


Requesting Funds from CDE Using FormSite – State Grants to Libraries Workflow Procedure



Overview

The new Request for Funds (RFF) process is completed in two parts:

- **Part 1: To be completed by the individual requesting funds.**
 - Click on the following link: <https://fs10.formsite.com/ZuOMFN/7xwumqdup7/index.html>
 - Fill out the fields on the form to request funds.
 - Hover over the  next to the field for a hint or instruction.
 - By submitting this completed form, it will be emailed to the Authorized Representative for approval.
- **Part 2: To be completed by the Authorized Representative.**
 - The Authorized Representative will receive an email with a link to the request so they can review, approve (by entering their 4 digit Authorized Rep code), and submit the form.
 - The link will remain active until it is submitted to CDE for payment.
 - The link can be opened and closed multiple times, but once it has been submitted, the link will break as to avoid duplicate payments.
 - A confirmation of the RFF submission will go to all individuals that have an email address entered into the form.

Frequently Asked Questions

- **Who is my Authorized Representative?**

The Authorized Representative(s) is designated by your district/organization by filling out a form and submitting it to the State Library. Check with your administration or the State Library if you are unsure of who your authorized representative is.
- **How does the Authorized Representative receive their 4 digit code?**

After the Authorized Representative Designation form is submitted to the State Library an email will be sent to the listed individual(s) that contains their code.
- **I am the person completing Part 1 as well as the authorized representative. Do I still need to complete Part 2?**

Yes, you will still need to complete to Part 2 in order to approve the request by entering your 4 digit code and submitting the form. Just think of it as a great chance to review everything!
- **I am the Authorized Representative, can I change the information that was entered by the individual requesting the funds?**

Yes, all populated fields can be edited before submitting if corrections need to be made to the information.
- **How do I locate my approved funding amount for this year?**

This information can be found on your grant award letter/notification or on the Final Funding Allocation document on the [State Grants to Libraries website](#).
- **Can I save my progress and return to the form?**

No, at this time this RFF is not set up to allow for users to save and return or to set up accounts.
- **Since these are reimbursable funds, do I need to submit receipts when I request funds?**

No, receipts do not need to be submitted with your request. However, please be sure to retain your receipts/invoices for your own records or in case there are any questions.

Questions? Contact Melissa Carlson, Carlson_m@cde.state.co.us, or 303-866-6910