



## OGMS Instruction for Submitting an Encumbrance

An encumbrance is a feature in the grant system that notifies you of an outstanding obligation that must be completed by a specific deadline. When an encumbrance is activated, it can also pause your payments until you have fulfilled that obligation.

Encumbrances must be addressed before DCJS staff can approve a claim marked as “Submitted” and disburse funds. If an encumbrance is placed on a grant while claims are in “Awaiting Payment, Correcting, Editing or Submitted” status, the claims will be voided or withdrawn by DCJS staff. The subrecipient may resubmit claims that were withdrawn or voided once the encumbrance is resolved.

If an encumbrance remains unmet, then you must report to the DCJS, by letter, the steps taken to achieve compliance, the reasons for noncompliance, 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 time frames. Please reach out to your Grant Monitor if you need assistance with resolving encumbrances.

Encumbrances in OGMS can be viewed in two ways: by accessing the individual grant or by using the dashboard.

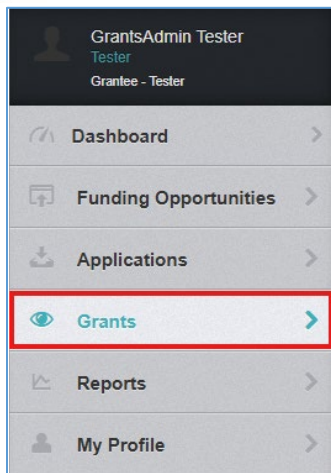
### Logging into OGMS

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.

### Accessing Through 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: <input type="text"/>               |          |      |                  |                                                  |                             |                          |            |            |              |               |                   |               |  |
| ID                                         | Status   | Year | Title            | Organization                                     | Program Area                | Funding Opportunity      | Start Date | End Date   | Grant Amount | Total Claimed | Remaining Balance | Percent Spent |  |
| 1224-Test                                  | Underway | 2025 | Grant Admin Test | Virginia Department of Criminal Justice Services | TRAIN-OGMS Training Program | 541775-Grants Admin Test | 07/01/2024 | 06/30/2025 | \$225,000.00 | \$0.00        | \$225,000.00      | .00%          |  |

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

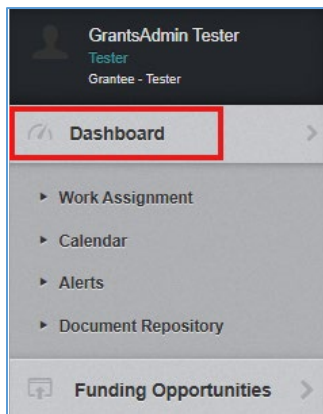
This list may vary depending on the funding opportunity and program area.

| Grant Components                                                           |  |
|----------------------------------------------------------------------------|--|
| The grant forms appear below.                                              |  |
| Your grant award details are saved here, as well as many forms which may b |  |
| Component                                                                  |  |
| General Information                                                        |  |
| Face Sheet                                                                 |  |
| Contract Amendments                                                        |  |
| Correspondence                                                             |  |
| Claims                                                                     |  |
| Status Reports                                                             |  |
| Encumbrances                                                               |  |



## 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 *Approaching Deadlines* section within your *Work Assignments*. This will list the pending encumbrance.

| 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 |

Click the encumbrance, and it will take you to the *Grant Components* list.

| Component           |
|---------------------|
| General Information |
| Face Sheet          |
| Contract Amendments |
| Correspondence      |
| Claims              |
| Status Reports      |
| Encumbrances        |



## Reviewing the Encumbrance

The encumbrance entry will display its status, the compliance date (if applicable), a description, the due date, and whether payments are being held until it is resolved.

| Encumbrances - Multi-List                             |                 |                                                                                                                                                                                                                        |            |              |
|-------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------|
| Status                                                | Compliance Date | Description                                                                                                                                                                                                            | Due Date   | Hold Payment |
| Pending                                               |                 | 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. | 07/01/2026 | Yes          |
| Last Edited By: Michelle Miles - Jun 22, 2026 8:15 AM |                 |                                                                                                                                                                                                                        |            |              |

The *Description* should explain the reason for the encumbrance and outline the steps required to resolve it. If you are unsure how to proceed, please contact your Grant Monitor for guidance.

The *Due Date* is the deadline by which the encumbrance must be resolved or, if funds are being held, the date on which the hold will begin.

## Submitting Encumbrance Items

Under the *Grant Components* list, click on *Correspondence*.

| Grant Components                                                                                        |  |
|---------------------------------------------------------------------------------------------------------|--|
| The grant forms appear below.                                                                           |  |
| Your grant award details are saved here, as well as many forms which may be used to complete the grant. |  |
| Component                                                                                               |  |
| General Information                                                                                     |  |
| Face Sheet                                                                                              |  |
| Contract Amendments                                                                                     |  |
| Correspondence                                                                                          |  |
| Claims                                                                                                  |  |

Click on the green *Add Grantee Correspondence* button.

| Inter-System Grantee Correspondence |                         |                       |                       |                  |         |                                |              |              |              | + Add Grantee Correspondence |
|-------------------------------------|-------------------------|-----------------------|-----------------------|------------------|---------|--------------------------------|--------------|--------------|--------------|------------------------------|
| Flag                                | Sent/Received           | From                  | To                    | Subject          | Message | Attachment 1                   | Attachment 2 | Attachment 3 | Attachment 4 | Attachment 5                 |
|                                     | Jul 14, 2025<br>1:43 PM | GrantsAdmin<br>Tester | GrantsAdmin<br>Tester | Test<br>Deleting | Test    | ProgramUpdateForm_June2025.pdf |              |              |              |                              |

Under the *To* field, you will see a list of users who have access to the grant, along with DCJS staff. Select the appropriate recipients for the correspondence.

In the *CC* field, you may add additional email addresses for individuals who do not have an OGMS account. Use a semicolon (;) to separate multiple addresses.



In the subject line, indicate that the correspondence is a response to an encumbrance on the grant and include the grant number.

In the *Message* section, include any additional information needed to resolve the encumbrance. You may also attach up to five files.

**Inter-System Grantee Correspondence** Send Correspondence

Flag:

To\*:

CC addresses must be entered in a valid email format, i.e. name@domain.org. Use a semicolon (;) to separate multiple CC email addresses.

CC:

Subject\*:

Message:

body p Paragraphs: 5, Words: 52, Characters (with HTML): 403

Attachment 1:  Change Remove

When all information has been provided and any attachments have been uploaded, click the orange *Send Correspondence* button.



An email will be sent to the recipients you selected. Once the submission has been reviewed and approved, your Grant Monitor will release the payment hold on your funds and mark the encumbrance as compliant.