

FILING CABINET REQUESTS

When the DOCR needs subrecipients to submit a grant related document, a Filing Cabinet Request will be created within COSMOS. An automated email, like the one below, will be sent to the subrecipient points of contact.

The Filing Cabinet Requests for Quarterly PMT Reports will be automatically generated by COSMOS. The process to submit a Quarterly PMT Report will follow the same steps below, with one exception. There is no source document.

The example below demonstrates the process to submit a Risk Assessment.

-----Original Message-----

From: DOCR, Grants <docrgrants@nd.gov>

Sent: Tuesday, January 7, 2022 12:18 PM

To: Removed, Name

Subject: A Filing Cabinet Request was created in COSMOS

A Filing Cabinet Request titled "FY 2022 Risk Assessment" was created on 1/07/2022.

Please submit a file for this request by 01/15/2022.

You may log into COSMOS to submit the file.

<https://apps.nd.gov/docr/cosmos/>

Once logged in to COSMOS, the Filing Cabinet Request work queue task is visible on the main page, as highlighted below. You can view the filing cabinet request by clicking on "View Filing Cabinet Request", highlighted below.

The screenshot shows the COSMOS web application interface. At the top, there is a red banner that reads "TESTING PURPOSES ONLY". Below this, the header includes "ND.gov | Official State Website" and the North Dakota Department of Corrections and Rehabilitation logo. The main header area is blue and contains the text "North Dakota Department of Corrections and Rehabilitation" and "COSMOS". Navigation links include "Home", "Profile", "Filing Cabinet", and "Search Payments". A user greeting "Welcome Bismarck Shelter" and a "Log Out" button are also present.

The main content area is divided into two sections:

- Work Queue:** A yellow box contains the message: "Please submit the requested 'FY 2022 Risk Assessment' file for FY 2022 VOCA Assistance Grant." Below this is a button labeled "View Filing Cabinet Request". A blue box below contains the message: "Reimbursement Request for FY 2022 VOCA Competitive Grant has not yet been submitted." Below this is a button labeled "Review Reimbursement Request".
- Awards:** A table with columns: Grant Name, Amount, Remaining, and Health. The table lists several grants with their respective health percentages.

Grant Name	Amount	Remaining	Health
FY 2021 VOCA Assistance Grant			100%
FY 2021 VOCA Competitive Grant			100%
FY 2022 VOCA Assistance Grant			86%
FY 2022 VOCA Competitive Grant			63%
Jul-Dec 2021 CVA Grant			81%

Within the "Filing Cabinet Request" you can see the details. The applicable grant, title, due date, and prompt are all visible at the top. Within this specific file request is a source document. By clicking on the document,

highlighted in yellow below, you'll be able to view/download the source document. In this example, the source document is a risk assessment.

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COSMOS

Home Profile Filing Cabinet Search Payments

Welcome Bismarck Shelter Log Out

Filing Cabinet Request

Grant: FY 2022 VOCA Assistance Grant (VOCA) (2019-V2-GX-0030 1)
Title: FY 2022 Risk Assessment
Due Date: 12/31/2021
Prompt: Complete the attached risk assessment and submit by the deadline.

Source Documents 1	
Title	File Name
Subrecipient Self-Risk Assessment	Subrecipient Self Risk Assessment.pdf

Submit File

Return

Accessibility Disclaimer Privacy Policy Security Policy W3C CSS W3C WAI A A W3C XHTML Compliant

When you're ready to submit a document click on "Submit File". A window will appear where you can select the document and add any comments. Click "Submit" when you're ready to upload and submit the document.

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COSMOS

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Filing Cabinet Request

Grant: FY 2022 VOCA Assistance Grant (VOCA) (2019-V2-GX-0030 1)
Title: FY 2022 Risk Assessment
Due Date: 12/31/2021
Prompt: Complete the attached risk assessment and submit by the deadline.

Source Documents 1	
Title	File Name
Subrecipient Self-Risk Assessment	Subrecipient Self Risk Assessment.pdf

Submit File

Return

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Submit Filing Cabinet File

FY 2022 Risk Assessment

Select File:
Choose File No file chosen

Comments:
Please enter any comments you feel may be relevant to this file.

Cancel Submit

Once the document is submitted, you'll see the screen below and the status will show "submitted".



The filing cabinet file has been successfully submitted. x

Filing Cabinet Request

Grant: FY 2022 VOCA Assistance Grant (VOCA) (2019-V2-GX-0030 1)
 Title: FY 2022 Risk Assessment
 Due Date: 12/31/2021
 Prompt: Complete the attached risk assessment and submit by the deadline.

