

WSDOT – Public Transportation Division

Claims Reimbursements in GMS

Log into the WSDOT Grants Management System (GMS) at: <https://wsdot.ptd.webgrantscloud.com/index.do>.

CREATING A CLAIM

Once logged into GMS, click on the Grants tab on the left side menu. Active grants will be listed. Select the grant to receive the claim reimbursement request.

Please note: Claim forms will be different depending on the type of project. Following are instructions for operating, planning, and mobility management grants that use the same claim forms. A separate section explains completing claim forms for construction grants. Separate instructions will be provided for capital grants claim reimbursements.

Extended Database Content Disabled

Dashboard

Funding Opportunities

Applications

Grants

Inventory

My Profile

Back

Print

Online Help

Log Out

Current Grants

Closed Grants

Search Claims

Current Grants

All active grants are listed below.

ID

Status

Year

Title

Organization

Program Area

Funding Opportunity

21152

Underway

2021

Propane Dial-A-Lift Replacement Vehicles (6) - Training application (to use, please make a copy and add your name)

Washington State Department of Transportation -Test User Organization

CGP-Consolidated Grant Program

304-2021-2023 Consolidated Grant Program - Capital

21153

Underway

2021

Route ABC Rural Operations - 2 YR Fixed (Test application for training. Make copy for your own use, and add your name)

Washington State Department of Transportation -Test User Organization

CGP-Consolidated Grant Program

2-2021-2023 Consolidated Grant Program - Operating

Once the grant is open, click on “Claims” from the Component list.

Dashboard	21153 - Route ABC Rural Operations - 2 YR Fixed (Test application for training. Make copy for your own use, and add your name)	
Funding Opportunities	Status:	Underway
Applications	Program Area:	Consolidated Grant Program
Grants	Funding Opportunity:	2-2021-2023 Consolidated Grant Program - Operating
Inventory	Organization:	Washington State Department of Transportation -Test User Organization
My Profile	Program Officer:	Susan Garber-Yonts
	Awarded Amount:	\$378,825.00
	Grant Components	
	The grant forms appear below.	
	Component	Last Edited
	General Information	Jul 26, 2021 12:03 PM - Cherryl Steben
	Organization Contact Information	Jul 26, 2021 12:03 PM - Cherryl Steben
	Claims	Jul 27, 2021 4:25 PM - Cherry Sunshine
	Status Reports	Aug 4, 2021 8:47 AM - Cherry Sunshine
	Award Letters, Contracts and Amendments	-

To add a claim, click on the green “+Add Claim” button on the right.

ID	Type	Status	Reporting Period	Submitted Date	Paid Date	Claim Amount
21153 - 001	Reimbursement	Paid	07/01/2021 - 07/30/2021	Jul 27, 2021 4:29 PM	07/27/2021	\$50,000.00
21153 - 002	Reimbursement	Submitted	07/01/2021 - 07/31/2021	Aug 3, 2021 1:23 PM		\$4,000.00
Submitted Amount:						\$4,000.00
Approved Amount:						\$0.00
Paid Amount:						\$50,000.00
Total Amount:						\$54,000.00

After clicking on the “+Add Claim” button, the General information form will appear. Fields appearing in red are required fields and cannot be left blank.

Status: – This field will populate once the General Information form is saved.

Type: - Select Reimbursement.

Reporting Period: - Enter the month or quarter, using dates, for which reimbursement is requested (i.e. 1/1/2021 to 1/31/2021 for month or 1/1/2021 to 3/31/2021 for quarterly).

Final request – Select “No” unless this is the last claim request for this grant, then select “Yes”.

Click on the “Save Form” button.

General Information - Claim - Edit Save Form

In the form below, complete all required fields. Enter the report period of coverage for this claim. All expenses reported on this claim should have been incurred during this period of time. If this is the last claim that will be submitted for this grant, then the Final Request checkbox should be checked.

