

Submitting a Claim in WebGrants

The purpose of this document is to provide instructions for how to submit a Claim in WebGrants.

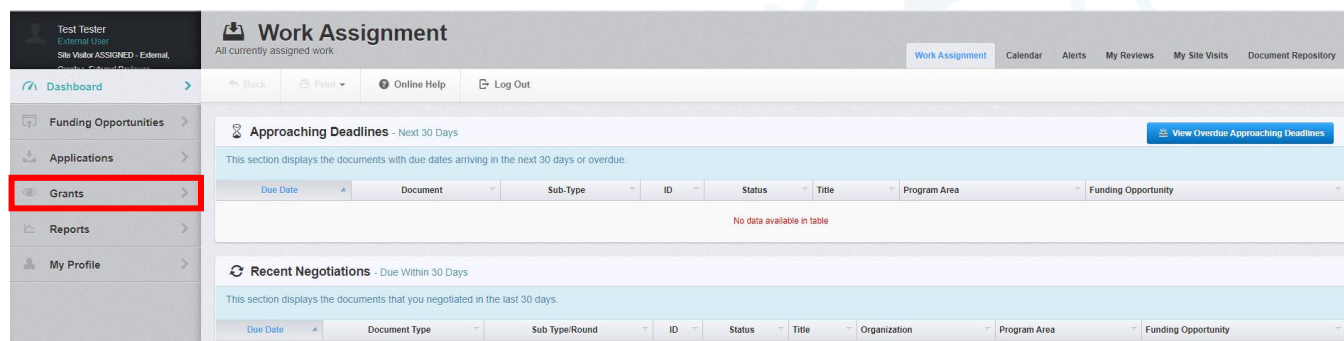
Note: What was previously described as a ‘Reimbursement Request’ in OLGA will now be described as a ‘Claim’ in WebGrants.

Instructions for Submitting a Claim

1. Begin at the WebGrants landing page at <https://grants.drpt.virginia.gov>. On the Login page, enter your User ID and Password, then click “Sign In”.



2. Once logged in, you’ll see the WebGrants main menu. On the left-hand panel, click “Grants” to search for the grant that you would like to submit a claim against.



3. A list of “Current Grants” will appear. Click on the grant that you would like to submit a claim against.

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Duration	Grant Amount
337	Underway	2023	DTPI_Test Grant	BaseLine Organization	TP-Transit Program	331-Transit Ridership Incentive Program (TRIP) - Public Safety - FY25	-	\$50,000.00
43024-98	Underway	2023	Jess Test other cap	Virginia Department of Rail and Public Transportation	TP-Transit Program	380-FTA 5310 Human Services Grant Program - Other Capital - FY25	10/01/2024 - 09/30/2025	\$600.00
4402317	Underway	2023	FTAS310 New Freedom Mobility Management - GRTC (Richmond)	Greater Richmond Transit Company	TP-Transit Program	658-DRPT Legacy Transit	10/01/2022 - 09/30/2023	\$81,822.00
46025-01	Underway	2025	FY25 5303 RRTPO	BaseLine Organization	TP-Transit Program	6-FTA 5303 - FY25	07/01/2024 - 06/30/2025	\$500,000.00
498	Underway	2024	Fiscal Test Grant - RIA	Star Bright Inc. (DTP) Test Organization	RP-Rail Program	1-Rail Industrial Access Grant (RIA) - 2024	-	\$1,001,000.00
5007301	Underway	2023	GRTC (Richmond) - TRIP Regional Connectivity	Greater Richmond Transit Company	TP-Transit Program	658-DRPT Legacy Transit	01/01/2023 - 12/31/2023	\$2,907,200.00
501	Underway	2024	Fiscal Test Grant - I86 Operating	BaseLine Organization	TP-Transit Program	104-I86 Operating Program - FY25	-	\$0.00

Note: You will only see the grants that your profile is associated with. By default, the WebGrants system assigns the individual who applied for that grant to be the point of contact for that grant once it is awarded. That individual has the ability to submit claims and perform other grant related activity. If additional users need to be added to the grant, please refer to the ‘User Management’ training materials.

4. Once you have selected the grant, you will be directed to the Grant Components module. Select “Claims” from the list of Grant Components.

Component	Last Edited
General Information	Nov 17, 2023 1:34 PM - Transit Tester
Claims Reports	
Contract Amendments	
Site Visits	
Contract	
Encumbrances	Oct 27, 2023 3:08 PM - Zach Trogdon
Correspondence	
Budget	
Project Information	
Budget Details	
Project Schedule	

5. Click “Add Claim”

Grant
List of all current grants

337 - DTPI_Test Grant - 2023

Status: **Underway**

Program Area: Transit Program

Funding Opportunity: 331-Transit Ridership Incentive Program (TRIP) - Public Safety - FY25

Organization: BaseLine Organization

Grantee Contact: Test Tester

Program Officer: Daniel Sonenklar

Total Project Awarded Amount: \$50,000.00

Claims

All claims associated with this grant appear below.

