



WEBGRANTS QUICK START



Department of Behavioral Health and Developmental Services

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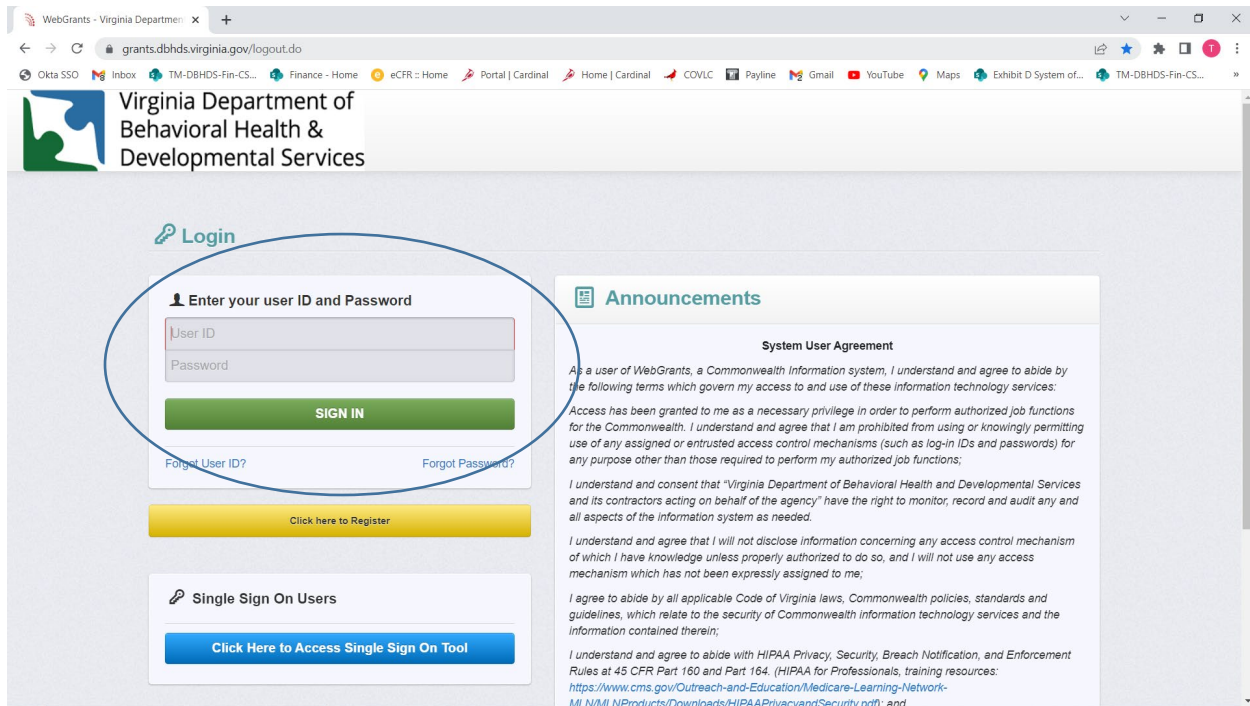
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How to Log In

To start, pull up the WebGrants website. grants.dbhds.virginia.gov

You will receive your log in credentials from a system generated email.

Enter your User ID and Password and click Sign In.



WebGrants - Virginia Department of Behavioral Health & Developmental Services

grants.dbhds.virginia.gov/logout.do

Okta SSO | Inbox | TM-DBHDS-Fin-CS... | Finance - Home | eCFR :: Home | Portal | Cardinal | Home | Cardinal | CONVL | Payline | Gmail | YouTube | Maps | Exhibit D System of... | TM-DBHDS-Fin-CS...

Login

Enter your user ID and Password

User ID

Password

SIGN IN

[Forgot User ID?](#) [Forgot Password?](#)

[Click here to Register](#)

Single Sign On Users

[Click Here to Access Single Sign On Tool](#)

Announcements

System User Agreement

As a user of WebGrants, a Commonwealth Information system, I understand and agree to abide by the following terms which govern my access to and use of these information technology services:

Access has been granted to me as a necessary privilege in order to perform authorized job functions for the Commonwealth. I understand and agree that I am prohibited from using or knowingly permitting use of any assigned or entrusted access control mechanisms (such as log-in IDs and passwords) for any purpose other than those required to perform my authorized job functions;

I understand and consent that "Virginia Department of Behavioral Health and Developmental Services and its contractors acting on behalf of the agency" have the right to monitor, record and audit any and all aspects of the information system as needed.

