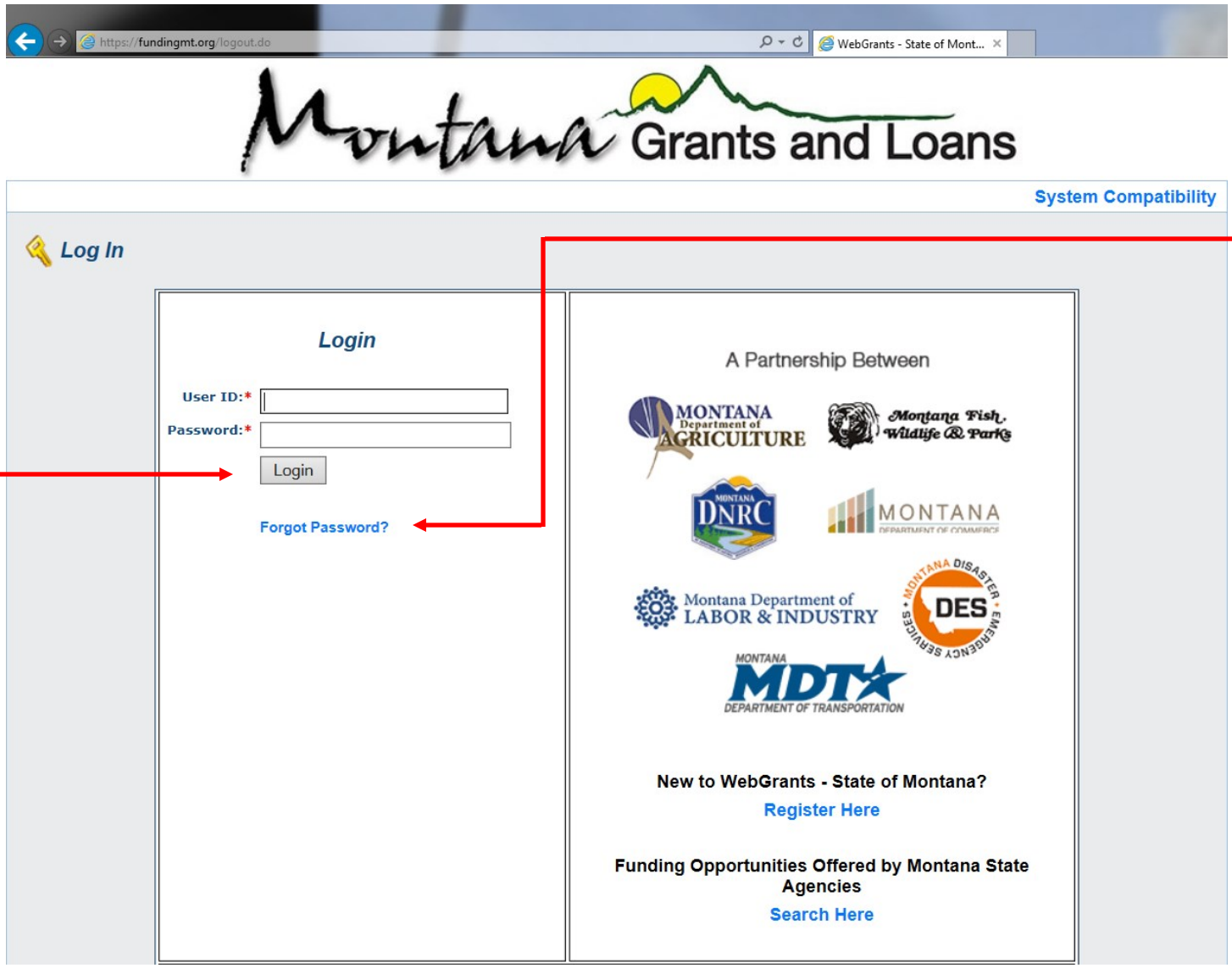
FundingMT.org (WebGrants) FFY16-17 EMPG claim reimbursement guide

Sign into FundingMT.org

To access your account, visit www.fundingmt.org. Some components of the system do not work well with the Google Chrome browser, it is advised that you use Mozilla Firefox or Internet Explorer.