ID	Type	Status	Start Date	End Date	Last Submitted Date	Paid Date	Claim Amount
337 - 001	Reimbursement	Approved	10/01/2023	10/31/2023	Oct 27, 2023 3:05 PM		\$10,000.00
337 - 002	Reimbursement	Submitted	11/01/2023	11/11/2023	Nov 17, 2023 1:54 PM		\$4,500.00
337 - 003	Reimbursement	Submitted	10/01/2023	10/31/2023	Nov 17, 2023 2:20 PM		\$2,000.00
Submitted Amount:							\$6,500.00
Approved Amount:							\$10,000.00
Awaiting Payment Amount:							\$0.00
Paid Amount:							\$0.00

6. You will be directed to the “Claim General Information” form. Complete the fields on the form, then click “Save Form”

Grant
List of all current grants

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: [] End Date: []

Final Request?: Yes No

Click 'Yes' if this is the final request

Note: The system will create a claim number as soon as you clicked ‘Save.’ If you log out of the system at this point or any future point, your claim will remain in the system until it is submitted.

7. Once the General Information has been completed, you will be returned to the Claim Details module. Click “Reimbursement”

Test Tester
External User
Site Visitor ASSIGNED - External

Back Print Online Help Log Out

Claim: 004

Claim Status: **Editing**
Grant Title: 337 - DTPJ Test Grant
Program Area: Transit Program
Funding Opportunity: 331-Transit Ridership Incentive Program (TRIP) - Public Safety - FY25
Reporting Period: -
Claim Type: Reimbursement
Submitted By: -

Claim Preview Attachments Alert History Map

Claim Details [Preview Claim](#)

Claim cannot be Submitted Currently
• Claim components are not complete

Component	Complete?	Last Edited
General Information	✓	Nov 29, 2023 10:58 AM - Test Tester
Reimbursement		
Supporting Documentation		

8. Once the “Reimbursement” form appears, click on “Edit Reimbursement” to enter incurred expenses

Claim List Genera Reimbu Suppor

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)
Total Project Cost								
Awarded Amount	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$16,500.00	\$16,500.00	\$33,500.00
	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$16,500.00	\$16,500.00	\$33,500.00
	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$16,500.00	\$16,500.00	\$33,500.00

[Edit Reimbursement](#)

9. Enter incurred expenses in the “Expenses This Period” field and click “Save Reimbursement”

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)
Total Project Cost								
Awarded Amount	\$50,000.00	0.00	\$0.00	\$0.00	\$50,000.00	\$16,500.00	\$16,500.00	\$33,500.00
	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$16,500.00	\$16,500.00	\$33,500.00

[Save Reimbursement](#)

10. Click “Mark as Complete”

Claim List Genera Reimbu Suppor

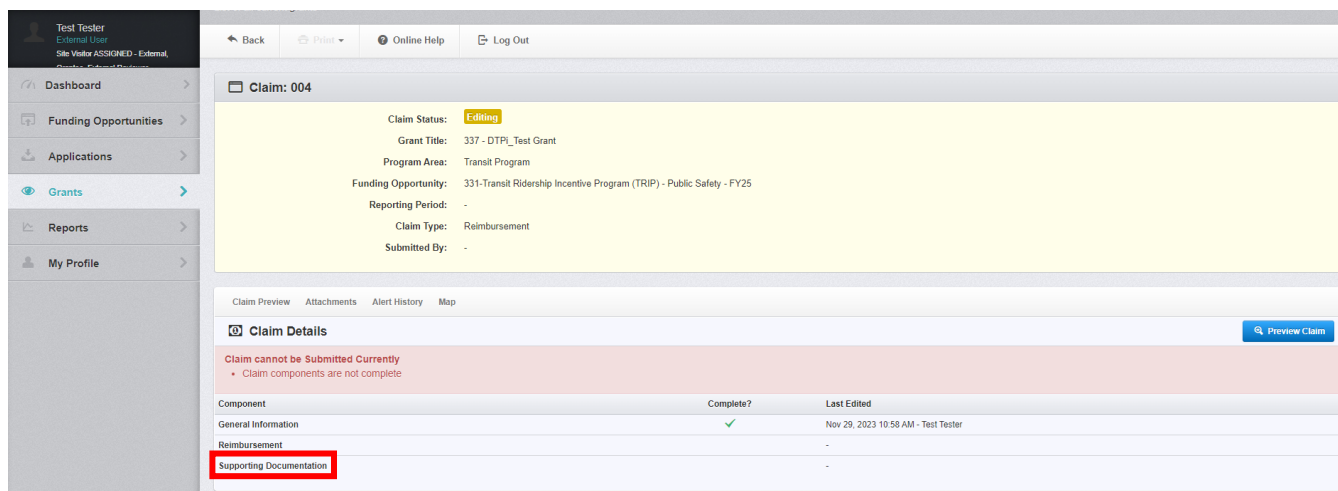
Reimbursement - Current Version

Reimbursement [Mark as Complete](#) [Edit Reimbursement](#)

