

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 <u>https://fundingmt.org/index.do</u>. 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.

Login User ID:* Password:* Login Forgot Password?	<section-header><image/><image/><image/><image/><image/><image/><image/><image/></section-header>
	New to WebGrants - State of Montana? Register Here



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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.

Personal Information Name:* Salutation Email:* Email:* Confirm Email* Confirm Email* Alternate Email Alternate Email Address:* City Phone:* City Phone Fax: City Phone Fax: City City City City City City City City	First Name	Montana State/Province	Middle Na	ame	Last Name	
Name:* Salutation Email* Email* Confirm Email* Confirm Email* Alternate Email Alternate Email Address:* City Phone:* Phone Fax: Fax: Fax: Fax: Fax: Fax: Fax: Fax:	First Name	Montana State/Province	Viiddle Na	ame	Last Name	
Email:* Confirm Email* Confirm Email* Confirm Email* Confirm Email* City Address:* City Phone:* City Phone ************************************	Ext.	Montana State/Province	×	Postal Code/Zip		
Confirm Email* Alternate Email Alternate Email Address:* City Phone:* City Phone Fax: What Agency's Grant Programs are you most interested in?: Organization Information Name:* Organization Type: Organization Type: City Phone:* City Phone:* City Ph	Ext.	Montana State/Province	×	Postal Code/Zip]	
Alternate Email	Ext.	Montana State/Province	v	Postal Code/Zip		
Address:*	Ext.	Montana State/Province	~	Postal Code/Zip		
Address:* Address:* City Phone:* Phone Fax: City Phone Fax: City City Phone Fax: City City City Corganization Information Name:* City Corganization Type: City Phone:* Ci	Ext.	Montana State/Province	v	Postal Code/Zip]	
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Alternate Phone: Phon	Ext.	Montana State/Province	×	Postal Code/Zip		
City Phone:* Phone P	Ext.	State/Province		Postal Code/Zip		
Alternate Phone Fax: Fax: Fax: Fax: Fax: Fax: Corganization Information Name:* Organization Type: Corganization Website: Address:* City Phone:*	Ext.			~		
Alternate Phone	### EAL			~		
What Agency's Grant Programs are you most interested in?: Drganization Information Name:* Organization Type: Organization Website: Address:* City Phone:*	***			~		
What Agency's Grant Programs are you most interested in?: Organization Information Name:* Organization Type: Organization Website: Address:*	###			~		
What Agency's Grant Programs are you most interested in?: Organization Information Name:* Organization Type: Organization Website: Address:*				~		
Organization Information Name:* Organization Type: Organization Website: Address:* City Phone:*						
Name:* Organization Type: Organization Website: Address:* City Phone:*						
Organization Type:						
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Address:*						
Phone:*						
* [City Phone:* [###-###-#						
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City Phone:*		Montana	~		7	
###-###-#		State/Province		Postal Code/Zip	_	
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Email address	###					

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.

	Montar	Grants and Loans
		Syste
🍳 Log In		
	Login User ID: Password:* Login Forgot Password?	A Partnership Between Montana Contraction Montana Fisht Wildlife @ Partos Wildlife @
		New to WebGrants - State of Montana? Register Here
		Funding Opportunities Offered by Montana State Agencies Search Here
		Announcements
	II	



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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.

WebGrants - State of Mont ×	And Grants and Loans
👌 Menu 🧟 Help 🍟 Log Out	Sack 🏡 Print 🥐 Add 💢 Delete 🔗 Edit 📙 S
🕎 Welcome	\uparrow
Main Menu	and a second sec
Click Help above to view instructions. Go to my Prolife to reset pas	ssword.
	Grantee Instructions
	My Profile <
	🕎 Funding Opportunities
	────────────────────────────────────
	🐊 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.

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			- · · · ·		
			Grantee Instructions		
			My Profile		
			Funding Opportunities		
			My Applications		
			My Grants		
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À Grant Trackin	g				
Current Grants				Clo	osed Grants Claims
Grants in the status Underw	vay or Suspended appea	ar on this list. To view other C	Grants, click the closed Grants link.		
48449 Underway 2	rear			Owners Andreaded a trade of a	Ourset Assessment



