FY 2018

GMS — Requests for Funds — Subrecipient

FY 2018

Provides details to subrecipients on submitting requests for funds (RFFs) for competitive grants in the TSLAC Grant Management System (https://grants.tsl.texas.gov).

[Type the document subtitle]

Requests for Funds

TSLAC competitive grants are paid through reimbursement (or advances as approved) for expenses incurred during the grant year. Subrecipients must request funds in the TSLAC Grant Management System (GMS) as directed in the grant contract under *Section IV — Grant Amounts and Disbursement Requirements*.

C. The Subrecipient is restricted to one of two methods for requesting funds from TSLAC. The Subrecipient may request reimbursement of actual expenditures for the Subrecipient's normal billing cycle, or advance payment for estimated expenditures to be incurred in the 30-day period following the request. Only Subrecipients providing documentation to demonstrate a lack of sufficient working capital and the ability to minimize the time elapsing between transfer of funds from TSLAC and disbursement of grant funds will be allowed to request advance payments.

D. The Subrecipient must request payments from TSLAC using TSLAC's Request for Funds form (RFF) via TSLAC's online Grant Management System (GMS), located at https://grants.tsl.texas.gov. Requests may be submitted to TSLAC no more often than once every 30 days, and no less often than once per quarter. Funds will be processed and paid to the Subrecipient provided TSLAC has received a fully executed contract, and Subrecipient has fulfilled all reporting and training requirements for current and preceding contracts and submitted supporting documentation with the RFF.

E. When submitting an RFF for reimbursement, the Subrecipient must provide TSLAC with supporting documentation, such as receipts, paid invoices, time sheets, and/or pay stubs to support the amount requested before payment will be processed. Subrecipient must submit the final request for reimbursement no later than **September 30, 2017**.

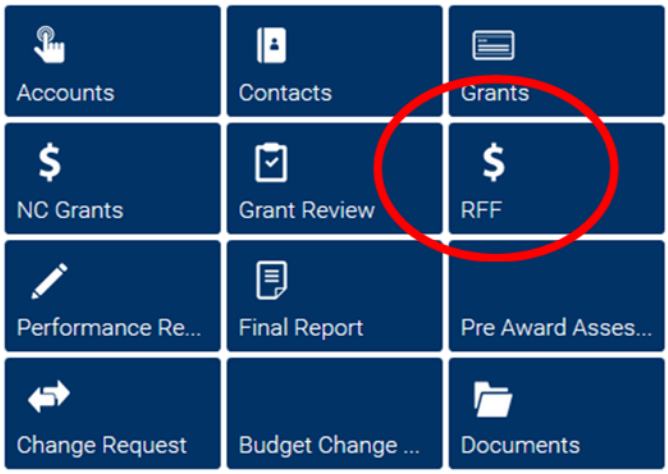
Authorized users may access the GMS at https://grants.tsl.texas.gov. Users must have one of the following three roles in GMS to be able to process RFFs:

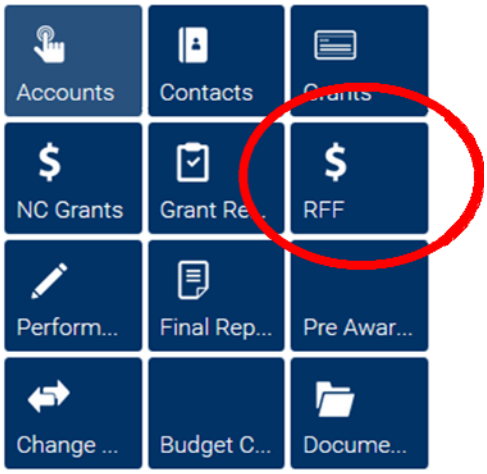
1. Create/Update/No submit RFFs — User is able to create and update an RFF, but cannot submit.
2. Create/Update/Submit RFFs — User is able to create, update, and submit an RFF.
3. Read Only RFFs — User can only view the RFF.

In order to successfully submit an RFF, users must have the following documentation:

- Receipts with evidence of payment
- Paid invoices
- Time sheets
- Pay stubs
- Other documents as requested

Requests for funds are to be submitted in the RFF section of the GMS. To access the section, select **RFF** from the portal landing page.





The Request for Funds form has 4 sections:

- General information – lists the identifying grant information (i.e., grant number, title, and program, RFF contact person)
- Request for Funds Details — provides the details of individual receipts and paid invoices to be reimbursed (i.e., claimed amount, payee, date paid, description)
- Summary of RFF by Budget Category – Read ONLY; lists budget details of RFF in relation to the approved budget.
- Payment Info — Read ONLY; provides details of when the RFF was paid by TSLAC

To submit an RFF, users will only input data in the general information and **Request for Funds Details** sections.

