



DCJS On-line Grants Management System (OGMS)

Claims - General Information

Claims need to be correctly submitted in the OGMS to avoid delays in processing the claims and eventually the payments.

The most common issues with the incorrect submission of claims relate to following sections:

1. Reporting period

Reporting period of the claims must correspond to the quarterly periods unless instructed otherwise. In some specific cases, grantees are allowed to report for the whole grant period or report on monthly basis, but it must be agreed upon by the DCJS. Claim reporting periods must always be within the grant period. The Fiscal Year of the Virginia State starts from July 01.

Reporting Period Examples

I. Quarterly:

- 1st Quarter: 07/01/20XX – 09/30/20XX
- 2nd Quarter: 10/01/20XX – 12/31/20XX
- 3rd Quarter: 01/01/20XX – 03/31/20XX
- 4th Quarter: 04/01/20XX – 06/30/20XX

II. Monthly:

- | | |
|----------------------------|-----------------------------|
| 1. 07/01/20XX – 07/31/20XX | 7. 01/01/20XX – 01/31/20XX |
| 2. 08/01/20XX – 08/31/20XX | 8. 02/01/20XX – 02/28/20XX |
| 3. 09/01/20XX – 09/30/20XX | 9. 03/01/20XX – 03/31/20XX |
| 4. 10/01/20XX – 10/31/20XX | 10. 04/01/20XX – 04/30/20XX |
| 5. 11/01/20XX – 11/30/20XX | 11. 05/01/20XX – 05/31/20XX |
| 6. 12/01/20XX – 12/31/20XX | 12. 06/01/20XX – 06/30/20XX |

2. Claim Type

Claim type should be selected carefully. Once selected and submitted, the claim type cannot be edited. To change the claim type, it will require to withdraw the claim and create a new claim with the correct type. The common types of claims include:

- i. **Payment:** If the request is for advance payment, the **Claim Type** should be selected as **“Payment”**.
- ii. **Reimbursement:** If the request is for the reimbursement for the expenditures incurred, the **Claim Type** should be selected as **“Reimbursement”**, which is the case for most of the claims.



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- iii. **Report Only:** If the request is for reporting the expenditures and accounting for the advance payment, the **Claim Type** should be selected as “**Report Only**”. **NOTE:** In this claim type the grantee is requesting \$0.00 and only reporting the Detail of Expenditures.

3. Final Request or Final Claim

Only claims reporting the last quarter of the grant period or the last claim with the final request for reimbursement and reporting the final expenditures should be marked as **Final**

All Match requirements must be met before the Final Claim can be approved, unless the Match waiver has been approved by DCJS.

Please note the closeout process for a grant will begin once a grantee has marked a claim as Final, the claim has been processed and status changed to Paid.

4. System for Award Management (SAM) registration

Per the Special Conditions of the grants, all grantees, receiving Federal grant funds, must comply with applicable requirements regarding the **System for Award Management (SAM)**, currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with **SAM**, as well as maintaining the currency of information in **SAM**. If the **OGMS** does not show the latest expiry date of **SAM** registration, grantee can attach the **SAM** renewal certificate to the **Claim Supporting Documentation** section. Claims from the federal grants will not be processed unless the grantee’s **SAM** registration is current.

5. Reimbursement

The **Reimbursement** section captures the line-item totals of all **Federal, State General and State Special** funding sources for each category in the ‘**Expenses This Period**’ column. All local **Match** (if applicable) should be entered in the ‘**Match Expenses This Period**’ column. The amounts requested in the **Reimbursement** section must be the same as the amounts reported in the **Detail of Expenditures** section at the category level unless the request is for advance payment or the claim type is **Report Only**, which reports the expenditures for the advance payment.

5.1. Exception for the Reimbursement in the 4th quarter due to the closing of the Fiscal Year

The State Fiscal Year closes on June 30 and after June 30, any remaining State-General funds on the grant will enter the re-appropriation process, which includes review and approval by the Department of Planning and Budget, and will become unavailable for drawdown for up to 6 months. To avoid the re-appropriation process, any remaining requests for State General funds will need to be submitted in OGMS by May 27 to allow DCJS ample time for processing the claims.

