



OGMS How Submit “Action Item” Encumbrances/ Special Conditions

To locate your Encumbrances, look on the Dashboard under your Work Assignments within the Approaching Deadlines section. If you have any for your grant(s), they will be listed here.

You must comply with any items listed prior to DCJS disbursing funds. If Encumbrances remain unmet after the assigned due date, you must report to DCJS, by letter, the steps taken to achieve compliance, the reason(s) for non-compliance, 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 timeframes. Letters should be sent to grantsmgmt@dcjs.virginia.gov.

Click on the ‘Pending’ Encumbrance.

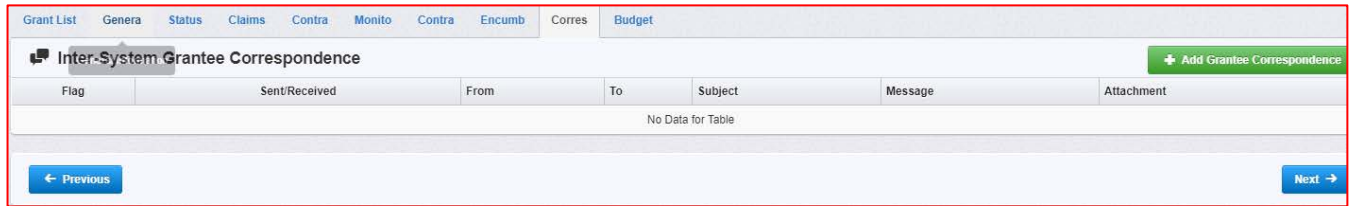
Due Date	Document	ID	Status	Title	Program Area
04/23/2021	Encumbrance	113	Pending	Simplified Budget Test	Test Program Area

Select the ‘Correspondence’ component

Component	Last Edited
General Information	Jun 25, 2020 12:48 PM - System Administrator
Status Reports	Aug 31, 2020 7:33 AM - Tester External
Claims	Jun 25, 2020 12:48 PM - System Administrator
Contract Amendments	Aug 31, 2020 7:34 AM - Tester External
Monitoring Activities	Aug 31, 2020 7:34 AM - Tester External
Contract	Oct 13, 2020 4:25 PM - System Administrator
Encumbrances	Apr 22, 2021 12:15 PM - DeAndrea Williams
Correspondence	Aug 31, 2020 7:37 AM - Tester External
Budget	Oct 14, 2020 7:36 AM - System Administrator
Funding Opportunity	



Click on the green 'Add Grantee Correspondence' button



Under Inter-System Grantee Correspondence:

Flag: Select any flag color

To: Select the person you would like to notify

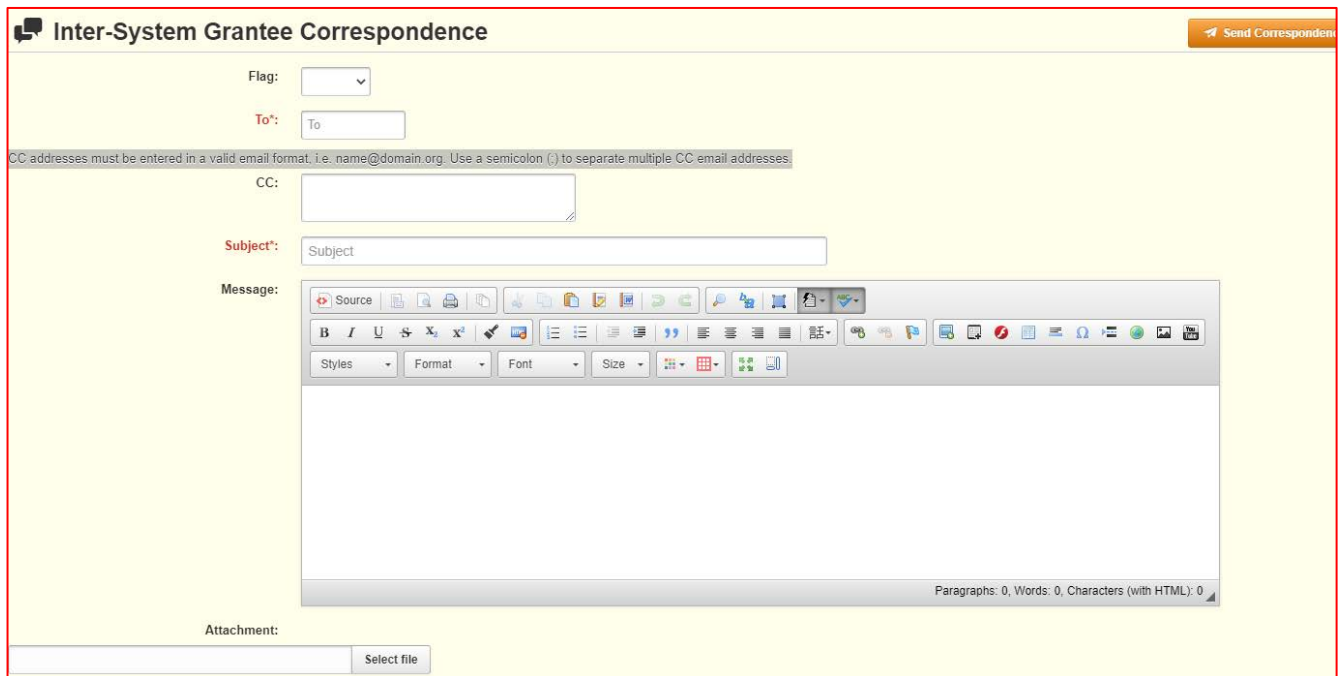
CC: Enter any additional persons you would like to notify. CC addresses must be entered in a valid email format, i.e. name@domain.org. Use a semicolon (;) to separate multiple CC email addresses.

Subject: Type 'Encumbrance for Grant Number [Enter your grant number]'

Message: Provide any additional content/verbiage

Attachment: Upload any attachment to support your Encumbrance

Click the orange 'Send Correspondence' button.



An email will be sent to those you wanted to notify of the Encumbrance. After it has been reviewed, your Grant Monitor will then release the Hold Payment on your Claims and mark your Encumbrance as compliant.

Status	Compliance Date	Description	Due Date	Hold Payment
Pending		Test encumbrance	04/23/2021	Yes