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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		
You can define your own alerts in the Alerts	section	
	Component	Last Edited
General Information		08/30/2016
Claims		
Status Reports		
Correspondence		
Project Objectives		
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	
Project Dates	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 Componer	nts							
You can define your ow	in alerts in the Alerts s	ection						
		Component			Last Edited			
General Information						09/30/2016		
Claims	<							
Status Reports								
Correspondence								
Project Objectives						09/30/2016		
Contract Documents								
Opportunity								
Application						-		
Grant Trac Grant: 49083 - S	elp Yei Log Ou King MART Driving Pr Status Program Area irantee Organization Program Office Awarded Amoun	ogram - 2016 Underway MDT Test Program Are Montana Department o Janet Lynn Kenny \$50,000.00	ea f Transportatio	Son	Add	Delete K Edit	Save	
Claims						Beturn to Comm		
	Status	Date	Date	Da	ate	Claim Amount	onents	
то туре	Status	Submitted	Paid	From	n-To Submitted Amount	Claim Amount	\$0.00	
					Approved Amount		\$0.00	
					Paid Total Total		\$0.00	
						Last	Edited By	
Claim General Ir To create a new Claim	nformation enter the starting date Claim Type:*	e and the ending date of the Re	port Period. This	is the period of covera	ge for this Claim.			
	Report Period	From*			to*			
	Final Request?							

MDT	Montana Department o Webgrants Fiscal a Reporting Inst State Highway Traffic		PO Box 201001 2701 Prospect Avenue Helena, MT 59620-1001 (406) 444-7417	
😚 Menu 🧟 Help 📲 Log Out		Sack 💩 Print	🕀 Add 🐝 I	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			
Reporting Period			\rightarrow	Return to Components
Claim Type:*	Reimbursement			
Report Period:	10/17/2016 From	10/17/2016		
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					
Gra	nt: 49083-SMART Driving Program							
Stat	us: Editing							
Program Area: MDT Test Program Area								
Grantee Organization: Montana Department of Transportation								
Program Manag	er: Janet Lynn Kenny							
Components			Preview Submi					
omplete each component of the Claim ai	nd mark it as complete. Click Submit when you are done.							
	Name	Complete?	Last Edited					

Authorization

Claim Supporting Documentation Attachments

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.

Claim: 49083 - 001					G	rant Components				
Gr	ant: 49083-SMA	RT Driving Program	1							
Sta	tus: Editing									
Program A	rea: MDT Test P	rogram Area								
Grantee Organizat	ion: Montana Do	nortmont of Transpo	tation							
Program Manager: Janet J von Kenny										
Program manager: Janet Lynn Kenny										
Reimbursement										
Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Contract Match	Match Expenses This Period	Prior Match Expenses				
A. Personnel Services										
Sydney Barrett	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Sydney Barrett	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
B. Contracted Services										
SMART Driver Inc.	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
C. Operating Expenses	6400.00	AD 00	60.00		co. co.	60.00				
Crazy Straws	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Stairway To Heaven	\$33,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
Wands & Magic Markers	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				
D. Travel	60,500,00	¢0.00	00.00	eo oo	60.00	60.00				
E Indirect Costs (if applicable)	ຈ2,ວບປ.ບບ	⊅ 0.00	ֆՍ.ՍՍ	\$U.UU	\$0.00	\$0.00				
Indirect Costs (in upplicable)	\$1,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				

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

Reimbursement							· · · · · · · · · · · · · · · · · · ·	Mark	as Comple	te Go to Cl	aim Forms
Budget Category	Contract Budget	Expenses This Period	Prior Expenses (Paid)	Total Paid	Available Balance (Unpaid)	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage
A. Personnel Services											
Sydney Barrett	\$5,000.00	\$100.00	\$0.00	\$100.00	\$4,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	.00%
Sydney Barrett	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$7,500.00	\$100.00	\$0.00	\$100.00	\$7,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	.00%
B. Contracted Services											
SMART Driver Inc.	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
C. Operating Expenses											
Crazy Straws	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Stairway To Heaven	\$33,000.00	\$0.00	\$0.00	\$0.00	\$33,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Wands & Magic Markers	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$33,600.00	\$0.00	\$0.00	\$0.00	\$33,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
D. Travel											
Going to California	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
F. Indirect Costs (if app	licable)										
Indirect Costs	\$1,400.00	\$0.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Sub Total:	\$1,400.00	\$0.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total:	\$50,000.00	\$100.00	\$0.00	\$100.00	\$49,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	.00%



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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.