Source Documents v

Submitted File v

Submitted File: [Subrecipient Self Risk Assessment.pdf](#)
 Status: Submitted !
 Submission Comments: N/A
 Processing Comments: N/A

Return

The DOCR will process Filing Cabinet Requests once submitted. In the example below, the Filing Cabinet Request was returned to the subrecipient. A new task is visible in the Work Queue. Click on “View Filing Cabinet Request” to view the Filing Cabinet Request.



Work Queue

The submitted "FY 2022 Risk Assessment" file for FY 2022 VOCA Assistance Grant has been returned. Please review and re-submit your file.

[View Filing Cabinet Request](#)

Budget Revision for FY 2022 VOCA Assistance Grant has not yet been submitted.

[Review Budget Revision](#)

Awards

Grant Name	Amount	Remaining	Health
FY 2021 VOCA Assistance Grant			100%
FY 2021 VOCA Competitive Grant			100%
FY 2022 VOCA Assistance Grant			83%
FY 2022 VOCA Competitive Grant			90%
Jul-Dec 2021 CVA Grant			77%

Once the Filing Cabinet Request is open, the processing comments will be visible (highlighted below). To resubmit a file, click the “Submit New File” button.



Filing Cabinet Request

Grant: FY 2022 VOCA Assistance Grant (VOCA) (2019-V2-GX-0030 1)
Title: FY 2022 Risk Assessment
Due Date: 12/31/2021
Prompt: Complete the attached risk assessment and submit by the deadline.

Source Documents 1

Submitted File

Submitted File: [Subrecipient Self Risk Assessment.pdf](#)
Status: Returned
Submission Comments: N/A
Processing Comments: **incorrect document attached.**

[Submit New File](#)

[Return](#)

A window will open allowing you to select a new file. Click "Submit" to submit the new file.

The screenshot shows the same COSMOS Filing Cabinet Request page as above, but with a modal window titled "Submit Filing Cabinet File" open in the foreground. The modal window has a close button (X) in the top right corner. The title bar of the modal reads "Submit Filing Cabinet File" and "FY 2022 Risk Assessment". Inside the modal, there is a "Select File:" section with a "Choose File" button and the text "No file chosen". Below that is a "Comments:" section with a text area and the instruction "Please enter any comments you feel may be relevant to this file." At the bottom of the modal are "Cancel" and "Submit" buttons. The background page is dimmed, showing the "Submitted File" section and the "Submit New File" button.

To view all documents in the Filing Cabinet, click on the "Filing Cabinet" tab below.

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North Dakota Department of Corrections and Rehabilitation

COSMOS

Home Profile **Filing Cabinet** Search Payments

Welcome Bismarck Shelter Log Out

Work Queue

Reimbursement Request for FY 2022 VOCA Competitive Grant has not yet been submitted.

[Review Reimbursement Request](#)

Awards

Grant Name	Amount	Remaining	Health
FY 2021 VOCA Assistance Grant			100%
FY 2021 VOCA Competitive Grant			100%

Within the Filing Cabinet, you can filter by grant award, title, submitted date, and status. If you don't filter the results, you will see all filing cabinet requests after clicking "search". Once you have selected the various filters, click "search" to see the results. Clicking the "clear" button will clear all results and filters, allowing you to re-start your search.

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COSMOS

Home Profile **Filing Cabinet** Search Payments

Welcome Bismarck Shelter Log Out

Filing Cabinet

Filter

Grant Award: Title:

Submitted Date Start: Submitted Date End:


Current Status:
 Unsubmitted Submitted Returned Approved

[Clear](#) [Search](#)

[Return](#)

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By clicking on "search" you can see below the results.



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Corrections and Rehabilitation

COSMOS

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Filing Cabinet

Filter

Grant Award: Title:

Submitted Date Start: Submitted Date End:

Current Status:
 Unsubmitted Submitted Returned Approved

[Clear](#) [Search](#)

Results

6 Results Found

Title	Grant Name	Due	Submitted	Status
Quarter 1 PMT Report	FY 2021 VOCA Assistance Grant	01/15/2021		Approved
Quarter 2 PMT Report	FY 2021 VOCA Assistance Grant	04/15/2021		Approved
Subrecipient Self Risk Assessment	FY 2021 VOCA Competitive Grant	10/01/2020		Approved
Subrecipient Self Risk Assessment	FY 2021 VOCA Assistance Grant	10/01/2020		Approved
Quarter 3 PMT Report	FY 2021 VOCA Assistance Grant	07/15/2021		Approved
Quarter 4 PMT Report	FY 2021 VOCA Assistance Grant	10/15/2021		Approved

[Return](#)

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