RFF Record

Request For Funds

RFF Number
100028

Grant
475-T1701 - Sammie says no

Grant Number
475-T1701

Grant Program
Impact 3

RFF Contact

Next Possible RFF Submit Date
3/17/2017 10:57 AM

Legal Entity
City of Irving

Submit RFF
- Yes
- No

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

☐ Final Request For Funds

Date Submitted

Request For Funds Details

Request For Funds Details Choose Action... Submit Add

RFF Detail ID	Invoice Number	Vendor Name	Payment Date	Budget Category	Amount Claimed	Comment	Status Reason	Created On
No records are available in this view								

Summary of RFF by Budget Category

Current Remaining Budget	Current Request	Remaining Balance
Salaries/Wages/Benefits	**Salaries/Wages/Benefits Req**	**Available Salaries/Wages/Benefits**
0.00	0.00	0.00
Consulting Fees	**Consultant Fees Req**	**Available Consulting Fees**
0.00	0.00	0.00

Total Cost	Total Request Amount	Available Total Budget
21020.00	0.00	21020.00

Payment Info

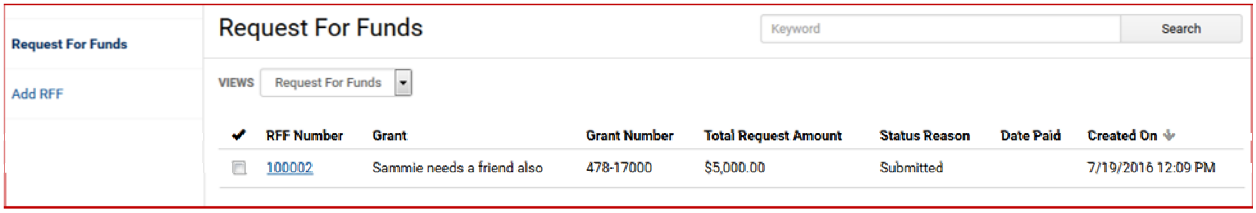
Date Paid

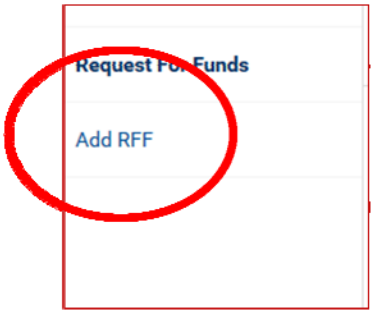
Payment ID

Creating an RFF

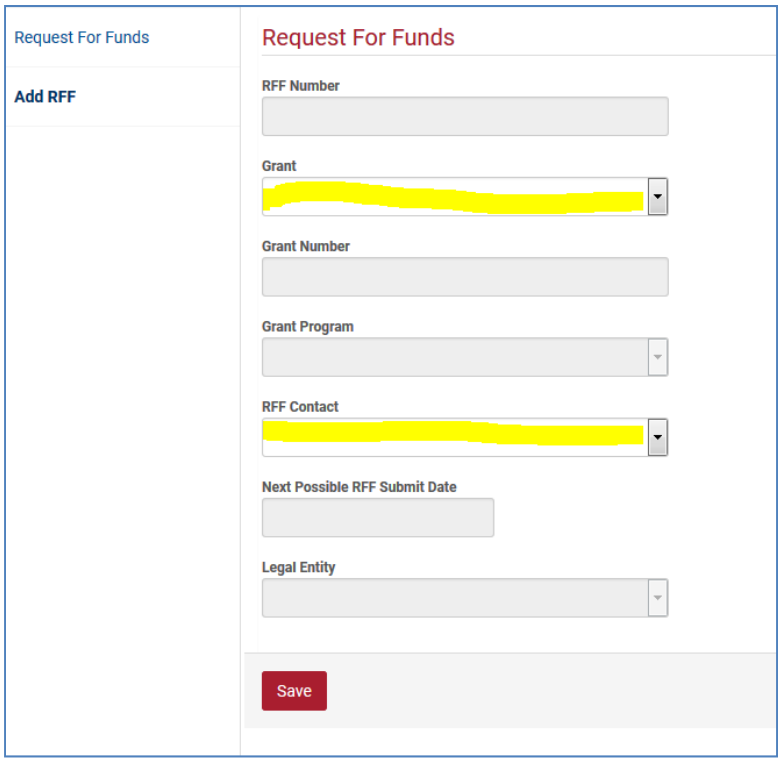
To submit a request for funds (RFF) in the GMS portal, the designated staff person will:

