



DCJS On-line Grants Management System (OGMS)

Title: Claims - General Information

Last Updated: 05/29/2025

Claims need to be correctly submitted in the OGMS to avoid delays in processing the claims and eventually the payments. Instructions on how to submit a claim is available on OGMS Website ([ogmsclaim.pdf](#)).

The most common issues with the incorrect submission of claims relate to the following sections:

1. Reporting period

The Reporting Period of claims must correspond to the quarterly periods unless instructed otherwise. In some specific cases, grantees are allowed to report for the whole grant period or report on a monthly basis, but it must be agreed upon by the DCJS. Claim reporting periods must always be within the grant period. The Fiscal Year of the Virginia State starts from July 01.

Reporting Period Examples

I. Quarterly:

1st Quarter: 07/01/20XX – 09/30/20XX

2nd Quarter: 10/01/20XX – 12/31/20XX

3rd Quarter: 01/01/20XX – 03/31/20XX

4th Quarter: 04/01/20XX – 06/30/20XX

II. Monthly:

1. 07/01/20XX – 07/31/20XX

2. 08/01/20XX – 08/31/20XX

3. 09/01/20XX – 09/30/20XX

4. 10/01/20XX – 10/31/20XX

5. 11/01/20XX – 11/30/20XX

6. 12/01/20XX – 12/31/20XX

7. 01/01/20XX – 01/31/20XX

8. 02/01/20XX – 02/28/20XX

9. 03/01/20XX – 03/31/20XX

10. 04/01/20XX – 04/30/20XX

11. 05/01/20XX – 05/31/20XX

12. 06/01/20XX – 06/30/20XX



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2. Claim Type

Claim type should be selected correctly. Once selected, the claim type cannot be edited/changed. To change the claim type, it will require withdrawal of the claim and creating a new claim with the correct type. The common types of claims include:

- i. **Payment:** If the request is for the advance payment, the **Claim Type** should be selected as “**Payment**”. In this case, only the Reimbursement section should be completed, and the Detail of Expenditures section (if any) should be blank, as the actual expenditures need to be reported at the end of the quarter.
- ii. **Reimbursement:** If the request is for the reimbursement for the expenditures already incurred, the **Claim Type** should be selected as “**Reimbursement**”, which is the case for most of the claims. In this case, both the Reimbursement and the Detail of Expenditures sections should be completed and both sections should show the same amounts for the related categories.
- iii. **Report Only:** If the request is for reporting the expenditures and accounting for the advance payment, the **Claim Type** should be selected as “**Report Only**”. In this case, only the Detail of Expenditures section should be completed, the Reimbursement section should be blank, if any. Report Only claim can also be used for reporting \$0.00 expenditures for the related quarter.

Final Request or Final Claim: Only claims reporting the last quarter of the grant period or the last claim with the final request for reimbursement, and reporting the final expenditures should be marked as **Final**

All Match requirements (if applicable) must be met before the Final Claim can be approved, unless a Match waiver has been approved by DCJS.

The closeout process for a grant will begin once a claim is marked as Final is processed and claim status has changed to Paid.

3. System for Award Management (SAM) registration

Per the Special Conditions of the grants, all grantees, receiving Federal grant funds, must comply with the applicable requirements regarding the **System for Award Management (SAM)**, currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with **SAM**, as well as maintaining the currency of information in **SAM**. If the **OGMS** does not show the latest expiry date of **SAM** registration, grantee can attach the **SAM** renewal certificate to the **Claim Supporting Documentation** section. Claims from the federal grants will not be processed unless the grantee’s **SAM** registration is current. **SAM** registration is not required for State funds.



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4. Reimbursement

The **Reimbursement** section captures the line-item totals of all **Federal, State General and State Special** funding sources for each category in the ‘**Expenses This Period**’ column. All local **Match** (if applicable) should be entered in the ‘**Match Expenses This Period**’ column. The amounts requested in the **Reimbursement** section must be the same as the amounts reported in the **Detail of Expenditures** section at the category level unless the request is for advance payment or the claim type is **Report Only**, which reports the expenditures for the advance payment.

