



Filing a Claim

Finished work on your grant? You are ready to submit a claim for payment!

- 1) Log in to the Secure Access Portal: <https://vaforestry.webgrantscloud.com/>
- 2) From the left-side menu, select **Current Grants**.
- 3) You will see a list of your current grant awards. Click on the grant **ID** to view the grant's components.

Current Grants Search Claims

Current Grants

All active grants are listed below.

Search:

| ID | Status | Year | Title | Organization | Program Area | Funding Opportunity | Duration | Grant Amount |
|-------------|--------|------|-------------------------------------|---------------------|---------------------------------|--|-------------------------|--------------|
| 23VTCWTest1 | | 23 | Amanda Jones VTCW Test Updated 4/13 | Amanda Jones-Tester | U&CF-Urban & Community Forestry | 1226-2023 Virginia Trees for Clean Water | 02/21/2023 - 10/31/2023 | \$1,200.00 |
| | | | | | | | | \$1,200.00 |

Showing 1 to 1 of 1 entries

- 4) In the list shown, select **Claims**.

Grant Components

The grant forms appear below.

| Component | Last Edited |
|---|-------------------------------------|
| General Information | Apr 13, 2023 3:47 PM - Amanda Jones |
| VTCW - Virginia Trees for Clean Water Grant Program Application | Feb 23, 2023 9:49 PM - Amanda Jones |
| Status Reports | |
| Claims | |

- 5) On the right of the screen, select the green box to **+ Add Claim.**
- 6) Enter claim details including payment type (reimbursement), report dates, and indicate if this is your final payment under this grant then select the green **Save** button.

- 7) Now that the claim has been started, the reimbursement form is ready. Under Claim Details, select **Reimbursement**.

The screenshot shows the 'Claim Details' page with a navigation bar at the top containing 'Claim Preview', 'Alert History', and 'Map'. Below the navigation bar is a 'Claim Details' header with a 'Preview Claim' button. A red banner indicates 'Claim cannot be Submitted Currently' with the note 'Claim components are not complete'. Below this is a table with columns 'Component', 'Complete?', and 'Last Edited'. The 'Reimbursement' row is highlighted in yellow, and a red arrow points to it.

| Component | Complete? | Last Edited |
|---------------------|-----------|--|
| General Information | ✓ | Apr 17, 2023 7:48 PM - Amanda Jones-Tester |
| Reimbursement | - | - |

- 8) Click on the green **Edit Reimbursement** button.
- 9) The claim will populate based on your budget. Enter your expenses in the open spaces. (Note that the system allows a 10% variance.) When the form is complete, click the green **Save Reimbursement** button.

The screenshot shows the 'Reimbursement - Edit' form. It features a table with columns: Budget Category, Grant Budget Awarded, Expenses This Period, Prior Expenses (Paid), Total, Available Balance (Unpaid), Prior Expenses (Submitted Not Paid), Total Claimed, Remaining Balance (Unclaimed), Contract Match, and Match Expenses This Period. The 'Trees' row is populated with values: \$1,200.00, 0.00, \$0.00, \$0.00, \$1,200.00, \$0.00, \$0.00, \$1,200.00, and \$0.00.

| Budget Category | Grant Budget Awarded | Expenses This Period | Prior Expenses (Paid) | Total | Available Balance (Unpaid) | Prior Expenses (Submitted Not Paid) | Total Claimed | Remaining Balance (Unclaimed) | Contract Match | Match Expenses This Period |
|-----------------|----------------------|----------------------|-----------------------|--------|----------------------------|-------------------------------------|---------------|-------------------------------|----------------|----------------------------|
| Personnel | | | | | | | | | | |
| Fringe Benefits | | | | | | | | | | |
| Travel | | | | | | | | | | |
| Supplies | | | | | | | | | | |
| Trees | \$1,200.00 | 0.00 | \$0.00 | \$0.00 | \$1,200.00 | \$0.00 | \$0.00 | \$1,200.00 | | \$0.00 |

- 10) You will return to the Claim Details summary. Select the line for **Claim Supporting Documentation**.

The screenshot shows the 'Claim Details' page with a navigation bar at the top containing 'Claim Preview', 'Alert History', and 'Map'. Below the navigation bar is a 'Claim Details' header with 'Withdraw' and 'Preview Claim' buttons. A red banner indicates 'Claim cannot be Submitted Currently' with the note 'Claim components are not complete'. Below this is a table with columns 'Component', 'Complete?', and 'Last Edited'. The 'Claim Supporting Documentation' row is highlighted in yellow, and a red arrow points to it.

| Component | Complete? | Last Edited |
|--------------------------------|-----------|--|
| General Information | ✓ | Mar 22, 2023 2:01 PM - Amanda Jones-Tester |
| Reimbursement | ✓ | Mar 22, 2023 2:18 PM - Amanda Conrad |
| Claim Supporting Documentation | | Mar 22, 2023 2:04 PM - Amanda Jones-Tester |

- 11) Click on the green **Add New Attachment** button to upload electronic copies of your invoices/receipts. You can add as many attachments as needed,
- 12) Once all documents have been uploaded, select the orange **Mark as Complete** button.
- 13) You will return to the Claim Details summary and can select the orange **Submit** button. You will receive a notification once the claim is approved and a second notification when the payment is initiated.