



**Montana Department of Transportation
Webgrants Fiscal and Narrative
Reporting Instructions
State Highway Traffic Safety Funding**

PO Box 201001
2701 Prospect Avenue
Helena, MT 59620-1001
(406) 444-7417

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Section 1: General Information and Registration

Note: If you have already registered, move straight to section 2.

This guide provides instructions on the proper completion of the grant application to the Montana Department of Transportation (MDT) State Highway Traffic Safety Section (SHTSS) utilizing the Montana Grants and Loans System (Webgrants). It will provide guidance, explanations and examples that may prove helpful. Be succinct with your application, but provide enough information for staff to make an appropriate funding recommendation regarding your project. This is a competitive grant process.

Please feel free to call a program planner (see contact list at the end of the document) if you need clarification.

If awarded, objectives and budget will be part of the grant contract acting as the scope of work for the project. It is important that the grantee carefully consider the objectives, budget and expectations of the project. The grantee is responsible for appropriate use of federal funds.

Webgrants Registration Process

Register yourself and your organization at <https://fundingmt.org/index.do>. Click "Register Here" on the login page. The primary application contact is the one who will register. Additional contacts may be added so that authorized users can view and fill out the application.

	<p style="text-align: center;">Login</p> <p>User ID:* <input type="text"/></p> <p>Password:* <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Login"/></p> <p style="text-align: center;">Forgot Password?</p>	<p style="text-align: center;">A Partnership Between</p> <div style="display: flex; justify-content: space-around;"><div data-bbox="889 1346 1101 1444"></div><div data-bbox="1122 1352 1344 1409"></div></div> <div style="display: flex; justify-content: space-around;"><div data-bbox="963 1444 1065 1543"></div><div data-bbox="1122 1455 1333 1514"></div></div> <div style="display: flex; justify-content: space-around;"><div data-bbox="894 1577 1187 1629"></div><div data-bbox="1214 1541 1333 1661"></div></div> <div style="text-align: center;"></div> <p style="text-align: center;">New to WebGrants - State of Montana? Register Here</p>
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Fill out all the required information (red asterisks) and select "register" when complete. Users will receive an email notification alerting your registration. Registration and a user ID and password will be generated by Webgrants and emailed to you.

Register

Personal Information

Name:*
Salutation First Name Middle Name Last Name

Email:*

Confirm Email*

Alternate Email

Address:*

City: **State/Province:** **Postal Code/Zip:**

Phone:*
Phone Ext. #####

Alternate Phone

Fax:
#####

What Agency's Grant Programs are you most interested in?:

Organization Information

Name:*

Organization Type:

Organization Website:

Address:*

City: **State/Province:** **Postal Code/Zip:**

Phone:*
#####

Ext.
Ext.

Alternate Phone

Fax:
#####

Email address

Alternate Email

Register

Register (with green arrow pointing to the button)

Section 2: Logging into Webgrants:

Once you receive a password, go to the webgrants main page seen below and log in using the user ID and password that was emailed to you. Passwords can be changed after initial log in. Any individuals that will be entering information into the grant must be registered in the system and receive a user ID and password.

If you forgot your password, put in your user ID and click forgot password. If you can't remember either, contact your grant manager.

Montana Grants and Loans

System

 [Log In](#)

Login

User ID:

Password: *

Login

[Forgot Password?](#)

A Partnership Between



New to WebGrants - State of Montana?

[Register Here](#)

Funding Opportunities Offered by Montana State Agencies

[Search Here](#)

[Announcements](#)



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Webgrant Instructions and My Profile:

Webgrants has instructions providing general information for webgrant users. This is not specific to funding agencies, but rather instructions of the functionality of the system. Click on the link *Grantee Instructions* and read carefully.

To adjust personal information or to reset password, click *My Profile*.

