

Advance of Funds Request

1. Navigate to the **“Projects”** page for the desired grant. Select the **“Project”** for the **Request for Advance**.

Account for 9999 (PA) - Any Texas Town

Active

Create New Request

Summary

Projects

Project Versions
Applications
Time Extensions
Project Closeouts
Scope Modification / Cost Changes
Project Appeals
Small Project Closeout

Payments

Quarterly Reports

Contacts

Projects

Quick Search: 7 results

Proj...	Proj #	Project Title	Proj...	Size	Eligible Amt	F %	Expended %	Fede...	State...	Status
11		Test	E	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
74		EXP Asbestos Abatement and E	B	L	\$135,853.46	100%	0%	0%	n/a	Open
75		EXP Asbestos Abatement and E	B	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
125		Emergency Protective Measures City Wide	B	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
205		DR-4332-City Emergency Protective	B	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
490		Harry Park Trail	G	L	\$0.00	0%	0%	0%	n/a	Pending Obligation
900		Pct 2 and 3 - Road Damage	C	L	\$241,928.44	75%	0%	0%	0%	Closeout in Progr...
					\$377,781.90					

2. At the **Project Details** summary page, click on the **“Create New Request”** button.

9999 Public Assistance Test Grant (PA) > Any Texas Town > Account for 9999 (PA) - Any Texas Town

Project #74 - EXP Asbestos Abatement and E (L, Cat B)

Open

Create New Request

Summary

Funding

Expenses

Payments

Progress Monitoring

Contacts

Notes

Documents

History

Project Details

Number: #74

Title: EXP Asbestos Abatement and E

Type: B - Emergency Protective Measures

Reference Number: EXP3350

Eligible Obligated: \$135,853.46 (L) [Expand](#)

Federal Obligated: \$135,853.46 (100.00%) [Expand](#)

State Obligated: \$0.00 (0.00%)

Local Share: \$0.00 (0.00%)

Advances Requested: \$0.00 [Expand](#)

Work Complete %: 25.00%

Quarterly Report FFY'2019 Q3: Apr 2018 - Jun 2018 is 25.00% complete.
Project Version 0 is 50.00% complete.

Work Deadline: January 18, 2020 (override)

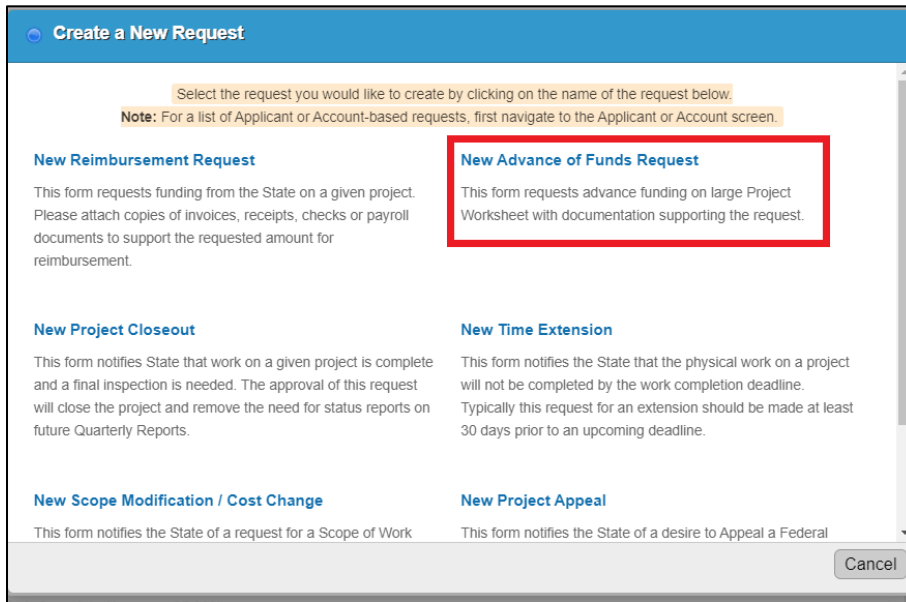
Grant

9999 Public Assistance Test Grant
Public Assistance
Declared: August 25, 2017
Emergency Deadline: February 25, 2018
Permanent Deadline: February 25, 2019

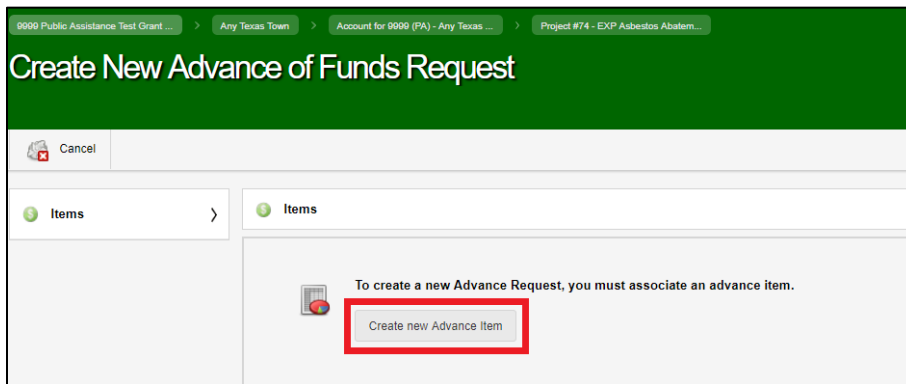
Applicant

Any Texas Town
Sherman County (5 - Northwest Texas Region)
PIPS #: 000-TEST0-00
State #: 90052 FEIN #: 111111111
Vendor #:
DUNS #: 111222333
Type: City
Physical/Mailing: 1 Longhorn Drive Sherman, TX.

