

OKGRANTS

REQUEST FOR RELEASE OF FUNDS

1. Log on to OK Grants as a Writer, Authorized Official or Financial Officer.
2. Go to **"My Tasks"** and click on the **Name** of your project
ex. "CDBG-TOWN NAME-01234"
3. This will take you to the **Application Menu** screen

that has the following: View, Edit and Complete

Forms
Change the Status
Access Management Tools
Examine Related Items

4. Click on **Examine/View Related Items**

Click on **Initiate a/an ODOC Release of Funds**

The next screen that comes up:

5. Agreement

"Are you sure you want to initiate Release of Funds?" Click: I agree or I Do Not Agree

The next screen is the **ODOC Release of Funds Menu**.

6. Click on **View, Edit and Complete Forms**
7. Once the Request for Authority to Use Grant Funds is saved, scroll to the bottom of the page and find the link for the form entitled "Uploads (Grantee ROF)"
8. Use your Project Management Guide to determine which documents must be uploaded. Use the "Uploads (Grantee ROF)" form to include descriptions of each document, and then browse your computer to attach each file as appropriate. Once you attach the files and enter the descriptions, click the "Save" button at the top right of the screen. Once your page is saved, you will be provided further blank lines with which to upload the remainder of the required documents. Once all required documents are included, save the page one final time.

At this point the form is ready to be submitted to ODOC:

The Authorized Official (AO) or the Financial Officer (FO) are the only roles that can submit the form.

If the AO or the FO is signed in and has filled out this form continue with these steps to submit the Request for Release of Funds to ODOC (**if you are signed in as a writer please skip to steps 13 – 16 below**)

9. Click on the RROF's Document Information at the top of the screen. (ex: ROF-CDBG-CITY NAME-01234-01) This will take you back to the ODOC Release of Funds Menu screen
11. Click on "**Change the Status**" button.
12. You will have three possible statuses – **Click on the appropriate option**
 - A. Release of Funds Submitted (Submit Full Request for Release of Funds to ODOC)
-This option is not to be used for simple Environmental Exemption requests
 - B. Release of Funds Cancelled (Cancel Release of Funds)
 - C. Environmental Exemption Submitted (Submit Environmental Exemption to ODOC)
-For "soft costs" only, prior to completion of the full environmental review. Consult your project manager.

CONGRATULATIONS YOU HAVE SUCCESSFULLY SUBMITTED YOUR INITIAL REQUEST FOR RELEASE OF FUNDS

13. The AO or the FO must log into OKGrants.
14. Go to "**My Tasks**" and click on **Name of the Request for Release of Funds** (ex. ROF-CDBG-CITY NAME-01234-01) ("Current Status" will say Release of Funds in Process)

The next screen will be the ODOC Release of Funds Menu which will show:

View, Edit and Complete Forms
Change the Status
Access Management Tools
Examine Related Items

15. Click on "**Change the Status**" button.
16. You will have three possible statuses – **Click on the appropriate option**
 - A. Release of Funds Submitted (Submit Full Request for Release of Funds to ODOC)
-This option is not to be used for simple

Environmental Exemption requests

- B. Release of Funds Cancelled (Cancel Release of Funds)
- C. Environmental Exemption Submitted (Submit Environmental Exemption to ODOC)
 - For “soft costs” only, prior to completion of the full environmental review. Consult your project manager.

CONGRATULATIONS YOU HAVE SUCCESSFULLY SUBMITTED YOUR REQUEST FOR RELEASE OF FUNDS.