



LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

1000 S. Fremont Avenue, Unit #40
Building A-9 East, Ground Floor
Alhambra, CA 91803
(626) 588-5060

www.RPOSD.LACounty.gov

Payment Request on GMS

Grantee

Have all your support documents ready to upload into the Grants Management System (GMS).

1. Log into GMS and click on **My Grants**

LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Welcome Testing Tester

Main Menu

Click Help above to view instructions. Go to "My Profile" to reset password.

- Instructions
- My Profile
- Funding Opportunities
- My Applications
- My Grants

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2. Click on the **Project Title** that your payment request is for

LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

Menu | Help | Log Out

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Grant Tracking

Current Grants

Search My Grants | Closed Grants | Claims

Grants in the status Underway or Suspended appear on this list. To view other Grants, click the closed Grants link.


ID	Status	Year	Project Title	Program Area	Grant Administrator	Awarded Amount
02401	Underway	2020	rigo testing	Test Program	Agie Jordan III	\$252,150.00
02450	Underway	2020	tttt	Test Program	Agie Jordan III	\$50,000.00
01301	Underway	2020	Dec 30 testing	Test Program	Frederick Chung	\$36,769.00
00994	Underway	2019	0069 K.Hahn Rec Area Gen Land Development 70805 v2	Proposition A	Agie Jordan III	\$0.00
00990	Underway	2019	0069 K.Hahn Rec Area Gen Land Development 70805	Proposition A	Agie Jordan III	\$0.00
00522	Underway	2019	Good Standing Test	Test Program	Agie Jordan III	\$100.00
00595	Underway	2019	Cassie Test 8-22-19	Test Program	Agie Jordan III	\$2,500.00
00995	Underway	2019	0069 K.Hahn Rec Area Gen Land Development 70805 v3	Proposition A	Agie Jordan III	\$0.00
00369	Underway	2019	Workflow Testing 3.0	Test Program	Rigoberto Sanchez	\$202,000.00
00340	Underway	2019	Test	Test Program	Agie Jordan III	\$51,000.00
02552	Underway		Sara Test	Test Program	Sara Keating	\$84,550.00
02584	Underway		Processing Claims	Test Program	Sara Keating	\$113,000.00
				Total		\$792,069.00

Showing 1 - 12 of 12

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3. Click on **Payment Requests**



LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

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Grant Tracking

Grant: 02401 - rigo testing - 2020

Status: Underway
 Program Area: Test Program
 Grantee Organization: Test Organization - Application
 Program Officer: Agie Jordan III
 Awarded Amount: \$252,150.00

Instructions
 The grant forms appear below:

Grant Components	Component	Last Edited
General Information		01/21/2020
Payment Requests		
Status Reports		
Correspondence		
Budget		
Project Cost Form		
Opportunity		
Application		

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4. Click the **Add** icon



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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Grant Tracking

Grant: 02401 - rigo testing - 2020

Status: Underway
 Program Area: Test Program
 Grantee Organization: Test Organization - Application
 Program Officer: Agie Jordan III
 Awarded Amount: \$252,150.00

Claims

ID	Type	Status	Date Submitted	Date Paid	Copy Existing Claim Return to Components	Claim Amount
02401 - 001	Reimbursement	Editing			01/01/2020 - 01/03/2020	\$10,750.00
02401 - 002	Reimbursement	Editing			-	\$0.00
02401 - 003	Reimbursement	Editing			01/01/2019 - 06/30/2019	\$0.00
Submitted Amount						\$0.00
Approved Amount						\$0.00
Paid Total						\$0.00
Total						\$10,750.00
Last Edited By:						

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5. Enter Claim General Information
 - a. Select **Claim Type**
 - b. Enter **Report Period (From Date and To Date)**
 - c. Click the **Save** icon

LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Grant Tracking

Claim General Information

To create a new Claim enter the starting date and the ending date of the Report Period. This is the period of coverage for this Claim.