I understand and agree that I will not disclose information concerning any access control mechanism of which I have knowledge unless properly authorized to do so, and I will not use any access mechanism which has not been expressly assigned to me;

I agree to abide by all applicable Code of Virginia laws, Commonwealth policies, standards and guidelines, which relate to the security of Commonwealth information technology services and the information contained therein;

I understand and agree to abide with HIPAA Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164. (HIPAA for Professionals, training resources: <https://www.cms.gov/Outreach-and-Education/Medicare-Learning-Network-MILN/MILNProducts/Downloads/HIPAAPrivacyandSecurity.pdf>); and

Dashboard

Once signed in this is what your Dashboard should like.

The screenshot shows a web browser window with the URL `grants.dbhds.virginia.gov/login.do`. The browser's address bar and tabs are visible at the top. The main content area is the WebGrants Dashboard for the Virginia Department of Behavioral Health & Developmental Services. The user is logged in as Cassie Tester, an External User, with roles of Reviewer, Grantee, and Contract Signature. The dashboard is titled "Work Assignment" and shows "All currently assigned work". The left sidebar contains a navigation menu with links to Dashboard, Work Assignment, Calendar, Alerts, My Reviews, Funding Opportunities, Applications, Grants, Reports, and My Profile. The main content area is divided into three sections: "Approaching Deadlines - Next 30 Days", "Recent Negotiations - Due Within 30 Days", and "Recent Correspondence - Within the Last 30 Days". Each section has a table of data, but all three tables are currently empty, displaying the message "No data available in table".

Virginia Department of Behavioral Health & Developmental Services

Cassie Tester
External User
Reviewer, Grantee, Contract Signature

Work Assignment
All currently assigned work

Work Assignment | Calendar | Alerts | My Reviews

Dashboard

Back | Print | Online Help | Log Out

Approaching Deadlines - Next 30 Days [View Overdue Approaching Deadlines](#)

This section displays the documents with due dates arriving in the next 30 days or overdue.

Due Date	Document	ID	Status	Title	Program Area	Funding Opportunity
No data available in table						

Recent Negotiations - Due Within 30 Days

This section displays the documents that you negotiated in the last 30 days.

Due Date	Document Type	Sub Type/Round	ID	Status	Title	Organization	Program Area	Funding Opportunity
No data available in table								

Recent Correspondence - Within the Last 30 Days

Sent Date	Flag	From	To	Subject	Message
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How to Find Grant and Open

To set up a claim in WebGrants, click Grants –

A list of available grants for your CSB will show.

The screenshot shows the WebGrants application interface for the Virginia Department of Behavioral Health & Developmental Services. The user is logged in as Cassie Tester. The left sidebar contains navigation links: Dashboard, Funding Opportunities, Applications, Grants (highlighted with a blue circle), Reports, and My Profile. The main content area displays the 'Current Grants' section, which includes a search bar and a table of active grants. The table has columns for ID, Status, Year, Title, Organization, Program Area, Funding Opportunity, Duration, and Grant Amount. A single grant is listed with ID 55, Status 'Underway' (highlighted with a blue circle), Year 2022, Title 'D/Pi_Test Grant', Organization 'BaseLine Organization', Program Area 'BASE-Baseline/Ongoing Funding', Funding Opportunity '51-Project Phase 1 Test Funding Opportunity', Duration '-', and Grant Amount '\$100,000.00'. The footer of the table indicates 'Showing 1 to 1 of 1 entries'.

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Duration	Grant Amount
55	Underway	2022	D/Pi_Test Grant	BaseLine Organization	BASE-Baseline/Ongoing Funding	51-Project Phase 1 Test Funding Opportunity	-	\$100,000.00

Find the grant you are going to request a reimbursement for and click on it.