Complete each component of the Claim and mark it as complete. Click Submit when you are done. Name General Information Reimbursement	Complete?	
Name General Information	Complete?	
General Information Reimburgement		Last Edited
Paimburgament	√	10/17/2016
Rembulsement	1	10/17/2016
Claim Supporting Documentation Attachments		
Authorization		
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A Grant Tracking	7	
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 Decumentation Attachments	Mark as Comp	loto I. Go to Claim Form
Description File Name File Size	Mark as comp	Liploaded
	Date	
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W Application		
Attach File		
Upload File:	Browse	
Description:*	7	
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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 r	nark it as complete. Click Submit when you are done.		
	Name	Complete?	Last Edited
General Information		√	10/17/2016
Claim Supporting Documentation Attachm	ents	✓ ✓	10/17/2016
Authorization		•	101112010
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À Grant Tracking			7
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		
By checking this box, I hereby certify that information is correct. Supporting docume available for audit.	in accordance with the laws of the State of Montana and under the t ntations including: time slips, invoices, disbursement vouchers, etc	erms of the approved program a c. are attached. Originals are ma	and signed contract, all claim intained by Grantee and
Yes or No*	⊖Yes ⊖No		
FullI Name*			
Talat			
litte*			
Certification		Mark as Comp	lete Go to Claim Forms
By checking this box, I hereby certify that information is correct. Supporting docume available for audit.	in accordance with the laws of the State of Montana and under the nations including: time slips, invoices, disbursement vouchers, et	terns of the approved program c. are attached. Originals are m	and signed contract, all claim aintained by Grantee and
Yes or No*	Yes		
Full Nama*	Kovin Tester		
r un ridnic			
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.



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 Claims	
Status Reports	
Correspondence	
Project Objectives	09/30/2016
Contract Documents	
Opportunity	-
Application	-

Claims					Copy Existing Clain	Return to Components
ID	Туре	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
						1.150.15

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.

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ntract Documents					
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plication				-	
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À Grant Tracking				N	
Grant: 49083 - SMART D	riving Program - 2016				
	Status: Underway				
Pro	gram Area: MDT Test Pro	gram Area			
Grantee Or	ganization: Montana Depa	artment of Transportatio	n		
Prog	am Officer: Janet Lynn Ke	enny		N N	
Award	ed Amount: \$50,000.00				
				Poturn (to Compone
Status Danasta		Due Date	Submitted Date	Return	to Compone
Status Reports	Date From-To	Due Date	Submitted Date	Arrived?	Status
Status Reports ID Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
Status Reports	Date From-To	Due Date	Submitted Date	Arrived?	Status
Status Reports ID Type Menu S Help Grant Tracking	Date From-To	Due Date	Back 🖄 Print 🧼	Arrived?	Status
Status Reports ID Type Menu B Help Grant Tracking General Information Use the drop down how to select	Date From-To Log Out the type of report that you want	t to submit. Then enter the pe	ind of time that the report will detail	Arrived?	Status
Status Reports ID Type Menu S Help Grant Tracking General Information Use the drop down box to select Re	Date From-To Log Out t the type of report that you want port Period:	t to submit. Then enter the pe	Back 🛞 Print 🧼	Arrived?	Status
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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.

Compo	nents						Preview Subm
omplete e	each compon	nent of the sta	atus report and mark it as co	mplete. Click Submit when you are	e done.		
			Name		Comple	te?	Last Edited
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roject Ob	jectives - Pi	rogress Rep	ort <				11/14/2016
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Objecti	ves	-:F	able estimable mediatic er	Create Nev	w version wark as com	ipiete Go to Statu	is Report Forms Ad
Ouartor	must be spe	ivo(500	able, achievable, realistic an	a nave a target date for accomplis	Desponsible Person/Pa	rty Outcome/500	Progress Pepert
suarter	charact	ter limit)	character limit)	limit)	(250 character limit)	character limit)	(1000 character lim
(3)	To inorooo	highway	Masters Desidents	Through prevention, intervention,		Decrease in highwa	
AII	safety in Mo	ontana <	Montana Residents	enforcement and adjutication.	MDT Staff	fatalities	
	To increase	e seathelt	Montana Citizens,	Targeted enforcement	Law Enforcement	Increase seatbelt us	se
All	use in Mon	tana	specifically young adults	raigeted enforcement	Eaw Emolociment	rates	
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OTR 1	report		report				
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Once complete adding progress notes to each objective, click *Mark as Complete*

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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
Complete each component of the status report and mark it as complete	e. Click Submit when you are done.	
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Project Objectives	√	10/17/2016
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Status: Program Area: Grantee Organization: Program Manager:	Editing MDT Test Program Area Montana Department of Transportation Janet Lynn Kenny			
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	Description		File N	lame

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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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. <u>www.fundingmt.org</u>
**** 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: <u>Http://webgrants.org</u>



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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 Keeffe, Transportation Planner, Operations Research Analyst, mkeeffe@mt.gov, (406) 444-3430 Chad Newman, Transportation Planner, Law Enforcement Liaison, chnewman@mt.gov (406) 444-0856