



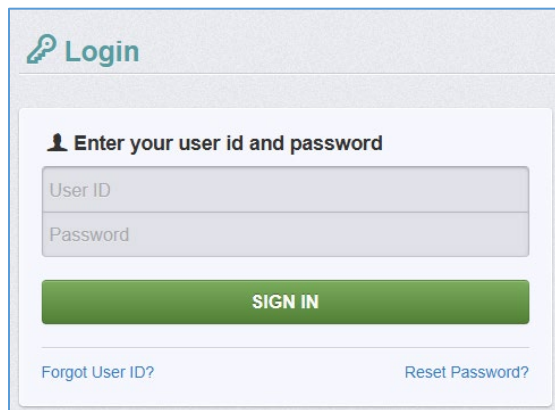
OGMS Instruction for Submitting a Status Report

A Status Report is used to provide an update on recent grant-funded activities. It is initiated through a designated grant sub-component, which starts the status report and approval workflow. Status Reports are typically submitted according to a predetermined schedule, as outlined in the grant guidelines, and are used to document progress on all grant-supported work.

Logging into OGMS

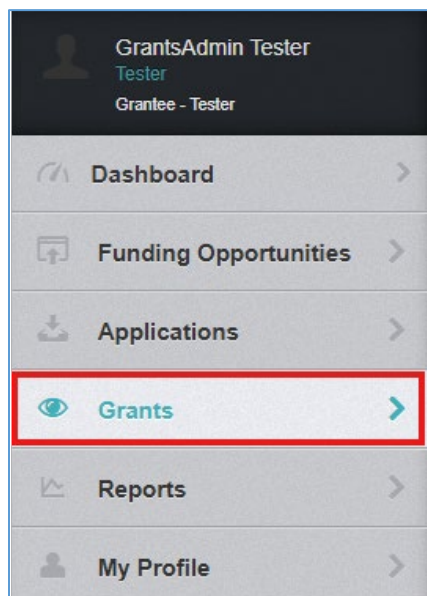
Using your internet browser navigate to <https://ogms.dcjs.virginia.gov>

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



Accessing 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 *Status Reports* component from the list.

Grant Components	
The grant forms appear below.	
Your grant award details are saved here, as well as ma grant.	
Component	
General Information	
Face Sheet	
Contract Amendments	
Correspondence	
Claims	
Status Reports	
Encumbrances	
Monitoring Activities	

Click on the green *Add Status Report* button.





In the *Sub Type* field, choose the appropriate status report type from the dropdown.

Enter a clear, descriptive title for the status report.

Enter the reporting period dates. You can find these dates in the Grant Special Conditions. Typically, the reporting periods are as follows:

- July 1 – September 30
- October 1 – December 31
- January 1 – March 31
- April 1 – June 30

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

You will be directed to the *Status Report Details* page.

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



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

Status Report Details

Status Report cannot be Submitted Currently

- Status Report components are not complete

Component	Complete?	Last Edited
General Information	✓	Jun 29, 2026 12:09 PM - GrantsAdmin Tester
Goals and Objectives Report	-	
Discretionary Quarterly Report	-	
Training and Narrative	-	

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

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

Goals and Objectives - Multi-List

Report on the Goals and Objectives, as entered in the grant application.
Please describe any progress or barriers to working on the activities this reporting period.

Goal Number	Goal	Objective	Activities	Month (in which implementation step occurs)	Progress or Barriers	Month (in which implementation step occurred)	Is this the last report of the award period?	Did you complete this objective (This field is required during the reporting period)
1	Test Goal	Test Objective	Test Activities	July	Test	August	No	

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

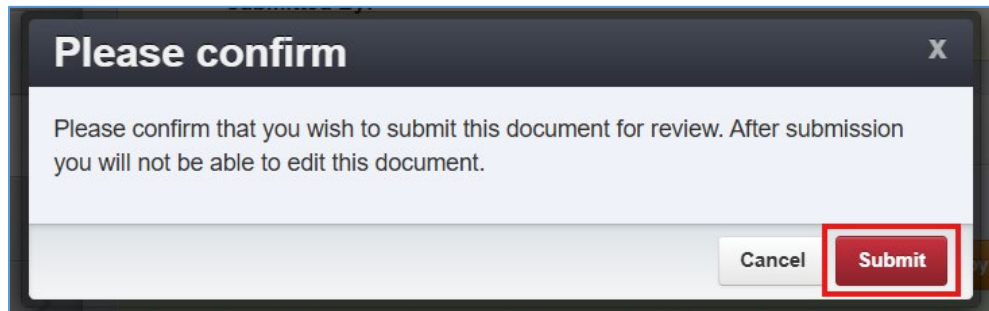
Status Report Details

Status Report is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Jun 29, 2026 12:09 PM - GrantsAdmin Tester
Goals and Objectives Report	✓	Jun 29, 2026 12:15 PM - GrantsAdmin Tester
Discretionary Quarterly Report	✓	Jun 29, 2026 12:17 PM - GrantsAdmin Tester
Training and Narrative	✓	Jun 29, 2026 12:17 PM - 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 status report. If you are ready, please proceed by clicking the red *Submit* button.



Your status report will show as *Submitted* under the *Status Reports* 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.