Claim Type: Reimbursement

Report Period: From Date: To Date:

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6. General Information summary page will appear. Click **Return to Components**

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Menu | Help | Log Out | Back | Print | Add | Delete | Edit | Save

Grant Tracking

Claim: 02401 - 004 [Grant Components](#)

Grant: 02401-rigo testing

Status: Editing

Program Area: Test Program

Grantee Organization: Test Organization - Application

Program Manager: Agie Jordan III

Reporting Period [Return to Components](#)

Claim Type: Reimbursement

Claim Status: Editing

Report Period: 01/01/2019 To Date: 02/19/2020

Last Edited By: Testing Tester, 02/19/2020

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7. Click **Payment Request**

Components

Preview | Submit

Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	02/04/2020
Payment Request	✓	02/19/2020
Payee Information	✓	02/19/2020
Supporting Documents	✓	02/19/2020

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8. **Measure A Only:** Enter expenses into each corresponding row as determined in the submitted Budget into the **Expenses This Period** column then **SAVE**.
(page may vary by Grant/Fund type)



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Grant Tracking

Claim: 02401 - 004
Grant Components

Grant: 02401-rigo testing
Status: Editing
Program Area: Test Program
Grantee Organization: Test Organization - Application
Program Manager: Agie Jordan III

Budget Category	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)	Prior Expenses (Submitted Claim Not Paid)	Total	Remaining Balance (Unclaimed)	Contract Match	Match Expenses This Period	Prior Match Expenses
Task #1		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
additional playground equipment	(Start Date) (End Date)	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00
Delivery of equipment	(Start Date) (End Date)	\$250,000.00	\$0.00	\$0.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$0.00
podium	(Start Date) (End Date)	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00
promotion of park event	(Start Date) (End Date)	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00
General Requirements Budget		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
General Requirements (SOFT COSTS)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Services Budget		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Consultant Services (SOFT COSTS)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Environmental Studies Budget		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Environmental Studies (SOFT COSTS)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design Budget		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Design (SOFT COSTS)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contingency (Maximum of 10%) Budget		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contingency (Maximum of 10%) (SOFT COSTS)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Plan Check / Permits / Jurisdictional Review Budget		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Plan Check / Permits / Jurisdictional Review (HARD COSTS)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Site Preparation Budget		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Site Preparation (HARD COSTS)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Demolition Budget		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Demolition (HARD COSTS)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

9. **Measure A Only:** Reimbursement summary page will appear. Click **Mark as Complete**

LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

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Grant Tracking

Claim: 02401 - 004
Grant Components

Grant: 02401-rigo testing

Status: Editing

Program Area: Test Program

Grantee Organization: Test Organization - Application

Program Manager: Agie Jordan III

Reimbursement										Mark as Complete	Go to Claim Forms				
Budget Category	Details	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage
Task #1		\$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	--
Sub-Tasks															
additional playground equipment	(Start Date) (End Date)	\$500.00	\$100.00	\$0.00	\$100.00	\$400.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	.00%
Delivery of equipment	(Start Date) (End Date)	\$250,000.00	\$50,000.00	\$0.00	\$50,000.00	\$200,000.00	\$0.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	.00%
podium	(Start Date) (End Date)	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
promotion of park event	(Start Date) (End Date)	\$1,500.00	\$100.00	\$0.00	\$100.00	\$1,400.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	.00%
General Requirements Budget (SOFT COSTS)		\$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	--
Consultant Services Budget															

10. **Prop A ONLY:** Select the corresponding hyperlink you are requesting payment for. Enter the amount you are requesting from the section then save. Repeat for any additional sections you are requesting payment from. DO NOT SELECT ADD. Be sure to mark the form as complete.

ADMINISTRATION (SOFT) COSTS

Add

ADMINISTRATION (SOFT) COSTS may include, but are not limited to: Project Management, Community Engagement, Deed Restrictions, Inspections, Mileage, Overhead/Indirect Costs, Administrative Costs, Consultant Services, Environmental Studies, Design, CEQA/NEPA, Environmental Studies, Feasibility Studies, Soil Testing, Map/Survey.

