WRGB WEBGRANTS GUIDANCE

Submitting Claims/Invoices in WebGrants

FOR GRANTEES

The Grantee's Role in WebGrants

WebGrants is WRGB's online application/grant tracking system and includes:

- Invoice/claim processing
- Document storage
- Expenditure tracking

Grantees are required to submit invoices (via claims) for reimbursement and payment. The claims you submit must include all information / documents outlined in your grant agreement!

Invoice/Claim Process

Invoices vs. Claims

Invoice

- The document that fulfills all requirements for reimbursement or payment (per the grant agreement)
- Is provided on the CDFW Invoice Template, or a pre-approved grantee template

Claim

- The WebGrants process to submit the invoice and any related data

The WebGrants Claim Process

Grantee submits claim (with invoice) → Grant Manager reviews and approves claim → CDFW submits invoice to SCO → SCO processes invoice for payment

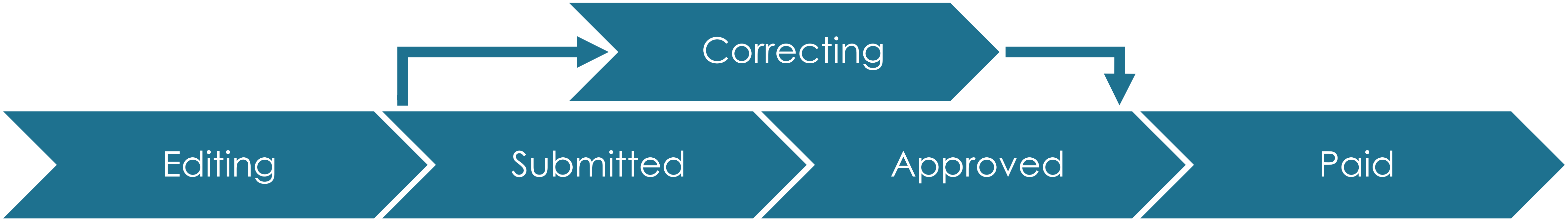
*SCO = State Controller's Office

The entire process is handled through WebGrants:

- Grantee invoice submission
- CDFW Grant Manager review and approval
- Invoice dispute notification and resolution (if needed)

Check your agreement for invoice requirements (info and documentation) to ensure you submit a complete claim.

Claim Statuses (Stages)



Claim statuses show where it is in the WebGrants process:

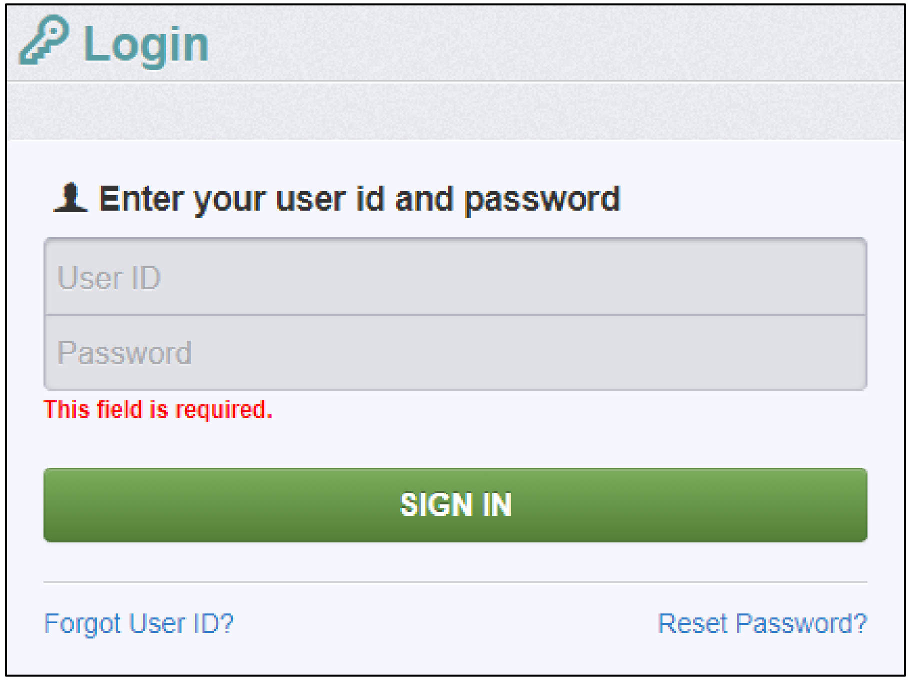
- Editing: Grantee enters data and uploads documents
- Submitted: Grantee can no longer edit, officially under WRGB review
- Correcting: WRGB disputes invoice and Grantee corrects issue(s)
- Approved: WRGB approves claim
- Paid: WRGB submits invoice to SCO
    - This does not mean a check has been cut yet, only that payment is in process. Payments are made through Fi$Cal system (which is separate from WebGrants).