Input your user ID and Password, then click 'login'.

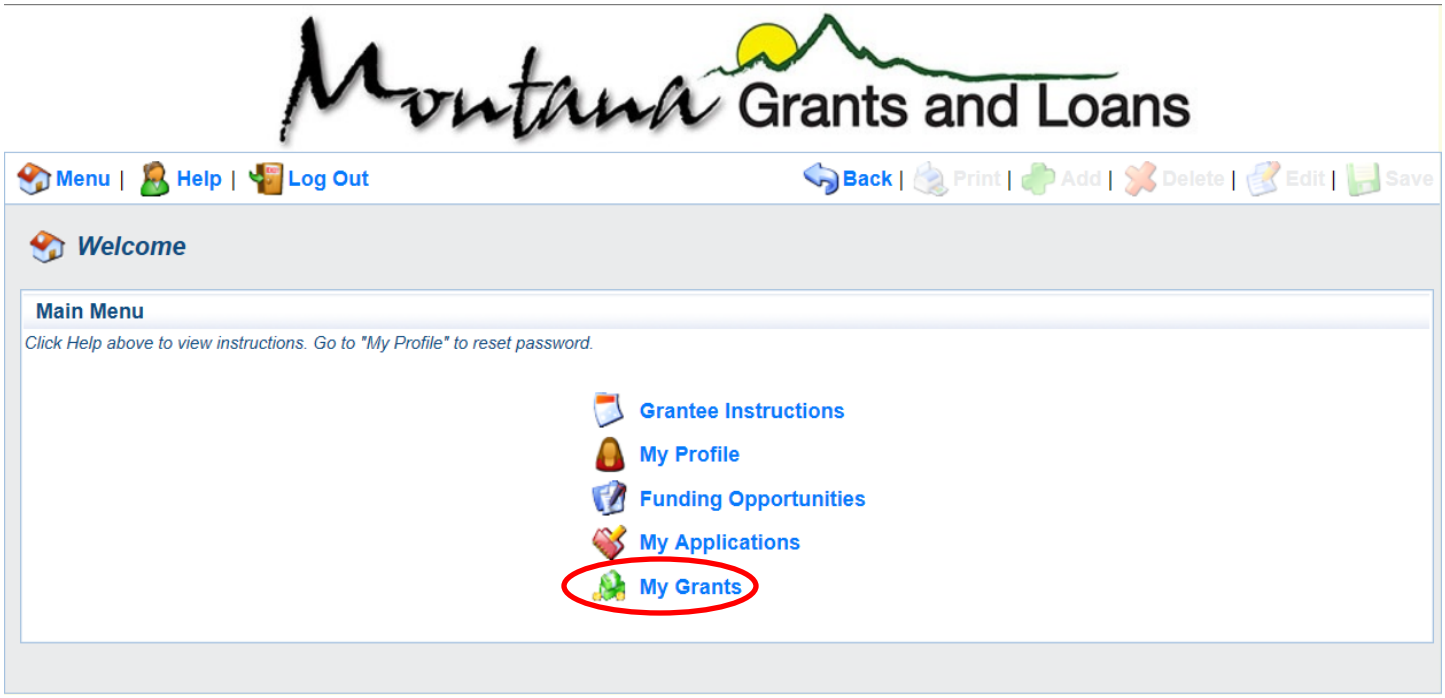
If you have forgotten your user name you can contact your Grant Program Manager at MT DES. If you forget your password, use the 'forgot password' link, MT DES staff cannot retrieve your password for you.



All users must have their own user name and password. Multiple users can be assigned to your grant, contact your Grant Program Manager at MT DES if you need assistance with registering users.

