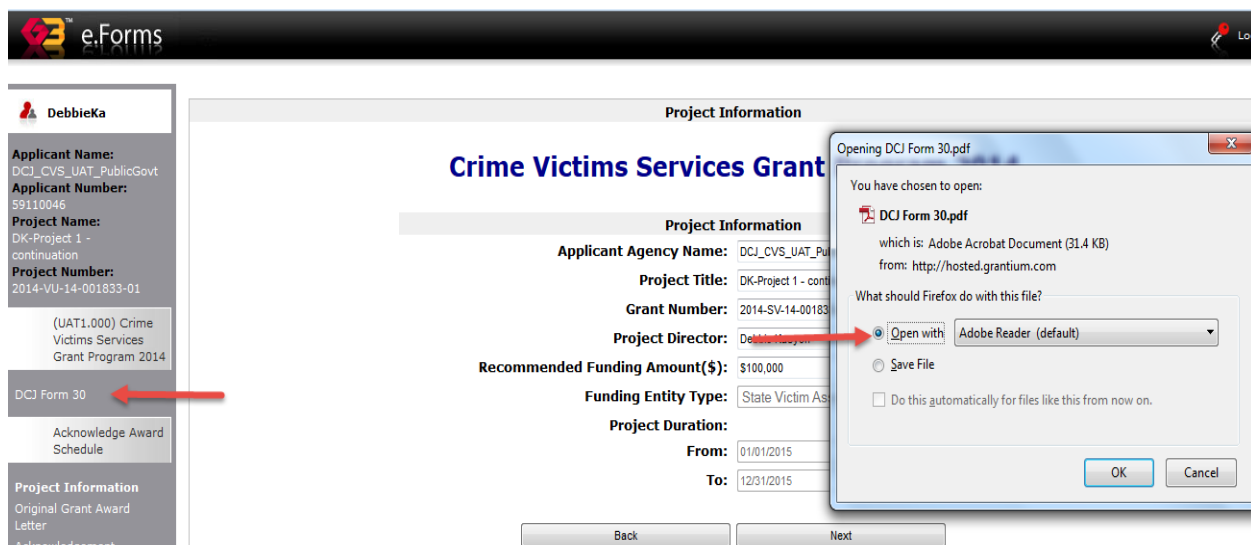
This form cannot be submitted because the Funding Opportunity for this item is no longer active.

4 Downloading the DCJ Form 30 – Certification of Compliance with Regulations (Office for Civil Rights/EEOP)

The Division of Criminal Justice requires all federally-funded projects to complete and return a DCJ Form 30 to ensure compliance with federal Equal Employment Opportunity Plan requirements. State VALE grantees are not required to complete this form.

The DCJ Form 30 can be downloaded from COGMS. The completed form must be returned to DCJ with your signed award documents. Failure to properly complete and return this form will result in delay of payment for activities related to your project.

Upon opening the *Acknowledge Award Schedule & Documents* step you will have access to a downloadable version of the DCJ Form 30. Simply click on the DCJ Form 30 link in the left menu bar and click *Open* when prompted.



Clicking on the *Open* button will launch the DCJ Form 30 in a Microsoft Word document. Save the document to your computer then print it and complete ALL sections, including the box in the middle of page 1 asking for the name of the person in the agency that is responsible for reporting civil rights findings of discrimination. This is generally an individual in the Human Resources department of the agency. Complete the appropriate section on page 2 by checking the box that applies to your agency.

The Signature Authority (Authorized Official) from your agency must sign the DCJ Form 30. The DCJ Form 30 must be returned with your signed award documents.

5 Final Checklist

The following items need to be submitted to the Office for Victims Programs by 12/1/2014:

- 2 complete copies of the award document/contract, signed in blue ink by your agency's Signatory Authority (Authorized Official)
- 1 copy of the DCJ Form 30 – Certification of Compliance with Regulations (Office for Civil Rights/EEOP)

- Our mailing address is:

Division of Criminal Justice
Office for Victims Programs
700 Kipling Street, Suite 1000
Denver, CO 80215

6 Questions?

If you have difficulty accessing your OVP award document or have any other questions related to the award documents, please contact your OVP Grant Manager. You can reach OVP staff at (303) 239-5719 or toll-free at 1-888-282-1080.