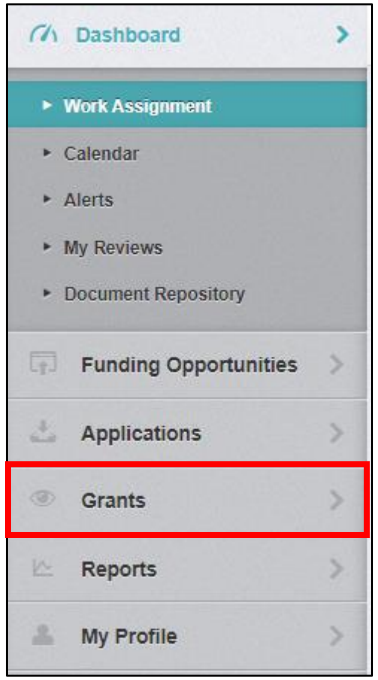
Claim Walkthrough

Step 1: Access WebGrants

Log in to WebGrants using your ID and password. If you forget either of these, please click the “Forgot” links.

Once logged in, select “Grants” from the sidebar panel menu.





Step 2: Select a Grant

You will see a list of your current grants. To open a specific grant, click anywhere on that row.

Current Grants

All active grants are listed below.

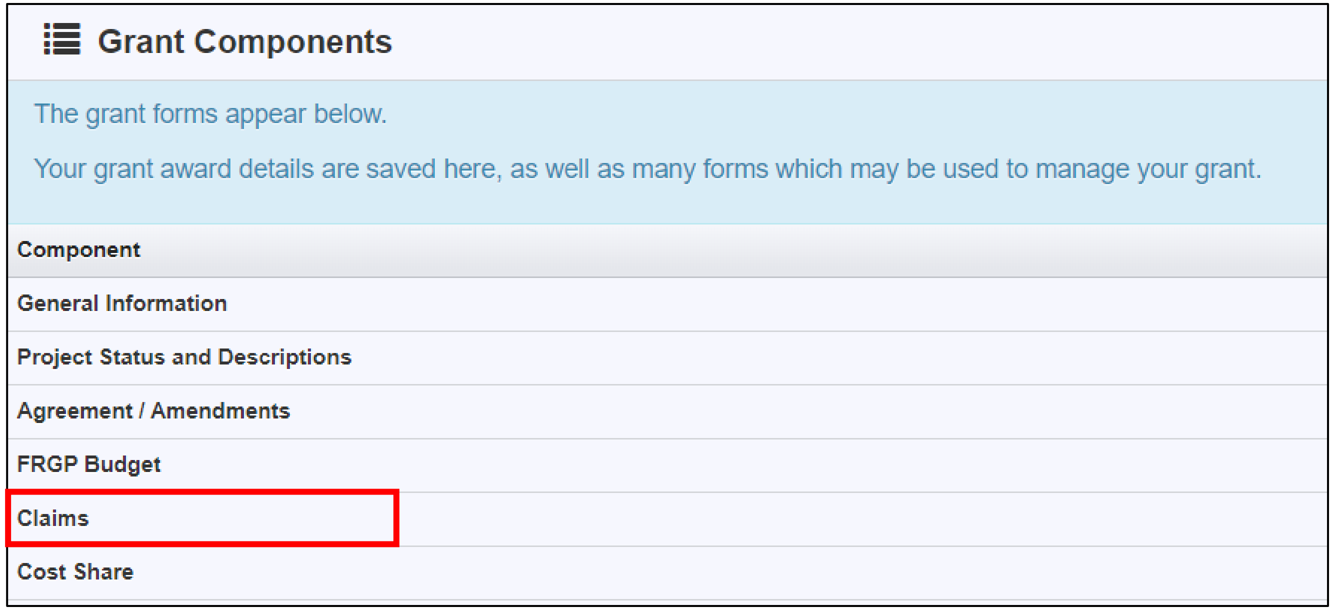
Search:

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Duration	Grant Amount
SK12345	Underway	2021	FRGP Testing Grant	BaseLine Organization	FRGP-FRGP - Fisheries Restoration Grant Program	1724915-FRGP 2021 Funding Opportunity	-	$407,030.00
02856	Underway	2019	HS Test application 2 - 2019-0222	BaseLine Organization	TPA-TEST PROGRAM AREA	00832-Training (All Programs)	-	$323,720.20
03025	Underway	2019	KEEP - Full application #3	BaseLine Organization	TPA-TEST PROGRAM AREA	02951-TEST - For Pre-Application and Application Testing	-	$104,999.00
03140	Underway	2019	FRGP Legacy testing #1 - JC	BaseLine Organization	FRGP-FRGP - Fisheries Restoration Grant Program	03117-FRGP Legacy	-	$300.00

Step 3: View a Grant

Selecting a specific grant will bring up its Grant Components menu.