Sub Task	Anticipated Reimbursement Date	End Date	RPOSD Funding	Other/Match Funding	Total Funding	Deliverable	Comments	RPOSD Balance	RPOSD AMOUNT REQUESTED
			\$0.00	\$0.00	\$0.00			\$0.00	\$0.00

DEVELOPMENT (HARD) COSTS

Add

DEVELOPMENT (HARD) COSTS may include, but are not limited to: Plan Check, Permits, Jurisdictional Review, Site Preparation, Demolition, Construction and Development, Artistic/Signage Elements, Sustainability, Project Amenities, Hardscape, Softscape.

Sub Task	Anticipated Reimbursement Date	End Date	RPOSD Funding	Other/Match Funding	Total Funding	Deliverable	Comments	RPOSD Balance	RPOSD AMOUNT REQUESTED
DEVELOPMENT (HARD) COSTS			\$300,000.00	\$0.00	\$300,000.00			\$300,000.00	\$0.00
			\$300,000.00	\$0.00	\$300,000.00			\$300,000.00	\$0.00

ACQUISITION (HARD) COSTS

Add

Examples include but are not limited to appraisal, preliminary title report, estimated closing costs, purchase price, relocation costs, title insurance, signage, environmental clean-up

Sub Task	Anticipated Reimbursement Date	End Date	RPOSD Funding	Other/Match Funding	Total Funding	Deliverable	Comments	RPOSD Balance	RPOSD AMOUNT REQUESTED
			\$0.00	\$0.00	\$0.00			\$0.00	\$0.00

OTHER (i.e., Advanced Funds)

Add

Sub Task	Anticipated Reimbursement Date	End Date	RPOSD Funding	Other/Match Funding	Total Funding	Deliverable	Comments	RPOSD Balance	RPOSD AMOUNT REQUESTED
			\$0.00	\$0.00	\$0.00			\$0.00	\$0.00

11. The claim Components page will appear. Click **Payee Information**


Components			Preview Submit
Complete each component of the Claim and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	02/04/2020	
Payment Request	✓	02/19/2020	
Payee Information	✓	02/19/2020	
Supporting Documents			

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12. Enter in the Payee's Information

- Payee Name**
- Mailing Address**
- Download, Complete, Sign** Expense Declaration form
- Upload** Expense Declaration form
- Click the **Save** icon


LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

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Grant Tracking

Claim: 02401 - 004

Grant: 02401-rigo testing

Status: Submitted

Program Area: Test Program

Grantee Organization: [Test Organization - Application](#)

Program Manager: Agie Jordan III

Instructions

**** An Authorized Representative or Designee must complete the Expense Declaration Form. ****

Payee Information

Payee Name

Mailing Address


City State/Province Postal Code/Zip

Download, complete, sign, and upload the form for each payment. Expense Declaration Form.

Name of the authorized or designated signer as identified in the agency's adopted resolution or proof of jurisdiction support.

Upload signed Expense Declaration Form No file chosen

13. Payee Information summary page will appear. Click **Mark as Complete**

 **LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT**

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Grant Tracking

Claim: 02401 - 004 [Grant Components](#)

Grant: [02401-rigo testing](#)
Status: Editing
Program Area: Test Program
Grantee Organization: Test Organization - Application
Program Manager: Agie Jordan III

Instructions
*** An Authorized Representative or Designee must be the person to submit the claim form. ***

Payee Information [Mark as Complete](#) | [Go to Claim Forms](#)

Payee Name: RPOSD
Mailing Address: 1000 South Fremont
Alhambra, California 91801
City State/Province Postal Code/Zip

The person authorized or designated to sign documents per the adopted resolution or proof of jurisdiction support must submit this claim.
I am the authorized or designated signer as identified in my agency's adopted resolution or proof of jurisdiction support. John Doe
type your name

Last Edited By: Testing Tester, 02/19/2020

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14. Claim Components page will appear. Click **Supporting Documents or Project Cost Form** (name depends on funding opportunity)

Components [Preview](#) | [Submit](#)

Complete each component of the Claim and mark it as complete. Click Submit when you are done.