Status*: [Redacted]

Type*: Reimbursement

Report Period:

Start Date: End Date:

Final Request?*: ☐ Yes ☒ No

The claim status has changed from null to “Editing”, and a list of forms appears under the Components list. These forms must be completed and/or marked as complete before the claim reimbursement can be submitted. Claims will stay in “Editing” status until all forms are completed and claim is submitted. Forms can be saved, and the claim can be submitted at the submitter’s convenience.

The warning in red below shows the claim cannot be submitted because the components (forms) are not complete.

The screenshot shows a web application interface. On the left is a sidebar menu with items: Dashboard, Funding Opportunities, Applications, Grants (highlighted), Inventory, and My Profile. The main content area is titled 'Claim Details' and shows the following information:

- Claim Status: Editing
- Grant Title: 21153 - Route ABC Rural Operations - 2 YR Fixed (Test application for training. Make copy for)
- Program Area: Consolidated Grant Program
- Funding Opportunity: 2-2021-2023 Consolidated Grant Program - Operating
- Reporting Period: 08/01/2021 - 08/31/2021
- Claim Type: Reimbursement
- Submitted By: -

Below this information is a red warning box that reads: 'Claim cannot be Submitted Currently' with a sub-message 'Claim components are not complete'. Underneath the warning is a table with three columns: Component, Complete?, and Last Edited.

Component	Complete?	Last Edited
General Information	✓	Aug 6, 2021 11:03 AM - Cherry Sunshine
Detail of Expenditures	-	-
Reimbursement	-	-

COMPLETING CLAIM FORMS FOR CONSOLIDATED OPERATING, PLANNING, AND MOBILITY MANAGEMENT GRANTS

The general information form was completed at the time the user clicked on “Add Claim”.

Detail of Expenditures form

The next form to be completed is the “Detail of Expenditures”. Click on the form to complete required information.

Gross expenses – Fares and Donations – Ineligible expenses = Net Expenses – Local Match Amount = Amount requested.

The screenshot shows the 'Claim: 003' page. It includes the same header information as the previous screenshot. Below this is the 'Expenses - Edit' section, which contains a table with the following columns: Row, Gross Expenses, Fares and Donations, Ineligible Expenses, Net Expenses, Local Match Amount, Amount Requested, and Local Match %.

Row	Gross Expenses	Fares and Donations	Ineligible Expenses	Net Expenses	Local Match Amount	Amount Requested	Local Match %
Project	\$0	\$0	\$0		\$0		

Below the table is a 'Supporting Documentation - Multi-List' section with a table that has two columns: Description and Attachment. The table is currently empty, with a message 'No Data for Table'.

At the bottom right of the page, it says 'Last Edited By: Cherry Sunshine - Aug 11, 2021 10:50 AM'.

This form is like the invoice template that grantees completed previously.

Once all fields are completed, click on the “Save Grid” button. The amounts in the Net Expenses, Amount Requested, and Local Match % fields will now be populated.

The screenshot shows the 'Detail of Expenditures - Current Version' form. It has tabs for 'Claim List', 'General', 'Detail', and 'Reimbu'. The 'Detail' tab is active, showing an 'Expenses - Grid' table. The table has columns: Row, Gross Expenses, Fares and Donations, Ineligible Expenses, Net Expenses, Local Match Amount, Amount Requested, and Local Match %. The 'Project' row shows values: \$5,000.00, \$200.00, \$100.00, \$4,700.00, \$1,000.00, \$3,700.00, and 21.28%. Below the table is a 'Last Edited By: Cherry Sunshine - Aug 11, 2021 10:57 AM' message and an 'Edit Grid' button. Below the table is a 'Supporting Documentation - Multi-List' section with a 'Mark as Complete' button and an 'Add Row' button. The 'Description' field is empty, and the 'Attachment' field shows 'No Data for Table'. A 'Last Edited By: Cherry Sunshine - Aug 11, 2021 10:57 AM' message and an 'Add Row' button are at the bottom.