Click “Claims” to open a list of all the grant’s claims.



Step 4: Claims List

All the grant's claims will be listed. Claims cannot be deleted, so please ensure you enter info correctly before submitting to minimize mistakes.

Claims Add Claim

All claims associated with this grant appear below.

ID	Type	Status	Start Date	End Date	Last Submitted Date	Paid Date	Claim Amount
SK12345 - 001	Reimbursement	Void	01/01/2021	03/02/2021	May 5, 2021 5:06 PM	01/07/2022	-
SK12345 - 002	Reimbursement	Paid			Aug 23, 2021 3:00 PM	05/26/2022	$50.00
SK12345 - 003	Reimbursement	Void	01/14/2022	01/21/2022	Jan 21, 2022 11:55 AM	01/21/2022	-
SK12345 - 004	Reimbursement	Paid	01/20/2022	01/21/2022	Jan 21, 2022 12:57 PM		$0.00
SK12345 - 005	Reimbursement	Not Approved	01/03/2022	01/07/2022	Jan 25, 2022 1:15 PM		$35.00
SK12345 - 006	Reimbursement	Withdrawn	04/01/2022	04/08/2022	Apr 12, 2022 4:00 PM		-
SK12345 - 007	Reimbursement	Paid			May 5, 2022 11:42 AM	05/05/2022	$800.00
SK12345 - 008	Reimbursement	Void	05/26/2022	05/26/2022	May 26, 2022 7:02 AM	05/26/2022	-

Step 5: Create a New Claim

From the claims list, click "Add Claim" at the top of the screen to begin a new claim in WebGrants.

Claims | **+ Add Claim**

All claims associated with this grant appear below.

ID	Type	Status	Start Date	End Date	Last Submitted Date	Paid Date	Claim Amount
SK12345 - 001	Reimbursement	Void	01/01/2021	03/02/2021	May 5, 2021 5:06 PM	01/07/2022	-
SK12345 - 002	Reimbursement	Paid			Aug 23, 2021 3:00 PM	05/26/2022	$50.00
SK12345 - 003	Reimbursement	Void	01/14/2022	01/21/2022	Jan 21, 2022 11:55 AM	01/21/2022	-
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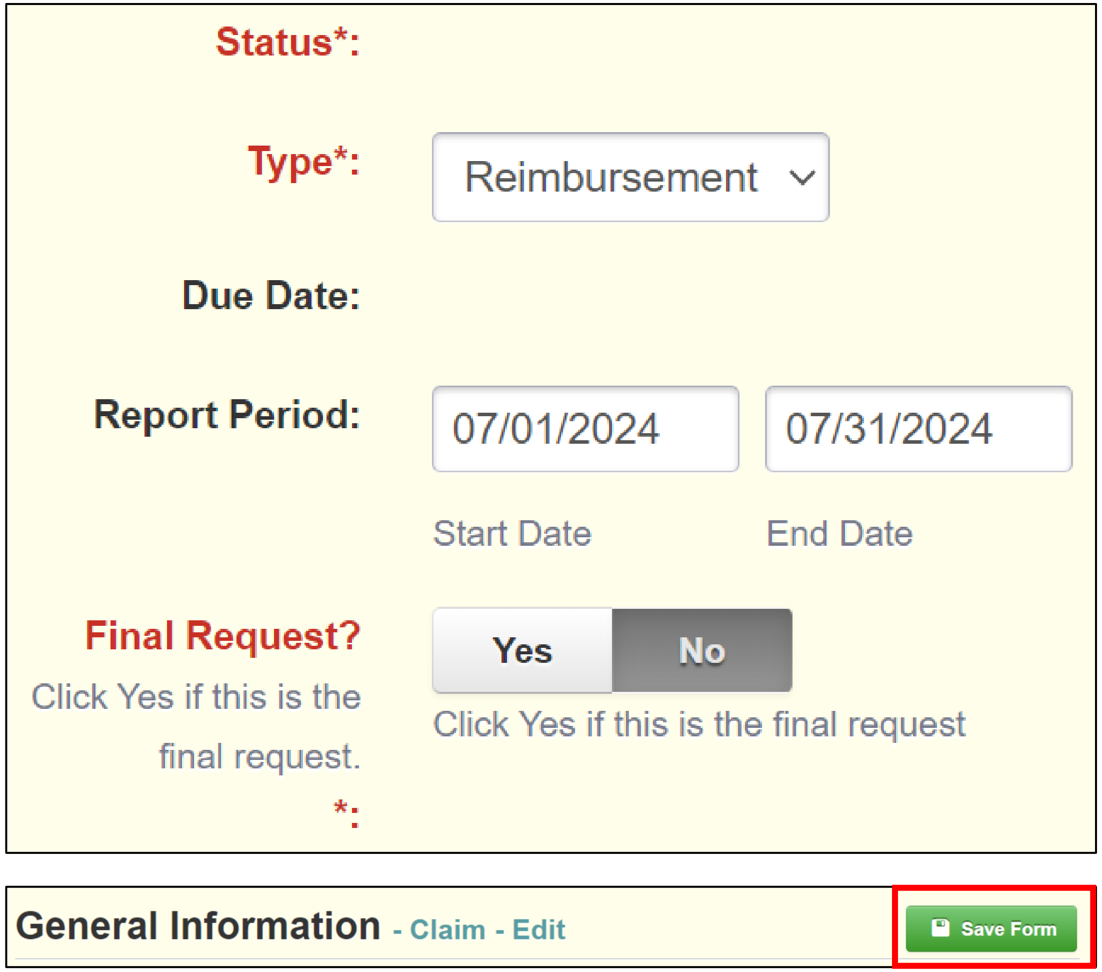
Step 6: Claim General Information