How to find Claims submitted/Returned/Denied

WebGrants - Virginia Department of Behavioral Health & Developmental Services

55 - DTPL Test Grant - 2022

Status: **Underway**

Program Area: Baseline/Ongoing Funding

Funding Opportunity: 51-Project Phase 1 Test Funding Opportunity

Organization: BaseLine Organization

Grantee Contact: Cassie Tester

Program Officer: Kathleen Graham

Awarded Amount: \$100,000.00

Grant Components

The grant forms appear below.

Component	Last Edited
General Information	Sep 8, 2022 10:29 AM - Andrea Saunders
Claims	
Correspondence	
Encumbrances	
Budget	Aug 3, 2022 5:20 PM - System Administrator

Next click on Claims. A list of claims and their status will show. This will also show you the amounts requested. It will also show you amounts submitted, amount paid, and a total.

WebGrants - Virginia Department of Behavioral Health & Developmental Services

55 - DTPL Test Grant - 2022

Status: **Underway**

Program Area: Baseline/Ongoing Funding

Funding Opportunity: 51-Project Phase 1 Test Funding Opportunity

Organization: BaseLine Organization

Grantee Contact: Cassie Tester

Program Officer: Kathleen Graham

Awarded Amount: \$100,000.00

Grant List Genera **Claims** Corres Encumb Budget Grant

Claims

All claims associated with this grant appear below.

ID	Type	Status	Start Date	End Date	Submitted Date	Paid Date	Claim Amount
55 - 001	Reimbursement	Awaiting Payment			Sep 8, 2022 10:55 AM		\$1,000.00
55 - 002	Reimbursement	Editing					\$0.00
55 - 003	Reimbursement	Submitted	08/01/2022	08/31/2022	Sep 9, 2022 2:18 PM		\$9,000.00
Submitted Amount:							\$9,000.00

How To Start a Claim

Virginia Department of Behavioral Health & Developmental Services

Awarded Amount: \$100,000.00

Grant List Genera **Claims** Corres Encumb Budget Grant

Claims

All claims associated with this grant appear below.

ID	Type	Status	Start Date	End Date	Submitted Date	Paid Date	Claim Amount
55 - 001	Reimbursement	Awaiting Payment			Sep 8, 2022 10:55 AM		\$1,000.00
55 - 002	Reimbursement	Editing					\$0.00
55 - 003	Reimbursement	Submitted	08/01/2022	08/31/2022	Sep 9, 2022 2:18 PM		\$9,000.00

Submitted Amount:	\$9,000.00
Approved Amount:	\$0.00
Paid Amount:	\$0.00
Total Amount:	\$9,000.00

Previous Next

Next you would click on add claim. Click the drop-down box next to Type and choose reimbursement. Key in report period (08/01/2022 to 08/31/2022). Click No, then click save form.

*** Only choose final request if grant is ending and it is the last request.

Virginia Department of Behavioral Health & Developmental Services

Grant

List of all current grants

Back Print Online Help Log Out

General Information - Claim - Edit

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:

Type: Reimbursement

Report Period:

Start Date: 08/01/2022 End Date: 08/31/2022

Final Request?: Yes No

Save Form

How to Key in Details for a Claim

WebGrants - Virginia Department of Behavioral Health & Developmental Services

Claim: 004

Claim Status: **Editing**

Grant Title: 55 - DTPI_Test Grant

Program Area: Baseline/Ongoing Funding

Funding Opportunity: 51-Project Phase 1 Test Funding Opportunity

Reporting Period: 08/01/2022 - 08/31/2022

Claim Type: Reimbursement

Submitted By: -

Claim Details

Claim cannot be Submitted Currently
• Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Sep 13, 2022 8:50 AM - Cassie Tester
Reimbursement		-
Expenditure Detail		-

Next click on reimbursement. Then click on Edit reimbursement.

