Submitting Requests for Funds in GMS

FY 2020

Provides details to subrecipients on submitting requests for funds (RFFs) for competitive grants in the TSLAC Grant Management System (https://grants.tsl.texas.gov).
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 the date listed in Section IV of the applicable TSLAC grant program contract.

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 with evidence of payment
- Time sheets and/or paystubs
- General ledgers
- 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.
Submitting Requests for Funds in GMS

RFF Record

Request For Funds

- RFF Number: 100028
- Grant: 475-1701 - Sammie says no
- Grant Number: 475-1701
- 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

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).

Date Submitted: 

Request For Funds Details

<table>
<thead>
<tr>
<th>RFF Detail ID</th>
<th>Invoice Number</th>
<th>Vendor Name</th>
<th>Payment Date</th>
<th>Budget Category</th>
<th>Amount Claimed</th>
<th>Comment</th>
<th>Status Reason</th>
<th>Created On</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No records are available in this view

Summary of RFF by Budget Category

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Current Remaining Budget</th>
<th>Current Request</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/Wages/Benefits</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Consulting Fees</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total Cost: 21020.00

Total Request Amount: 0.00

Available Total Budget: 21020.00

Payment Info

Date Paid: 

Payment ID: 
Submitting Requests for Funds in GMS

Creating an RFF

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

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

2. Select the desired grant in the **Grant** dropdown box 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 an RFF Detail record for each invoice.

**Notes:**

- RFFs can only be submitted once every 30 days.
- If an RFF has been submitted for the grant in question, you cannot create a new RFF for the same grant until the previously submitted RFF has been “approved.”
- Once created, a new RFF cannot be submitted until after the “Next Possible RFF Submit Date.”
Creating an RFF Detail Record

All Requests for Funds (RFFs) require an RFF Detail record, even those with zero expenditures.

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.
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.

For zero-expenditure RFFs, enter “N/A” for **Invoice Number, Vendor Name, and Payment Date**. Select a **Budget Category** in which you have funds and enter $0.00 for the **Amount Claimed**. In the **Description** field, enter “No funds expended yet. Funds to be spent starting [month year].” **You only need to submit one (1) Detail Record when reporting no funds expended.**
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** again for the upload.
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

<table>
<thead>
<tr>
<th>Category</th>
<th>Current Remaining Budget</th>
<th>Current Request</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/Wages/Benefits</td>
<td>$ 850.00</td>
<td>$ 10.00</td>
<td>$ 840.00</td>
</tr>
<tr>
<td>Consulting Fees</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Supplies/Material</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Services</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
<td>$ 0.00</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td>$ 850.00</td>
<td><strong>$ 10.00</strong></td>
<td><strong>$ 840.00</strong></td>
</tr>
<tr>
<td><strong>Total Request Amount</strong></td>
<td><strong>$ 10.00</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Available Total Budget</strong></td>
<td><strong>$ 840.00</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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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.

Only those persons approved to submit RFFS will be able to see the “Submit RFF” check box. 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.
Submitting Requests for Funds in GMS

**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 multiple files as needed for file size) or batched by vendor 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 periods** will need to be reported for each grant period.

**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.

<table>
<thead>
<tr>
<th>Payment Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Paid: 2/1/2017</td>
</tr>
</tbody>
</table>

**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.”