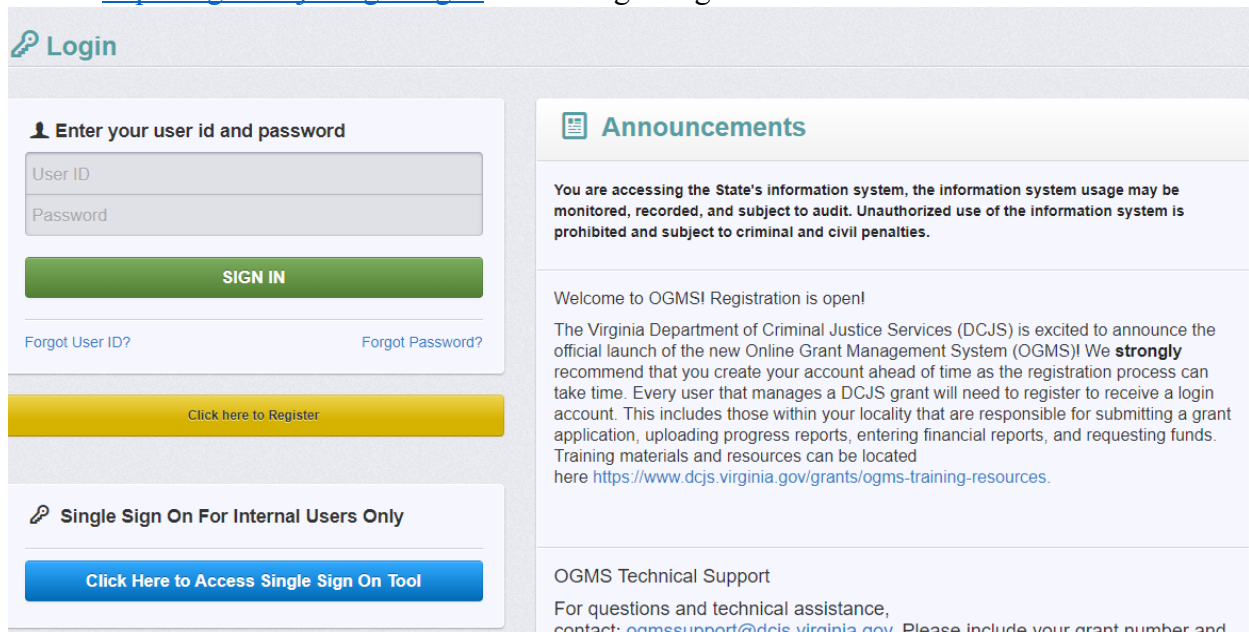




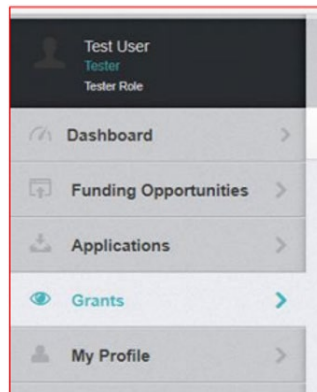
Negotiated Claim - Instructions for Resubmission

The Claim-General Information document details the requirements for submitting the correct and complete claim. If a claim did not meet the mentioned requirements, it will be negotiated back to the grantee with related comments/reasons for negotiation, for corrections. These comments can be found in the email generated by OGMS or in the **Alert History** of negotiated claim. All negotiated comments should include a name and contact information of the DCJS staff requesting the changes to contact for questions or assistance, if required.

1. To correct and resubmit the negotiated claim, the grantee needs to Sign into OGMS at <https://ogms.dcjs.virginia.gov> on the Login Page as illustrated below:



2. From the Side Menu, click on **Grants**, which will list all the grants related to the grantee.





DCJS On-line Grants Management System (OGMS)

3. Select the **Grant number** mentioned in the notification email of claim negotiation.

The screenshot shows the 'Grant' page in the OGMS. At the top, there is a header with the 'Grant' title and a subtitle 'List of all current grants'. Below the header, there are navigation buttons for 'Back', 'Print', 'Help', and 'Log Out'. The main content area has two tabs: 'Active Grants' (selected) and 'Closed Grants'. Under the 'Active Grants' tab, there is a sub-header 'Active Grants' and a message 'All active grants are listed below'. A table displays the following data:

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity
6874984321	Underway	2019	DTPi - 9-20-19	Grantee Organization	TEST-Test Program Area	2-Example Funding Opportunity

4. Once you have selected the related **Grant**, you will be directed to the **Grant Components**. Select **Claims** from the list of **Grant Components**.

