

DCJS ARPA

Equipment Grant Programs Claims Information Session

June 22 and 23, 2023



Agenda

1. **Statement of Grant Award (SOGA)**
2. **Contract Amendments**
3. **Claims**
4. **OGMS Demo**
5. **Status Report**
6. **Open Q&A**

Statement of Grant Awards (SOGA)

Note → Statement of Grant Award packages were sent to all contacts listed within application face sheets



Within the SOGA, the DCJS grant award number, total award amount, and project period are listed



SOGAs must be returned signed by the project administrator in order to submit claims

SOGA Checklist

- #1 Review SOGA to ensure all information is correct
- #2 Have Project Administrator sign and date bottom of form
- #3 Email completed form to rr-learpagrants@dcjs.virginia.gov



Does your SOGA contain incorrect information?

Please strikethrough and correct any information on your SOGA that has changed or is incorrect.

Contract Amendments

Note

Contract amendments can be initiated through OGMS

1 Budget Revision - Amendment

- Change where funds are being moved between equipment and supplies categories
- Allowance of 2 budget revisions, which are approved on a case-by-case basis
- Must be requested at least 45 days prior to grant closing
- Must be approved by DCJS prior to funds being expended

2 Budget Revision - In Line Adjustment

- Used when funds are being reallocated for different items, but they fall within the same category
- Description and justification for new items are required to be submitted within the corresponding budget category
- Must be approved by DCJS prior to funds being expended

3 Change in Authorized Official

- For changes to any contacts listed on the face sheet
- Program Update Form should be signed by the new Project Administrator and uploaded as an attachment to the contract amendment

[Click Here to Download the Program Update Form](#)

 **Questions regarding contract amendments?**

Email our DCJS inbox dedicated to ARPA grant administration: rr-learpagrants@dcjs.virginia.gov

Claims - Creating a Claim

Note

Instructions on how to submit a claim can be found on the DCJS website [or by following this link](#).

Claims Submission

- 1 Navigate to the OGMS website (all claims must be submitted through OGMS)
- 2 In the side menu, click on “Grants” and select the active grant
- 3 Once the grant is selected, the grant components menu will appear including the claims tab

Supporting Documentation Checklist

- #1 [OGMS Claims Certification Form](#) (link)
- #2 Invoice/Purchase Order and Proof of Payment



Note: Invoices and Proof of Payment must clearly indicate the vendor, purchase date, equipment or supply type, and correct amounts



Only 1 claim should be submitted (reimbursement or report only) per reporting period

It is recommended to submit a claim after all grant activity within the quarter has concluded



Claims - Equipment Tracking Requirement

Note

Attach the claims template to the Claim Supporting Documentation component during claims submission

DCJS Claims Template

- 1 Additional information is required on equipment purchased with a value of **\$5,000.00 or higher per item**
- 2 Required information includes name of organization, Grant ID, equipment type, VIN or Serial number, title holder (if applicable), date of purchase, location where the equipment is stored, and measures taken to prevent loss, damage or theft
- 3 Template can be found on the DCJS website by [following this link](#)
- 4 Please rename the completed template in the following format before uploading:
[Organization Name]__[Grant ID#] for example
Matthews County Sheriff's Office_508954

The screenshot shows the Virginia Department of Criminal Justice Services website. The header includes the department's logo and name, along with the tagline "Improving and promoting public safety in the Commonwealth". A navigation bar contains links for ABOUT, LICENSING / REGULATION, LAW ENFORCEMENT, SCHOOL-CAMPUS SAFETY, and JUVENILE / VICTIMS / ADULT JUSTICE. Below the navigation bar, the breadcrumb trail reads "Home » Grants » Forms". A sidebar menu on the left lists various categories: Grants (highlighted in yellow), Expired Grant Opportunities, Forms, Training, 599, OGMS Training & Resources, DCJS Funding Profiles, and Grant Requirements. The main content area is titled "Forms" and features a search box labeled "Search By Name" with an "Apply" button. Below the search box, a list of grant guidelines is displayed, including "Law Enforcement Grants" and "DCJS ARPA Claims Template" (highlighted in yellow). Other listed grants include "FY2023 Combating Hate Crimes Grant Program Grant Guidelines", "2022 Combating Hate Crimes Grant Program Guidelines", "2022 Virginia Community-Based Gun Violence Intervention (CBGVI) Grant Guidelines", and "CY 2021 Peer-Supported Critical Incident Stress Management Grant Guidelines".

