



DCJS On-line Grants Management System (OGMS)

Negotiated Claim - Instructions for Resubmission

The Claim-General Information document details the requirements for submitting the correct and complete claim. If a claim did not meet the mentioned requirements, it will be negotiated back to the grantee with related comments/ reason for negotiation, for corrections. These comments can be found in the email generated by OGMS or in the **Alert History** of negotiated claim.

To correct and resubmit the negotiated claim, the grantee needs to Sign into OGMS at <https://ogms.dcjs.virginia.gov> on the Login Page as illustrated below:

The screenshot shows the OGMS Login page. On the left, there is a 'Login' section with a header 'Enter your user id and password'. It contains two input fields: 'User ID' and 'Password'. Below these is a green 'SIGN IN' button. There are links for 'Forgot User ID?' and 'Forgot Password?'. A yellow button labeled 'Click here to Register' is positioned below the login fields. Further down, there is a section for 'Single Sign On For Internal Users Only' with a blue button 'Click Here to Access Single Sign On Tool'. On the right side of the page, there is an 'Announcements' section. It contains a warning about state information system usage, a welcome message for OGMS registration, a detailed announcement from the Virginia Department of Criminal Justice Services (DCJS) regarding the official launch of the new Online Grant Management System (OGMS), technical support information, and a section on internet browsers recommending Google Chrome, Edge, and Safari.

Login

Enter your user id and password

User ID

Password

SIGN IN

[Forgot User ID?](#) [Forgot Password?](#)

[Click here to Register](#)

Single Sign On For Internal Users Only

[Click Here to Access Single Sign On Tool](#)

Announcements

You are accessing the State's information system, the information system usage may be monitored, recorded, and subject to audit. Unauthorized use of the information system is prohibited and subject to criminal and civil penalties.

Welcome to OGMS! Registration is open!

The Virginia Department of Criminal Justice Services (DCJS) is excited to announce the official launch of the new Online Grant Management System (OGMS)! We **strongly** recommend that you create your account ahead of time as the registration process can take time. Every user that manages a DCJS grant will need to register to receive a login account. This includes those within your locality that are responsible for submitting a grant application, uploading progress reports, entering financial reports, and requesting funds. Training materials and resources can be located here <https://www.dcjs.virginia.gov/grants/ogms-training-resources>.

OGMS Technical Support

For questions and technical assistance, contact: ogmssupport@dcjs.virginia.gov. Please include your grant number and grant program area in the Subject line (Example: 20-A1234CC20 – CCCA/PSA Grant Program).

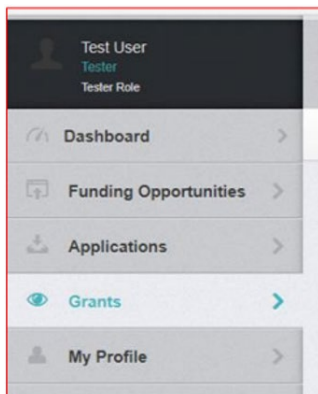
Internet Browsers

The only Internet browsers recommended for use with OGMS are Google Chrome, Edge, and Safari. Users should know that problems could exist within the system through use of any other browser.



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From the Side Menu, click on **Grants**, which will list all the grants related to the grantee.



Select the **Grant number**, mentioned in the notification email of claim negotiation.

Grant						
List of all current grants						
Back Print Help Log Out						
Active Grants Closed Grants						
Active Grants						
All active grants are listed below.						
ID	Status	Year	Title	Organization	Program Area	Funding Opportunity
6874984321	Underway	2019	DTPi - 9-20-19	Grantee Organization	TEST-Test Program Area	2-Example Funding Opportunity



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Once you have selected the related **Grant**, you will be directed to the **Grant Components**. Select **Claims** from the list of **Grant Components**.

Grant Components	
The grant forms appear below. You can define your own alerts in the Alerts section	
Component	Last Edited
General Information	Nov 7, 2019 1:04 PM - System Administrator
Claims	Oct 8, 2019 1:02 PM - System Administrator
Encumbrances	-
Status Reports	Oct 8, 2019 1:05 PM - System Administrator
Contract Amendments	Oct 8, 2019 1:06 PM - System Administrator
Site Visits	Oct 8, 2019 1:07 PM - System Administrator
Contract	Oct 10, 2019 2:16 PM - System Administrator
Correspondence	-
Grid Budget	Oct 8, 2019 1:00 PM - System Administrator
Funding Opportunity	
Application	

A negotiated claim will be in “**Correcting**” Status and the grantee has been notified by an email which includes the comments/reason for negotiation and the deadline for resubmission of the claim. The system will show the list of all claims for the grant. Select the claim in **Correcting** Status.