3. Select **“New Advance of Funds Request”** to be navigated to the form.



4. Click the **“Create new Advance Item”** button.



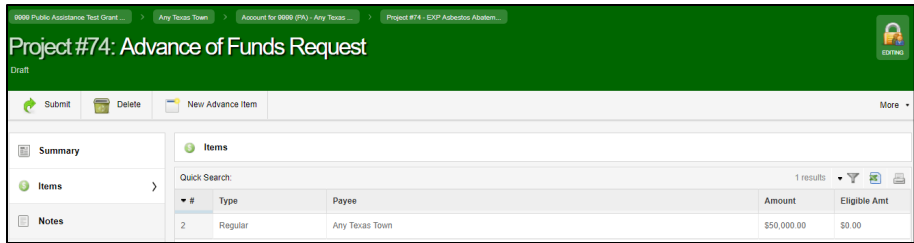
5. The form will display. Complete the form:

- a. Select **“Type”** of funding needed from the drop down menu.
- b. Enter **“Payee”** name.
- c. Enter dollar **“Amount Requested.”**
- d. Add **“Comments”** to justify the request.
- e. Click the **“Create”** button to establish the form.
- f. Click the **“Add Document”** button to upload required documentation.

Advance of Funds Request Form

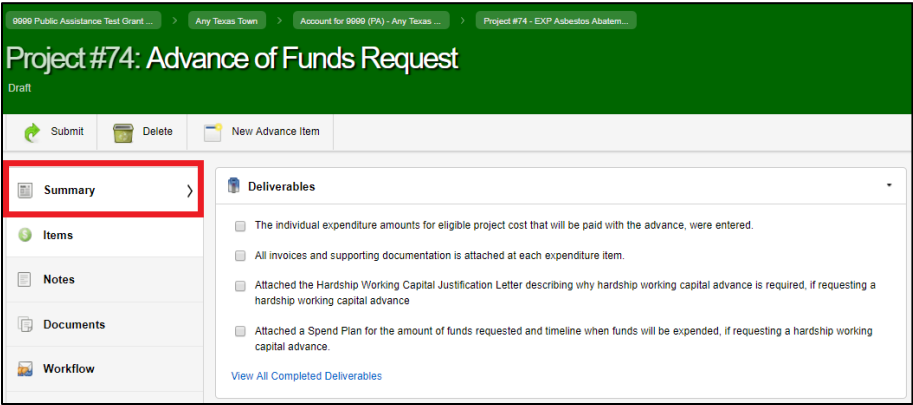
6. Review the information on the form, make any necessary changes, and click the **“Save”** button. Next, click the **“Back to Advance of Funds Request”** button.

7. At this screen, you can enter a **“New Advance Item,”** or **“Delete”** the request if you made an error. The request is still in draft form.

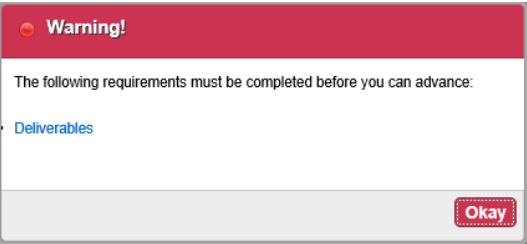


8. After you have saved the form, click the **“Summary”** tab on the left side menu to view the **Deliverables**. Verify that you have completed all deliverables by clicking on the box next to the **Deliverable**. This will place a check mark in the box to indicate that you completed that specific deliverable.

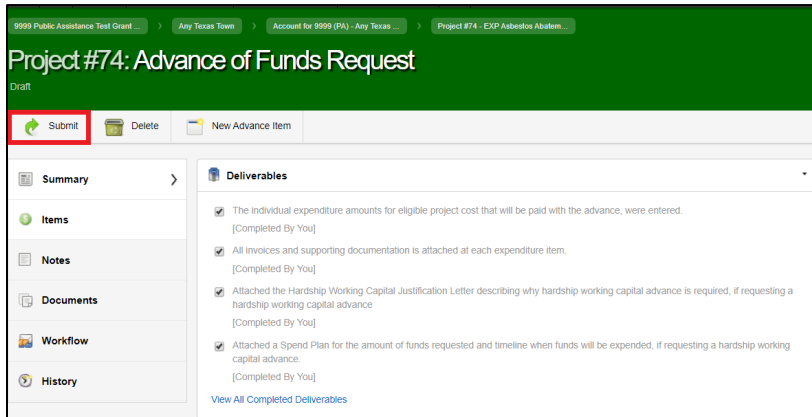
Note: Each **Deliverable** must be checked off/completed before the form can be submitted. The Deliverable must be checked off even though it may not be applicable.



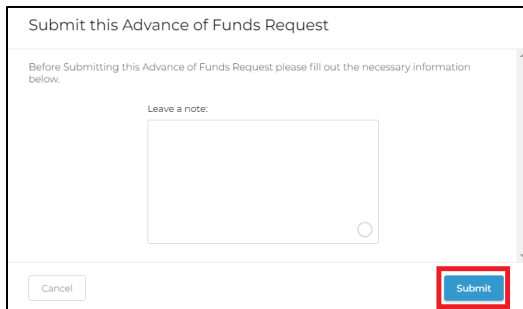
9. If you click the **“Submit”** button prior to verifying that all Deliverables have been completed, the following warning will display. Click the **“Okay”** button to return to the **Deliverables**.



10. Click the **“Submit”** button when all of the **Deliverables** have been completed.



11. You can leave a note when this window is displayed. Click the **“Submit”** button when done.



12. A notification will display letting you know that the **Advance of Funds Request** was successfully submitted. You may **“Close”** the window, or **“Go to Project.”**

