Purpose of New Process

Effective July 1, 2019 the Grants Fiscal Management Unit will be moving from a paper/e-mail based Request for Funds (RFF) submission process to an online submission process through Formsite. The online submission process will be more streamlined and allow for fewer errors in submission and processing, while decreasing the time it takes for payments to be processed.

*New* Request for Funds Overview

Getting Started

The first step in this new process for the districts is to complete and submit the Request for Funds Authorized Representative Designation form. This form lets our office know who is authorized to submit RFF forms for each grant through Formsite. This form should also be kept on file at the awardee location, for support in the event of a desk monitoring or audit. The Authorized Rep will then be given a 4 digit code unique to them which they will enter into each RFF they approve and submit.

The districts will need to create a generic login ID for the RFF forms they will be submitting (ESSA, IDEA, Competitive, EASI). Please see the ‘Formsite Request for Funds Process’ on our website to complete that process. It is recommended to have a generic login created per district/entity, in order to allow the form to be saved, and then re-opened and approved. For example, a suggested process would be for a grant accountant to compile documentation and reports to support the RFF submission. The grant accountant could then enter the information into the respective Formsite form, print and save. The form and support could then be reviewed and approved by the AR. Next the AR would utilize the generic login to reopen the form in Formsite, enter their 4 digit code and click submit. This type of process is only a suggestion, but please when designing your process, just keep in mind audit requirements, and what you will be required to provide to substantiate an approved request to your auditors.

Timeline

|  |  |
| --- | --- |
| **Date** | **Action** |
| June 5, 2019 | Request for Funds Authorized Representative Designation form due to GFRFF@cde.state.co.us  |
| July 1, 2019 | GFMU will no longer accept paper RFF forms for grants starting on 7/1/2019. All RFFs for the FY19-20 year and beyond will be submitted online through Formsite.  |

Training

Grants Fiscal will be providing training to the field on the new process through webinars and in person trainings. The dates for the trainings are below.

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| --- | --- | --- |
| **Training Date** | **Training Type** | **How to Register**  |
| 6/13/19 9:30-11am | Webinar | Email GFRFF@cde.state.co.us (name, entity and date you are attending) |
| 6/20/19 10:30-12pm | Webinar | Email GFRFF@cde.state.co.us (name, entity and date you are attending) |
| 6/27/19 2:30-4pm | Webinar | Email GFRFF@cde.state.co.us (name, entity and date you are attending) |

Resources

Formsite Request for Funds Instructions: <https://www.cde.state.co.us/cdefisgrant/requestforfundsforms>

Authorized Representative Designation Form: <https://www.cde.state.co.us/cdefisgrant/requestforfundsforms>

If you have questions regarding Formsite, or training, please contact Brittany Shores at 303.866.6911 or shores\_b@cde.state.co.us

If you have questions regarding a specific grant RFF, please contact the Grants Fiscal Analyst associated with that grant. You can find the contact for each grant here: <http://www.cde.state.co.us/cdefisgrant/gfmsu_contacts_new>