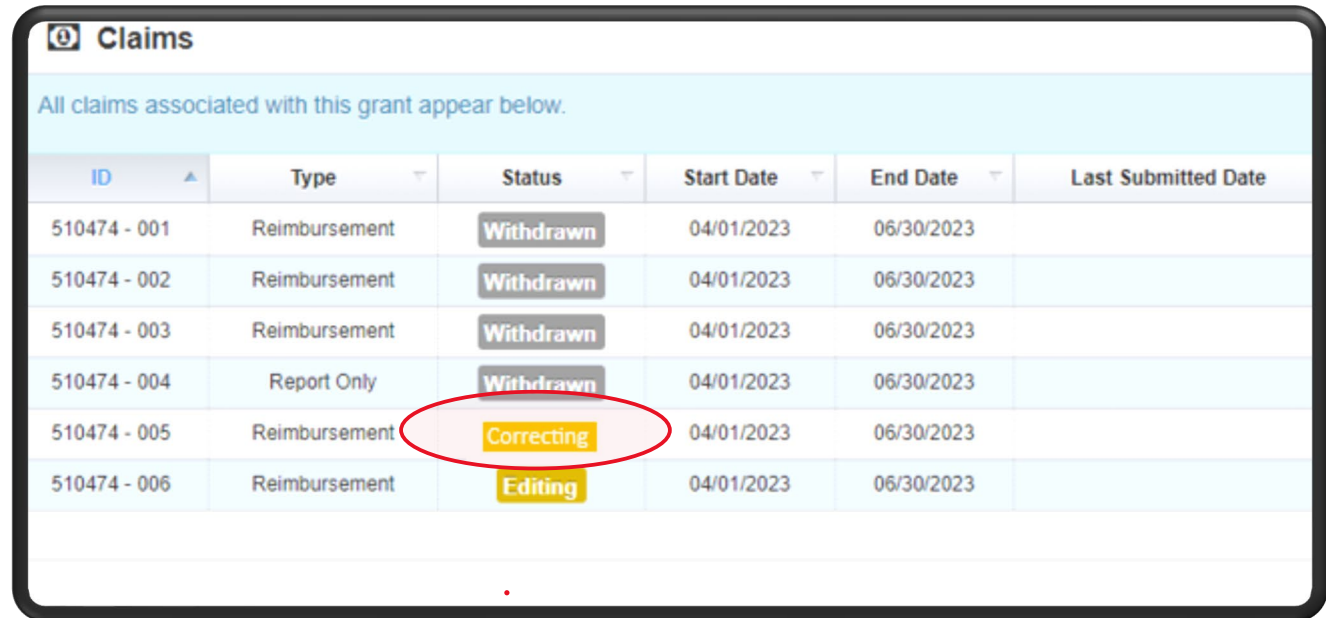


Claims - Negotiations

We may request revisions for a submitted claim if there is incorrect information or missing documentation. In such cases, a negotiated claim will be in "Correcting" Status, and the grantee will be notified by email.

Common Revision Requests:

- 1 Revise reporting period for accuracy
- 2 Revise the claim if it is incorrectly marked as a Final Claim. The criteria for selecting Final Claims should only apply to the last quarter of the program
- 3 Provide the Unique Entity ID or SAM information accurately
- 4 Revise the entries in the Supply or Equipment section. For example, a purchase of less than \$5,000.00 has been mistakenly entered under Equipment instead of Supplies.
- 5 Include all required documentation to support the claim



Claims

All claims associated with this grant appear below.