Enter the General Information:

- Status will be auto-generated
- Set the claim type to Reimbursement
  - Do **<u>not</u>** set as Payment – this is only for Advanced Payments. Doing so will result in the Grant Manager asking you to withdrawn and resubmit correctly!
- Due date does not apply
- Enter report period (dates) to match billing period of invoice
- Select "Yes" for final request **only** if this is the final/last claim
- "Save Form" when done



Step 7: Claim Components

After saving, you will see the Claim Details. These are the individual components that make up a claim. Click the names of each component to open and edit them.

Claim Details — Preview Claim

Claim cannot be Submitted Currently

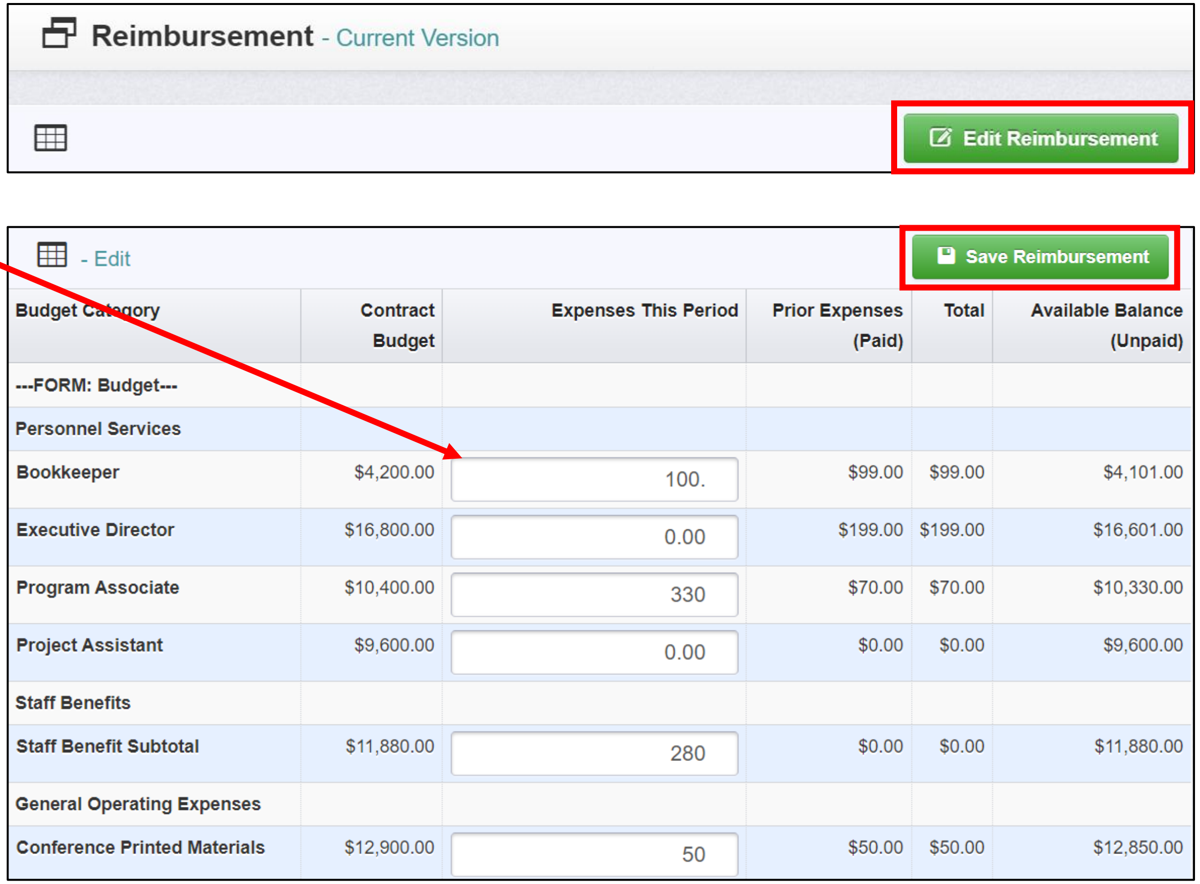
- Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Aug 20, 2024 4:04 PM - Testing Tester
Reimbursement		-
Description of Services Performed		-
Claim Supporting Documentation		-