Grant List	Genera	Face S	Goals	Claims	Status	Encumb	Budget	Person	Consul	Travel	Subsis	Suppli	Equipm	Contra	Contra	Corres	Contra	Attach	Author
Claims																			
ID	Type	Status	Start Date	End Date	Submitted Date	Paid Date													
3732 - 001	Reimbursement	Paid	01/01/2022	03/31/2022	Mar 31, 2022 8:52 AM	08/02/2022													
3732 - 002	Reimbursement	Paid	04/01/2022	06/30/2022	Jun 28, 2022 2:47 PM	08/12/2022													
3732 - 003	Reimbursement	Paid	07/01/2022	09/30/2022	Oct 4, 2022 1:53 PM														
3732 - 004	Reimbursement	Correcting	07/01/2022	09/30/2022	Nov 17, 2022 2:18 PM														

A new screen will show the unlocked components/sections of the claim for correction. The components without a Tick Mark in the “**Complete?**” column are unlocked for edits, as illustrated below. You can only edit the unlocked components.

Claim Preview			Alert History	Map	Versions
Claim Details					
Claim cannot be Submitted Currently • Claim components are not complete					
Component	Complete?	Last Edited			
General Information	✓	Mar 23, 2022 5:18 PM -			
Reimbursement		Jul 20, 2022 12:40 PM -			
Detail of Expenditures		Mar 23, 2022 5:24 PM -			
Claim Supporting Documentation	✓	Mar 30, 2022 6:54 PM -			



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Grantees can also see the negotiations comments in the **Alert History** Tab of the claim.

1. For editing the **Reporting Period** or marking/unmarking the claim as **Final**, select the **General Information** from the mentioned list of components, you will be directed to a new screen.

Click on **Edit Form**, you will be directed to below screen.

Make necessary changes and click on **Save Form**.

To go back to the list of components, click on the **Back** button at the top left of the screen, otherwise, by saving each form, the system will automatically take you back the list of components.



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2. To edit the **Reimbursement** section, click on **Reimbursement** in the list of components.

Claim Preview Alert History Map Versions

Claim Details [Withdraw](#) [Notes \(0\)](#) [Feedback](#) [Preview Claim](#)

Claim cannot be Submitted Currently
• Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Mar 23, 2022 5:18 PM -
Reimbursement		Jul 20, 2022 12:40 PM -
Detail of Expenditures		Mar 23, 2022 5:24 PM -
Claim Supporting Documentation	✓	Mar 30, 2022 6:54 PM -

Below screen will open.

Claim List Genera Detail Reimbu Claim

Reimbursement - Current Version [Create New Version](#) [View Versions](#)

Reimbursement [Mark as Complete](#) [Edit Reimbursement](#)

Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage	Total Claim Amount
Personnel	\$14,063.00	\$0.00	\$4,459.79	\$4,459.79	\$9,603.21	\$0.00	\$4,459.79	\$9,603.21	\$4,688.00	\$0.00	\$0.00	\$0.00	\$4,688.00	0.00%	\$0.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subsistence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Supplies/Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	\$14,063.00	\$0.00	\$4,459.79	\$4,459.79	\$9,603.21	\$0.00	\$4,459.79	\$9,603.21	\$4,688.00	\$0.00	\$0.00	\$0.00	\$4,688.00	.00%	\$0.00

Last Edited By: Angela Donor - Nov 17, 2022 2:17 PM [Edit Reimbursement](#)

Click on **Edit Reimbursement**. A new screen will open as below.

Reimbursement - Edit [Save Reimbursement](#)

Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage	Total Claim Amount
Personnel	\$214,088.16	<input type="text" value="97707.00"/>	\$116,381.16	\$214,088.16	\$0.00	\$0.00	\$214,088.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$97,707.00
Consultant	\$8,840.00	<input type="text" value="0.00"/>	\$0.00	\$0.00	\$8,840.00	\$0.00	\$0.00	\$8,840.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Subsistence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Supplies/Other	\$226,365.84	<input type="text" value="0.00"/>	\$123,618.84	\$123,618.84	\$102,747.00	\$0.00	\$123,618.84	\$102,747.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
	\$449,294.00	\$97,707.00	\$240,000.00	\$337,707.00	\$111,587.00	\$0.00	\$337,707.00	\$111,587.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	.00%	\$97,707.00

Last Edited By: Julie Derr - Nov 22, 2022 12:44 PM [Save Reimbursement](#)

You will only be allowed to edit categories for which there is a budget or available balance. All Federal, State General and State Special funding sources for each category should be entered in the “**Expenses This Period**” column. All local **Match** (if applicable) should be entered in the “**Match Expenses This Period**” column. Make necessary changes and click on **Save Reimbursement** and then click on **Mark as Complete** button.



