INSTRUCTIONS-REQUEST FOR FUNDS (RFF) FORM

Broadband Technology Opportunities (BTOP) Grant

PLEASE USE THE TAB KEY TO MOVE BETWEEN FIELDS ON THE FORM

Click on the boxes across the top to indicate Advance or Reimbursement, and Partial or Final Request.

- **For Reimbursement complete Blocks 1 through 5.**
- **If you have been pre-approved to receive Advance payments, complete Blocks 1 through 4, and block 6.**
- **Each RFF must be accompanied by Attachment A. See instructions below.**

Instructions for Blocks 1 through 5:

1. **Name and address** of recipient organization; be sure to include your **Employer ID Number and RFF #.**

2. Enter the **Grant Number** as shown in the Grant Award Contract.

3. The Grant Term is prefilled.

4. Enter the **Period covered by this payment request** (e.g., if requesting reimbursement for January through March, the period is 01/01/XX – 03/31/XX). Always use the 1st of the month for the begin date and the last date of the month for the end date.

5. Enter the amounts in each category of the **TSLAC Approved Budget** column, as indicated in the Grant Contract or latest budget revision. Grant budget amounts can be changed only by an approved budget revision that results in a grant adjustment.

   Enter the amount of **Grant Funds Total Expenditures** in each category. Expenditures are the sum of actual cash disbursements for direct costs for goods and services and the amount of any indirect expense charged, less any rebates, refunds, or other credits.

   Enter the total amount of **Grant Funds Previously Requested** for each category, whether or not all of these funds have been received.

   Grant Funds Current Request and the **Total** for each column will automatically calculate.

   Enter the total amount of outstanding encumbrances, if any, as of the ending date show in Block 4.

6. **This block is used for Advance Requests Only.**

   a. Enter the last date on which you received a payment from TSLAC, and the total amount of grant funds received from the beginning of the grant through the date entered on line a.
   b. Enter the amount of grant funds expended as of the beginning date of the current request.
   c. The amount of grant cash on hand will automatically calculate.
   d. Enter the amount of grant funds to be expended during the period covered by the current request (dates in block 4). This should **include** encumbered TSLAC funds shown in the box below.
   e. The amount of the current advance request will automatically calculate.

   Enter the total amount of outstanding encumbrances, if any, as of the ending date show in Block 4.

The completed Attachment A and supporting documentation must be submitted with every Request for Funds. If the current RFF included expenses itemized on Attachment A in Column B / Encumbrances, a copy of the paid invoice(s) must be submitted with the next RFF. Mark the invoice(s) with the previous RFF # and Column B reference number. Subsequent payments will not be processed without evidence that previously received funds have been expended.

A signature is required on the form. Please print the form and have it signed. The signature should be the person authorized to sign according to local policy. Please include a phone number. The Request for Funds (RFF) may be scanned and emailed, faxed, or mailed to the address on the front of the RFF.