WebGrants - Virginia Department of Behavioral Health & Developmental Services

Claim Status: **Editing**

Grant Title: 55 - DTPI_Test Grant

Program Area: Baseline/Ongoing Funding

Funding Opportunity: 51-Project Phase 1 Test Funding Opportunity

Reporting Period: 08/01/2022 - 08/31/2022

Claim Type: Reimbursement

Submitted By: -

Reimbursement - Current Version

Reimbursement

[Edit Reimbursement](#)

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)
Awarded Amount	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$10,000.00	\$10,000.00	\$90,000.00
	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$10,000.00	\$10,000.00	\$90,000.00
	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$10,000.00	\$10,000.00	\$90,000.00

[Edit Reimbursement](#)

WEBGRANTS QUICK START

WebGrants - Virginia Department of Behavioral Health & Developmental Services

Claim: 004

Claim Status: **Editing**

Grant Title: 55 - DTPI_Test Grant

Program Area: Baseline/Ongoing Funding

Funding Opportunity: 51-Project Phase 1 Test Funding Opportunity

Reporting Period: 08/01/2022 - 08/31/2022

Claim Type: Reimbursement

Submitted By: -

Reimbursement - Current Version

Reimbursement - Edit

Save Reimbursement

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)
Budget								
Awarded Amount	\$100,000.00	0.00	\$0.00	\$0.00	\$100,000.00	\$10,000.00	\$10,000.00	\$90,000.00
	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$10,000.00	\$10,000.00	\$90,000.00

Save Reimbursement

Key in the amount for the expenses this period. Then click save reimbursement. Then click Mark Complete button. This is what you will see next. Click expenditure detail to key in the information for this reimbursement.

WebGrants - Virginia Department of Behavioral Health & Developmental Services

Claim: 004

Claim Status: **Editing**

Grant Title: 55 - DTPI_Test Grant

Program Area: Baseline/Ongoing Funding

Funding Opportunity: 51-Project Phase 1 Test Funding Opportunity

Reporting Period: 08/01/2022 - 08/31/2022

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	✓	Sep 13, 2022 8:50 AM - Cassie Tester
Reimbursement	✓	Sep 13, 2022 1:42 PM - Cassie Tester
Expenditure Detail		Sep 13, 2022 1:43 PM - Cassie Tester

WEBGRANTS QUICK START

This is the next screen:

The screenshot shows the WebGrants interface for the Virginia Department of Behavioral Health & Developmental Services. The user is logged in as Cassie Tester. The left sidebar contains navigation links: Dashboard, Funding Opportunities, Applications, Grants, Reports, and My Profile. The main content area is titled "Expenditure Detail - Current Version" and "Expenditure Detail - Multi-List". It includes a list of expenditure types with their definitions: Personnel, Subaward/Contract, Facility, Travel, Training, Equipment, and Supplies. A green "Add Entry" button is visible in the top right corner of the expenditure list.

You can scroll down to see definitions for each expenditure type. Then click the Add Entry button.

The screenshot shows the "Supporting Documentation - Other Attachments" section of the WebGrants interface. It includes a table with columns: Description, File Name, Type, Size, Upload Date, and Delete. The table is currently empty, showing "No files attached." A green "Add Entry" button is circled in red. Below the table, there is a "Previous" button and a "Last Edited By: Cassie Tester - Sep 13, 2022 1:43 PM" message.

WEBGRANTS QUICK START

Then enter information. Use the drop-down box to choose what type of expenditure and use description for detail information. Then click save row and continue adding entries until you have completed this reimbursement request. Click save row after each entry.

WebGrants - Virginia Department of Behavioral Health & Developmental Services

Category: Personnel

Description: Payroll for August 1 through August 31 for employees associated with grant.

Amount: 10000.00

Save Row

Once all have been entered then click mark as complete.

WebGrants - Virginia Department of Behavioral Health & Developmental Services

Supporting Documentation - Other Attachments

Mark as Complete

Previous

How to Submit Claim

This is the next screen that will come up after the mark as complete is clicked.