The screenshot shows the 'Grant Components' page. At the top, there is a sub-header 'Grant Components' and a message 'The grant forms appear below. You can define your own alerts in the Alerts section'. Below this, a table lists the components and their last edited dates:

Component	Last Edited
General Information	Nov 7, 2019 1:04 PM - System Administrator
Claims	Oct 8, 2019 1:02 PM - System Administrator
Encumbrances	-
Status Reports	Oct 8, 2019 1:05 PM - System Administrator
Contract Amendments	Oct 8, 2019 1:06 PM - System Administrator
Site Visits	Oct 8, 2019 1:07 PM - System Administrator
Contract	Oct 10, 2019 2:16 PM - System Administrator
Correspondence	-
Grid Budget	Oct 8, 2019 1:00 PM - System Administrator
Funding Opportunity	
Application	



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- A negotiated claim will be in “**Correcting**” Status, and the grantee has been notified by an email which includes the comments/reason for negotiation and the deadline for resubmission of the claim. The system will show the list of all claims for the grant. Select the claim in **Correcting** Status.

ID	Type	Status	Start Date	End Date	Submitted Date	Paid Date
3732 - 001	Reimbursement	Paid	01/01/2022	03/31/2022	Mar 31, 2022 8:52 AM	08/02/2022
3732 - 002	Reimbursement	Paid	04/01/2022	06/30/2022	Jun 28, 2022 2:47 PM	08/12/2022
3732 - 003	Reimbursement	Paid	07/01/2022	09/30/2022	Oct 4, 2022 1:53 PM	
3732 - 004	Reimbursement	Correcting	07/01/2022	09/30/2022	Nov 17, 2022 2:18 PM	

- A new screen will show the unlocked components/sections of the claim for correction. The components without a Check Mark in the “**Complete?**” column are unlocked for edits, as illustrated below. You can only edit the unlocked components.

Component	Complete?	Last Edited
General Information	✓	Mar 23, 2022 5:18 PM
Reimbursement		Jul 20, 2022 12:40 PM
Detail of Expenditures		Mar 23, 2022 5:24 PM
Claim Supporting Documentation	✓	Mar 30, 2022 6:54 PM

- Grantees can also see the negotiations comments in the **Alert History** Tab of the claim.

- For editing the **Reporting Period** or marking/unmarking the claim as **Final**, select the **General Information** from the mentioned list of components, you will be directed to a new screen. Click on **Edit Form**, you will be directed to below screen.

General Information - Claim Edit Form

Claim Number: 001

Status: Correcting

Type: Reimbursement

Report Period: 01/01/2022 03/31/2022
Start Date End Date

Final Request?: No

Last Edited By: Jeremy Hooke - Mar 23, 2022 5:18 PM



DCJS On-line Grants Management System (OGMS)

9. Make necessary changes and click on **Save Form**.

General Information - Claim - Edit Save Form

Status: Correcting

Type: Reimbursement

Report Period:

Start Date: **End Date:**

Final Request?:

10. To go back to the list of components, click on the **Back** button at the top left of the screen, otherwise, by saving each form, the system will automatically take you back the list of components.

11. To edit the **Reimbursement** section, click on **Reimbursement** in the list of components.

Claim Preview | Alert History | Map | Versions

Claim Details

Claim cannot be Submitted Currently
 • Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 23, 2022 5:18 PM -
Reimbursement	✗	Jul 20, 2022 12:40 PM -
Detail of Expenditures	✗	Mar 23, 2022 5:24 PM -
Claim Supporting Documentation	✓	Mar 30, 2022 6:54 PM -

12. The screen below will open.

Claim List | Genera | Detail | Reimbu | Claim

Reimbursement - Current Version

Reimbursement

Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage	Total Claim Amount
Budget															
Personnel	\$14,063.00	\$0.00	\$4,459.79	\$4,459.79	\$9,603.21	\$0.00	\$4,459.79	\$9,603.21	\$4,688.00	\$0.00	\$0.00	\$0.00	\$4,688.00	0.00%	\$0.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subsistence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Supplies/Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	\$14,063.00	\$0.00	\$4,459.79	\$4,459.79	\$9,603.21	\$0.00	\$4,459.79	\$9,603.21	\$4,688.00	\$0.00	\$0.00	\$0.00	\$4,688.00	.00%	\$0.00

Last Edited By: Angela Donor - Nov 17, 2022 2:17 PM



DCJS On-line Grants Management System (OGMS)

13. Click on **Edit Reimbursement**. A new screen will open as below. Make necessary changes and click on **Save Reimbursement** and then click on **Mark as Complete** button.