Step 8: Reimbursement

Click "Edit Reimbursement". Fill in "Expenses This Period" for each line-item:

- Check the figures against the invoice / your records!
- You may need to scroll down to fill in each line-item
- "Save Reimbursement" when done.


Reimbursement - Current Version

Edit Reimbursement

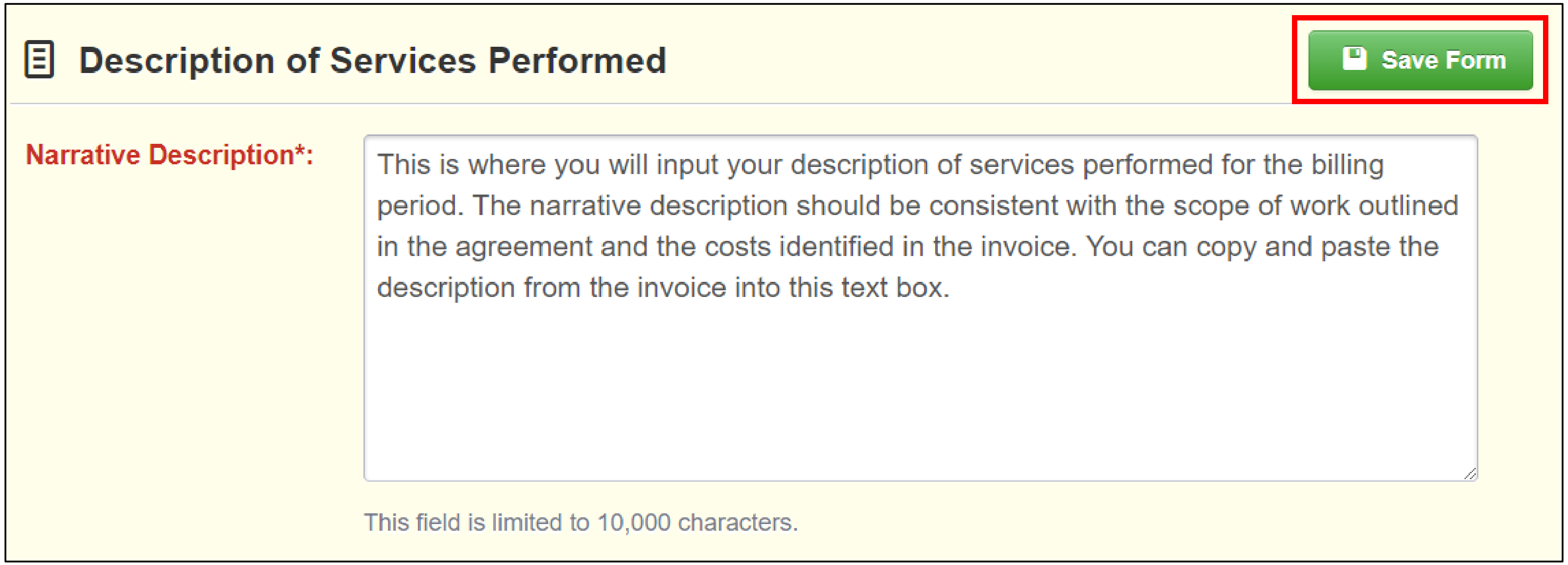
- Edit

Save Reimbursement

Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)
---FORM: Budget---					
Personnel Services					
Bookkeeper	$4,200.00	100.	$99.00	$99.00	$4,101.00
Executive Director	$16,800.00	0.00	$199.00	$199.00	$16,601.00
Program Associate	$10,400.00	330	$70.00	$70.00	$10,330.00
Project Assistant	$9,600.00	0.00	$0.00	$0.00	$9,600.00
Staff Benefits					
Staff Benefit Subtotal	$11,880.00	280	$0.00	$0.00	$11,880.00