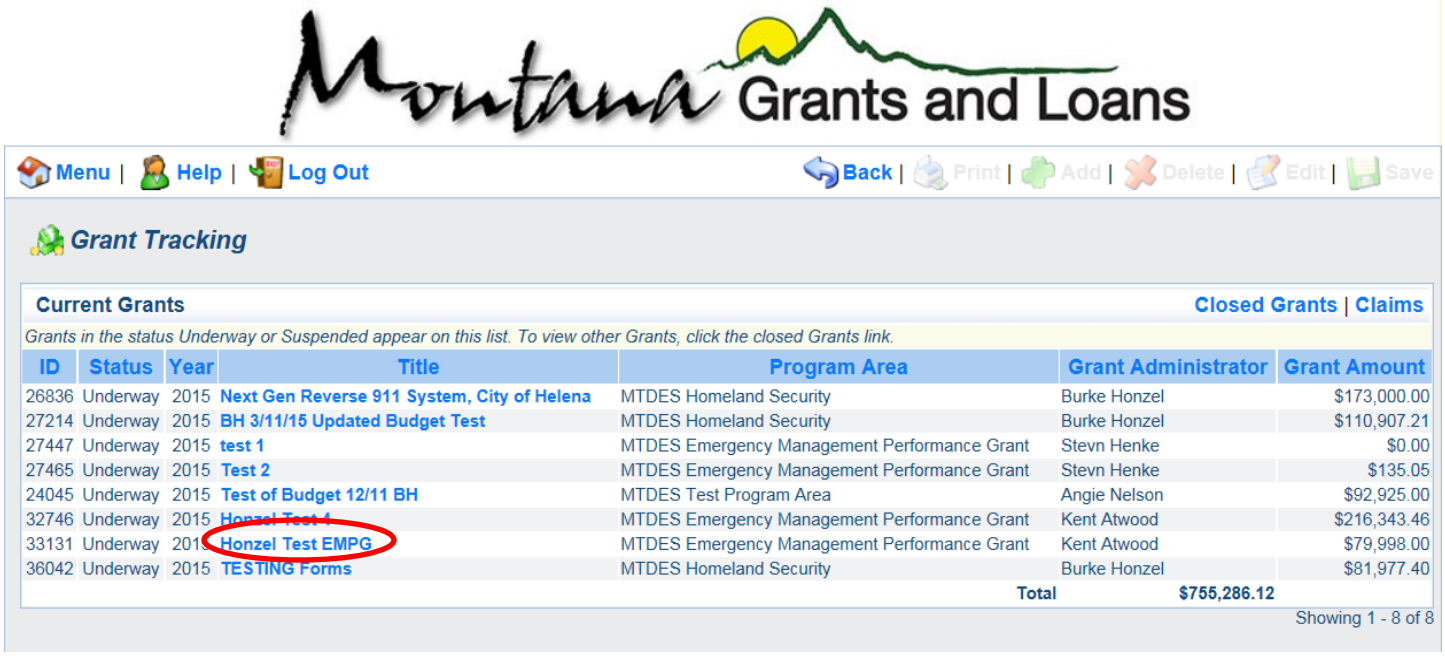
Once signed in to FundingMT.org, the main menu will appear:

Click on 'My Grants'



A screen similar to the one below will appear:

Under the 'title' heading you may see one or multiple grants, depending on your jurisdiction. Click on the name of the grant that you're working on. For this example we'll be using the 'Honzel Test EMPG' grant.



ID	Status	Year	Title	Program Area	Grant Administrator	Grant Amount
26836	Underway	2015	Next Gen Reverse 911 System, City of Helena	MTDES Homeland Security	Burke Honzel	$173,000.00
27214	Underway	2015	BH 3/11/15 Updated Budget Test	MTDES Homeland Security	Burke Honzel	$110,907.21
27447	Underway	2015	test 1	MTDES Emergency Management Performance Grant	Stevn Henke	$0.00
27465	Underway	2015	Test 2	MTDES Emergency Management Performance Grant	Stevn Henke	$135.05
24045	Underway	2015	Test of Budget 12/11 BH	MTDES Test Program Area	Angie Nelson	$92,925.00
32746	Underway	2015	Honzel Test 4	MTDES Emergency Management Performance Grant	Kent Atwood	$216,343.46
33131	Underway	2015	Honzel Test EMPG	MTDES Emergency Management Performance Grant	Kent Atwood	$79,998.00
36042	Underway	2015	TESTING Forms	MTDES Homeland Security	Burke Honzel	$81,977.40
				Total	$755,286.12	

You should now see a screen similar to the one below:

To begin your claim, click the 'Claims' button.