Reimbursement - Edit															Save Reimbursement
Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage	Total Claim Amount
Budget															
Personnel	\$214,088.16	97707.00	\$116,381.16	\$214,088.16	\$0.00	\$0.00	\$214,088.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$97,707.00
Consultant	\$8,840.00	0.00	\$0.00	\$0.00	\$8,840.00	\$0.00	\$0.00	\$8,840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subsistence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Supplies/Other	\$226,365.84	0.00	\$123,618.84	\$123,618.84	\$102,747.00	\$0.00	\$123,618.84	\$102,747.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	\$449,294.00	\$97,707.00	\$240,000.00	\$337,707.00	\$111,587.00	\$0.00	\$337,707.00	\$111,587.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	.00%	\$97,707.00

Last Edited By: Julie Derr - Nov 22, 2022 12:44 PM

Note: You will only be allowed to edit categories for which there is a budget or available balance. All Federal, State General and State Special funding sources for each category should be entered in the “Expenses This Period” column. All local Match (if applicable) should be entered in the “Match Expenses This Period” column.

14. For editing the **Detail of Expenditures** section, click on **Detail of Expenditures** component.

Claim Details		
<p>Claim cannot be Submitted Currently</p> <ul style="list-style-type: none"> Claim components are not complete 		
Component	Complete?	Last Edited
General Information	✓	Mar 23, 2022 5:10 PM -
Reimbursement		Jul 20, 2022 12:40 PM -
Detail of Expenditures		Mar 23, 2022 5:24 PM -
Claim Supporting Documentation	✓	Mar 30, 2022 6:54 PM -

15. A new screen will open as below.

Detail of Expenditures - Current Version								Create New Version	View Versions
Personnel Expenditures - Multi-List								Mark as Complete	Add Row
Description	Federal	State	Special	Cash Match	In-Kind Match	Total	No Data for Table		
Last Edited By: Angela Donor - Oct 31, 2022 10:47 AM									
Consultant Expenditures - Multi-List								Mark as Complete	Add Row
Description	Federal	State	Special	Cash Match	In-Kind Match	Total	No Data for Table		
Last Edited By: Angela Donor - Oct 31, 2022 10:47 AM									
Travel Expenditures - Multi-List								Mark as Complete	Add Row
Description	Federal	State	Special	Cash Match	In-Kind Match	Total	No Data for Table		
Last Edited By: Angela Donor - Oct 31, 2022 10:47 AM									
Subsistence Expenditures - Multi-List								Mark as Complete	Add Row
Description	Federal	State	Special	Cash Match	In-Kind Match	Total	No Data for Table		



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16. Click on each category for changes. You can also add new rows by clicking **Add Row** or **Delete** existing row by clicking **Delete Row**. You will be directed to the screen below.

Personnel Expenditures Delete Row Save Row

Description*: Executive Director, Kathleen Petersen

Federal*: \$0.00

State*: \$16,810.37

Cash Match*: \$0.00

In-Kind Match*: \$0.00

Total: \$16,810.37

Save Row

Make necessary changes based on the negation comments and then click **Save Row**. Repeat the same process to make changes in other rows. Make sure **all fields** including **Description** are correctly completed. Once all rows are corrected/completed, click on **Mark as Complete** button. Please note that unless all the information is correctly entered and all fields are complete, the system will not mark it as complete. You will see error messages, follow the messages, make necessary corrections, and then click on **Mark as Complete**.

17. To submit the OGMS **Claim Certification Form**, select the **Claim Supporting Documentation**.

Claim Preview Alert History Map Versions

Claim Details Withdraw Notes (0) Feedback Preview Claim

Claim cannot be Submitted Currently
• Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 23, 2022 5:10 PM -
Reimbursement		Jul 20, 2022 12:40 PM -
Detail of Expenditures		Mar 23, 2022 5:24 PM -
Claim Supporting Documentation	✓	Mar 30, 2022 6:54 PM -

18. You will be directed to a new screen as below.

OGMS Claim Certification Form Mark as Complete Edit Form

In our collective effort to ensure compliance and accountability, we ask that you please have your designated Financial Officer sign and post the required OGMS Claim Certification form. The signed certification, which will be an ongoing requirement, is required for all federally funded grants. DCJS does not need any additional invoices, receipts, or documentation posted within OGMS at this time, however, all supporting documentation should be maintained and made available upon request for any audit and reconciliation purposes. Should you need the required form, it can be found here: <https://www.dcjs.virginia.gov/grants/forms>.