Pay attention to the "TOP BAR". The TOP BAR will enable you to access the main menu, ask for help, log out, print, add information, delete, edit and save. Always refer to the TOP BAR when completing the different sections of the application.

https://fundingmt.org/home.do

WebGrants - State of Mont... x

Montana Grants and Loans

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

Welcome

Main Menu

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

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

Section 3: Your Grant

If you have been successful in receiving a grant from MDT – SHTSS, you will be able to access all necessary information from the main menu screen, which is available after you log in. Necessary information may include, past applications, funding opportunities and my grants.

When logged into webgrants, click *My Grants*. Your current and past grants will be populated. The grant tracking page will show the grant ID (which is the contract #), status, year, title, program area, grant administrator and grant amount. Click the title to take you to all necessary grant components.

Main Menu

Click [Help](#) above to view instructions. Go to ["My Profile"](#) to reset password.

-  [Grantee Instructions](#)
-  [My Profile](#)
-  [Funding Opportunities](#)
-  [My Applications](#)
-  [My Grants](#) ←

 [Menu](#) |  [Help](#) |  [Log Out](#)

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Grant Tracking

Current 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	Title	Program Area	Grant Administrator	Grant Amount
48449	Underway	2016	August 30 test	MDT Test Program Area	Kevin Dusko	\$0.00



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The grant components page will be the place where everything you need to manage your grant is located. You can access the application you submitted, contract documents, project objectives, claims, etc.

The primary grant contact can **add additional individuals to access the grant.** These individuals will need to be registered and approved in the system first, before they can be added to access the grant. Click general information on the grants component page. Click edit on the main menu at the top of the screen and click the name of additional grant contracts. Remember the individual must be register and approved prior to adding.

Grant Components	
<i>You can define your own alerts in the Alerts section</i>	
Component	Last Edited
General Information	08/30/2016
Claims	
Status Reports	
Correspondence	
Project Objectives	
Contract Documents	
Opportunity	-
Application	-

General Information

Grant Title: August 30 test

Grant Status: Underway

Applicant Organization: Montana Department of Transportation

Grantee Contact: Kevin Tester

Additional Grantee Contacts:

- Audrey Allums
- Johannah Amestoy
- Pam Buckman
- Pam Buckman

Program Officer: Kevin Dusko

Additional Internal Contacts:

Program Area: MDT Test Program Area

Contract Number 48449

Award Year 2016

Contract Dates

Contract Sent	Contract Received	Contract Executed	Contract Legal
10/01/2016	09/30/2017		
Project Start	Project End		

Amendment Comments

Section 4: Claim submission

Under the grant component page, click claims. This will take you to your screen where you will be able to add a claim. This screen will have your award amount. Simply hit the add button on the TOP BAR. You will then be prompted to indicate the report time period. The time period should cover fiscal expenditure time frames. When finished click save on the TOP BAR. After clicking save, click *Return to Components* for required fiscal documentation.

Grant Components	
You can define your own alerts in the Alerts section	
Component	Last Edited
General Information	09/30/2016
Claims	
Status Reports	
Correspondence	
Project Objectives	09/30/2016
Contract Documents	
Opportunity	-
Application	-

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

Grant Tracking

Grant: 49083 - SMART Driving Program - 2016

Status: Underway
 Program Area: MDT Test Program Area
 Grantee Organization: Montana Department of Transportation
 Program Officer: Janet Lynn Kenny
 Awarded Amount: \$50,000.00

Claims						Return to Components
ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
					Submitted Amount	\$0.00
					Approved Amount	\$0.00
					Paid Total	\$0.00
					Total	\$0.00

Last Edited By:

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*:

Report Period:

From* to*

Final Request?



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Menu | Help | Log Out

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Grant Tracking

Claim: 49083 - 001 [Grant Components](#)

Grant: [49083-SMART Driving Program](#)

Status: Editing

Program Area: MDT Test Program Area

Grantee Organization: Montana Department of Transportation

Program Manager: Janet Lynn Kenny

Reporting Period [Return to Components](#)

Claim Type:* Reimbursement

Report Period: 10/17/2016 10/17/2016

From to

Claim Status:* Editing

Final Request?

There are four requirements that must be marked as complete for your fiscal claim to be submitted. Begin with inserting your reimbursement amounts. To do this, click *reimbursement*.