1. Select **Add RFF** to create an RFF record in the portal.

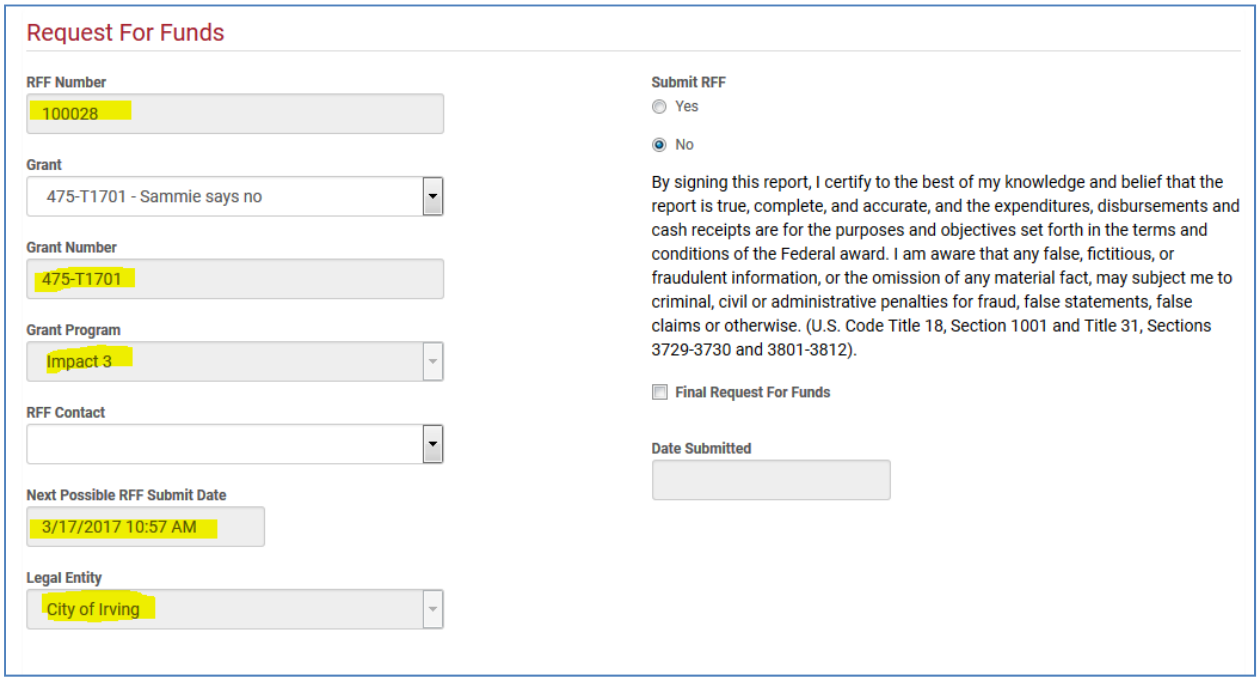




2. Select the desired grant in the **Grant** dropdown, and select the name of the contact person from the **RFF Contact** dropdown box. Hit **Save.**



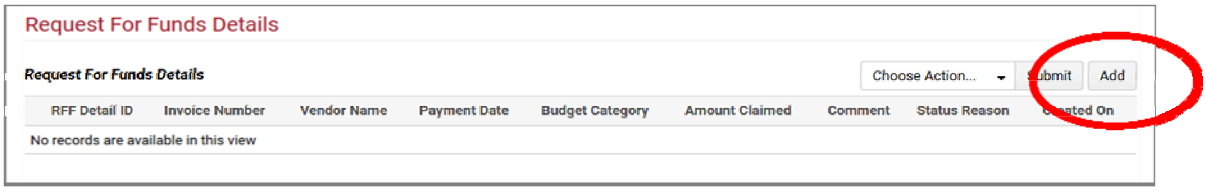
The system will respond by creating a new RFF record and filling in the rest of the grayed-out boxes. This will include assigning an RFF Number.

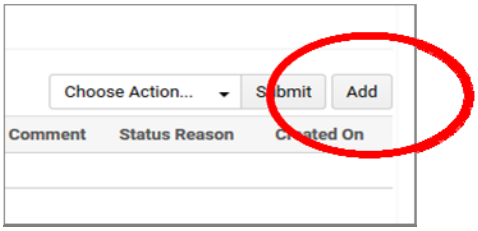


Once the RFF record is created, proceed with entering the expenses to be reimbursed by creating a RFF Detail record for each invoice.