WebGrants - Virginia Department of Behavioral Health & Developmental Services

Cassie Tester
External User
Reviewer, Grantee, Contract Signature

Dashboard >
Funding Opportunities >
Applications >
Grants >
Reports >
My Profile >

Claim: 004

Claim Status: **Editing**

Grant Title: 55 - DTPi_Test Grant

Program Area: Baseline/Ongoing Funding

Funding Opportunity: 51-Project Phase 1 Test Funding Opportunity

Reporting Period: 08/01/2022 - 08/31/2022

Claim Type: Reimbursement

Submitted By: -

Claim Preview Alert History Map

Claim Details

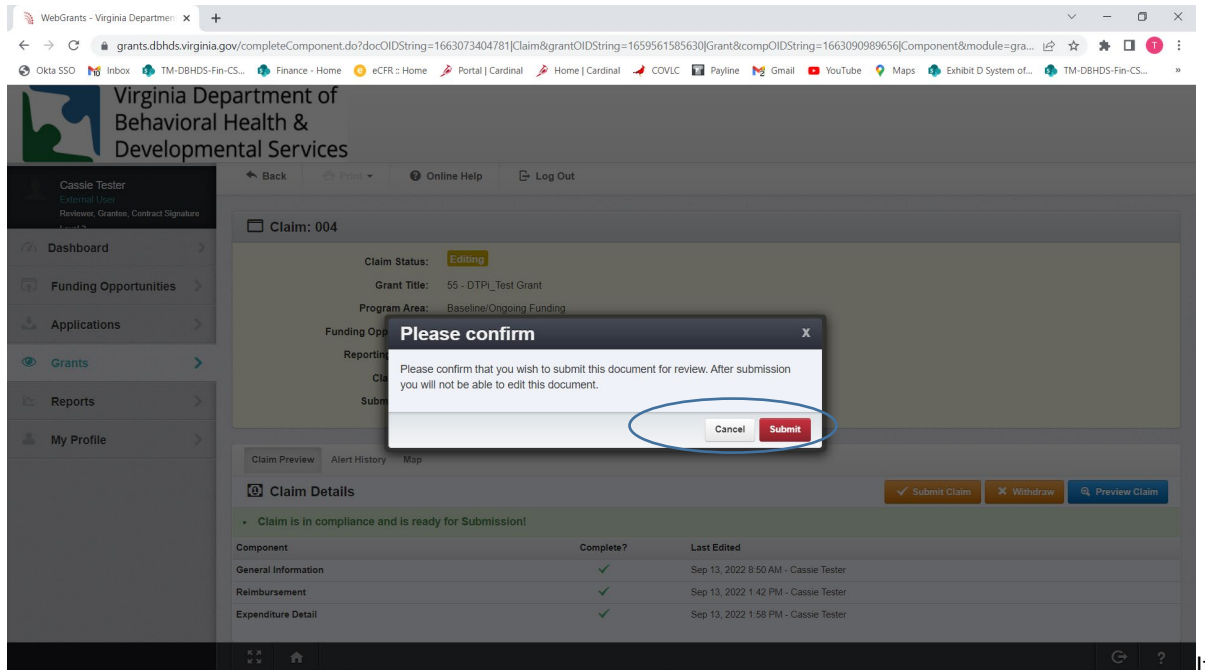
✓ Submit Claim ✕ Withdraw 🔍 Preview Claim

Claim is in compliance and is ready for Submission!