Name	Complete?	Last Edited
General Information	✓	02/04/2020
Payment Request	✓	02/19/2020
Payee Information	✓	02/19/2020
Supporting Documents	✓	02/19/2020

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15. Click the **Add** icon for each section to upload documents where necessary
(form may vary sections by grant/fund type)

General Requirements - Soft Costs							Create New Version Mark as Complete Go to Claim Forms Add
<small>Grantees are allowed reimbursement for all actual miles driven for project performance that are directly related to the grant project, subject to the County's policy and mileage log submission.</small>							
<small>Mileage Claim Reimbursement Form</small>							
<small>Grantee costs that pertain to accounting, design, project management, or services directly related to the work included in the grant agreement.</small>							
<small>Grantee Labor Report PDF and Excel Version</small>							
Warrant Number	Warrant Date	Recipient	Description	Budget Line Item	Amount	Attachment	
					\$0.00		
Consultant Services - Soft Costs							Add
Warrant Number	Warrant Date	Recipient	Description	Budget Line Item	Amount	Attachment	
					\$0.00		
Environmental Studies - Soft Costs							Add
Warrant Number	Warrant Date	Recipient	Description	Budget Line Item	Amount	Attachment	
					\$0.00		
Design - Soft Costs							Add
Warrant Number	Warrant Date	Recipient	Description	Budget Line Item	Amount	Attachment	
					\$0.00		
Plan Check/Permits/Jurisdiction Review - Soft Costs							Add
Warrant Number	Warrant Date	Recipient	Description	Budget Line Item	Amount	Attachment	
					\$0.00		

16. Enter data. (* is a required field otherwise you will not be able to edit later)
 - a. Once all supporting documents have been uploaded, Mark the form as complete

Consultant Services - Soft Costs	
Warrant Number*	<input type="text"/>
Warrant Date	<input type="text"/>  <small>mm/dd/yyyy</small>
Recipient	<input type="text"/>
Description	<input type="text"/>
Budget Line Item	<input type="text"/>
Amount	<input type="text" value="\$0.00"/>
Attachment	<input type="button" value="Choose File"/> No file chosen

17. Claim/Reimbursement Components will appear. All rows must have a checkmark to successfully submit the payment request.

Once verified:

- a. Click **Preview** to see a summary or
- b. Click **Submit** to complete the payment request

The screenshot shows the 'Grant Tracking' page for Claim: 10005 - 003. The page header includes the district logo and navigation links (Menu, Help, Log Out, Back, Print, Add, Delete, Edit, Save). The main content area displays the following information:

- Grant: 10005-Urban Parks Technical Assistance Program
- Status: Editing
- Program Area: Measure A
- Grantee Organization: Community Nature Connection
- Program Manager: Ani Yeghiyan

Below this information is a table titled 'Components' with a 'Preview' and 'Submit' button. The table has three columns: Name, Complete?, and Last Edited.

Name	Complete?	Last Edited
General Information	✓	02/04/2020
Payment Request	✓	02/19/2020
Payee Information	✓	02/19/2020
Supporting Documents		

- c. A confirmation pop up will appear. Click **OK**

The screenshot shows a confirmation pop-up dialog box with the following text:

grantfunding.rposd.lacounty.gov says

Submitting the Claim will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Claim?

At the bottom right, there are two buttons: **OK** (highlighted in yellow) and **Cancel**.

18. **Claim Submitted Confirmation** page will appear

The screenshot shows the 'Claim Submitted Confirmation' page. The page header is the same as the previous screenshot. The main content area displays the following message:

You have successfully submitted your Claim numbered [004]. We have received your Claim for review. Click [here](#) to print claim.