

GMS Claims Training Document

- **Note: You will need approval from the grantee before submitting a claim**
 - Have the grantee send you an email stating their approval to submit this claim
 - This “Grantee Approval Email” will be uploaded to the claim **before** submitting it
- This document will walk you through the steps to submit a claim within the Grants Management System (GMS)

Lead Applicant Legacy GMS Test Account	Program Name MSRP	Total Amount Awarded \$400.00	Status Implementation
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Details

Information

Grant ID G-00966	Grant Application ADM-1676
Grant Number TEST-13-100	Record Type CDBG
Lead Applicant Legacy GMS Test Account	Program Year 2020
Program Name MSRP	Contract Status Initial Stage
National Objective	Administration Modification Status
Summary of Work	In Modification Process

Related

Activities

Status Reports (0)

Grant Modifications (0)

New

FEEPS (0)

Files (0)

Add Files

1.) Once you login, click on Account Details. Then click on Grant Administration. Select the grant you would like to submit a claim for.

Funding Source	Category	Funds Budgeted	Funds Awarded	Funds Released	Funds Submitted or Approved	Funds Available To Claim
● Main Street-2013	Administration (Max 8% of CDBG)	\$100.00	● \$100.00	● \$100.00	\$0.00	\$100.00
Main Street-2013	Construction Costs	\$100.00	\$100.00	\$100.00	\$0.00	\$100.00
Main Street-2013	Land Acquisition (if any)	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00
Main Street-2013	Professional Fees	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00
Main Street-2013	Environmental Review (\$5,000 max)	\$100.00	\$100.00	\$100.00	\$0.00	\$100.00
Main Street-2013	Labor Standards (\$5,000 max)	\$100.00	\$100.00	\$100.00	\$0.00	\$100.00
Grand Totals:		\$600.00	\$600.00	\$400.00	\$0.00	\$400.00

3.)

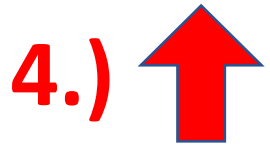
2.)

- 2.) Scroll down to the very bottom of the screen to review the budget table. You will only be able to submit a claim for the Funds Released.
- 3.) Review the year of the Funding Source. When there are funds from multiple years of the same category, request funds from the oldest year first.



Create Claim Create A Pre-ROF Report Create ROF Report

Lead Applicant: Legacy GMS Test Account
Program Name: MSRP
Total Amount Awarded: \$600.00
Status: Implementation



Details

Information

Grant ID: G-00966	Grant Application: ADM-1676
Grant Number: TEST-13-100	Record Type: CDBG
Lead Applicant: Legacy GMS Test Account	Program Year: 2020
Program Name: MSRP	Contract Status: Initial Stage
National Objective	Administration Modification Status
Summary of Work	In Modification Process

Related Activities

- Status Reports (0)
- Grant Modifications (0)
- FEEPS (0)
- Files (0)

4.) After reviewing the budget table, scroll back up to the top of the page. Click on "Create Claim"

Program Name
MSRP

Total Amount Awarded
\$600.00

Status
Implementation

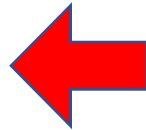


Create Claim

Your Claim has now been created.



Finish



5.)

Contract Status ⓘ

Initial Stage

Administration Modification Status

FEEPS (0)

Files (0)

5.) A screen will pop up that the claim is created.
Just click “Finish”

Amount Requested \$0.00
Amount Approved \$0.00
Status New

6.)
↓

7.)
↓

Details

* Grantee Match 

CATEGORY	FUNDS AWARDED	FUNDS RELEASED	FUNDS CLAIMED	FUNDS REMAINING	FUNDS REQUESTED
CBC-3733 - Administration (Max 8% of CDBG)	\$100.00	\$100.00 ●	\$0.00	\$100.00	<input type="text" value="\$0.00"/>
CBC-3734 - Construction Costs	\$100.00	\$100.00	\$0.00	\$100.00	<input type="text" value="\$0.00"/>
CBC-3735 - Land Acquisition (if any)	\$100.00	\$0.00 ●	\$0.00	\$100.00	<input type="text" value="\$0.00"/>
CBC-3736 - Professional Fees	\$100.00	\$0.00	\$0.00	\$100.00	<input type="text" value="\$0.00"/>
CBC-3737 - Environmental Review (\$5,000 max)	\$100.00	\$100.00	\$0.00	\$100.00	<input type="text" value="\$0.00"/>
CBC-3738 - Labor Standards (\$5,000 max)	\$100.00	\$100.00	\$0.00	\$100.00	<input type="text" value="\$0.00"/>
GRAND TOTALS	\$600.00	\$400.00	\$0.00	\$600.00	\$0.00

- 6.) Fill in the Grantee Match field. Total all the match dollars for all the funds you will be requesting and put that amount in the box.
- 7.) Be sure that you only request funds on categories that have funds released. (You would not be able to request funds for Acquisition)

GRAND TOTALS	\$600.00	\$400.00	\$0.00	\$600.00	\$0.00
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Federal Grants: 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 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.

State Grants: Pursuant to the provisions and penalties of Indiana Code 5-11-10-1, I hereby certify that the foregoing Fund and Account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

8.)

Submit for Approval is disabled due to the following reason(s):

- Grantee Match amount must be specified.
- Total Funds Requested must be greater than \$0.00 in order to Submit for Approval.
- State Grants affirmation checkbox must be checked.

9.)

10.)

11.)