General Operating Expenses					
Conference Printed Materials	$12,900.00	50	$50.00	$50.00	$12,850.00

Step 9: Description of Services Performed

Enter the narrative description from the invoice that is consistent with the scope of work performed into the text box. “Save Form” when done.

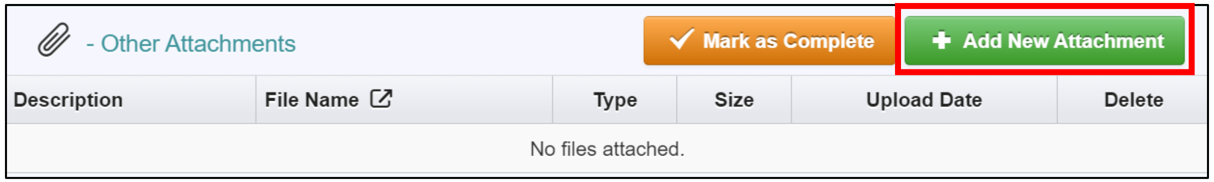


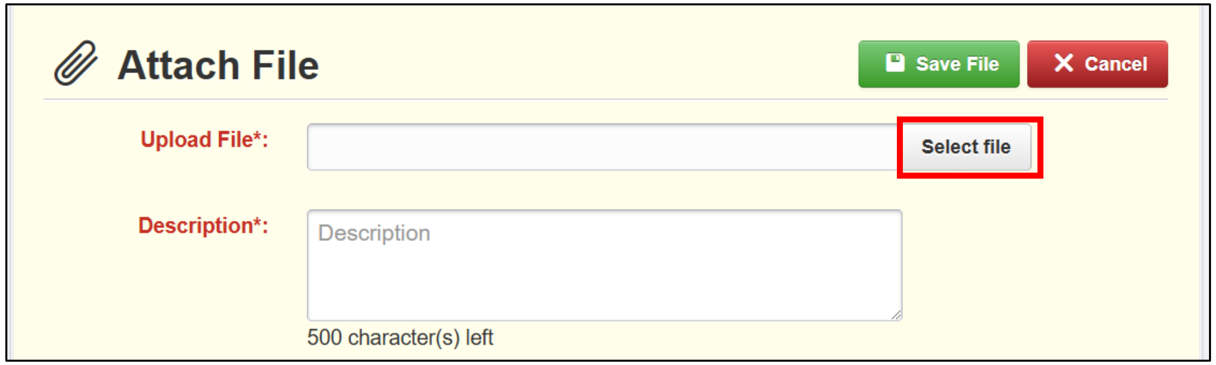
Step 10: Claim Supporting Documents

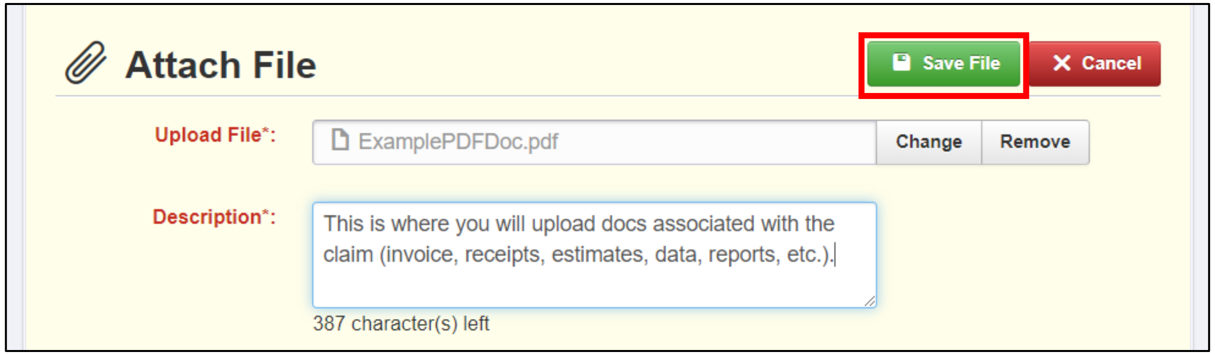
Click “Add New Attachment” to open the file attachment screen:

- Click “Select File” to upload a document (you can change or remove the file, if needed)
- Enter a short description of the file
- “Save File” when done

Note: You can only upload 1 file at a time. Repeat for each document.