Claim: 49083 - 001 [Grant Components](#)

Grant: [49083-SMART Driving Program](#)

Status: Editing

Program Area: MDT Test Program Area

Grantee Organization: Montana Department of Transportation

Program Manager: Janet Lynn Kenny

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	✓	10/17/2016
Reimbursement		
Claim Supporting Documentation Attachments		
Authorization		



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After completing the budget, you will be required to complete the other sections. If needed, you can go back into any part of the reimbursement components and make adjustments. To add claim supporting documentation click the tab and browse your local computer for the appropriate documents. You can add multiple documents.

Components			Preview Submit
<i>Complete each component of the Claim and mark it as complete. Click Submit when you are done.</i>			
Name	Complete?	Last Edited	
General Information	✓	10/17/2016	
Reimbursement	✓	10/17/2016	
Claim Supporting Documentation Attachments			
Authorization			

[Menu](#) | [Help](#) | [Log Out](#)

[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

Grant Tracking

Claim: 49083 - 001

[Grant Components](#)

Grant: 49083-SMART Driving Program

Status: Editing

Program Area: MDT Test Program Area

Grantee Organization: Montana Department of Transportation

Program Manager: Janet Lynn Kenny

Claim Supporting Documentation Attachments

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

Description	File Name	File Size	Date Uploaded
-------------	-----------	-----------	---------------

[Menu](#) | [Help](#) | [Log Out](#)

[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

Application

Attach File

Upload File: [Browse...](#)

Description:*

Once you have added the documents, click save and then mark as complete.

The last requirement of the claim submission process is completing the authorization component. This allows MDT to accept reimbursements electronically. Click *authorization*, input the required information, click save on the TOP Bar and mark as complete.

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	✓	10/17/2016	
Reimbursement	✓	10/17/2016	
Claim Supporting Documentation Attachments	✓	10/17/2016	
Authorization			

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

Claim: 49083 - 001

[Grant Components](#)

Grant: 49083-SMART Driving Program

Status: Editing

Program Area: MDT Test Program Area

Grantee Organization: Montana Department of Transportation

Program Manager: Janet Lynn Kenny

Certification

By checking this box, I hereby certify that in accordance with the laws of the State of Montana and under the terms of the approved program and signed contract, all claim information is correct. Supporting documentations including: time slips, invoices, disbursement vouchers, etc. are attached. Originals are maintained by Grantee and available for audit.

Yes or No* Yes No

Full Name*

Title*

Certification

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

By checking this box, I hereby certify that in accordance with the laws of the State of Montana and under the terms of the approved program and signed contract, all claim information is correct. Supporting documentations including: time slips, invoices, disbursement vouchers, etc. are attached. Originals are maintained by Grantee and available for audit.

Yes or No* Yes

Full Name* Kevin Tester

Title* Tester

After all components are completed you can preview, make any adjustments or submit. This completes the claim submission process and you will get a verification of submission.



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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	✓	10/17/2016
Reimbursement	✓	10/17/2016
Claim Supporting Documentation Attachments	✓	10/17/2016
Authorization	✓	10/17/2016

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Claims

Claim Submitted Confirmation

You have successfully submitted your Claim numbered [001]. We have received your Claim for review.
Click [here](#) to print claim.

To access claim submitted click *claims* under the main grant component screen. This will indicate the status of the claim submitted. Status can include: submitted, correcting, approved or paid.

Grant Components

You can define your own alerts in the Alerts section

Component	Last Edited
General Information	09/30/2016
Claims	
Status Reports	
Correspondence	
Project Objectives	09/30/2016
Contract Documents	
Opportunity	-
Application	-

Claims

[Copy Existing Claim](#) | [Return to Components](#)

ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
49083 - 001	Reimbursement	Submitted	10/17/2016		10/17/2016 - 10/17/2016	\$100.00
					Submitted Amount	\$100.00
					Approved Amount	\$0.00
					Paid Total	\$0.00
					Total	\$100.00

Section 5: Narrative Reporting

Under the grant components, click *status reports* and then click add on the TOP BAR. Then you will be prompted to indicate the report period and what type of report it is. You will then hit save and be prompted to go to the status reports components.

