


2012 Justice Assistance Grant (JAG)

FAQ's – updated 1.12.12

1. How do I find my project application if I don't complete it all at the same time?

When you log into COGMS, go to Submissions in the menu bar on the left. A list of project names will appear. Click on the  (file folder) to open your application (eForm). Use the menu bar on the left to select the section of the project application which needs further information.

2. How do I add another contact person?

See pages 46-49 of the JAG Project Application instructions.

3. What do I do if I get the message that I exceeded the maximum length for a question?

It is recommended that you type into a word document and then cut and paste into COGMS. If you get the maximum length message, you should begin to reduce your response and try pasting a smaller amount of text into the answer in COGMS then hit SAVE to see if you are within the character limitation.

4. I forgot to add my signing authority? Where do I add that information?

See pages 46-49 of the JAG Project Application instructions.

5. What does it mean when I see the following on COGMS screen: "This form is in use by another user (and their log in information) and you cannot change the form at this time. Please try again later."?

This means that you forgot to log out of COGMS prior to ending your last session. You will need to wait until that session times out (approximately 15 minutes) and then log in again.

6. How do I submit more than one application for my agency?

See page 68 of the JAG instructions.

7. We are applying for continuing funding, do we have to reduce our request by 10% although we are adding to our project?

Yes, you must reduce your request by 10% from last year's awarded amount, even if you are adding new program components.

8. Can we request more than one year of funding?

No. This is a one year grant and your budget must reflect a one year budget. Projects are eligible for a maximum of 48-months of funding. Funding beyond the first year will be determined based on performance of subgrantee, meeting reporting requirements and availability of funds.

9. We are a non-profit and will be partnering with a unit of government, does the Project Director need to be from the applicant agency (unit of government) or can our agency designate a Project Director?

The Project Director must be from the applicant agency (unit of government). However, you can list your agency's Project Director in the Implementing Agency section of the application.

10. Do we need to include a breakdown budget for any contractors/vendors?

Yes. A breakdown budget must be included in the budget narrative. Suggested budget format is: list personnel, supplies and operating, travel, equipment, and contracted services or professional services. The budget should include only those items for which you are requesting JAG funding.

11. If a nonprofit is the primary actor in a project, will a full budget be necessary from the agency as has been the case in the past?

Yes. A breakdown budget must be included in the budget narrative for the line items funding is being requested for. Suggested budget format is: list personnel, supplies and operating, travel, equipment, and contracted services or professional services.

12. Our State Agency, which will be the Applying Agency, has divisions across the State. The divisions must submit applications, but they must be submitted as a division of our Agency. Applicant divisions must accept responsibility and designate their own Project Director and Financial Officer. Therefore, we cannot designate a Project Director or a Financial Officer as the Applying Agency. Is that possible?

Yes, for each project you can designate a separate Project Director/Financial Officer from each Division.

13. Prior to application submission by the division, all applications must be reviewed and approved by our Authorizing Authority so that s/he has the opportunity to evaluate projects to determine if they are in keeping with our mission and goals and do not violate laws or regulations. Is that possible in the system?

Yes, you can "Export to PDF" the application prior to submission. This can be found on the left menu bar of COGMS. Once you have exported the application, you can save and/or print it.

14. If your Agency is within more than one Congressional District does COGMS allow you to enter them all?

That was our intention but we just discovered that you are unable to select more than one District. We have notified the COGMS vendor of this and hope to have a fix but it might not occur before you must submit this application. Choose one District for this application.

15. Under Equipment...if you are requesting equipment that is under \$5000 each but are requesting more than one, making your total over \$5000 will it be okay to enter under Equipment and not Supplies?

These are considered supplies and must be entered into the supplies and operating category. Equipment is considered an individual item costing \$5,000 or more.


16. I completed my applicant profile and logged out. How do I get create my project/application now?

Log into COGMS, go to "Projects" in the menu bar on the left.

You will see the following screen shot. Click on Funding Opportunity Name window. Choose JAG.

The screenshot shows the Grantium Front Office interface. The user is logged in as 'cross' and is viewing the 'Projects' page. The 'Funding Opportunity Name' dropdown menu is set to 'All Funding Opportunities'. A yellow arrow points to this dropdown menu. The table below lists several projects, including 'Candle', 'EPC', 'EPC2', 'MyProjector/leg', 'Test123', and 'Thursday'.

Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
Candle	2012-DJ-12-000361	Colorado Justice Assistance Grant 2012 (uat)	Colorado Department of Public Safety	20314454	In Progress
EPC	2012-DJ-12-000031-04-4	xxxColorado Justice Assistance Grant 2012	Colorado Department of Public Safety	20314454	In Progress
EPC2	2012-DJ-12-000274	xxxColorado Justice Assistance Grant 2012	Colorado Department of Public Safety	20314454	In Progress
MyProjector/leg	2012-DJ-12-000404	Colorado Justice Assistance Grant 2012 (uat)	Colorado Department of Public Safety	20314454	In Progress
Test123	2012-DJ-12-000362	Colorado Justice Assistance Grant 2012 (uat)	Colorado Department of Public Safety	20314454	In Progress
Thursday	2012-DJ-12-000403	Colorado Justice Assistance Grant 2012 (uat)	Colorado Department of Public Safety	20314454	In Progress

Click on the  - this will create a project and will take you to top of page 28 of the JAG instructions.

The screenshot shows the Grantium Front Office interface. The user is logged in as 'cross' and is viewing the 'Projects' page. The 'Funding Opportunity Name' dropdown menu is set to 'Colorado Justice Assistance Grant 2012 (uat)'. A yellow arrow points to the plus icon in the 'Name' column of the table. The table below lists several projects, including 'Candle', 'MyProjector/leg', 'Test123', and 'Thursday'.

Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
Candle	2012-DJ-12-000361	Colorado Justice Assistance Grant 2012 (uat)	Colorado Department of Public Safety	20314454	In Progress
MyProjector/leg	2012-DJ-12-000404	Colorado Justice Assistance Grant 2012 (uat)	Colorado Department of Public Safety	20314454	In Progress
Test123	2012-DJ-12-000362	Colorado Justice Assistance Grant 2012 (uat)	Colorado Department of Public Safety	20314454	In Progress
Thursday	2012-DJ-12-000403	Colorado Justice Assistance Grant 2012 (uat)	Colorado Department of Public Safety	20314454	In Progress