Grant Components

You can define your own alerts in the Alerts section

Component	Last Edited
General Information	02/11/2016
Claims	
Status Reports	
Correspondence	
Contract Documents	
Soft Match Test Budget 3	02/14/2016
Opportunity	-

You should now see a screen similar to the one below:

If this is your first claim for this grant, you won't see anything listed under 'ID'. To begin a new claim, click the 'add' button.

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

Grant Tracking

Grant: 39540 - SMTEST2 -

Status: Underway
Program Area: MTDES Test Program Area
Grantee Organization: Grantee Organization
Program Officer: Burke Honzel
Awarded Amount: $45,450.00

Claims Copy Existing Claim | Scheduler | Annotations(0) | Return to Components

ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
39540 - 001	Reimbursement	Paid	02/11/2016	02/15/2016	09/01/2015 - 12/31/2015	$10,347.14
39540 - 002	Reimbursement	Approved	02/16/2016		01/01/2016 - 01/31/2016	$35,102.86
39540 - 003	Reimbursement	Editing			02/01/2016 - 02/02/2016	$3,551.15
39540 - 004	Reimbursement	Editing			02/03/2016 - 02/04/2016	$1,500.00
39540 - 005	Reimbursement	Editing			02/05/2016 - 02/06/2016	$500.00
39540 - 006	Reimbursement	Editing			02/07/2016 - 02/07/2016	$750.00
39540 - 007	Reimbursement	Editing			02/17/2016 - 02/19/2016	$0.00
					Submitted Amount	**$0.00**
					Approved Amount	**$35,102.86**
					Paid Total	**$10,347.14**
					Total	**$51,751.15**

You should now see a screen similar to the one below:

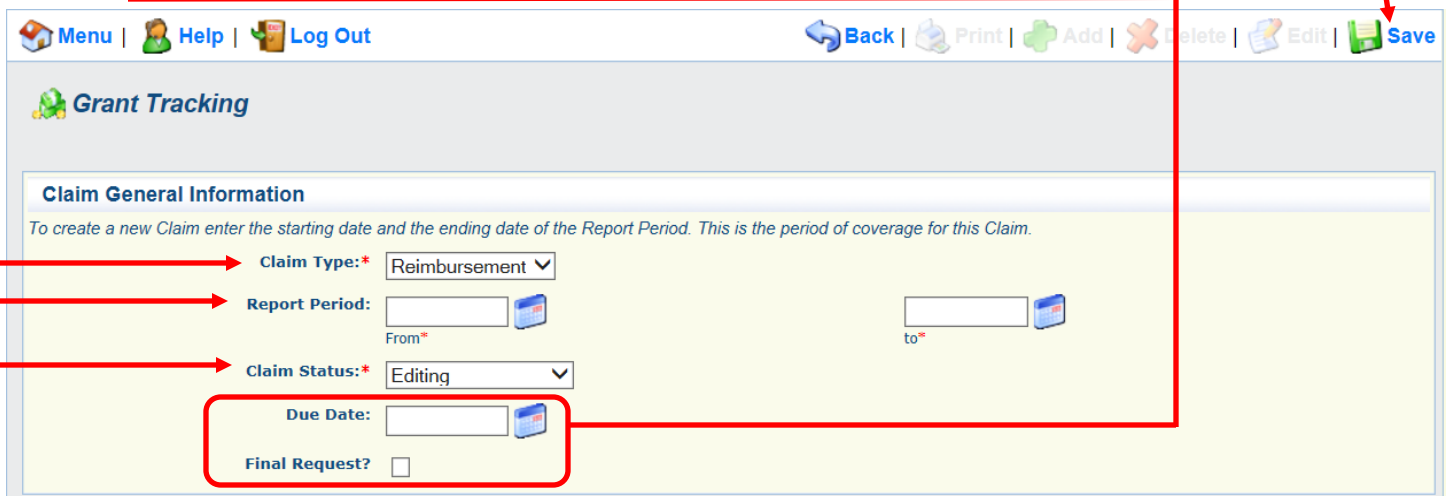
For the field 'Claim Type', ensure that 'Reimbursement' is selected.