Grant Components	
<i>You can define your own alerts in the Alerts section</i>	
Component	Last Edited
General Information	09/30/2016
Claims	
Status Reports	
Correspondence	
Project Objectives	09/30/2016
Contract Documents	
Opportunity	-
Application	-

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

Grant Tracking

Grant: 49083 - SMART Driving Program - 2016

Status: Underway

Program Area: MDT Test Program Area

Grantee Organization: Montana Department of Transportation

Program Officer: Janet Lynn Kenny

Awarded Amount: \$50,000.00

Status Reports							Return to Components
ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status	

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

Grant Tracking

General Information

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

Report Period: From to

Status Report Type:*



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Click *Project Objectives*. Project objectives from your application will automatically be populated into your status report component. You can read objectives, but you will not be able to modify. For adjustments to your grant objectives, contact your grant manager. To add progress notes, click the objective highlighted in blue. Notes for individual objectives can be added and will show up in the progress report column. To add general comments on grant activities, click *add* next to the general comment section.

Components		Preview Submit
<i>Complete each component of the status report and mark it as complete. Click Submit when you are done.</i>		
Name	Complete?	Last Edited
General Information	✓	11/14/2016
Project Objectives - Progress Report ←		11/14/2016
Narrative Supporting Documentation		

Objectives						Create New Version Mark as Complete Go to Status Report Forms Add
<i>Objectives must be specific, measurable, achievable, realistic and have a target date for accomplishment.</i>						
Quarter (s)	Objective(500 character limit)	Target Population(250 character limit)	Activities(1000 character limit)	Responsible Person/Party (250 character limit)	Outcome(500 character limit)	Progress Report (1000 character limit)
All	To increase highway safety in Montana ←	Montana Residents	Through prevention, intervention, enforcement and adjudication.	MDT Staff	Decrease in highway fatalities	
All	To increase seatbelt use in Montana	Montana Citizens, specifically young adults	Targeted enforcement	Law Enforcement	Increase seatbelt use rates	
QTR 1	To make a good status report	To make a good status report	To make a good status report	To make a good status report	A good status report	

Progress Report (1000 character limit)*

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Path: p
Words:0

Once complete adding progress notes to each objective, click *Mark as Complete*

Objectives			Mark as Complete Go to Status Report Forms Add		
<i>Objectives must be specific, measurable, achievable, realistic and have a target date for accomplishment.</i>					
Quarter (s)	Objective(500 character limit)	Target Population(250 character limit)	Activities(1000 character limit)	Responsible Person/Party(250 character limit)	Outcome(500 character limit)
All	Identify what is not SMART	City, County, Rural, Reservationists, there is/am NOT SMART people all over the place.	Smarty Start Smarty Gear Smarty Drive Smarty Stop Smarty Park	Sydney Barrett Mary Whitehouse	SMART Drivers all over the state!!

Progress Report		Add
Objective	Progress Report (1000 character limit)	
Identify what is not SMART	Testing	

General Comments		Add
Comments		

If necessary, you can add narrative supporting documentation by clicking the component, attaching a document and marking as complete. If you do not have any supporting documents, you still must click on the component and mark as complete.

Components			Preview Submit
<i>Complete each component of the status report and mark it as complete. Click Submit when you are done.</i>			
Name	Complete?	Last Edited	
General Information	✓	10/17/2016	
Project Objectives	✓	10/17/2016	
Narrative Supporting Documentation			

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

Grant Tracking

Status Report: 49083 - 01

Grant: **49083-SMART Driving Program**

Status: Editing

Program Area: MDT Test Program Area

Grantee Organization: Montana Department of Transportation

Program Manager: Janet Lynn Kenny

Narrative Supporting Documentation Mark as Complete | Go to Status Report Forms

Description	File Name	Last Edited By

After all status report components are marked as complete you can preview, make any adjustments or submit. Once submitted, you will get a confirmation. You can then go back into the grant component page and view the status report you submitted.



