



OGMS Instruction for Submitting a Contract Amendment

A contract amendment is a post-award modification made to an original, approved grant application. It is initiated through a grant sub-component that begins the amendment and approval process, and may be started either by the Grantee or DCJS Staff. The amendment adjusts specific elements of the awarded contract or budget and can take different forms depending on the type of change being requested.

All contract or budget amendments must be submitted for review through the OGMS. These amendments may include, but are not limited to:

- Budget Amendment – Revision
- Budget Amendment – In-Line Adjustment
- Change in Primary Contact or Additional Grantee Contacts
- Change in Grant-Funded Staff
- Change in Authorized Official (Project Administrator, Finance Officer, Project Director)
- Change in Award Sponsorship
- Project Scope of Work Revision
- Reporting Extension
- Liquidation Period Extension
- Other administrative or programmatic changes

Logging into OGMS

Using your internet browser navigate to <https://ogms.dcjs.virginia.gov>

- On the *Login* page, enter your User ID and Password.
- Click the green *Sign In* button.

 Login

 Enter your user id and password

User ID

Password

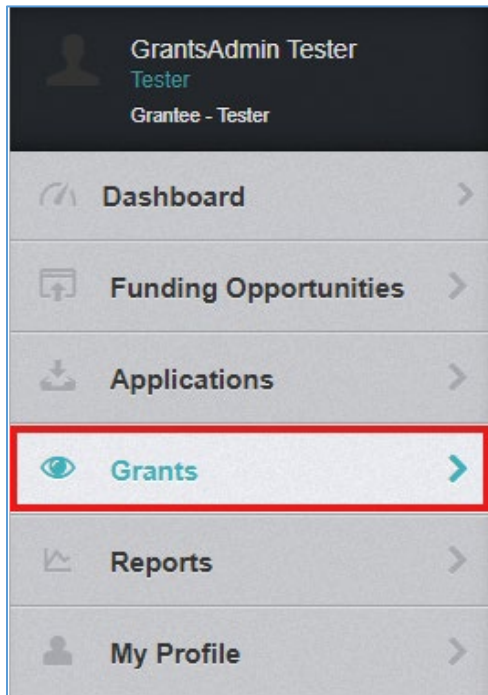
SIGN IN

[Forgot User ID?](#) [Reset Password?](#)



Accessing the Grant

On the left side navigation menu, click on *Grants*.



Select the grant you would like to access in the *Current Grant* listing.

If the grant you need does not appear in the list, select the *Closed Grants* tab. If the grant is closed, or you cannot find it, please contact your Grant Monitor for assistance.

Current Grants Closed Grants Search Claims												
Current Grants												
All active grants are listed below.												
Search:												
ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Start Date	End Date	Grant Amount	Total Claimed	Remaining Balance	
558953	Underway	2026	Testing-1	Virginia Department of Criminal Justice Services	TRAIN-OGMS Training Program	541775-Grants Admin Test			\$0.00	\$0.00	\$0.00	

Once you have selected the grant, you will be directed to the *Grant Components* list.

This list may vary depending on the funding opportunity and program area.



Select and click the *Contract Amendments* component from the list.

Grant Components

The grant forms appear below.

Your grant award details are saved here, as well as many forms which

Component
General Information
Face Sheet
Contract Amendments
Correspondence
Claims
Status Reports
Encumbrances
Monitoring Activities

Click on the green *Add Amendment* button.

In the *Amendment Type* field, choose the appropriate amendment type from the dropdown.

General Information - Amendment - Edit Save Form

In the form below, complete all required fields. Select the appropriate amendment type and enter a short and concise title.

Status*:

Amendment Type*: Additional Grantee Contact Request

Title*: Additional Grantee Contact Request

- Additional Grantee Contact Request
- Budget Revision - Amendment
- Budget Revision - In Line Adjustment
- Change Grant Funded Staff
- Change in Authorized Official
- Change in Award Sponsorship
- Change in Primary Contact
- Grant Award Period Extension
- Modified Award Amount
- Other
- Project Scope of Work Revision
- Reporting Extension
- Pre-Approval Form



Enter a clear, descriptive title for the amendment. The information you include in the Title will help notify your Grant Monitor about the specific type of amendment you are requesting.

When complete, click the green *Save Form* button.

General Information - Amendment - Edit

Save Form

In the form below, complete all required fields. Select the appropriate amendment type and enter a short and concise title.

Status*:

Amendment Type*:

Title*:

You will be directed to the *Amendment Details* page.

The system will provide a full listing of all required forms for submitting the amendment in OGMS. Since you have completed *the General Information* form, proceed by selecting any form from the list.

Enter the requested information and click the green *Save Form* button.

Save Form

Review the form and, if everything is complete and accurate, click the orange *Mark as Complete* button.

Change In Authorized Official Document - Other Attachments

Mark as CompleteAdd New Attachment

Description	File Name	Type	Size	Upload Date	Delete
Change in Authorized Official Form signed by the Project Administrator	TEST.docx	docx	484 KB	06/29/2026 09:54 AM	Delete

Last Edited By: GrantsAdmin Tester - Jun 29, 2026 9:54 AM

Grant Primary Contact

Mark as CompleteEdit Form

Your grants primary contact is the person best suited for day to day grant related correspondence and responsibilities.

Will this person be the primary contact for the grant?: No

Does the previous authorized official need to be removed from the organization?: Yes



Once all forms have been marked as complete, the orange *Submit Amendment* button will become available.

Component	Complete?	Last Edited
General Information	✓	Jun 29, 2026 9:42 AM - GrantsAdmin Tester
Change In Authorized Official Attachment	✓	Jun 29, 2026 9:54 AM - GrantsAdmin Tester

You will see a pop-up confirmation notifying you that once you click *Submit*, you will no longer be able to edit the amendment. If you are ready, please proceed by clicking the red *Submit* button.

Your amendment will show as *Submitted* under the *Contract Amendment* list.

If you require assistance at any point, you are encouraged to contact your Grant Monitor. You may reach your Grant Monitor directly through the Correspondence component.