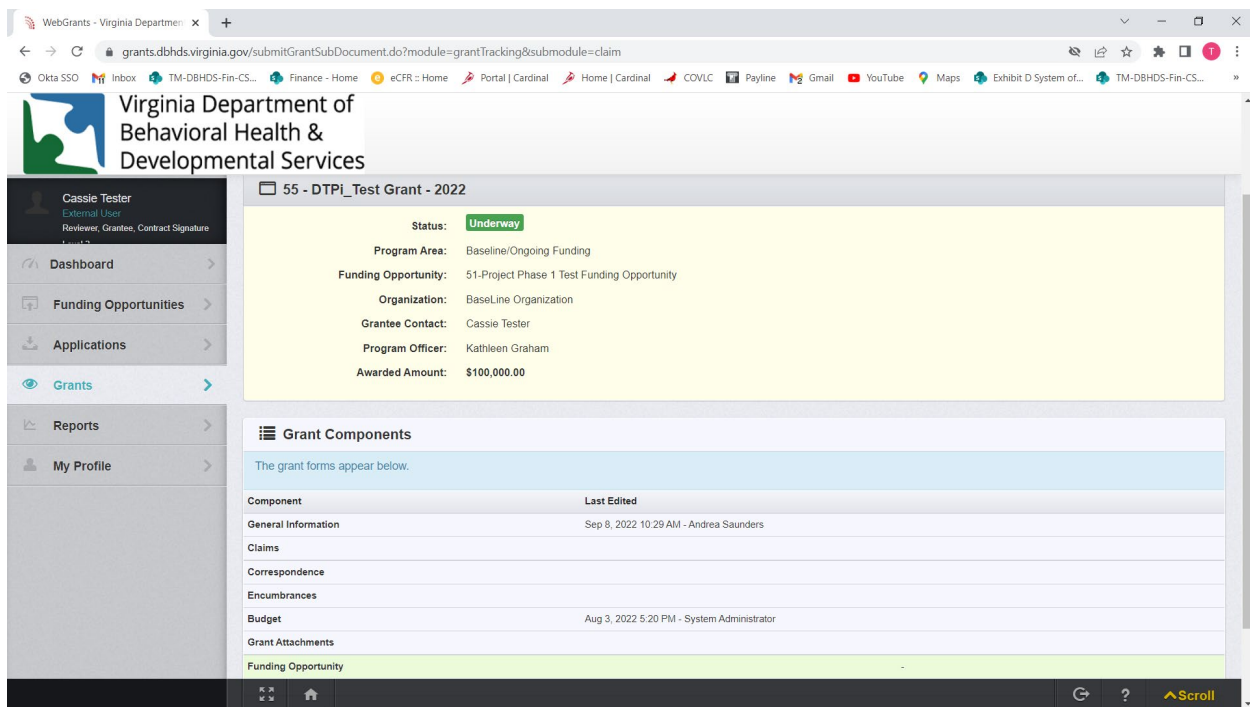
Component	Complete?	Last Edited
General Information	✓	Sep 13, 2022 8:50 AM - Cassie Tester
Reimbursement	✓	Sep 13, 2022 1:42 PM - Cassie Tester
Expenditure Detail	✓	Sep 13, 2022 1:58 PM - Cassie Tester

You will see 3 check marks, one beside each component as shown above. Once you have three check marks then you can click submit claim. It will ask you to confirm your submission. If you need to change something, click cancel, if not then click submit.

WEBGRANTS QUICK START



This will take you back to the beginning page. You can click on claims to see your submitted claim.



WEBGRANTS QUICK START

The screenshot displays the WebGrants interface for the Virginia Department of Behavioral Health & Developmental Services. The top navigation bar includes links to various services like Oka SSO, Inbox, and Finance. The left sidebar shows the user profile (Cassie Tester) and navigation options like Dashboard, Funding Opportunities, Applications, Grants, Reports, and My Profile.

The main content area shows a claim status summary for a grant. The status is "Underway". The program area is "Baseline/Ongoing Funding". The funding opportunity is "51-Project Phase 1 Test Funding Opportunity". The reporting period is empty. The claim type is empty. The submitted by is empty.

Below the summary, there is a tabbed interface with "Claims" selected. The "Claims" tab shows a list of claims associated with the grant. The table has columns for ID, Type, Status, Start Date, End Date, Submitted Date, Paid Date, and Claim Amount. The claims are listed as follows:

ID	Type	Status	Start Date	End Date	Submitted Date	Paid Date	Claim Amount
55 - 001	Reimbursement	Awaiting Payment			Sep 8, 2022 10:55 AM		\$1,000.00
55 - 002	Reimbursement	Editing					\$0.00
55 - 003	Reimbursement	Submitted	08/01/2022	08/31/2022	Sep 9, 2022 2:18 PM		\$9,000.00
55 - 004	Reimbursement	Submitted	08/01/2022	08/31/2022	Sep 13, 2022 2:04 PM		\$10,000.00
Submitted Amount:							\$19,000.00
Approved Amount:							\$0.00
Paid Amount:							\$0.00
Total Amount:							\$19,000.00

The "Submitted" status for claims 55-003 and 55-004 is highlighted with a blue oval. The "Awaiting Payment" status for claim 55-001 is highlighted with a red oval. The "Editing" status for claim 55-002 is highlighted with a yellow oval.

Then claim just submitted is at the bottom.

Once a claim has been reviewed and approved for payment it will look like the top one.

If your Claim is Denied or Returned for Correction

If for any reason we must deny/negotiate this is what you will see.