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Components

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

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

Name	Complete?	Last Edited
General Information	✓	10/17/2016
Project Objectives	✓	10/17/2016
Narrative Supporting Documentation	✓	10/17/2016

Status Report Submitted Confirmation

You have successfully submitted your Status Report with Status Report ID [49600]. Grantor has received your Status Report for evaluation. You can return to the Grant forms by clicking [here](#)

On the grant component page, you can go back into the status reports and view status reports submitted.

Grant Components

You can define your own alerts in the Alerts section

Component	Last Edited
General Information	09/30/2016
Claims	
Status Reports	
Correspondence	
Project Objectives	09/30/2016
Contract Documents	
Opportunity	-
Application	-

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Grant Tracking

Grant: 49083 - SMART Driving Program - 2016

Status: Underway
Program Area: MDT Test Program Area
Grantee Organization: Montana Department of Transportation
Program Officer: Janet Lynn Kenny
Awarded Amount: \$50,000.00

Status Reports

[Copy Existing Status Report](#) | [Return to Components](#)

ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
49083 - 01	Quarterly Report	10/17/2016-10/17/2016		10/17/2016	-	Submitted

Section 6: Notifications of Approvals and/or Corrections

After the submission process, MDT's designated Program Officer will review the reports. MDT's designated Program Officer will receive system generated approvals or corrective action notifications. If the report needs correcting or additional information the Grantee Contact will receive an automatic notification to correct. Grantee Contact or other authorized grant contacts must log into the webgrant system and make necessary adjustments.

Examples of automatic notification emails for corrective action, claim approval/paid and status approval.

**** Do Not Respond to This Email ****

Dear Kevin Tester,

Your claim has been unlocked. You are requested to log into the WebGrants grants management system and edit your claim and resubmit it. The grant details appear below:

Number: 49313 - 002
Grant Title: Highway Traffic Safety Funding (TEST)
Program Area: MDT Test Program Area
Grantee Organization: Montana Department of Transportation
Grantee: Kevin Tester

You are requested to make the following modifications to your claim and resubmit the claim by 10/21/2016. If you do not resubmit your claim by 10/21/2016, your claim status will change to Expired.

Comments appear below:

This is a test and requires you to provide more data.

Examples include:

Additional back-up documentation
Expenditures don't match approved budget

You may log into the WebGrants grants management system at the following location:
www.fundingmt.org

The claim for the following grant has been Paid:

Contract Number: 49083 - 003
Project Title: SMART Driving Program
Program Area: MDT Test Program Area
Applicant Agency: Montana Department of Transportation
Primary Contact: Kevin Tester

If this change requires your attention, you may log into the WebGrants grants management system. www.fundingmt.org

**** DO NOT RESPOND TO THIS EMAIL **** The status report for the following grant has been Approved: Contract Number: 49083 - 01 Project Title: SMART Driving Program Program Area: MDT Test Program Area Applicant Agency: Montana Department of Transportation Primary Contact: Kevin Tester If this change requires your attention, you may log into the WebGrants grants management system at the following location: <http://webgrants.org>



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Contacts

Main Address:

MDT State Highway Traffic Safety Section
2701 Prospect Avenue
Helena, MT 59620
Fax – (406) 444-9409

Project Planners:

Janet Kenny, Section Supervisor
MDT State Highway Traffic Safety Section
jakenny@mt.gov (406) 444-7417

Pamela Buckman, Transportation Planner, Occupant Protection,
pbuckman@mt.gov (406) 444-0809

Sheila Cozzie, Transportation Planner, Cultural Liaison, scozzie@mt.gov,
(406) 444-7301

Kevin Dusko, Transportation Planner, Impaired Driving, kedusko@mt.gov,
(406) 444-7411

Mark Keefe, Transportation Planner, Operations Research Analyst,
mkeefe@mt.gov, (406) 444-3430

Chad Newman, Transportation Planner, Law Enforcement Liaison,
chnewman@mt.gov (406) 444-0856