For the field 'Report Period, enter the dates of the quarter that you are reporting for.

For the field 'Claim Status', ensure that 'Editing' is selected.

The fields 'Due Date' and 'Final Request' are not required and can be ignored.

Click 'Save' when finished.



You've now created a claim and are ready to edit the information in it. You should see a screen similar to the one below. This test screen shows multiple claims but if this is your first claim you may only see one.

Click on whichever claim you just created to begin. For this example we'll click on the last claim entered as it has not yet been submitted.

Claims — Copy Existing Claim | Scheduler | Annotations(0) | Return to Components

ID	Type	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
39540 - 001	Reimbursement	Paid	02/11/2016	02/15/2016	09/01/2015 - 12/31/2015	$10,347.14
39540 - 002	Reimbursement	Approved	02/16/2016		01/01/2016 - 01/31/2016	$35,102.86
39540 - 003	Reimbursement	Editing			02/01/2016 - 02/02/2016	$3,551.15
39540 - 004	Reimbursement	Editing			02/03/2016 - 02/04/2016	$1,500.00
39540 - 005	Reimbursement	Editing			02/05/2016 - 02/06/2016	$500.00
39540 - 006	Reimbursement	Editing			02/07/2016 - 02/07/2016	$750.00
39540 - 007	Reimbursement	Editing			02/17/2016 - 02/19/2016	$0.00
					Submitted Amount	**$0.00**
					Approved Amount	**$35,102.86**
					Paid Total	**$10,347.14**
					Total	**$51,751.15**

Once you've clicked into your claim you should see a screen similar to the one below:

Click 'edit' to continue.

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

Grant Tracking

Instructions

*Print to PDF will convert the claim plus any PDF attachments into a single PDF file. **Edit Approval** allows up to 5 levels of internal approval. **View Voucher** allows staff to allocate expenses to fund sources and finalize the claim for payment. **Void** allows staff to cancel a claim after it has been processed/paid. **Negotiation** will allow you to unlock one or more sections of the claim and route the claim back to the grantee for further editing. **Annotations** allow internal staff to add notes that are visible to internal staff only. The grantee cannot see these notes. **Versions** will display all component versions that were created as a result of the negotiation process. **Feedback** allows staff to enter feedback about the claim to the grantee. The feedback text will appear at the bottom of the claim and will be visible to anyone who has access to the claim. **Withdraw** changes the status of the claim to Withdrawn and removes the claim from the payment process.*

Details Print to PDF | Withdraw | Annotations (0) | Versions | Feedback

39540-SMTEST2

MTDES Test Program Area

Award Year:		Status:	Editing
Contract Number:	39540	Approved By:	
Claim Type:	Reimbursement	Approved Date:	
Reporting Period:	02/17/2016 - 02/19/2016	Paid Date:	
Claim Number:	39540 - 007	Vendor Number:	
Submitted By:		Invoice Number:	
Submitted Date:			
Final Request?			

Claim Approval

Level	Approved By	Approved Date	Approval	Comments

Applicant and Organization

Applicant

Name:* Salutation First Name Middle Name Last Name

Title:

Email:*

Alternate Email

Address:*

* City State/Province Postal Code/Zip

Phone:* Phone ###-###-#### Ext.

