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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.
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.
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.
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.
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.
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.
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.
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*.

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<tr>
<th>Components</th>
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<td>General Information</td>
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<td>Reimbursement</td>
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<td>Claim Supporting Documentation Attachments</td>
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<td>Authorization</td>
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After clicking the **reimbursement** button, a budget screen will populate. This will take you to your current approved budget. The line items amounts were transferred directly from your approved grant application. For grant adjustments, contact your grant manager.

Insert the amount of expenses for the period. You are not required to enter any match. Once you have inserted the amounts, click **save** on the TOP BAR. Remember expenses entered must match the back-up documentation provided.

Once you hit save, a reimbursement snapshot will be populated. Review and then hit **mark as complete**.
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.

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.

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

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.

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.
On the grant component page, you can go back into the status reports and view status reports 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
Montana Department of Transportation  
Webgrants Fiscal and Narrative  
Reporting Instructions  
State Highway Traffic Safety Funding

Contacts

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