



OGMS Instruction for Negotiated Applications

Negotiations are used in OGMS to correct issues within application forms and to make any necessary changes before an award is issued. This process helps prevent encumbrances at the time of awarding and ensures that all required revisions are addressed promptly and accurately. DCJS staff use this feature to notify applicants when corrections are required.

When an application is placed into *Correcting* status, the individual listed as Primary Contact will receive an alert detailing the changes that need to be made.

It is important to note that entering into negotiations on an application before final approval by the Criminal Justice Services Board does not constitute an award of funds. Participation in discussions, revisions, or negotiations is solely part of the review process and does not guarantee approval or funding.

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

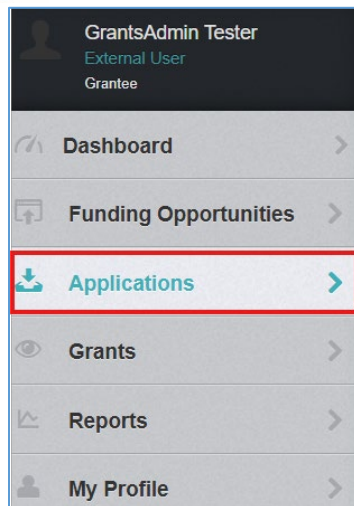
Password

SIGN IN

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

Accessing Through the Application

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

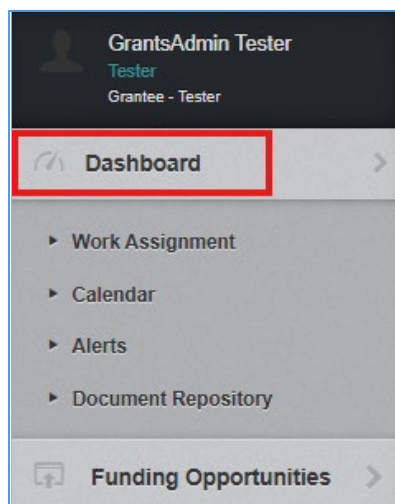


Select the application in *Correcting* status that you want to open from the *Current Applications* list.

Current Applications							
The applications below are associated with recent Funding Opportunities and are in Editing, Submitted, or Correcting statuses. To view older applications, click on the Archived Applications link.							
Search:							
ID	Status	Stage	Title	Organization	Program Area	Funding Opportunity	Due Date
574667- TRAIN	Correcting	Final Application	OGMS How To Screenshots	Virginia Department of Criminal Justice Services	TRAIN- OGMS Training Program	574666-OGMS - Training (Test)	Final Application Deadline not Applicable

Accessing Through the Dashboard

When you log in, your dashboard will be the first page you see. To return to the *Dashboard* at any time, click *Dashboard* in the left-side navigation menu.





At the top of your *Dashboard*, you will find the *Recent Negotiations* section within your *Work Assignments*.

You will only see the application in *Correcting* status if the due date is within 30 days.

Click on the application in *Correcting* status.



Approaching Deadlines - Next 30 Days



View Overdue Approaching Deadlines

This section displays the documents with due dates arriving in the next 30 days or overdue.

Due Date ▲	Document ▼	Sub-Type ▼	ID ▼	Status ▼	Title ▼	Program Area ▼	Funding Opportunity ▼
07/01/2026	Encumbrance	Federally funded grants must have an active SAM registration. Your registration in SAM.gov has expired. Please send a copy of your current registration and valid expiration date so that your account can be updated.	1224-Test	Pending	Grant Admin Test	OGMS Training Program	541775-Grants Admin Test



Recent Negotiations

Due Within 30 Days

This section displays the documents that you negotiated in the last 30 days.

Due Date ▲	Document Type ▼	Sub Type/Round ▼	ID ▼	Status ▼	Title ▼	Organization ▼	Program Area ▼	Funding Opportunity ▼
07/07/2026	Application	Final Application	574667-TRAIN	Correcting	OGMS How To Screenshots	Virginia Department of Criminal Justice Services	OGMS Training Program	574666-OGMS - Training

Updating the Application

Once you have selected the application, you will be directed to the *Application Details* page.

Click on the green *Edit Application* button.

📄 Application Details				✎ Edit Application	
574667-TRAIN - OGMS How To Screenshots Application Details					
Funding Opportunity:	574666-OGMS - Training	Initial Submit Date:	Jun 25, 2026 11:38 AM		
Funding Opportunity		Initially Submitted By:	GrantsAdmin Tester		

The *Application Details* will show the unlocked components of the application for correction. If you do not see the form that needs correcting, please contact your Grant Monitor.



Information about what needs to be updated will be available in the alert sent through email, in the red box under *Application Details*, or by selecting *Alert History* and reviewing the original alert that was sent.

**** Do Not Respond to This Email ****

Dear GrantsAdmin Tester,

Your Application has been unlocked.

You are requested to log into the DCJS On-line Grant Management System (OGMS) and edit your application and resubmit. The application details appear below:
Number: 574667-TRAIN
Name: OGMS How To Screenshots

You are requested to make the following modifications to your application and resubmit the application by 07/07/2026.

Comments appear below:

Please update the Project Administrator under the Face Sheet. The County Administrator, City Manager, Town Manager or Mayor must be listed as the PROJECT ADMINISTRATOR even though signing authority has been given to another individual.

For questions contact your program coordinator listed in your funding opportunity.

Please note, entering into negotiations regarding an application prior to the final approval by the CJSB does not constitute an award of funds. Participation in discussions, revisions, or negotiations is solely part of the review process and does not guarantee approval or funding.

You may now log into the DCJS OGMS system at the following location:
<https://ogms.dcj.virginia.gov>

Application Preview

Attachments

Alert History

Map

Application Details

Preview Application

Application cannot be Submitted Currently

- Application components are not complete
- This Negotiated Document is due on: 07/07/2026. The Negotiation Comments are: Please update the Project Administrator under the Face Sheet. The County Administrator, City Manager, Town Manager or Mayor must be listed as the PROJECT ADMINISTRATOR even though signing authority has been given to another individual.

Component	Complete?	Last Edited
Face Sheet		Jun 25, 2026 11:35 AM - GrantsAdmin Tester

Make necessary changes based on the negation comments and then click the green save button.

Once all changes on a form are complete, click the orange *Mark as Complete* button.

Repeat the same process to make changes in other forms.

Please note that the system will not mark the entry as complete unless all information is entered correctly and all required fields are filled in. If there are errors, the system will display messages indicating the section that needs to be corrected. Follow these messages and make the necessary updates.



Resubmit the Application

Make sure all the components/sections are corrected based on the negotiation comments.

Once all check marks are displayed under the *Complete?* column, you will see the orange *Submit Application* button.

Application Details Preview Application Submit Application

• Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
Face Sheet	✓	Jun 25, 2026 11:35 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 application. If you are ready, please proceed by clicking the red *Submit* button.

Please confirm X

Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.

Cancel Submit

Your application will show as *Submitted* under the *Current Applications* 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.