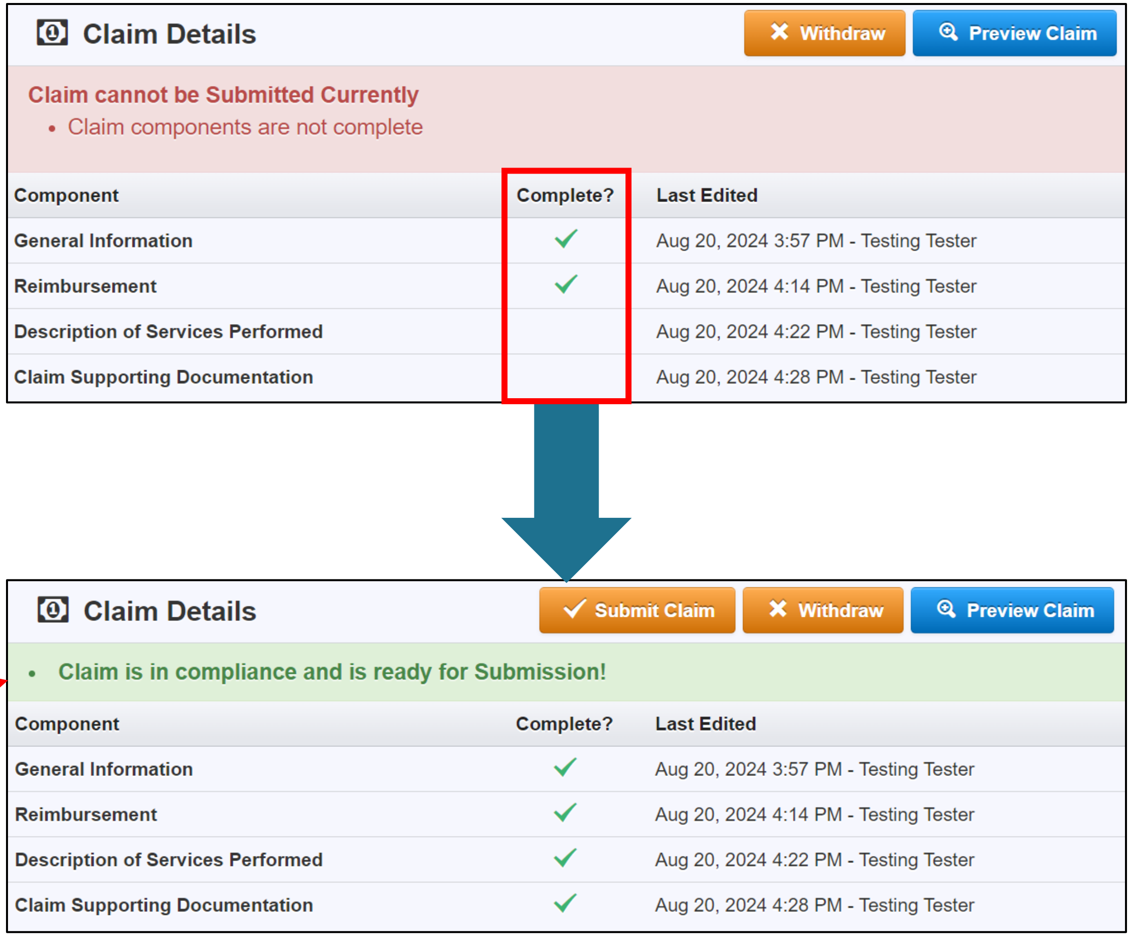


Step 11: Mark as Complete

As you finish each component, click “Mark as Complete”.

Doing so will place a checkmark in the “Complete?” column.

