

Instructions for ARPA Modified Award Amounts in OGMS:

In OGMS, on the list of Grant Components, select **Contract Amendments**.

The screenshot shows the 'Grant Components' page. At the top, there are tabs for 'Grant Components' and 'Status Report'. Below the tabs, there is a header for 'Grant Components' with buttons for 'Manage Alerts', 'Notes (1)', 'Map Grant', and 'Copy Grant'. A table lists various components with columns for 'Component', 'Form Type / Source / Security', and 'Last Edited'. The 'Contract Amendments' component is highlighted in green.

Component	Form Type / Source / Security	Last Edited
General Information	⚙️ ⚙️ 🗑️	Nov 23, 2021 9:20 AM - Dione Bassett
Status Reports	📄 ⚙️ 🔒	
Face Sheet	📄 👁️ 🗑️	
General Conditions and Assurances - Global	📄 👁️ 🗑️	
Claims	📄 ⚙️ 🔒	
Contract Amendments	📄 ⚙️ 🔒	

Click the green **“Add Amendment”** button.

The screenshot shows the 'Amendments' page. At the top, there is a header for 'Amendments' with buttons for 'Notes (0)' and '+ Add Amendment'. Below the header is a table with columns for 'ID', 'Type', 'Status', 'Title', and 'Submitted Date'. The table is empty, and a message 'No data available in table' is displayed.

For amendment type, select **“Modified Award Amount”**. For the title, enter **“FY22-23 ARPA Award Modification”** and then select save.

The screenshot shows the 'General Information - Amendment - Edit' form. It includes a 'Status' dropdown menu set to 'Editing', an 'Amendment Type' dropdown menu set to 'Modified Award Amount', and a 'Title' text input field containing 'FY22-23 ARPA Award Modification'. A 'Save Form' button is visible in the top right corner.

On the Amendment Details page, select the **Budget Revision** form.

The screenshot shows the 'Amendment Details' page. At the top, there are tabs for 'Amendment Preview', 'Alert History', 'Map', and 'Versions'. Below the tabs, there is a header for 'Amendment Details' with a 'Preview Amendment' button. A message 'Amendment cannot be Submitted Currently' is displayed, with a sub-message 'Amendment components are not complete'. Below the message is a table with columns for 'Component', 'Complete?', and 'Last Edited'. The 'Budget Revision' component is highlighted in green.

Component	Complete?	Last Edited
General Information	✓	Aug 3, 2022 1:47 PM - Amia Barrows
Budget Revision	-	

On the Budget Revision form, review the instructions and scroll down to the **Budget Summary** grid and select the green **“Edit Grid”** button. In the Federal column, enter the current, approved ARPA award allocations. For example, if your program was originally approved for \$98,000 in personnel funds, enter \$98,000 in the current personnel category under Federal. Then, scroll over to the far right of the grid

and enter the proposed allocations in the Federal column. For example, if your program was approved for an additional \$50,000 in ARPA funds, and you want to add it to personnel, allocate the additional funds in the amount of \$148,000 and select **Save Form**. The amounts under the Proposed Federal column must add up to your new award as it is listed on the updated SOGA.

Summary - Grid Edit Grid

Complete the following with the current budget amounts and the proposed budget amounts and indicate the change.

Category	Current Federal	Current State	Current Special	Current In-kind Match	Current Cash Match	Proposed Federal	Proposed State	Proposed Special	Proposed In-kind Match	Proposed Cash Match	Federal Change (+ / -)	State Change (+ / -)	Special Change (+ / -)	In-Kind Match Change (+ / -)	Cash Match Change (+ / -)
Personnel															
Consultants															
Travel/Subsistence															
Equipment															
Supplies/Other															
Indirect Costs															

Next, in the Itemization grid, select the green **“Edit Grid”** button and indicate the budget categories that are increasing based on the proposed budget summary. Enter the amount and justification for the requested allocation. Then, provide an itemized list of how the funds will be spent and select **Save Form**. Note: All requests must contain a basis of computation and adequate justification documenting how the expense is essential to direct service provisions.

Itemization - Grid Edit Grid

Category	Increase or Decrease	By \$	Itemization	Justification
Personnel - Salary				
Personnel - Fringe				
Consultants				
Travel				
Equipment				
Supplies and Other				
Indirect Costs				

Edit Grid

Note: If additional space is needed, utilize the **“Additional Documents”** section at the bottom of the form to attach supporting documentation.

Additional Documents - Other Attachments
✔ Mark as Complete
+ Add from Doc Repository
+ Add New Attachment

Description	File Name	Type	Size	Upload Date	Delete
No files attached.					

Once you have allocated the total modified award amount, select the orange, **Mark as Complete** button at the top of the form. You will then be taken to the Amendment Details List where you can preview the request to ensure it is complete and then submit the form. Prior to submission, all forms must be saved and marked as complete. Once DCJS receives the request, if the information meets the requirements,

the grant monitor will approve it and Grants Management will update the main budget component in OGMS. The modified award amount can be expended once the budget has been approved. Please allow 2-3 weeks for final approval/budget changes and plan accordingly.

Component	Complete?	Last Edited
General Information	✓	Aug 3, 2022 1:11 PM - Amia Barrows
Budget Revision - Modified Award Amount	✓	Aug 3, 2022 1:11 PM - Amia Barrows

For questions regarding your ARPA award, contact your assigned DCJS grant monitor.

For OGMS technical support, contact ogmssupport@dcjs.virginia.gov.