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3. For editing the **Detail of Expenditures** section, click on **Detail of Expenditures** component.

Component	Complete?	Last Edited
General Information	✓	Mar 23, 2022 5:18 PM
Reimbursement		Jul 20, 2022 12:40 PM
Detail of Expenditures		Mar 23, 2022 5:24 PM
Claim Supporting Documentation	✓	Mar 30, 2022 6:54 PM

A new screen will open as below.

Description	Federal	State	Special	Cash Match	In-Kind Match	Total
No Data for Table						

Description	Federal	State	Special	Cash Match	In-Kind Match	Total
No Data for Table						

Description	Federal	State	Special	Cash Match	In-Kind Match	Total
No Data for Table						

Description	Federal	State	Special	Cash Match	In-Kind Match	Total
Training Expenses	\$2,383.90	\$0.00	\$0.00	\$0.00	\$0.00	\$2,383.90
	\$2,383.90	\$0.00	\$0.00	\$0.00	\$0.00	\$2,383.90

Click on each category for changes. You can also add new rows by clicking **Add Row** or **Delete** existing row by clicking **Delete Row**. You will be directed to below screen.

Description*: Executive Director, Kathleen Petersen

Federal*: \$0.00

State*: \$16,810.37

Cash Match*: \$0.00

In-Kind Match*: \$0.00

Total: \$16,810.37

Buttons: Delete Row, Save Row, Save Row



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Make necessary changes based on the negation comments and then click **Save Row**. The same way make all changes in other rows. Make sure **all fields** including **Description** are correctly completed. Once all rows are corrected/completed, click on **Mark as Complete** button. Please note that unless all the information is correctly entered and all fields are complete, the system will not mark it as complete. You will see error messages, follow the messages, make necessary corrections, and then click on **Mark as Complete**.

4. To submit the OGMS Claim Certification Form, select the **Claim Supporting Documentation**.

You will be directed to a new screen as below.

Click on **Edit Form**, which will open below screen.

Click on **Select file**, which will allow you to select the related document from your computer and upload it. Click on **Save Form** and then **Mark as Complete**.



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5. To submit the **SAM** registration certificate (only for Federal funds), select the **Claim Supporting Documentation**.

Component	Complete?	Last Edited
General Information	✓	Mar 23, 2022 5:18 PM
Reimbursement		Jul 20, 2022 12:40 PM
Detail of Expenditures		Mar 23, 2022 5:24 PM
Claim Supporting Documentation	✓	Mar 30, 2022 6:54 PM

You will be directed to below screen.

Description	File Name	Type	Size	Upload Date	Delete
Signed OGMS Claim Certification	OGMS Claim Certification 06-28-2022.pdf	pdf	183 KB	06/28/2022 03:33 PM	Delete

Click **Add New Attachment**, which will open below screen.

Attach File

Upload File*: Select file

Description*:

500 character(s) left

Save File Cancel

Click on **Select file**, which will allow you to upload the document from your computer. Click **Save file**. Grantees also have the option of sending the SAM registration certificate by email to related DCJS staff instead of attaching it to the claim.



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Make sure all the components/ sections are corrected based on the negotiation comments. Once all the related components are correctly completed, it will take you to the screen showing all components **Tick Marked** and you will also see the **Submit Claim** button.

Component	Complete?	Last Edited
General Information	✓	Jun 28, 2022 3:31 PM -
Reimbursement	✓	Jun 28, 2022 3:31 PM -
LOLE Detail of Expenditures	✓	Jun 28, 2022 3:32 PM -
Claim Supporting Documentation	✓	Jun 28, 2022 3:33 PM -

Click on the **Submit Claim** button, once submitted, the claim status will change from **Correcting** to **Submitted**, which will allow DCJS staff to review and process the claim. The negotiation comments mostly include a name and contacts of the DCJS staff to contact for questions or assistance, if required.