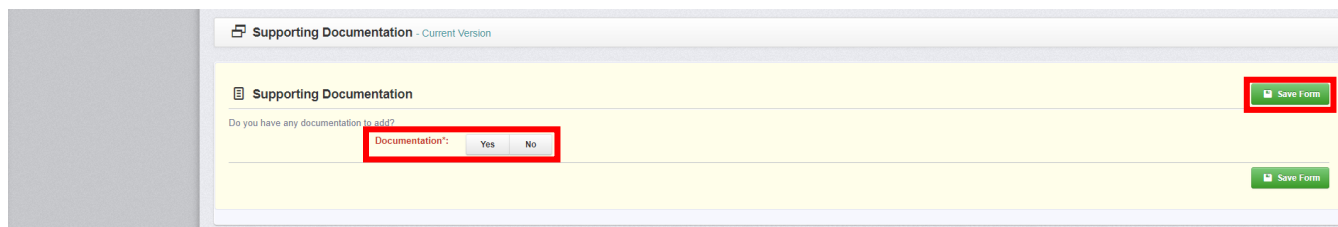
Budget Category	Grant Budget Awarded	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)
Total Project Cost								
Awarded Amount	\$50,000.00	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00	\$16,500.00	\$41,500.00	\$8,500.00
	\$50,000.00	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00	\$16,500.00	\$41,500.00	\$8,500.00
	\$50,000.00	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00	\$16,500.00	\$41,500.00	\$8,500.00

Last Edited By: Test Tester - Nov 29, 2023 11:04 AM [Edit Reimbursement](#)

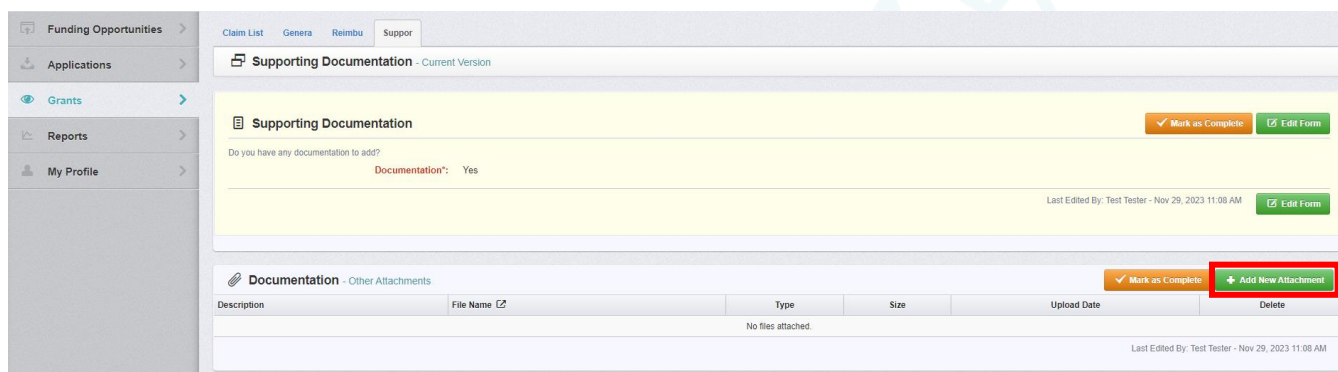
11. The last step before submitting a claim is to attach supporting documentation. Click “Supporting Documentation”



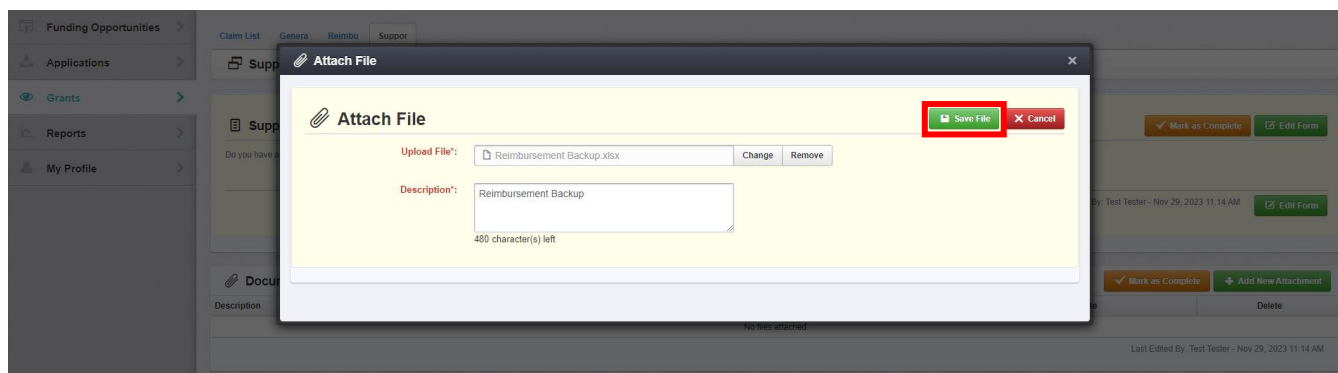
12. You will be prompted to answer whether you have supporting documentation. Click “Yes” and then “Save Form”