5. Exception for the 4th quarter’s Advance Payment claims due to the closing of the Fiscal Year

The State Fiscal Year closes on June 30 and after June 30th, any remaining state general funds on the grants will enter the reappropriation process and become unavailable for drawdown for several months. To avoid the reappropriation process, any request for the remaining state general funds will need to be submitted in OGMS by May 15, to allow ample time for processing the reimbursement. To request any anticipated remaining state general fund expenditures, please follow below steps:

1. After submitting the 3rd quarter claim, create a Payment Type *Claim* in OGMS for the period from 04/01/20XX to 06/30/20XX.
2. In the “Reimbursement” section of the *Claim*, please request your fourth quarter’s state general fund expenditures to date (04/01/20XX to time of submission) **plus** any anticipated remaining state general fund expenditures through June 30 – including any unliquidated obligations. No Federal or State Special funds should be requested.
3. Please leave the “Detail of Expenditures” section blank. Your organization will report its actual fourth quarter state general fund expenditures on the final *Claim* submission due on August 15.

Any requests for the state general funds submitted **after** May 15, are not guaranteed to be processed prior to the close of the state fiscal year. Any requests not processed prior to the close of the state fiscal year must be reappropriated and approved by the Department of Planning and Budget, which can take up to six months or more.

Once your organization has finalized its fourth quarter expenditures, a final *Claim* must be submitted by August 15 following below steps to report your organization’s finalized expenditures in OGMS:

5.1. Grants with State General Funds *Only*

A. If the actual expenditures are the same as the amounts paid as advance payment:

1. Create an additional *Report Only Claim* in OGMS for the period from 04/01/20XX to 06/30/20XX and select “Yes” for Final Request.
2. Leave the Reimbursement section blank.
3. Enter your organization’s actual fourth quarter state general fund expenditures in the Detail of Expenditures section matching the same amounts previously requested.
Example: Your organization anticipated \$10,000 in state general fund expenditures and the expended amount is also \$10,000 for the fourth quarter. You would enter the same \$10,000 in the Detail of Expenditures.



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B. If the actual expenditures are different from the amounts paid as advance payment:

1. Create an additional *Reimbursement Claim* in OGMS for the period from 04/01/20XX to 06/30/20XX and select “Yes” for Final Request.
2. In the “Reimbursement” section, please enter the difference between your organization’s anticipated state general funds requested previously and your organization’s actual fourth quarter state general fund expenditures.
 - a. **Example 1:** Your organization anticipated \$10,000 in state general fund expenditures but only expended \$9,900 for the fourth quarter. You would enter \$-100.00 in the “Reimbursement” section. If the actual expenditures are more than the previously anticipated amount and there is available balance of funds, you would enter the difference as a positive amount in the Reimbursement section.
 - b. **Example 2:** Your organization anticipated \$10,000 in state general fund expenditures but expended \$10,100 for the fourth quarter. You would enter \$100.00 in the “Reimbursement” section. This is only possible if there are available funds, otherwise the system will not allow you to request over the budgeted amount.
3. Enter your organization’s actual fourth quarter expenditures in the “Detail of Expenditures” section.
 - a. Following **Example 1** above, your organization would enter \$9,900.00 in the “State” column of the “Detail of Expenditures” section.
 - b. Following **Example 2** above, your organization would enter \$10,100.00 in the “State” column of the “Detail of Expenditures” section. The latter will only be in the case if the system allowed the additional \$100 in the Reimbursement section.

Any contract amendment must be submitted by May 15, to allow DCJS sufficient time to approve and process any requested changes. Any contract amendments involving state general funds will need to be approved by DCJS prior to May 15, to allow the 4th quarter’s claim processing with the updated budget information.

5.2.Grants with Federal and State General Funds

A. If the state general fund actual expenditures are the same as the amounts paid as advance payment:

1. Create an additional *Reimbursement Claim* in OGMS for the period from 04/01/20XX to 06/30/20XX and select “Yes” for Final Request.
2. Enter only the request for other funding source (i.e., federal) in the “Reimbursement” section, if any.
3. Enter your organization’s actual fourth quarter federal fund expenditures in the federal column and enter your organization’s actual fourth quarter state general fund expenditures in the state column of the “Detail of Expenditures” section – the state expenditures should agree to the amount previously requested and recorded in the reimbursement section.