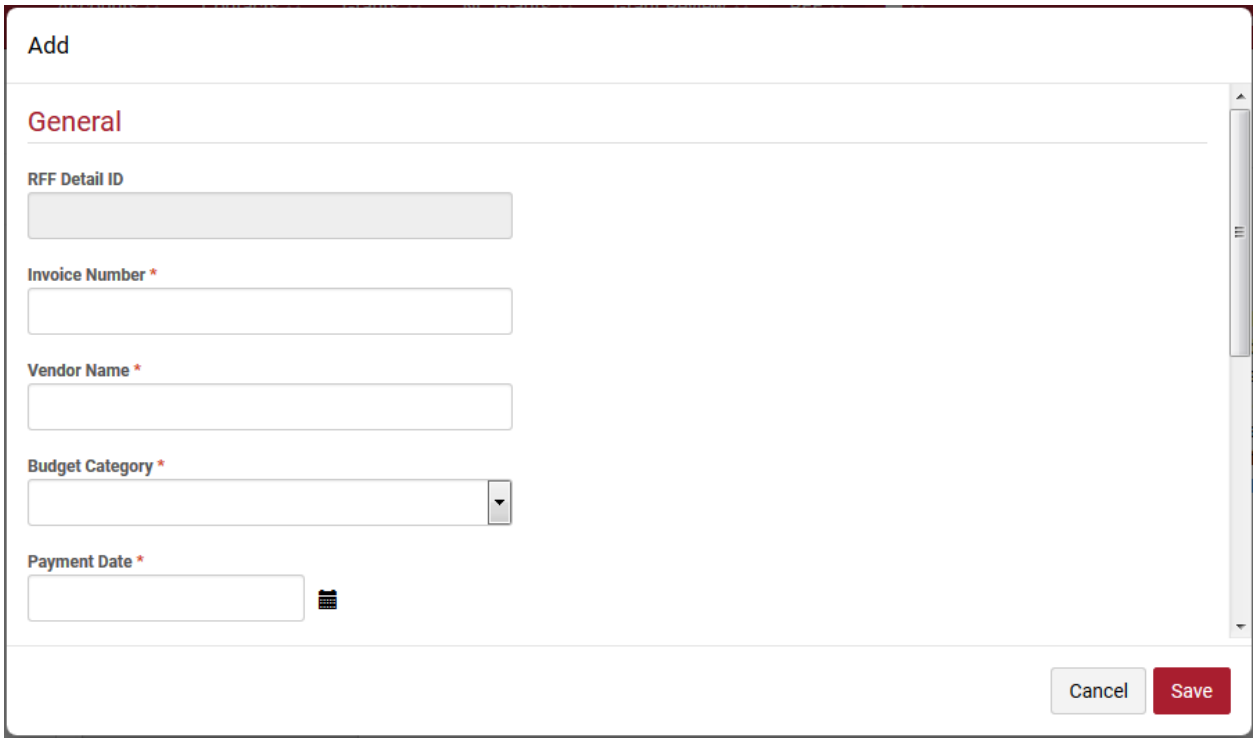
Creating an RFF Detail record

1. In the **Request for Funds Details** section, select **Add** to the far right.

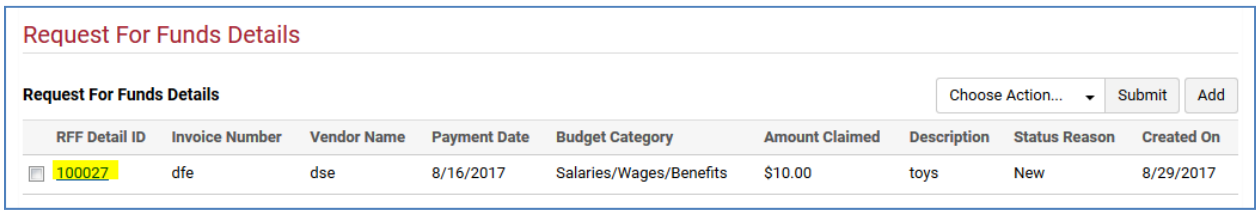




The system will respond by creating a blank RFF Detail record. Each invoice will require a separate RFF Detail Record. RFF Detail ID numbers are not assigned in the system until the record is saved.