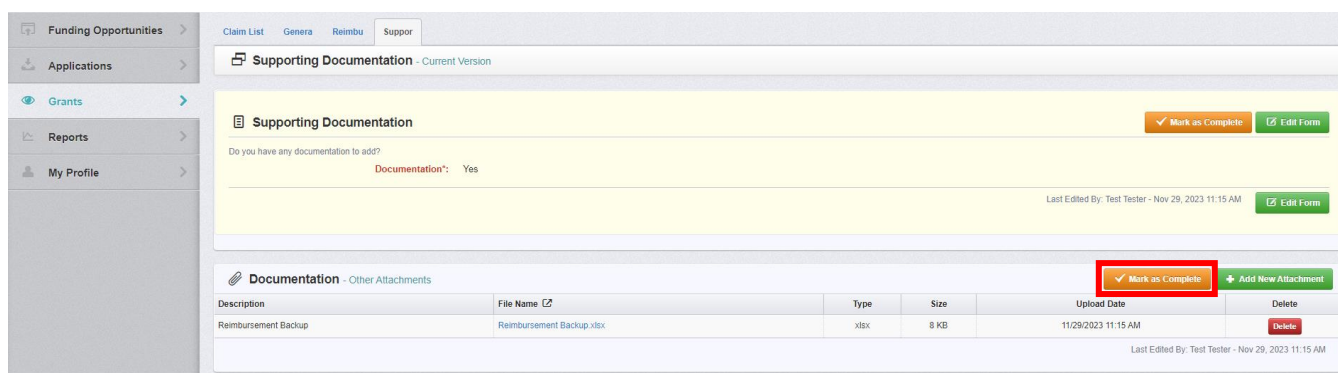
13. On the following page, click “Add New Attachment” to upload your supporting documentation



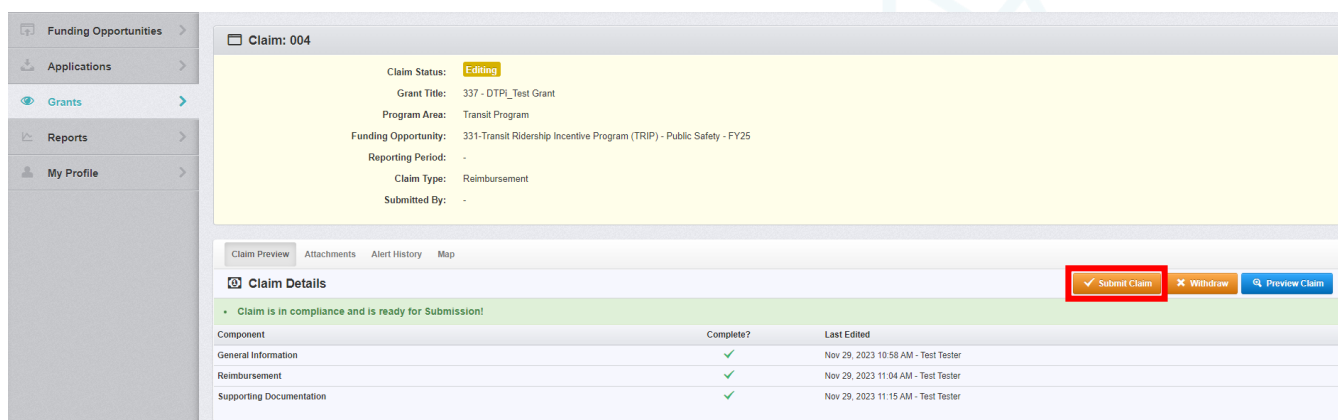
14. In the popup box, upload your attachment and enter a short description. Click “Save File”



15. On the following page, click “Mark as Complete”



16. You have completed the necessary steps required to submit a claim. Click the “Submit Claim” button to release the claim for DRPT review.



Note: All forms can be edited and saved as often as needed but the system will require that **all** fields marked as required **must** have entries and **every** form must be “Marked as Complete” to submit. You will receive a pop-up message notifying you of this if you try to submit without completing these steps.