Row	Gross Expenses	Fares and Donations	Ineligible Expenses	Net Expenses	Local Match Amount	Amount Requested	Local Match %
Project	\$5,000.00	\$200.00	\$100.00	\$4,700.00	\$1,000.00	\$3,700.00	21.28%

Last Edited By: Cherry Sunshine - Aug 11, 2021 10:57 AM

Supporting Documentation - Multi-List

Description: Attachment

No Data for Table

Last Edited By: Cherry Sunshine - Aug 11, 2021 10:57 AM

Add any supporting documentation by clicking on the “+Add Row” button. Describe the attachment in the “Description” field, which is required. Add an attachment by clicking on the “Select File” button. A row will need to be added for each attachment.

The screenshot shows the 'Supporting Documentation' form. It has a 'Save Row' button. The 'Description' field is labeled 'Description:' and contains the text 'Detailed eligible expenses'. The 'Attachment' field is labeled 'Attachment:' and has a 'Select file' button. A 'Save Row' button is at the bottom right.

If there is no supporting documentation to provide, click on the “Mark as Complete” button.

Once the mark as complete button is selected, the system will return to the components list. A green check mark is now in the “Complete?” column for the Detail of Expenditures form. However, the claim cannot be submitted until the Reimbursement form is completed.

The screenshot shows the 'Claim Details' form. It has tabs for 'Claim Preview', 'Alert History', and 'Map'. The 'Claim Preview' tab is active, showing a 'Claim Details' section. The section has a 'Withdraw' button and a 'Preview Claim' button. Below the buttons is a red banner with the text 'Claim cannot be Submitted Currently' and a bullet point 'Claim components are not complete'. Below the banner is a table with columns: Component, Complete?, and Last Edited. The table has three rows: General Information, Detail of Expenditures, and Reimbursement. The 'Complete?' column has green checkmarks for General Information and Detail of Expenditures, and a dash for Reimbursement. The 'Last Edited' column shows the date and time for each component.

Component	Complete?	Last Edited
General Information	✓	Aug 6, 2021 11:03 AM - Cherry Sunshine
Detail of Expenditures	✓	Aug 11, 2021 10:57 AM - Cherry Sunshine
Reimbursement	-	-

Reimbursement Form

Click on the Reimbursement form, click on the “Edit Reimbursement” button and complete the required fields. This form is a budget/expense summary for the grant (project). This form requires only the amount requested for this claim period and the amount of the total match for this claim period. These numbers should match the Detail of Expenditures form.

Reimbursement - Edit

Save Reimbursement

Budget Category	Contract Budget	Amount Requested This Period	Amount Reimbursed To Date	Total	Available Balance (Unpaid)	Prior Requested Amount (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage
Requested Amount (2 Year Project)														
Awarded Amount	\$378,825.00	4700.00	\$50,000.00	\$50,000.00	\$328,825.00	\$4,000.00	\$54,000.00	\$324,825.00		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Requested Amount (4 Year Project)														
Awarded Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue Total 2 Year														
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$463,000.00	1000.00	\$10,000.00	\$10,000.00	\$453,000.00	100.00%

Once the amounts have been entered into the required field, click on the “Save Reimbursement” button. Click on the “Mark as complete” button that has now appeared at the top of the reimbursement form.

Reimbursement

Mark as Complete
Edit Reimbursement

Budget Category	Contract Budget	Amount Requested This Period	Amount Reimbursed To Date	Total	Available Balance (Unpaid)	Prior Requested Amount (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage
Requested Amount (2 Year Project)														
Awarded Amount	\$378,825.00	\$4,700.00	\$50,000.00	\$54,700.00	\$324,125.00	\$4,000.00	\$58,700.00	\$320,125.00		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Requested Amount (4 Year Project)														
Awarded Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Revenue Total 2 Year														
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$463,000.00	\$1,000.00	\$10,000.00	\$11,000.00	\$452,000.00	100.00%

Once all forms have been completed and have a green check mark, the claim is ready for submittal. The message “Claim is in compliance and is ready for Submission” should also show in a green ribbon.