Alternate Phone

Fax:

Comments:

Organization Information

Name:* Grantee Organization

Organization Type: Out of State For-Profit Company

Organization Website: www.grantororg.com

Address:* 578 Main st.

1st Floor

* Stonesville (City) Virginia (State/Province) 84111 (Postal Code/Zip)

Phone:* 456-538-8700

Ext.

Alternate Phone

Fax: 801-538-8888

Email address

Alternate Email

Comments:

You should now see a screen that looks similar to the one below:

You should already have a checkmark next to the 'General Information' component, click on the 'Reimbursement2' component to continue.

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	✓	02/18/2016
Reimbursement2		
Expenditure Documentation		
Soft Match Tracking		
Equipment and Accountable Supplies		
Certification - Applicant Agent		
Other Supporting Documentation		

You should now see a screen that looks similar to the one below:

This screen is where you enter your expenditures, this screen is populating from the budget that you entered on your original grant application. The sample budget below will look different from your actual budget.

Enter the dollar value of any soft match you had during this quarter. If you had no soft match leave this field blank.

For each line item, enter your actual expenses incurred. Don't worry about doing the math for your match, the system will automatically calculate the proper amounts. For this example we'll use simple numbers of $100 in expenses for each line. Note that the system will allow you to enter a higher amount per budget line, up to 10% of the original budget. However, the system will not allow you to submit a total that exceeds your total budget.

When you've entered in your expenses, click 'save'.

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

Grant Tracking

Claim: 33131 - 007 Grant Components

Grant: 33131-Honzel Test EMPG
Status: Editing
Program Area: MTDES Emergency Management Performance Grant
Grantee Organization: Test MTDES Organization
Program Manager: Kent Atwood

Soft Match

Soft Match This Period 50

Reimbursement2

Budget Category	Budget	Total Expenses This Period
Personnel (Salaries & Benefits)		
20%	$30,000.00	50
20%	$18,000.00	50
Organization Travel		
Burke	$665.00	50
Honzel	$897.50	50
Organization Supplies / Equipment		
Ink/Toner	$250.00	50
Office Supplies	$1,250.00	50
Organization Contractual		
Phone Contract	$400.00	50
Rent	$7,500.00	50
Organization Other Costs		
Repeater Maintenance	$2,500.00	50
Planning Travel		
Honzel	$223.00	50
Planning Supplies / Equipment		
Paper	$75.00	50
Planning Contractual		
THIRA Developer	$10,000.00	50
Planning Other Costs		
Food	$100.00	50
Training: Travel		
Burke	$525.00	50
Honzel	$675.00	50
Training: Supplies		
Med Kits	$150.00	50
Training: Contractual		
Room Rental	$750.00	50
Training: Other Costs		
Working Lunch	$500.00	50
Exercise: Travel		
Honzel	$512.50	50
Exercise: Supplies/Equipment		
72 hr Kits	$2,500.00	50
paper, etc	$150.00	50
Exercise: Contractual		
Exercise Coordinator	$250.00	50
Portable Toilets/Showers	$400.00	50
Exercise: Other Costs		
Misc	$150.00	50
Equipment		
Computer	$750.00	50
Printer	$375.00	50
Projector	$450.00	50

You should now see a screen that looks similar to the one below:

Note that if you have excess soft match dollars it will carry over to subsequent claims until it's exhausted.

Here you'll see any prior expenses paid from a previous claim, if this is your first claim you won't see any figures in this column.

This is where the expenses you just entered will show. Note that the system automatically calculates the 50% split.

When you've finished reviewing this form click 'Mark as Complete' to continue.

