

Submit a Claim

This process is initiated by the Grantee. To submit a claim, ensure you have all the necessary materials and labor invoices for this project. Claims may be submitted once every 30 days as necessary based on project progress and expenditure rates. Upon project completion, the Grantee has 90 days to submit the final claim to DRPT.

The screenshot shows the 'Grants' sidebar menu on the left. The 'Current Grants' table lists several grants, including '23322 - Rail Project - 2023'.

1. Click **Grants** on the sidebar menu
2. Click on the project to view the **Grant Components** page

The screenshot shows the 'Grant Components' page for the '23322 - Rail Project - 2023'. It lists various components like 'General Information', 'Status', 'Program Area', etc.

Click on **Claims** component

The screenshot shows the 'Claims' component page for the '23322 - Rail Project - 2023'. It displays a table of claims and a green 'Add Claim' button at the bottom right.

Click green **Add Claim** button

The screenshot shows the 'General Information - Claim - Edit' form. It includes fields for 'Type' (set to Reimbursement), 'Report Period' (Start Date and End Date), and 'Final Request?' (Yes/No).

1. Keep **Type** as "Reimbursement"
2. **Report Period** is the date range that applies to this claim
3. If this is the last claim that will be submitted for this project, then click **Yes**
4. Click green **Save Form** button

1. For each of the forms: Reimbursement, Progress Report or Mandatory Claim Requirements, Supporting Documentation:
2. Click the Component name to open the form
3. Click green **Edit** button
4. Complete the form
5. Click green **Save** button
6. Click orange **Mark as Complete** button

The screenshot shows the 'Claim Details' page. A red message states 'Claim cannot be Submitted Currently' because 'Claim components are not complete'. Below this is a table of components with their completion status.

Component	Complete?	Last Edited
General Information	✓	Mar 6, 2025 2:52 PM - Walt Disney
Reimbursement	✓	Mar 6, 2025 2:59 PM - Walt Disney
Progress Report OR Mandatory Claim Requirements	✓	Mar 6, 2025 2:59 PM - Walt Disney
Supporting Documentation	✓	Mar 6, 2025 3:14 PM - Walt Disney

The screenshot shows the 'Reimbursement' form. It includes a table for 'Budget Category' and 'Grant Budget Awarded'.

Budget Category	Grant Budget Awarded	Expenses This Period	Prior Expenses (Paid)	Total Available Balance (Budget)	Prior Expenses (Submitted but Not Paid)	Total Claimed	Remaining Balance (Incentive)
Total Project Cost							
Awarded Amount	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00

The screenshot shows the 'Mandatory Claim Requirements' form. It includes a table for 'Progress Report'.

Progress Report	Complete?	Last Edited
	✓	Mar 6, 2025 2:59 PM - Walt Disney

The screenshot shows the 'Supporting Documentation' form. It includes a table for 'Documentation' and a section for 'Attachments'.

Description	File Name	Type	Size	Uploaded Date	Delete
No file attached					

1. Click **Yes** to answer the Documentation question
2. Click **Save Form** to reveal a new section
3. Click **Add New Attachment** to upload files, e.g. invoices, receipts
4. Click **Select File** to browse for a file
5. Enter an appropriate title for the document in the **Description** area
6. Click green **Save File** button

The screenshot shows the 'Attach File' dialog box. It includes a text input for 'Description' and a 'Select File' button.

The screenshot shows the 'Claim Details' page. A green message states 'Claim is in compliance and is ready for Submission!'. Below this is a table of components with their completion status.

Component	Complete?	Last Edited
General Information	✓	Mar 6, 2025 2:52 PM - Walt Disney
Reimbursement	✓	Mar 6, 2025 5:02 PM - Walt Disney
Progress Report OR Mandatory Claim Requirements	✓	Mar 6, 2025 5:28 PM - Walt Disney
Supporting Documentation	✓	Mar 6, 2025 5:28 PM - Walt Disney

Click the orange **Submit Claim** button

Note: If the button is not showing, then ensure that each component form has a green checkmark which denotes that the **Mark as Complete** button has been clicked.

The DRPT Program Manager will be notified and continue the Claim process, which includes a final site visit.

Done!