

Guidance for Grantees - OGMS Online Time Extension Amendment

Grantees can now submit grant time extension requests electronically, saving time and effort.

Getting Started

To get started, you need a unique user id and password. Contact OWEB's Business Application Specialist, Dave Egleston (dave.egleston@state.or.us, (503) 986-0232).

When you log into OGMS with your unique user id, you will see a slightly different view of OGMS. The first page you see will show any activity on your OWEB grants within the last 30 days. Clicking the OGMS Menu link at the top of the page will take you to a more familiar page, the OGMS Menu. The OGMS Menu will now have two links previously unseen, the **Grants eligible for a Time Extension Amendment** and the **Review My Requests** links.

The **Grants Eligible for a Time Extension Amendment** page is a list of all your grants that are currently eligible for a time extension amendment. At the top of the page is a brief explanation of the criteria required for a grant to appear on the page. If the page is blank, or if the grant you want to extend is not in the list, then one of the following is preventing the grant from being eligible for extension:

- If any of your grants has a past-due (outstanding) report, all of your grants are non-extendable
- The grant has an advance of 120 days or more
- Grants whose funds are expired or will soon expire
- The grant has been flagged as non-extendable by your OWEB Regional Program Representative (RPR). You can contact your RPR about grants that may have been flagged as non-extendable, and that status may be able to be changed.

The far right column is a link to the **Time Extension Amendment Request** page (see below, "Requesting a Time Extension").

The other link on the OGMS Menu is the **Review My Requests** link. This link takes you to a page where all of your online time extension amendment requests are listed. The far right column is a link to the **Time Extension Amendment Request** page where you can "View" all your online time extension amendment requests or "Edit" a request that has not yet been acted on by your RPR.

Requesting a Time Extension

You can request a time extension from the **Grants Eligible for a Time Extension Amendment** page by clicking on the "New Time Extension" link in the last column for the project you wish to extend. Once you are at the **Time Extension Amendment Request** page, all you have to do is enter a new grant end date, provide a brief but comprehensive justification for the extension, and hit the Submit button. An e-mail will then be sent to your RPR notifying them of your request. You will receive a return e-mail from your RPR indicating whether the request has been recommended for approval or has been denied.

- **If your RPR recommends your request for approval**, it will be forwarded to the Grant (continued on page 2)

Program Manager (in Salem) for final approval. You will receive an e-mail from the Grant Program Manager once the request has been approved. If approved, be sure to keep a copy for your files and give one to your fiscal agent, if applicable.

- **If your RPR denies your request**, they will provide a reason in the “RPR Comments” text box. You may then revise your request and submit a new request by following the steps above. If you do not understand, or agree with, the reasons for the RPR denial, call your RPR for clarification.

At any point in the process, you can review the status of your request on the **Review My Requests** page.