The claim can be previewed before submitting the claim to verify all information is accurate and complete. Clicking the “Preview Claim” button brings the claim forms up in an Adobe PDF form so that all information can be viewed without clicking on each form.

The screenshot shows the 'Claim Details' page with a green banner at the top stating 'Claim is in compliance and is ready for Submission!'. Below the banner is a table with three columns: Component, Complete?, and Last Edited. The table lists three components: General Information, Detail of Expenditures, and Reimbursement, all marked as complete with green checkmarks. The 'Last Edited' column shows the date and time of the last edit for each component.

Component	Complete?	Last Edited
General Information	✓	Aug 6, 2021 11:03 AM - Cherry Sunshine
Detail of Expenditures	✓	Aug 11, 2021 10:57 AM - Cherry Sunshine
Reimbursement	✓	Aug 11, 2021 3:23 PM - Cherry Sunshine

Corrections can be made to any forms that have been completed until the claim is submitted. If errors are found, or changes need to be made, click on the required form, and click on the edit button. Make changes, save, and mark as complete again.

SUBMITTING A CLAIM

To submit the claim, click on the orange “Submit Claim” button.

This screenshot is identical to the previous one, showing the 'Claim Details' page with the green banner and the table of components. The orange 'Submit Claim' button is highlighted, indicating the next step in the process.

A dialog box will appear confirming submittal of claim. Once the “Submit” button is selected, edits to the claim will no longer be allowed by the grantee.

The screenshot shows a dialog box titled 'Please confirm' with a close button (X) in the top right corner. The text inside the dialog box reads: 'Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.' At the bottom of the dialog box are two buttons: 'Cancel' and 'Submit'.

WSDOT will be notified once the claim has been submitted. Warrants (payments) and electronic funds transfers will be processed outside of GMS at this time. However, payment status of claims is available in GMS.

COMPLETING CLAIMS FORMS FOR REGIONAL MOBILITY CONSTRUCTION GRANTS

Adding and submitting a claim for a construction grant follows the same instructions as above. This section will give instructions for completing the construction claim forms.

The general information form is completed at the time the claim reimbursement is added. The screen should look like this:

Claim: 001

Claim Status: **Editing**

Grant Title: PTD21220 - RMG - Construction Test Application - Boulder Town Park & Ride Enhancement (Please make copy and rename for your own use)

Program Area: Regional Mobility Grant

Funding Opportunity: 1-Regional Mobility Grant 2021-2023

Reporting Period: 08/01/2021 - 08/31/2021

Claim Type: Reimbursement

Submitted By: -

Claim Preview | Alert History | Map

Claim Details [Withdraw](#) [Preview Claim](#)

Claim cannot be Submitted Currently
• Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Aug 16, 2021 2:12 PM - Cherry Sunshine
Reimbursement		Aug 16, 2021 2:12 PM - Cherry Sunshine
RMG Detail of Expenditures		Aug 16, 2021 2:12 PM - Cherry Sunshine

RMG Detail of Expenditures form

Click on the RMG Detail of Expenditures form, and then click on the “Edit Form” button to enter expenditure information.

Unlike the 21-23 Consolidated program that has separate forms for operating, mobility management, planning, and capital projects, the 21-23 Regional Mobility program has one claim form with multiple sections. Capital Construction, Operating, Vehicles/Equipment, and Supporting Documentation.

Capital Construction Details Section

For Capital Construction projects, complete the “Capital Construction Details” Section.

RMG Detail of Expenditures - Current Version

Capital Construction Details

Does Capital Construction apply to your claim?

