

OGMS How Submit "Action Item" Encumbrances/ Special Conditions

To locate your Encumbrances, look on the Dashboard under your Work Assignments within the Approaching Deadlines section. If you have any for your grant(s), they will be listed here.

You must comply with any items listed prior to DCJS disbursing funds. If Encumbrances remain unmet after the assigned due date, you must report to DCJS, by letter, the steps taken to achieve compliance, the reason(s) for non-compliance, and the expected date of compliance. DCJS may terminate grant funding based upon unexplained or unreasonable failure to substantially comply with Encumbrances within reasonable specified timeframes. Letters should be sent to grantsmgmt@dcjs.virginia.gov.

Click on the 'Pending' Encumbrance.

7 Dashboard	The Back	🔂 Print 💌	😧 Online Help	[→ Log Out			
 Work Assignment 	Approaching Deadlines - Next 30 Days						
 Calendar Alerts 	This section of	displays the docun	nents with due dates	arriving in the next	30 days.		
Hicko	Due Date	Document	t 🔻 ID 🦿	Status -	Title	 Program Area 	
My Monitoring Activities	04/23/2021	Encumbran	ice 113	Pending	Simplified Budget Test	Test Program Area	

Select the 'Correspondence' component

≣ Grant Components	
The grant forms appear below.	
Component	Last Edited
General Information	Jun 25, 2020 12:48 PM - System Administrator
Status Reports	Aug 31, 2020 7:33 AM - Tester External
Claims	Jun 25, 2020 12:48 PM - System Administrator
Contract Amendments	Aug 31, 2020 7:34 AM - Tester External
Monitoring Activities	Aug 31, 2020 7:34 AM - Tester External
Contract	Oct 13, 2020 4:25 PM - System Administrator
Encumbrances	Apr 22, 2021 12:15 PM - DeAndrea Williams
Correspondence	Aug 31, 2020 7:37 AM - Tester External
Budget	Oct 14, 2020 7:36 AM - System Administrator
Funding Opportunity	



Click on the green 'Add Grantee Correspondence' button

Grant List	Genera	Status	Claims	Contra	Monito	Contra	Encumb	Corres	Budget				
Finter-System Grantee Correspondence + Add Grantee Correspondence													
Flag			Sent/R	Received			From		То	Subject	Message	Attachment	
									No	Data for Table			
← Previ	ous												Next →
0													-

Under Inter-System Grantee Correspondence:

Flag: Select any flag color

To: Select the person you would like to notify

CC: Enter any additional persons you would like to notify. CC addresses must be entered in a valid email format, i.e. name@domain.org. Use a semicolon (;) to separate multiple CC email addresses. Subject: Type 'Encumbrance for Grant Number [Enter your grant number]'

Message: Provide any additional content/verbiage

Attachment: Upload any attachment to support your Encumbrance

Click the orange 'Send Correspondence' button.

Inter-System Grantee	Correspondence A send Correspondence	onder
Flag:		
То*:	To	
CC addresses must be entered in a valid email form	at, i.e. name@domain.org. Use a semicolon (;) to separate multiple CC email addresses.	
cc:		
Subject*:	Subject	
Message:	● Source ■	
	B I U S X X 🖌 🖬 ⊟ ⊟ 3 3 1 1 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	
	Styles - Format - Font - Size - #- # 5	
	Paragraphs: 0, Words: 0, Characters (with HTML): 0 📕	
Attachment:		
	Select file	

An email will be sent to those you wanted to notify of the Encumbrance. After it has been reviewed, your Grant Monitor will then release the Hold Payment on your Claims and mark your Encumbrance as compliant.

Grant List Genera St	atus Claims Contra Monito Con	tra Encumb Corres Budget						
Encumbrances - Current Version								
THE REPORT OF THE								
Encumbrances - Multi-List								
Status	Compliance Date	Description	Due Date	Hold Payment				
Pending		Test encumbrance	04/23/2021	Yes				