

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.

n Dashboard	48 Back	🔂 Print 💌	Online He	lp	E→ Log Out		
 Work Assignment 	Appro	aching Deadl	ines - Next 30	Days			
 Calendar Alerts 	This section d	isplays the docun	nents with due d	ates arri	iving in the next	30 days.	
	Due Date	Document	T ID	.77	Status 👘	Title	 Program Area
 My Monitoring Activities 	04/23/2021	Encumbran	ice 11:		Pending	Simplified Budget Test	Test Program Area

Select the 'Correspondence' component

i≣ Grant Components	
The grant forms appear below.	
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

Grant List	Genera	Status	Claims	Contra	Monito	Contra	Encumb	Corres	Budget				
🗭 Inter	r-System	Grantee	e Corres	ponden	ice							+ Add Grantee Corr	espondence
Flag			Sent	/Received			From		То	Subject	Message	Attachment	
									No	Data for Table			
← Previ	ous												Next →

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.

Inter-System Grantee	Correspondence 🛛 🛪 Send Corre	esponder
Flag:		
To*:	Το	
CC addresses must be entered in a valid email form	at, i.e. name@domain.org. Use a semicolon (;) to separate multiple CC email addresses.	
CC:		
Subject*:	Subject	
Message:	● Source ■	
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	Styles • Format • Font • Size • III • III • III	
	Paragraphs: 0, Words: 0, Characters (with HTML): 0 🦼	
Attachment:		
	Select file	

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.

Grant List Gene	iera Statu	Claims	Contra	Monito	Contra	Encumb	Corres Budg	jet				
Encumb	orances - (Current Versio	n									
i≣ Encumbr	rances - M	ulti-List										
Encumbr	rances - N	ulti-List	Compl	iance Date		De	scription			Due Date		Hold Payme