Capital Construction*:

Construction - Design / Preliminary Engineering Phase

Gross Expenses:

Local Funds:

Requested Amount:

Construction - Right of Way Phase

Gross Expenses:

Local Funds:

Requested Amount:

Construction Phase

Gross Expenses:

Local Funds:

Requested Amount:

Totals

Total Gross Expenses:

Total Local Funds:

Total Requested Amount:

Click on “Yes” to the question “Does Capital Construction apply to your claim?”

Once “Yes” has been selected, blank fields will appear to enter Gross Expenses and Local Funds amounts.

Capital Construction Details

Does Capital Construction apply to your claim?

Capital Construction*:

Construction - Design / Preliminary Engineering Phase

Gross Expenses:

Local Funds:

Requested Amount:

Construction - Right of Way Phase

Gross Expenses:

Local Funds:

Requested Amount:

Construction Phase

Gross Expenses:

Local Funds:

Requested Amount:

Totals

Total Gross Expenses:

Total Local Funds:

Total Requested Amount:

Only enter dollar amounts greater than zero in the fields that are applicable at the time of the claim reimbursement. For example, if expenditures have only occurred under the “Construction – Design / Preliminary Engineering Phase, this is where expenses and local funds will be entered.

The following must be done to save the form and mark as complete:

Enter zero dollar amounts in the remaining fields of the phases that don’t have expenses or local funds.

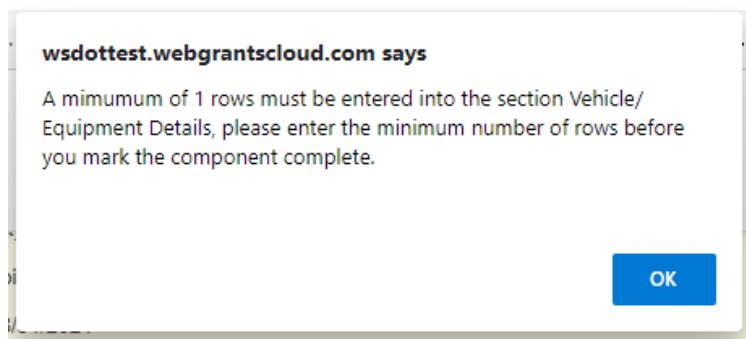
Select “No” in the operating Details Section if this does not apply (most common).

Click on the green “Save Form” button.

Capital Construction Details		
Does Capital Construction apply to your claim?		
	Capital Construction*:	Yes
Construction - Design / Preliminary Engineering Phase		
	Gross Expenses:	\$20,000.00
	Local Funds:	\$5,000.00
	Requested Amount:	\$15,000.00
Construction - Right of Way Phase		
	Gross Expenses:	\$0.00
	Local Funds:	\$0.00
	Requested Amount:	\$0.00
Construction Phase		
	Gross Expenses:	\$0.00
	Local Funds:	\$0.00
	Requested Amount:	\$0.00
Totals		
	Total Gross Expenses:	\$20,000.00
	Total Local Funds:	\$5,000.00
	Total Requested Amount:	\$15,000.00
Operating Details		
Does Operating apply to your claim?		
	Operating*:	No
	Gross Expenses:	\$0.00
	Fares and Donations:	\$0.00
	Net Expenses:	\$0.00
	Local Funds:	\$0.00
	Amount Requested:	\$0.00

Saving the form has now opened the remaining two sections (Vehicle/Equipment Details and Supporting Documentation). Both sections have required fields. They are shown in red on the next page.

Clicking on the “Mark as complete” button without completing these sections will result in receiving the following message:



One row must be added in the "Vehicle/Equipment" Section to select "no" to the question "Does Vehicle/Equipment apply to your claim?"

Vehicle/Equipment Details Section

Click on “+Add Row” button on the Vehicle/Equipment Details” section.

Operating Details

✓ Mark as Complete

✎ Edit Form

Does Operating apply to your claim?