OGMS Claim Certification*: _____

Last Edited By: Kathleen Petersen - May 27, 2022 4:28 PM Edit Form



DCJS On-line Grants Management System (OGMS)

19. Click on **Edit Form**, which will open below screen.

The screenshot shows the 'OGMS Claim Certification Form' interface. At the top, there is a title bar with a 'Save Form' button. Below the title bar, there is a light blue informational box containing text about the requirement for a signed certification. Underneath this box, there is a label 'OGMS Claim Certification:' followed by a text input field and a 'Select file' button. At the bottom right of the form area, there is another 'Save Form' button.

20. Click on **Select file**, which will allow you to select the related document from your computer and upload it. Click on **Save Form** and then **Mark as Complete**.

21. To submit the **SAM** registration certificate (only for Federal funds), select the **Claim Supporting Documentation**.

The screenshot displays the 'Claim Details' page. At the top, there are tabs for 'Claim Preview', 'Alert History', 'Map', and 'Versions'. Below the tabs, there are buttons for 'Withdraw', 'Notes (0)', 'Feedback', and 'Preview Claim'. A red banner indicates 'Claim cannot be Submitted Currently' with a sub-message 'Claim components are not complete'. Below this, there is a table with columns 'Component', 'Complete?', and 'Last Edited'. The table lists four components: 'General Information', 'Reimbursement', 'Detail of Expenditures', and 'Claim Supporting Documentation'. The 'Claim Supporting Documentation' component is marked as complete with a green checkmark.

Component	Complete?	Last Edited
General Information	✓	Mar 23, 2022 5:18 PM
Reimbursement		Jul 20, 2022 12:40 PM
Detail of Expenditures		Mar 23, 2022 5:24 PM
Claim Supporting Documentation	✓	Mar 30, 2022 6:54 PM

You will be directed to below screen.

The screenshot shows the 'Claim Supporting Documentation - Current Version' page. It features a 'Migrated Claims Certification - Other Attachments' section with a table of attachments. The table has columns for 'Description', 'File Name', 'Type', 'Size', 'Upload Date', and 'Delete'. One attachment is listed: 'Signed OGMS Claim Certification' with a file name 'OGMS Claim Certification 06-28-2022.pdf', type 'pdf', size '183 KB', and upload date '06/28/2022 03:33 PM'. There are buttons for 'Add from Doc Repository' and 'Add New Attachment' above the table. A 'Delete' button is next to the attachment row. At the bottom right, it says 'Last Edited By: Alexis Chatham - Jun 28, 2022 3:33 PM'.

Description	File Name	Type	Size	Upload Date	Delete
Signed OGMS Claim Certification	OGMS Claim Certification 06-28-2022.pdf	pdf	183 KB	06/28/2022 03:33 PM	Delete

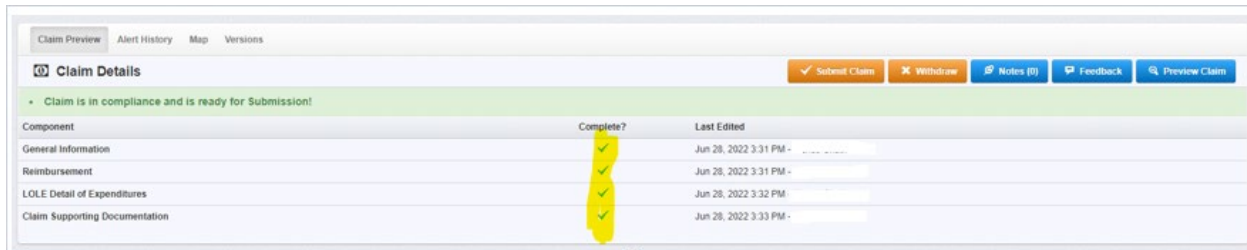
22. Click **Add New Attachment**, which will open below screen.

The screenshot shows the 'Attach File' dialog box. It has a title bar with a close button. Inside, there is a header 'Attach File' with a 'Save File' button and a 'Cancel' button. Below the header, there is a label 'Upload File*' followed by a text input field and a 'Select file' button. Underneath, there is a label 'Description*' followed by a text area with a 'Description' placeholder and a '500 character(s) left' indicator.



DCJS On-line Grants Management System (OGMS)

23. Click on **Select file**, which will allow you to upload the document from your computer. Click **Save file**. Grantees also have the option of sending the SAM registration certificate by email to related DCJS staff instead of attaching it to the claim.
24. Make sure all the components/sections are corrected based on the negotiation comments. Once all the related components are correctly completed, it will take you to the screen showing all components with a **Check Mark** and you will also see the **Submit Claim** button.



25. Click on the **Submit Claim** button, once submitted, the claim status will change from **Correcting** to **Submitted**, which will allow DCJS staff to review and process the claim.