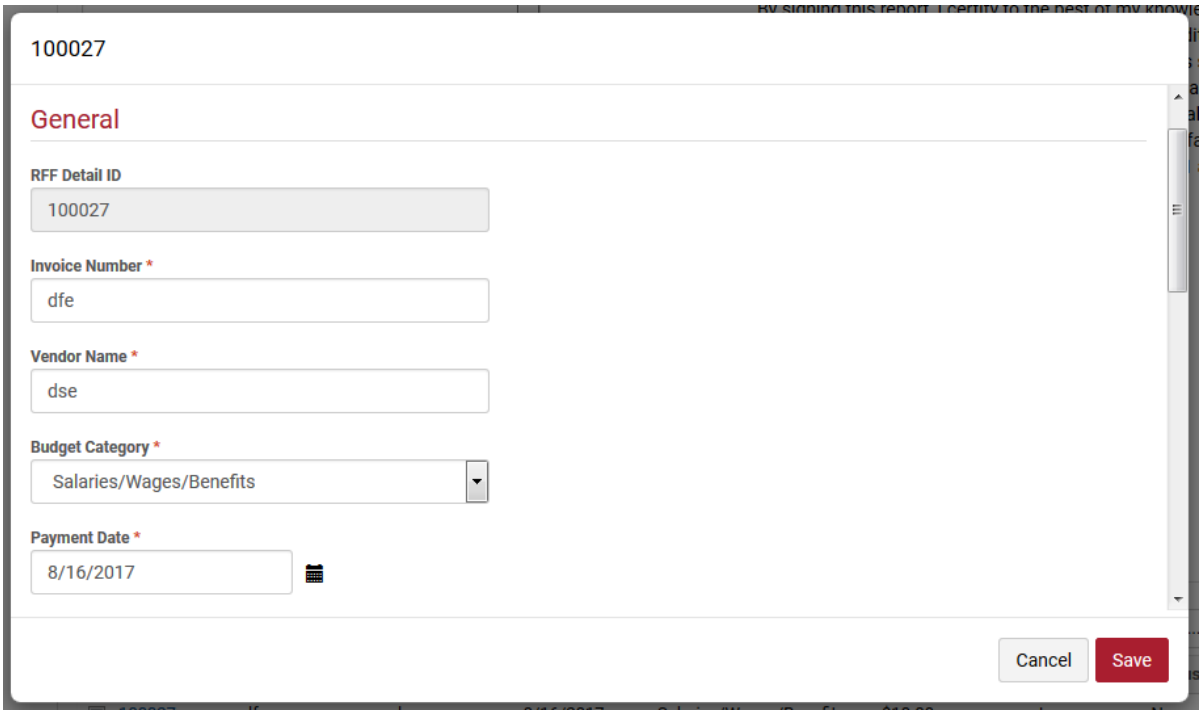
RFF Detail record after saving



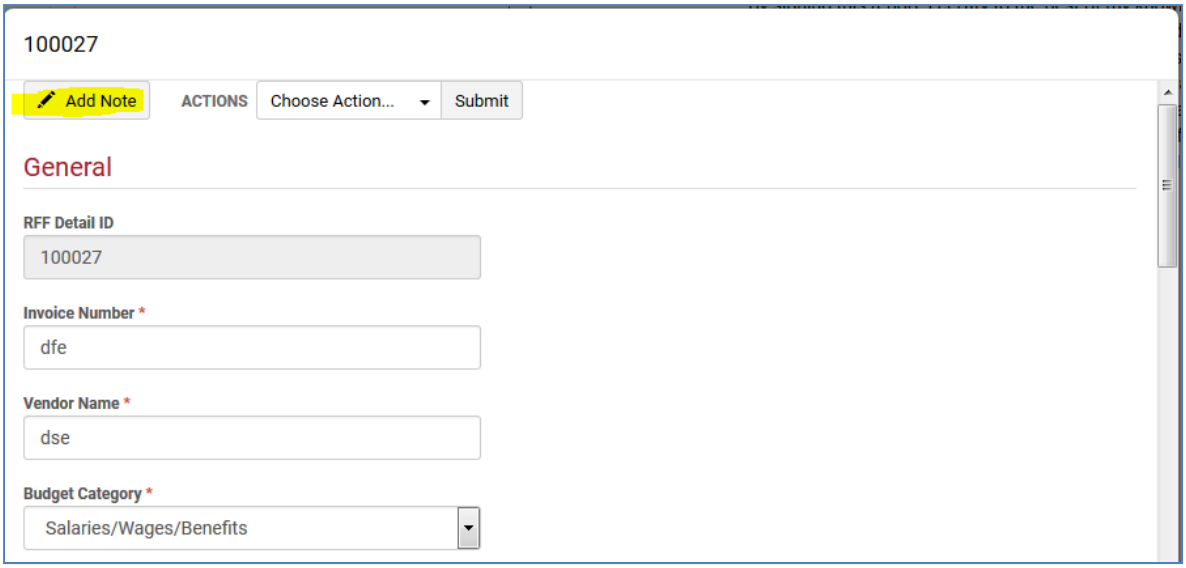
2. In each RFF Detail record, include the following required information and hit **Save**. *Note:* Saving the information creates the record and assigns a record number so that you can attach the necessary documentation.

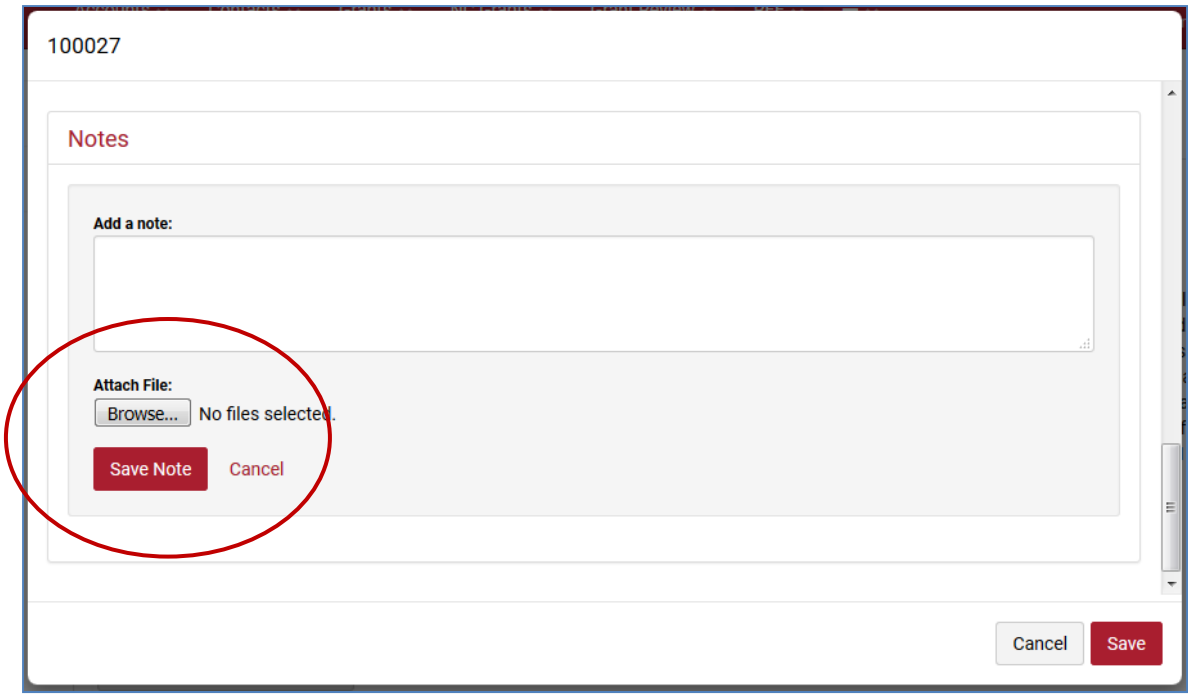
    - Invoice Number — from vendor documentation; if none, enter the invoice date.
    - Vendor Name — whom was paid
    - Budget Category — select from the dropdown box
    - Payment Date — when was vendor paid the amount claimed
    - Amount Claimed — amount claimed on the receipt or invoice under the budget category

- Description – the **quantity** and **type** of item; Example 24 books, 2 tablet computers, etc. *Note:* Quantity information is requested for the Supplies/Materials and Equipment budget categories. If you have multiple items on the same invoice, list the types of items and quantities for each using the **Item Lists** below. You do not need to create a separate RFF Detail record for each. If invoiced items fall within different budget categories, you will need to create a separate RFF detail record for each category.