The screenshot shows the WebGrants interface for the Virginia Department of Behavioral Health & Developmental Services. The user is logged in as Cassie Tester, an External User. The 'Work Assignment' section is active, displaying three main areas:

- Approaching Deadlines - Next 30 Days:** A section for documents with due dates arriving in the next 30 days or overdue. It includes a table with columns: Due Date, Document, ID, Status, Title, Program Area, and Funding Opportunity. A message states: "No data available in table".
- Recent Negotiations - Due Within 30 Days:** A section for documents that you negotiated in the last 30 days. It includes a table with columns: Due Date, Document Type, Sub Type/Round, ID, Status, Title, Organization, Program Area, and Funding Opportunity. A red circle highlights the 'Status' column, which shows a 'Correcting' status for a claim.
- Recent Correspondence - Within the Last 30 Days:** A section for correspondence within the last 30 days. It includes a table with columns: Sent Date, Flag, From, To, Subject, and Message. A message states: "No data available in table".

The 'Recent Negotiations' table contains the following data:

Due Date	Document Type	Sub Type/Round	ID	Status	Title	Organization	Program Area	Funding Opportunity
09/15/2022	Claim	Reimbursement	55-004	Correcting	DTP1_Test Grant	BaseLine Organization	Baseline/Ongoing Funding	51-Project Phase 1 Test Funding Opportunity

How to Make Corrections

Click on the claim to open and make correction. Click on edit claim to edit.

The screenshot shows the WebGrants application interface for the Virginia Department of Behavioral Health & Developmental Services. The user is logged in as Cassie Tester. The left sidebar contains navigation links: Dashboard, Funding Opportunities, Applications, Grants (selected), Reports, and My Profile. The main content area displays the 'Claim Details' for '55 - DTPi_Test Grant - 2022'. The claim status is 'Correcting'. The 'Edit Claim' button is circled in blue.

Claim Details:

Funding Opportunity:	51-Project Phase 1 Test Funding Opportunity	Initial Submit Date:	Sep 13, 2022 2:04 PM
Program Area:	Baseline/Ongoing Funding	Initially Submitted By:	Cassie Tester
Status:	Correcting	Last Submit Date:	
Claim Number:	004	Last Submitted By:	
Claim Type:	Reimbursement	Approved Date:	
Reporting Period:	08/01/2022 - 08/31/2022		
Final Request:	No		
Batch Name:			
Vendor Number:			
Check Number:			
Paid Date:			

This is what comes up next. Click on expenditure detail.

The screenshot shows the 'Expenditure Detail' view for the claim. The claim status is 'Correcting'. The 'Expenditure Detail' link is circled in blue.

Claim Details:

Claim Status:	Correcting
Grant Title:	55 - DTPi_Test Grant
Program Area:	Baseline/Ongoing Funding
Funding Opportunity:	51-Project Phase 1 Test Funding Opportunity
Reporting Period:	08/01/2022 - 08/31/2022
Claim Type:	Reimbursement
Submitted By:	Cassie Tester - Sep 13, 2022 2:04 PM

Claim cannot be Submitted Currently
Claim components are not complete

Component	Complete?	Last Edited
Expenditure Detail		Sep 13, 2022 1:58 PM - Cassie Tester

WEBGRANTS QUICK START

Click on personnel to make correction.

WebGrants - Virginia Department of Behavioral Health & Developmental Services

Cassie Tester
External User
Reviewer, Grantee, Contract Signature

Dashboard >
Funding Opportunities >
Applications >
Grants
Reports >
My Profile >

Supplies - All tangible personal property other than those described in the definition of equipment in this section. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life (2 CFR 200.1, https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=45c76f164b55992be04cb20ac28c3a2e&mc=true&n=pt2.1.200&r=PART&ty=HTML#se2.1.200_11).

Indirect Costs - Those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved (2 CFR 200.1, https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=45c76f164b55992be04cb20ac28c3a2e&mc=true&n=pt2.1.200&r=PART&ty=HTML#se2.1.200_11).

Miscellaneous - All other allowable costs under the grant not otherwise categorized.