Operating*: No

Gross Expenses: \$0.00

Fares and Donations: \$0.00

Net Expenses: \$0.00

Local Funds: \$0.00

Amount Requested: \$0.00

Last Edited By: Cherry Sunshine - Aug 16, 2021 2:51 PM

✎ Edit Form

Vehicle/Equipment Details - Multi-List

✓ Mark as Complete

+ Add Row

Vehicle/Equipment	Inventory Item	Gross Vehicle Weight (for vehicles)	Date Accepted	Cost	Local Share	Amount Requested
No Data for Table						

Last Edited By: Cherry Sunshine - Aug 16, 2021 2:51 PM

+ Add Row

Supporting Documentation - Multi-List

✓ Mark as Complete

+ Add Row

Document Description	Document
No Data for Table	

Click on “no” to the question and then click the “Save Row” button.

Vehicle/Equipment Details

✎ Save Row

Does Vehicle/Equipment apply to your claim?

Vehicle/Equipment*:

Yes No

Construction projects typically require detailed claim supporting documentation. However, not every claim for the project may have supporting documentation so this section is not required to submit a claim. It is at the discretion of WSDOT to return the claim for additional information if needed.

Supporting Documentation Section

Click on the green “+Add Row” button to add an attachment.

Supporting Documentation - Multi-List

+ Add Row

Document Description	Document
No Data for Table	

Enter the document description and add the attachment. When ready, click on the “Save Row” button. The attachment can be a word processing document, a spreadsheet document, or other formats such as an Adobe Acrobat file.

Each row equals one attachment. Add additional attachments as required or necessary.

Supporting Documentation

Save Row

Document Description*:

Document*: Change Remove

Click on the “Mark as Complete” button, and the user will be returned to the Claim Details list of forms (components).

If the user marked the form as complete and then finds that attachments need to be added, go back into the form, add the attachments, click on the save form button. Since the form was already marked as complete, this does not need to be done again.

Reimbursement Form

This form gives an “at-a-glance” view of the award amount for this project and what has been claimed and what remains. It also shows the amount of match for this project, what has been expended, and what is remaining.

Reimbursement															Match Percentage
Budget Category	Details	Contract Budget	Amount Requested This Period	Amount Reimbursed To Date	Total	Available Balance (Unpaid)	Prior Requested Amount (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	
Operating Budget Summary															
Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Vehicle / Equipment															
Construction Budget Summary															
Total		\$691,940.00	\$0.00	\$0.00	\$0.00	\$691,940.00	\$0.00	\$0.00	\$691,940.00	\$273,236.00	\$0.00	\$0.00	\$0.00	\$273,236.00	0.00%
		\$691,940.00	\$0.00	\$0.00	\$0.00	\$691,940.00	\$0.00	\$0.00	\$691,940.00	\$273,236.00	\$0.00	\$0.00	\$0.00	\$273,236.00	7%

Last Edited By: Cherry Sunshine - Aug 16, 2021 2:12 PM
Edit Reimbursement

Click on the Reimbursement form and then click on the green “Edit Reimbursement” button.

Enter the amount of the claim reimbursement for this period and the match amount for this period. This should match the amount on the “Expenditure detail form. Currently, these forms aren’t linked to populate from one to another, so both forms need to be completed at this time.

Reimbursement - Edit															Match Percentage
Budget Category	Details	Contract Budget	Amount Requested This Period	Amount Reimbursed To Date	Total	Available Balance (Unpaid)	Prior Requested Amount (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	
Operating Budget Summary															
Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Vehicle / Equipment															
Construction Budget Summary															
Total		\$691,940.00	<input type="text" value="15000"/>	\$0.00	\$0.00	\$691,940.00	\$0.00	\$0.00	\$691,940.00	\$273,236.00	<input type="text" value="5000"/>	\$0.00	\$0.00	\$273,236.00	0.00%
		\$691,940.00	\$0.00	\$0.00	\$0.00	\$691,940.00	\$0.00	\$0.00	\$691,940.00	\$273,236.00	\$0.00	\$0.00	\$0.00	\$273,236.00	7%

Once the dollar amounts have been entered, click on the “Save Reimbursement” button. Then click on the “Mark as Complete” button.