3. Upload the documentation. You should now be able to see the **Add Note** button at the top and bottom of the RFF Detail record. Select **Add Note**, then **Browse** for the desired document, and hit **Save Note.**

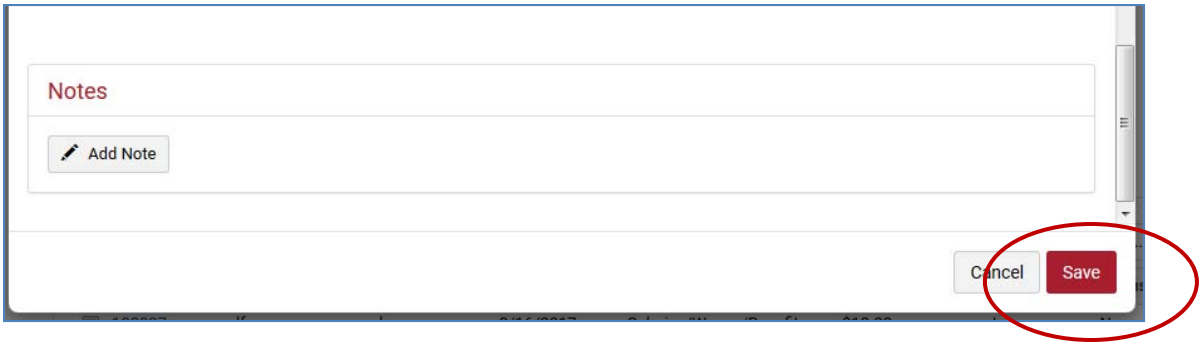




For each invoice/receipt for which you are requesting reimbursement, you are required to provide the following information:

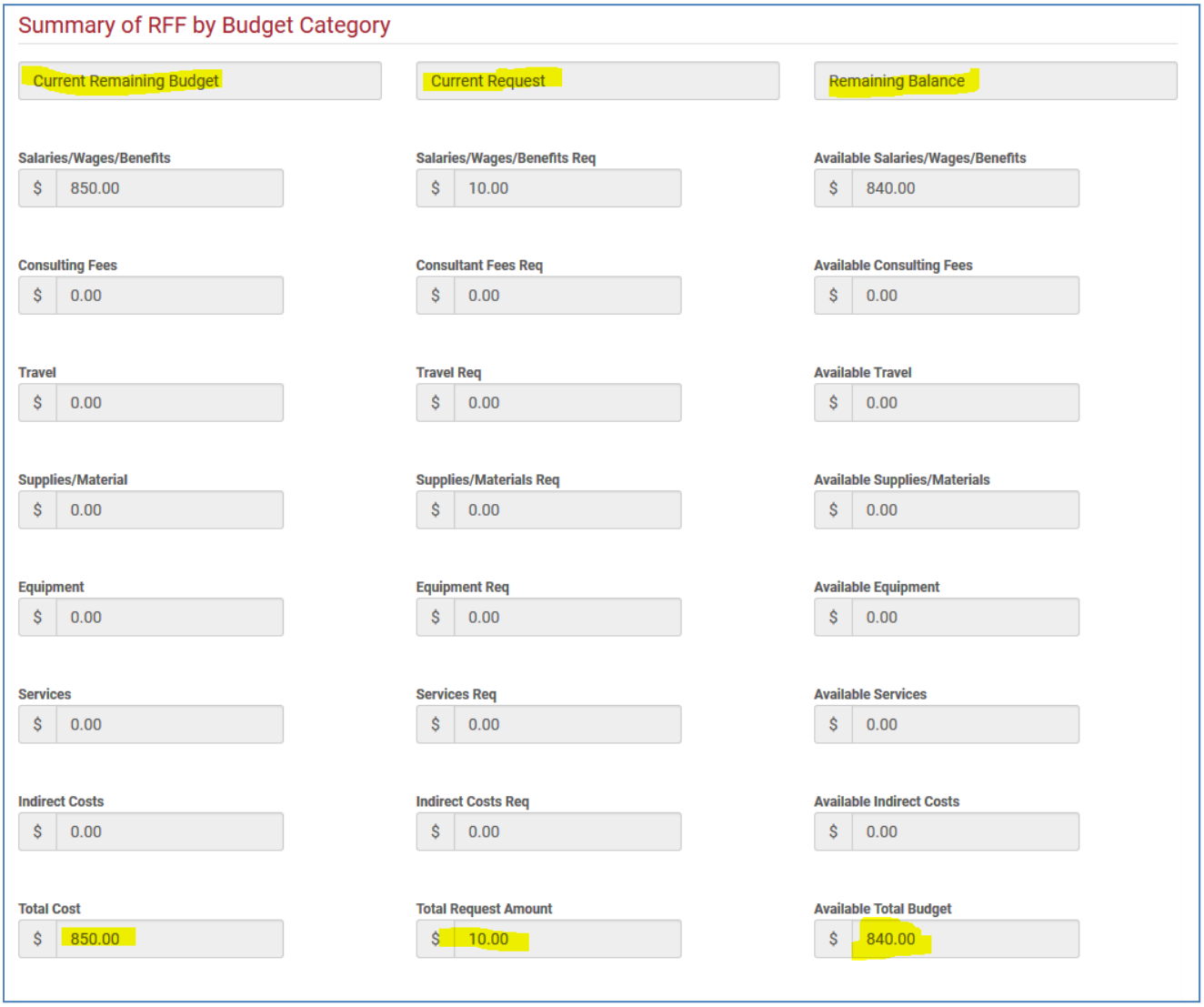
- The paid invoice or receipt — the invoice must be paid in order to be reimbursed. The documentation must show what was purchased.
- When and how you paid for it - This should include the transaction documentation showing when and how paid, such as the credit card receipt/reference (not the account number), the warrant or check number issued to pay it or a copy of the issued check. A general ledger entry will also suffice.