Example: Your organization anticipated \$10,000 in state general fund expenditures and the expended amount is also \$10,000 for the fourth quarter. You would enter the same \$10,000 in the state column of the “Detail of Expenditures” section. If your organization had grant-related expenditures from another funding source (i.e., federal) in the fourth quarter, please include those in the federal column. For example, if your organization had \$5,000.00 in federal expenditures, the “Reimbursement” section total would be \$5,000.00 and the same



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would be reported in the federal column of the “Detail of Expenditures” section. Please attach the OGMS Claim Certification form signed by the designated Financial Officer for the grant in the “Claim Supporting Documentation” section.

B. If the state general fund actual expenditures are different from the amount paid as advance payment:

1. Create an additional *Reimbursement Claim* in OGMS for the period from 04/01/20XX to 06/30/20XX and select “Yes” for Final Request.
2. In the “Reimbursement” section, please enter the difference between your organization’s anticipated state general funds requested previously and the actual fourth quarter state general fund expenditures.
 - a. **Example 1:** Your organization anticipated \$10,000 in state general fund expenditures but only expended \$9,900 for the fourth quarter. You would enter \$-100.00 in the “Reimbursement” section. If your organization had grant-related expenditures from another funding source (i.e., federal) in the fourth quarter, please include these amounts in the “Reimbursement” section as well. Continuing with the example above, if your organization had \$5,000.00 in federal expenditures, the “Reimbursement” section total would be \$4,900.00 (\$5,000.00 federal - \$100.00 state general). If the state general fund actual expenditures are more than the previously anticipated amount and there is available balance of state general funds, you would enter the difference as a positive amount in the Reimbursement section.
 - b. **Example 2:** Your organization anticipated \$10,000 in state general fund expenditures but expended \$10,100 for the fourth quarter. You would enter \$100.00 in the “Reimbursement” section. This is only possible if there are available funds, otherwise the system will not allow you to request over the budgeted amount. Continuing with the example above, if your organization had \$5,000.00 in federal expenditures, the “Reimbursement” section total would be \$5,100.00 (\$5,000.00 federal + \$100.00 state general).
3. Enter your organization’s actual fourth quarter expenditures in the “Detail of Expenditures” section.
 - a. Following the above **Example 1**, your organization would enter \$14,900.00 (\$5,000 in the federal column + \$9,900.00 in the state column) of the “Detail of Expenditures” section.
 - b. Following **Example 2**, your organization would enter \$15,100.00 (\$5,000 in the federal column + \$10,100.00 in the state column) of the “Detail of Expenditures” section. The latter will only be the case if the system allows the additional \$100 in the Reimbursement section.
4. For all grants including the federal funds, please attach the OGMS Claim Certification form signed by the designated Financial Officer for the grant in the “Claim Supporting Documentation” section.



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6. Detail of Expenditures

The **Detail of Expenditures** section must correspond to the amounts requested in the **Reimbursement** section, however, expenditures in this section will need to be broken out by funding source.

- i. The amounts reported in the **Detail of Expenditures** section must be the same as the amounts requested in the Reimbursement section at the category level unless the claim type is **Report Only**, which reports the expenditures for the advance payment or the claim is requesting advance payment, where the expenditures are partially reported, or no expenditures are reported.
- ii. The expenditures must be reported in related columns based on the approved budget, i.e., the Federal expenditures should be reported in the **Federal** column and the State General or State Special expenditures should be reported in the **State** and **Special** columns.
- iii. **Match** expenditures must be reported in the related columns i.e., **Cash Match, In-Kind Match**, and **Match Fees** in the **Detail of Expenditures** section according to the approved budget.
- iv. For reporting the expenditures for the **4th quarter** (end of the Fiscal Year), see 5., 5.1 and 5.2 above.

7. Claim Supporting Documentation

Unless specifically instructed otherwise by DCJS, the signed OGMS **Claim Certification Form** for grants with Federal funding is the only supporting documentation currently required for a Claim submission. Grants with State General and State Special funds only, are not required to submit the OGMS Claim Certification form. While any additional supporting documentation may be included with the Claim submission, the Claim will require additional time to process for DCJS to review all attached documentation. As stipulated by the conditions of the grant award, all supporting documentation for grant-related activity must continue to be maintained on site and available upon request.