ID	Type	Status	Start Date	End Date	Last Submitted Date
510474 - 001	Reimbursement	Withdrawn	04/01/2023	06/30/2023	
510474 - 002	Reimbursement	Withdrawn	04/01/2023	06/30/2023	
510474 - 003	Reimbursement	Withdrawn	04/01/2023	06/30/2023	
510474 - 004	Report Only	Withdrawn	04/01/2023	06/30/2023	
510474 - 005	Reimbursement	Correcting	04/01/2023	06/30/2023	
510474 - 006	Reimbursement	Editing	04/01/2023	06/30/2023	


To ensure that notifications are not marked as spam, please adjust your email settings to allow OGMS automated email:
VAgrantsDCJS@webgrantsmail.com.

Claims - Financial Reports and Reimbursements

Note → Grant recipients **must submit a claim report every quarter** even if no expenditures occurred

Claim Report Submission

- 1 Navigate to the OGMS website
- 2 In the side menu, click on “Grants” and select the active grant
- 3 Once the grant is selected, the grant components menu will appear, click on Claims tab
- 4 Select “Report Only” as the type of claim

 Only one claim must be submitted per quarter: a reimbursement or a claim report.

Report Due Dates

Reports are due within 15 days after the end of each calendar quarter

Calendar Quarter Ending	Report Due Dates
06/30/2023	07/15/2023
09/30/2023	10/15/2023
12/31/2023	01/15/2024
03/31/2024	04/15/2024
06/30/2024	07/15/2024
Final Financial Report (Claim)	08/15/2024

Progress (Status) Report Submission

Note

Grant recipients must submit quarterly financial and status reports

Status Report Submission

- 1 Navigate to the OGMS website
- 2 In the side menu, click on “Grants” and select the active grant
- 3 Once the grant is selected, the grant components menu will appear, click on Status Report tab
- 4 Reports are due within 30 days after the end of each calendar quarter, even if no expenditures occurred during the quarter



Next Status Report due date is 07/31/2023.

Status Report Questions

1. What is the status of your project within this grant?
2. What were your accomplishments during this reporting period, e.g., how has the purchases impacted the community you serve/ agency?
3. What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals?
4. What are your goals/ timeline for the next quarter?
5. Is there any assistance that DCJS can provide to address any problems/barriers identified in the question above?

Encumbrances

Common Encumbrances

- Unverifiable UEI number and/or System for Award Management (SAM) (<https://www.sam.gov>) expired registration
- Financial and quarterly reporting requirements have not been fulfilled

Note

Grant recipients should review and comply with all the terms and conditions outlined in their grant agreements to avoid encumbrances. **Any encumbrances could delay drawdown of grant funds.**

How to check status of encumbrances

- To check status of encumbrances, logon to OGMS and select the Encumbrances component.
- All submissions of special conditions/encumbrances are reviewed within ten (10) working days by DCJS. Grantees will receive notice of approval via email. In case the conditions are not met, they will receive a request for additional information.
- If you have any questions about the status of your grant, please contact the ARPA staff at rr-learpagrants@dcjs.virginia.gov.



Questions regarding SAM.gov?

For any SAM.gov questions, please contact Lacey Payne at lacey.payne@dcjs.virginia.gov



OGMS Demonstration

Live demonstration of the following grants processes:

- 1 Contract Amendment Submission
- 2 Claim Submission
- 3 Claim Negotiation
- 4 Claim Report Submission (Report Only)
- 5 Status Report Submission



Open Q&A

- Please use this time to ask DCJS any questions you may have!
 - This portion of the virtual training session is not being recorded
 - A summary of the Q&A session will be posted on the DCJS website
- Thank you for attending!



Additional Support

For questions regarding your ARPA grant, contact the ARPA staff
rr-learpagrants@dcjs.virginia.gov

For questions and technical assistance relating to the OGMS system,
contact ogmssupport@dcjs.virginia.gov

Quick Links

Changes in Authorized Officials (Program Update Form): https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/victims-services/forms/_0.pdf

System for Award Management (SAM) Registration: <https://www.sam.gov>

OGMS Claims Certification Form: [OGMS Claims Certification Form | Virginia Department of Criminal Justice Services](#)

DCJS ARPA Claims Template (Purchases over \$5,000.00 per item): [Forms | Virginia Department of Criminal Justice Services](#)