4. Once all documents are uploaded, save the RFF Detail record and the RFF.



5. After all invoices/receipts have been entered in GMS, the system calculates the totals for each category and displays them in the RFF Summary section.

   Verify that the categories for which amounts were entered in the RFF detail records (Current Request column) line up with the categories funded with the grant (Current Remaining Budget). There should be no amounts entered in columns with zero ($0) balances. Your remaining balance including the RFF will be listed in the last column.

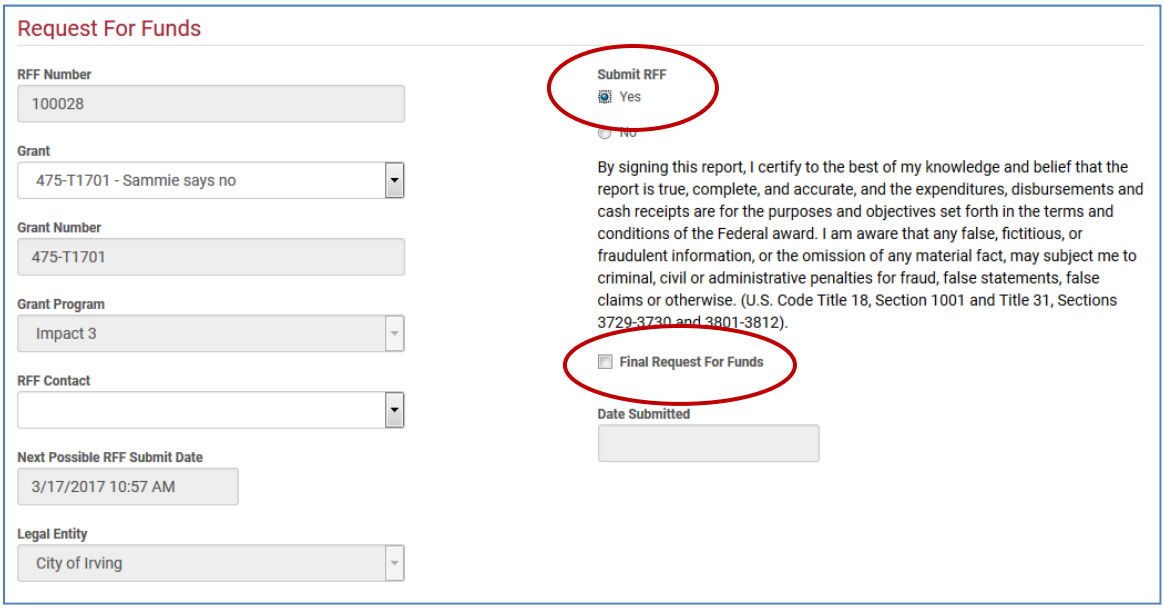


Summary of RFF by Budget Category

Current Remaining Budget	Current Request	Remaining Balance
Salaries/Wages/Benefits: $ 850.00	Salaries/Wages/Benefits Req: $ 10.00	Available Salaries/Wages/Benefits: $ 840.00
Consulting Fees: $ 0.00	Consultant Fees Req: $ 0.00	Available Consulting Fees: $ 0.00
Travel: $ 0.00	Travel Req: $ 0.00	Available Travel: $ 0.00
Supplies/Material: $ 0.00	Supplies/Materials Req: $ 0.00	Available Supplies/Materials: $ 0.00
Equipment: $ 0.00	Equipment Req: $ 0.00	Available Equipment: $ 0.00
Services: $ 0.00	Services Req: $ 0.00	Available Services: $ 0.00
Indirect Costs: $ 0.00	Indirect Costs Req: $ 0.00	Available Indirect Costs: $ 0.00
Total Cost: $ 850.00	Total Request Amount: $ 10.00	Available Total Budget: $ 840.00