Files (0)

Title	Owner	Last Modified	Size
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Submit for Approval

Add Files

- 8.) Be sure to click the Affirmation checkbox.
- 9.) If any items are incorrect, you will not be able to submit.
- 10.) The incorrect items will be listed for you to know what to fix
- 11.) Have the grantee email you approval to submit the claim. Click "Add Files" to upload it and title it "Grantee Approval Email"

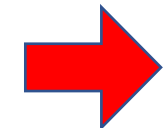
CATEGORY	FUNDS AWARDED	FUNDS RELEASED	FUNDS CLAIMED	FUNDS REMAINING	FUNDS REQUESTED
CBC-3733 - Administration (Max 8% of CDBG)	\$100.00	\$100.00	\$0.00	\$100.00	<input type="text" value="\$100.00"/>
CBC-3734 - Construction Costs	\$100.00	\$100.00	\$0.00	\$100.00	<input type="text" value="\$50.00"/>
CBC-3735 - Land Acquisition (if any)	\$100.00	\$0.00	\$0.00	\$100.00	<input type="text" value="\$0.00"/>
CBC-3736 - Professional Fees	\$100.00	\$0.00	\$0.00	\$100.00	<input type="text" value="\$0.00"/>
CBC-3737 - Environmental Review (\$5,000 max)	\$100.00	\$100.00	\$0.00	\$100.00	<input type="text" value="\$100.00"/>
CBC-3738 - Labor Standards (\$5,000 max)	\$100.00	\$100.00	\$0.00	\$100.00	<input type="text" value="\$100.00"/>
GRAND TOTALS	\$600.00	\$400.00	\$0.00	\$600.00	\$350.00 ●

Federal Grants: 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 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.

State Grants: Pursuant to the provisions and penalties of Indiana Code 5-11-10-1, I hereby certify that the foregoing Fund and Account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

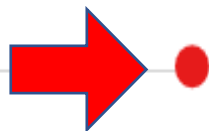


12.)



12.) Once you have input the Grantee Match, valid amounts into the Funds Requested column, checked the Affirmation box, and uploaded the grantee approval email, you can click "Submit for Approval"

13.)



Success

Claim Submitted for Approval successfully.



*Grantee Match

CATEGORY	FUNDS AWARDED	FUNDS RELEASED	FUNDS CLAIMED	FUNDS REMAINING	FUNDS REQUESTED
CBC-3733 - Administration (Max 8% of CDBG)	\$100.00	\$100.00	\$100.00	\$0.00	\$100.00

13.) A success message will display when the claim has submitted. The Funds Remaining will be reduced by the amount you have requested.

Agreement Created Date ⓘ

PeopleSoft Contract # ⓘ

Monitoring (Grant ID) (0)

Agreement Executed Date

Final Grant Agreement Link ⓘ

Claims (1) ● ← 14.) ↓

✓ Status and Dates

Status

Implementation

Last Semi-Annual Received Date ⓘ

Application Approval Date

Grant Award Date

Claim Number	Amount Requested	Status
● CL-03172	\$350.00	Submitted ●

↑ 15.)

View All

- 14.) If you would like to view the claim after submission, return to the Grant Administration record and scroll down until you see “Claims” on the right-hand side. It will tell you how many claims this grant has, and what the status is.
- 15.) You can also click on the blue Claim number to view the entire claim again.

Claims
CL-03172

Amount Requested

\$350.00

Amount Approved

\$0.00

Status

Submitted

Details

* Grantee Match

CATEGORY	FUNDS AWARDED	FUNDS RELEASED	FUNDS CLAIMED	FUNDS REMAINING	FUNDS REQUESTED
CBC-3733 - Administration (Max 8% of CDBG)	\$100.00	\$100.00	\$100.00	\$0.00	\$100.00
CBC-3734 - Construction Costs	\$100.00	\$100.00	\$50.00	\$50.00	\$50.00
CBC-3735 - Land Acquisition (if any)	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00
CBC-3736 - Professional Fees	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00
CBC-3737 - Environmental Review (\$5,000 max)	\$100.00	\$100.00	\$100.00	\$0.00	\$100.00
CBC-3738 - Labor Standards (\$5,000 max)	\$100.00	\$100.00	\$100.00	\$0.00	\$100.00
GRAND TOTALS	\$600.00	\$400.00	\$350.00	\$250.00	\$350.00

15.) The total amounts, status, and each line item will be displayed.

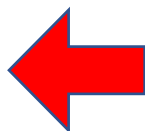


Claims
CL-03172

Amount Requested
\$350.00

Amount Approved
\$350.00

Status
Approved ●



16.)

Details

Grantee Match i

CATEGORY	FUNDS AWARDED	FUNDS RELEASED	FUNDS CLAIMED	FUNDS REMAINING	FUNDS REQUESTED
CBC-3733 - Administration (Max 8% of CDBG)	\$100.00	\$100.00	\$100.00	\$0.00	\$100.00
CBC-3734 - Construction Costs	\$100.00	\$100.00	\$50.00	\$50.00	\$50.00
CBC-3735 - Land Acquisition (if any)	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00
CBC-3736 - Professional Fees	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00
CBC-3737 - Environmental Review (\$5,000 max)	\$100.00	\$100.00	\$100.00	\$0.00	\$100.00
CBC-3738 - Labor Standards (\$5,000 max)	\$100.00	\$100.00	\$100.00	\$0.00	\$100.00
GRAND TOTALS	\$600.00	\$400.00	\$350.00	\$250.00	\$350.00

16.) When the claim has been approved, the status will update to “Approved”.