All forms have been completed, and the claim may now be submitted for review and processing. The message in the green ribbon shows the claim is in compliance and ready to submit, and all forms show a green checkmark in the “Complete?” column.

Forms can be reviewed prior to submitting the claim by clicking on the blue “preview” button. If any changes are required, click on the form, make changes, and save. Changes to forms can be made until the claim is submitted even if they are marked complete.

Claim Preview Alert History Map

Claim Details ✓ Submit Claim ✗ Withdraw 🔍 Preview Claim

• Claim is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Aug 16, 2021 2:12 PM - Cherry Sunshine
Reimbursement	✓	Aug 16, 2021 3:51 PM - Cherry Sunshine
RMG Detail of Expenditures	✓	Aug 16, 2021 3:31 PM - Cherry Sunshine

Once the claim is ready to submit, click on the orange “Submit Claim” button.

Claims can also be withdrawn. Once a claim is withdrawn, it cannot be reversed. A new claim will have to be completed.

SUBMITTING A CLAIM

To submit the claim, click on the orange “Submit Claim” button.

Claim Preview Alert History Map

Claim Details ✓ Submit Claim ✗ Withdraw 🔍 Preview Claim

• Claim is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Aug 16, 2021 2:12 PM - Cherry Sunshine
Reimbursement	✓	Aug 16, 2021 3:51 PM - Cherry Sunshine
RMG Detail of Expenditures	✓	Aug 16, 2021 3:31 PM - Cherry Sunshine

A dialog box will appear confirming submittal of claim. Once the “Submit” button is selected, edits to the claim will no longer be allowed by the grantee.

Please confirm X

Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.

Cancel Submit

WSDOT will be notified once the claim has been submitted. Warrants (payments) and electronic funds transfers will be processed outside of GMS at this time. However, payment status of claims is available in GMS.

VIEWING CLAIMS AND CLAIMS STATUSES

To view claims, click on “Grants” on the left menu then select the “Search Claims” tab.

The screenshot shows a web application interface. On the left is a sidebar menu with items: Dashboard, Funding Opportunities, Applications, Grants (highlighted in blue), Inventory, and My Profile. The main content area has a top bar with 'Back', 'Print', 'Online Help', and 'Log Out'. Below this are tabs for 'Current Grants', 'Closed Grants', and 'Search Claims' (which is highlighted with a red box). The 'Current Grants' section shows a list of active grants. The table below contains the following data:

ID	Status	Year	Title	Organization
21152	Underway	2021	Propane Dial-A-Lift Replacement Vehicles (6) - Training application (to use, please make a copy and add your name)	Washington State Department of Transportation -Test User Organization
21153	Underway	2021	Route ABC Rural Operations - 2 YR Fixed (Test application for training. Make copy for your own use, and add your name)	Washington State Department of Transportation -Test User Organization

Claims can be searched by filters, which is helpful when there are many grants. Claims can be searched without filters by clicking on the “Search Claim” button on the right of the screen.

The screenshot shows the 'Search Claims' form. It has a search bar at the top right labeled 'Search Claims'. Below the search bar, there are several filter fields: 'Grant Number' (with a 'Number' input), 'Claim Status' (with a 'Status' dropdown), 'Organization' (with an 'Organization' dropdown), and 'Claim Date Range' (with a 'Date Range' input and a dropdown arrow). A 'Search Claims' button is located at the bottom right of the form.

Using the Grant Number filter, a list of claims associated to the grant is now listed. This list shows claim numbers, status, and amount in addition to other fields. This list can be sorted by any column header by clicking on it.