Category	Description	Amount
Personnel	Payroll for August 1 through August 31 for employees associated with grant.	\$10,000.00
Subtotal		\$10,000.00
		\$10,000.00

Last Edited By: Cassie Tester - Sep 13, 2022 1:58 PM

Supporting Documentation - Other Attachments

Mark as Complete Add New Attachment

Description	File Name	Type	Size	Upload Date	Delete
No files attached.					

Last Edited By: Cassie Tester - Sep 13, 2022 1:58 PM

Previous

Make correction then click save row.

WebGrants - Virginia Department of Behavioral Health & Developmental Services

Cassie Tester
External User
Reviewer, Grantee, Contract Signature

Dashboard >
Funding Opportunities >
Applications >
Grants
Reports >
My Profile >

Supplies - All tangible personal property other than those described in the definition of equipment in this section. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life (2 CFR 200.1, https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=45c76f164b55992be04cb20ac28c3a2e&mc=true&n=pt2.1.200&r=PART&ty=HTML#se2.1.200_11).

Indirect Costs - Those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved (2 CFR 200.1, https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=45c76f164b55992be04cb20ac28c3a2e&mc=true&n=pt2.1.200&r=PART&ty=HTML#se2.1.200_11).

Miscellaneous - All other allowable costs under the grant not otherwise categorized.

Category*: Personnel

Description*: Payroll for August 1 through August 31 for employee associated with grant. Andrew Freeman.

150 character(s) left

Amount*: \$10,000.00

Save Row

WEBGRANTS QUICK START

Then click Mark as Complete.

The screenshot shows the 'Expenditure Detail' page in the WebGrants system. The left sidebar contains navigation links: Dashboard, Funding Opportunities, Applications, Grants (selected), Reports, and My Profile. The main content area displays 'Expenditure Detail - Current Version' and 'Expenditure Detail - Multi-List'. A blue circle highlights the 'Mark as Complete' button in the top right corner of the 'Expenditure Detail - Multi-List' section. Below this button, there is a list of expenditure categories with their descriptions: Personnel, Subaward/Contract, Facility, Travel, Training, Equipment, and Supplies.

Then click submit claim.

The screenshot shows the 'Claim: 004' page in the WebGrants system. The left sidebar is the same as in the previous screenshot. The main content area displays 'Claim: 004' with a status of 'Correcting'. Below this, there is a table with claim details: Grant Title (55 - DTP1_Test Grant), Program Area (Baseline/Ongoing Funding), Funding Opportunity (51-Project Phase 1 Test Funding Opportunity), Reporting Period (08/01/2022 - 08/31/2022), Claim Type (Reimbursement), and Submitted By (Cassie Tester - Sep 13, 2022 2:04 PM). Below the table, there is a 'Claim Details' section with a green bar indicating 'Claim is in compliance and is ready for Submission!'. A blue circle highlights the 'Submit Claim' button in the top right corner of the 'Claim Details' section. Below this button, there is a table with claim details: Component (Expenditure Detail), Complete? (checked), and Last Edited (Sep 13, 2022 4:00 PM - Cassie Tester).

After clicking the submit box, then you can look and see it was submitted.

WebGrants - Virginia Department of Behavioral Health & Developmental Services

Cassie Tester
External User
Reviewer, Grantee, Contract Signature

Reporting Period: -
Claim Type: -
Submitted By: -

Claim List | Genera | **Claims** | Corres | Encumb | Budget | Grant

Claims + Add Claim

All claims associated with this grant appear below.

ID	Type	Status	Start Date	End Date	Submitted Date	Paid Date	Claim Amount
55 - 001	Reimbursement	Awaiting Payment			Sep 8, 2022 10:55 AM		\$1,000.00
55 - 002	Reimbursement	Editing					\$0.00
55 - 003	Reimbursement	Submitted	08/01/2022	08/31/2022	Sep 9, 2022 2:18 PM		\$9,000.00
55 - 004	Reimbursement	Submitted	08/01/2022	08/31/2022	Sep 13, 2022 2:04 PM		\$10,000.00
Submitted Amount:							\$19,000.00
Approved Amount:							\$0.00
Paid Amount:							\$0.00
Total Amount:							\$19,000.00

Previous Next