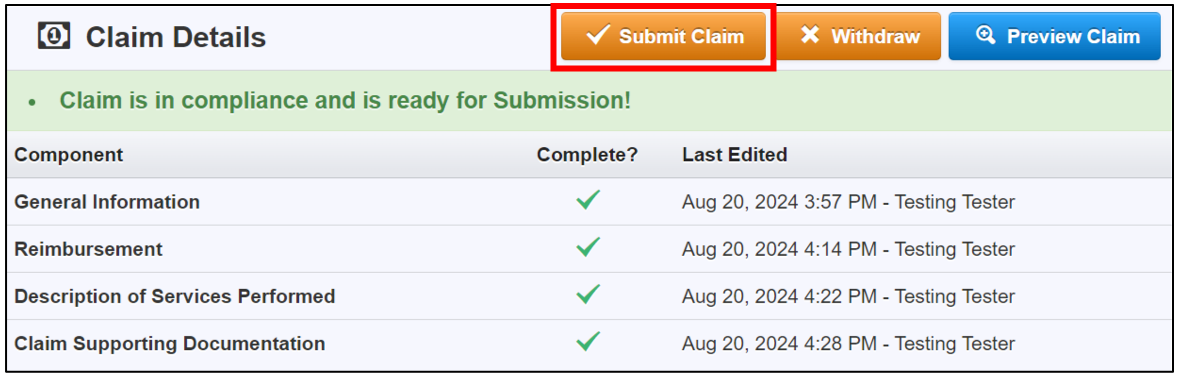
Each component must be completed before submitting the claim.

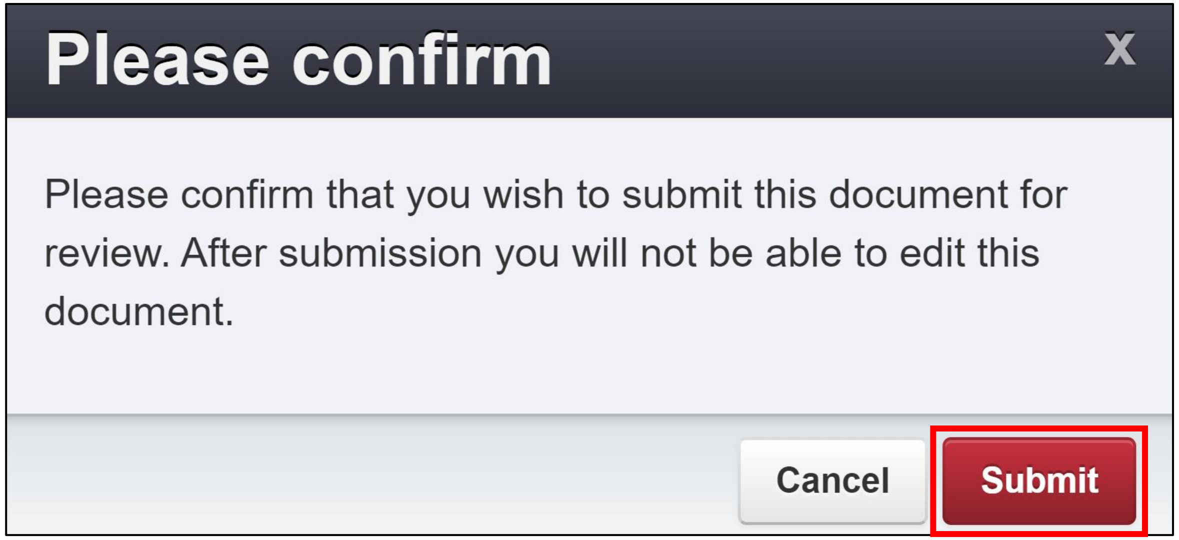


Step 12: Submit Claim

Click “Submit Claim” once you have completed entering info:

- A popup warning will indicate no further edits are allowed
- Click “Submit” on the popup to complete submission





Disputes and Negotiations

Invoice Dispute Process

The invoice dispute process is done entirely through WebGrants. The Grant Manager fills out the Invoice Dispute Notice (STD 209), which the grantee receives via email.

Invoice Dispute
- Grant Manger finds issue with claim/invoice

Grantee Notified
- Grantee gets notification; claim unlocked for editing

Negotiation
- Grant Manager & Grantee work together to resolve issue(s)

Dispute Resolution
- Claim/invoice is revised & resubmitted for further review

Invoice Approved
- Grant Manager approves & pushes forward

Claim Negotiation

Grantees will be notified of Claim Negotiation via email which includes the following:

- Grant & claim number
- Summary of issue(s) that need addressing
- A deadline to fix issue(s)
- STD 209 form (as attachment)

The negotiated claim component will be unlocked and editable. Once corrections are made, resubmit the claim (following the steps outlined in this guidance) to continue the review/approval process.

Questions and Issues

Contact Us

If you have questions on how to submit an invoice via the claims process or run into technical issues at any time, please contact:

- WebGrants Help Desk (CDFWWebGrants@wildlife.ca.gov)

Your Grant Manager can also assist with the WebGrants claim process if you have questions!