Claim List										
Search: <input type="text"/>										
Claim Number	Type	Status	Submit Date	Paid Date	Grant Title	Organization	Grantee	Program Area	Funding Opportunity	Amount
21153-001	Reimbursement	Paid	Jul 27, 2021 4:29 PM	07/27/2021	Route ABC Rural Operations - 2 YR Fixed (Test application for training. Make copy for your own use, and add your name)	Washington State Department of Transportation -Test User Organization	Cherry Sunshine	Consolidated Grant Program	2-2021-2023 Consolidated Grant Program - Operating	\$50,000.00
21153-002	Reimbursement	Submitted	Aug 3, 2021 1:23 PM		Route ABC Rural Operations - 2 YR Fixed (Test application for training. Make copy for your own use, and add your name)	Washington State Department of Transportation -Test User Organization	Cherry Sunshine	Consolidated Grant Program	2-2021-2023 Consolidated Grant Program - Operating	\$4,000.00
21153-003	Reimbursement	Submitted	Aug 11, 2021 4:34 PM		Route ABC Rural Operations - 2 YR Fixed (Test application for training. Make copy for your own use, and add your name)	Washington State Department of Transportation -Test User Organization	Cherry Sunshine	Consolidated Grant Program	2-2021-2023 Consolidated Grant Program - Operating	\$4,700.00
21153-004	Reimbursement	Editing			Route ABC Rural Operations - 2 YR Fixed (Test application for training. Make copy for your own use, and add your name)	Washington State Department of Transportation -Test User Organization	Cherry Sunshine	Consolidated Grant Program	2-2021-2023 Consolidated Grant Program - Operating	\$0.00

To see additional details about a claim, click on the claim row.

21153 - Route ABC Rural Operations - 2 YR Fixed (Test application for training. I own use, and add your name) - 2021

Claim Details

Funding Opportunity:	2-2021-2023 Consolidated Grant Program - Operating	Initial Submit Date:	Aug 11, 2021 4:34 PM
Program Area:	Consolidated Grant Program	Initially Submitted By:	Cherry Sunshine
Status:	Submitted	Last Submit Date:	
Claim Number:	003	Last Submitted By:	
Claim Type:	Reimbursement	Approved Date:	
Reporting Period:	08/01/2021 - 08/31/2021		
Final Request:	No		
Vendor Number:			
Check Number:			
Paid Date:			

Claims can also be accessed by clicking on a current grant and selecting the “Claims” component. Viewing claims from the grant will show the submitted date, paid date, and claim amount paid without clicking on the claim.

Grant List	Genera	Organi	Claims	Status	Award	Contra	Corres	Other	Site V	Budget	Scope	Summar	Encumb	Approp
<div> Claims + Add Claim </div>														
All claims associated with this grant appear below.														
ID	Type	Status	Reporting Period	Submitted Date	Paid Date	Claim Amount								
21153 - 001	Reimbursement	Paid	07/01/2021 - 07/30/2021	Jul 27, 2021 4:29 PM	07/27/2021	\$50,000.00								
21153 - 002	Reimbursement	Submitted	07/01/2021 - 07/31/2021	Aug 3, 2021 1:23 PM		\$4,000.00								
21153 - 003	Reimbursement	Submitted	08/01/2021 - 08/31/2021	Aug 11, 2021 4:34 PM		\$4,700.00								
21153 - 004	Reimbursement	Editing	01/14/2021 - 08/11/2021			\$0.00								
					Submitted Amount:	\$8,700.00								
					Approved Amount:	\$0.00								
					Paid Amount:	\$50,000.00								
					Total Amount:	\$58,700.00								

Questions regarding invoice status or payment should be sent to PTDinvoices@wsdot.wa.gov or 306-705-7386.

Questions or issues regarding Grants Management System issues should be sent to PTDGMSsupport@wsdot.wa.gov or 360-705-7711.