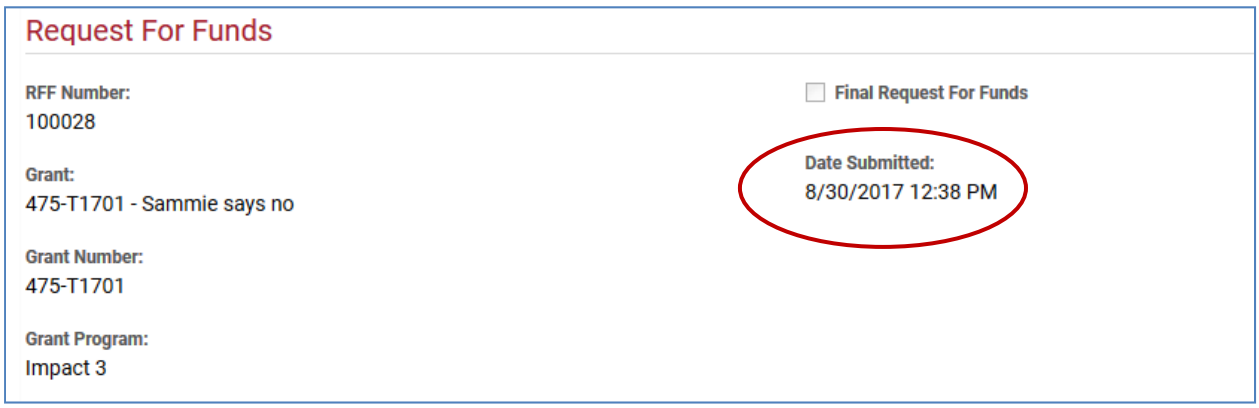
Submitting the RFF

When the RFF is ready to submit, select "yes" for **Submit RFF** on the RFF record, and hit **Save** at the bottom of the page. If this is the last RFF to be submitted for the grant, check the box for **Final Request For Funds.**



If the persons designated to submit RFFs do not have access to GMS, please refer them to the TSLAC Grants Administrator to be registered.

Once submitted, the record will indicate the submit date and time.



RFF Notes

- Purchase orders are not acceptable, except in payment advances.
- RFFs can only be submitted once every 30 days. The next possible RFF submission date appears in each RFF.
- If not all items on a receipt/invoice submitted for payment will be reimbursed, please mark the items to be reimbursed.
- Documentation may be batched and submitted as one file or batched by vendor and date for multiple invoices to a single vendor paid with a single payment.
- Descriptions for the **Supplies/Materials** and **Equipment** categories should include the type of item. *See **Item Lists** below.*
- Descriptions for the **Services** category should include the type of service. *See **Item Lists** below.*
- Grants in amounts greater than $10,000 should **report monthly**. RFFs will be due the month following payment of expenses. For payments made in September, RFF will be due in October.
- Grants in amounts less than $10,000 should **report quarterly**. RFFs will be due:
    1. December (September-November)
    2. March (December-February)
    3. June (March-May)
    4. September (June-August)
- **Zero-expense months** will only need to be reported at the beginning of the grant period. If you will not be expending any funds at the beginning of the grant period, you will only be required to submit one RFF detailing that fact and indicating when the first expenditures are expected to occur.

Item Lists (for the RFF Detail record description)

Supplies/Materials

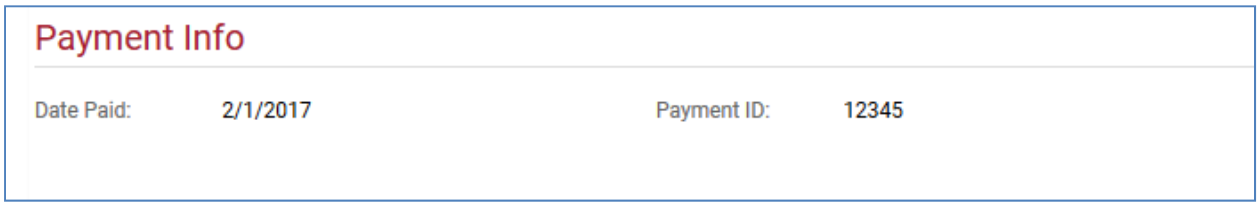
- Accessories - computer, camera/video
- Apps (tablets, mobile devices)
- Audio books/CDs
- Camera/video equipment
- Computers - Desktop/laptop
- Computers - Network
- Computers - Tablets, e-readers
- Consumables (paper, toner, etc.)
- DVDs
- E-books
- Electronics and robotics
- Furniture
- Manipulatives
- Mobile devices (iPods)
- Print materials (Books, documents)
- Printers/scanner
- Software
- Storage supplies (bins, backpacks, archival, etc.)
- Textiles (cloth, t-shirts, tablecloths)
- Tools

Services

- Promotion
- Computer services
- Databases
- Postage
- Printing
- Signage
- Software as a service (SaaS)
- Speaker fees
- Support - Computer
- Support - Web
- Training - patrons
- Training - staff
- Venue fees (room rental, etc.)

Verifying Payment

Once the requested funds have been disbursed to the subrecipient, the payment information may be found in the **Payment Info** section at the bottom of the RFF.



GMS tips

- You can only enter data in the white boxes. Grayed out boxes cannot be edited.
- You CANNOT delete records created in GMS. Be sure you really need to create the record.
- You CANNOT delete any documents uploaded into GMS. Be sure you have the correct files before you upload.
- If you have created multiple RFFs in error, please let us know so that we may deactivate the records.
- If you have created multiple RFF Detail records in error, just zero them out.
- Depending on your browser, you may or may not see your current balance in the left-hand column. Please ignore. This has no bearing on the calculations, etc. of the RFF.
- If you discover that your RFF has "disappeared," let us know immediately so that we can rectify the situation. Do NOT create another RFF.
- Be patient. Do NOT continue to hit the **Save** button if the system is working. Doing so will cause records to “disappear.”

Training webinars for competitive grants reporting are available for review at the https://www.tsl.texas.gov/ld/workshops/webinars/archivedannexfy2017.html. Please review the *Financial Management and Reporting* webinar for additional help on financial reporting.