To request any anticipated remaining State-General fund expenditures, the following steps need to be followed:

1. Create a Claim in OGMS for the period from 04/01/20XX to 06/30/20XX



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2. In the “Reimbursement” section of the Claim, request the fourth quarter State General Fund expenditures to date (from 04/01/20XX to the date of claim submission) plus any anticipated remaining State-General Fund expenditures through June 30, 20XX.
3. Do not report the expenditures and leave the “Detail of Expenditures” section blank. The actual fourth quarter’s State-General fund expenditures should be reported on the Final Claim submission due on July 15, 20XX.

Any reimbursement requests for Fiscal Year State-General Funds submitted after May 27, 20XX are not guaranteed to be processed prior to the closing of the State Fiscal Year.

5.2. Grants with State-General Funds and Federal Funds

Once the grantee finalized its fourth quarter expenditures, a Final Claim should be submitted by July 15, 20XX. The following steps to be followed to report the finalized expenditures in OGMS:

1. Create a second Claim in OGMS for the 4th quarter (from 04/01/20XX to 06/30/20XX) and select “Yes” for Final Request.
2. In the “Reimbursement” section, enter the difference between the anticipated State-General funds requested previously and the actual fourth quarter State-General expenditures.
Example: The anticipated State-General fund expenditures were \$10,000.00 but expended only \$9,900.00 for the fourth quarter. In this case the unexpended amount should be refunded by entering the negative remaining amount (\$-100.00) in the “Reimbursement” section. If there are expenditures from another funding source (i.e., Federal) in the fourth quarter, include the Federal amounts in the “Reimbursement” section as well. Continuing with the example above, if there was \$5,000.00 in Federal expenditures, the “Reimbursement” section total would be \$4,900.00 (\$5,000.00 Federal + - \$100.00 State-General).
3. Enter the actual fourth quarter expenditures in the “Detail of Expenditures” section. Following the example, enter \$9,900.00 in the “General” column of the “Detail of Expenditures” section. Report any fourth quarter expenditures from other funding sources (i.e., Federal) in the “Detail of Expenditures” section as well. With the previous example, \$5,000.00 would be reported in the “Federal” column of the “Detail of Expenditures” section so that the total expenditures reported equals \$14,900.00 (\$5,000 Federal + \$9,900.00 General).
4. Grantee receiving or reporting Federal expenditures on the Claim must attach the OGMS Claim Certification form signed by the designated Financial Officer for the grant in the “Claim Supporting Documentation” section.
5. Any contract amendments involving State-General funds will need to be approved by DCJS prior to May 27, 20XX to allow for a claim to be submitted with the updated budget information by the deadline. Any contract amendments need to be submitted by May 17, 20XX to allow DCJS appropriate time to approve and process any requested changes.



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6. Detail of Expenditures

The **Detail of Expenditures** section must correspond to the amounts requested in the **Reimbursement** section, however, expenditures in this section will need to be broken out by funding source.

- i. The amounts reported in the **Detail of Expenditures** section must be the same as the amounts requested in the Reimbursement section at the category level unless the claim type is **Report Only**, which reports the expenditures for the advance payment or the claim is requesting advance payment, where the expenditures are partially reported, or no expenditures are reported.
- ii. The expenditures must be reported in related columns based on the approved budget, i.e., the Federal expenditures should be reported in the **Federal** column and the State General or State Special expenditures should be reported in the **State** and **Special** columns.
- iii. **Match** expenditures must be reported in the related columns i.e., **Cash Match, In-Kind Match**, and **Match Fees** in the **Detail of Expenditures** section according to the approved budget.
- iv. For reporting the expenditures for the **4th quarter** (end of the Fiscal Year), see 5.1 and 5.2 above.

7. Claim Supporting Documentation

Unless specifically instructed otherwise by DCJS, the signed OGMS **Claim Certification Form** for grants with Federal funding is the only supporting documentation currently required for a Claim submission. Grants with State General and State Special funds only are not required to submit the OGMS Claim Certification form. While any additional supporting documentation may be included with the Claim submission, the Claim will require additional time to process for DCJS to review all attached documentation. As stipulated by the conditions of the grant award, all supporting documentation for grant-related activity must continue to be maintained on site and available upon request.