Instructions for ARPA Modified Award Amounts in OGMS:

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

Click the green "**Add Amendment**" button.

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

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

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

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

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