Soft Match

Mark as Complete | Go to Claim Forms

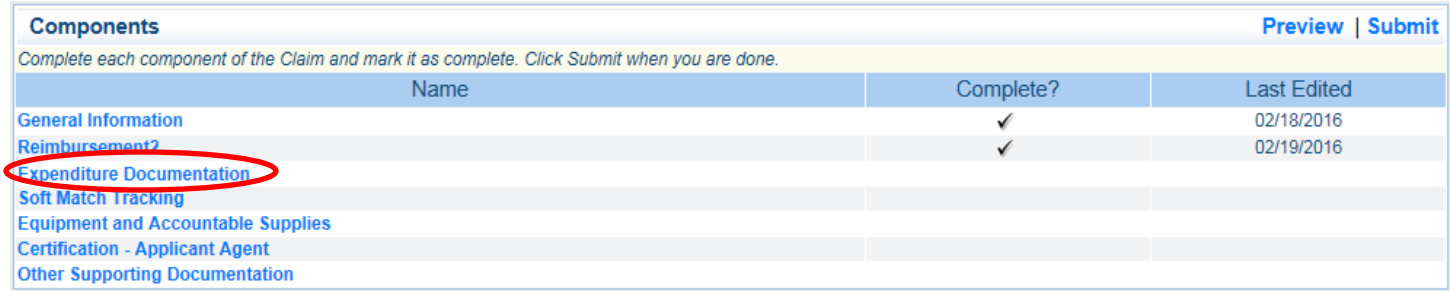
Soft Match This Period	$50.00
Previous Carry Over Soft Match	$0.00
Total Available Soft Match	$50.00
Applied Soft Match	$50.00

Reimbursement2

Budget Category	Budget	Prior Expenses	Total Expenses Entered This Period	Reimbursable Expenses This Period	Calculated Local Hard Match This Period
Personnel (Salaries & Benefits)					
20%	$30,000.00	$0.00	$50.00	$25.00	$25.00
20%	$18,000.00	$0.00	$50.00	$25.00	$25.00
Organization Travel					
Burke	$665.00	$0.00	$50.00	$25.00	$25.00
Honzel	$897.50	$0.00	$50.00	$25.00	$25.00
Organization Supplies / Equipment					
Ink/Toner	$250.00	$0.00	$50.00	$25.00	$25.00
Office Supplies	$1,250.00	$0.00	$50.00	$25.00	$25.00
Organization Contractual					
Phone Contract	$400.00	$0.00	$50.00	$25.00	$25.00
Rent	$7,500.00	$0.00	$50.00	$25.00	$25.00
Organization Other Costs					
Repeater Maintenance	$2,500.00	$0.00	$50.00	$25.00	$25.00
Planning Travel					
Honzel	$223.00	$0.00	$50.00	$25.00	$25.00
Planning Supplies / Equipment					
Paper	$75.00	$0.00	$50.00	$25.00	$25.00
Planning Contractual					
THIRA Developer	$10,000.00	$0.00	$50.00	$25.00	$25.00
Planning Other Costs					
Food	$100.00	$0.00	$50.00	$25.00	$25.00
Training: Travel					
Burke	$525.00	$0.00	$50.00	$25.00	$25.00
Honzel	$675.00	$0.00	$50.00	$25.00	$25.00
Training: Supplies					
Med Kits	$150.00	$0.00	$50.00	$25.00	$25.00
Training: Contractual					
Room Rental	$750.00	$0.00	$50.00	$25.00	$25.00
Training: Other Costs					
Working Lunch	$500.00	$0.00	$50.00	$25.00	$25.00
Exercise: Travel					
Honzel	$512.50	$0.00	$50.00	$25.00	$25.00
Exercise: Supplies/Equipment					
72 hr Kits	$2,500.00	$0.00	$50.00	$25.00	$25.00
paper, etc	$150.00	$0.00	$50.00	$25.00	$25.00
Exercise: Contractual					
Exercise Coordinator	$250.00	$0.00	$50.00	$25.00	$25.00
Portable Toilets/Showers	$400.00	$0.00	$50.00	$25.00	$25.00
Exercise: Other Costs					
Misc	$150.00	$0.00	$50.00	$25.00	$25.00
Equipment					
Computer	$750.00	$0.00	$50.00	$25.00	$25.00
Printer	$375.00	$0.00	$50.00	$25.00	$25.00
Projector	$450.00	$0.00	$50.00	$25.00	$25.00

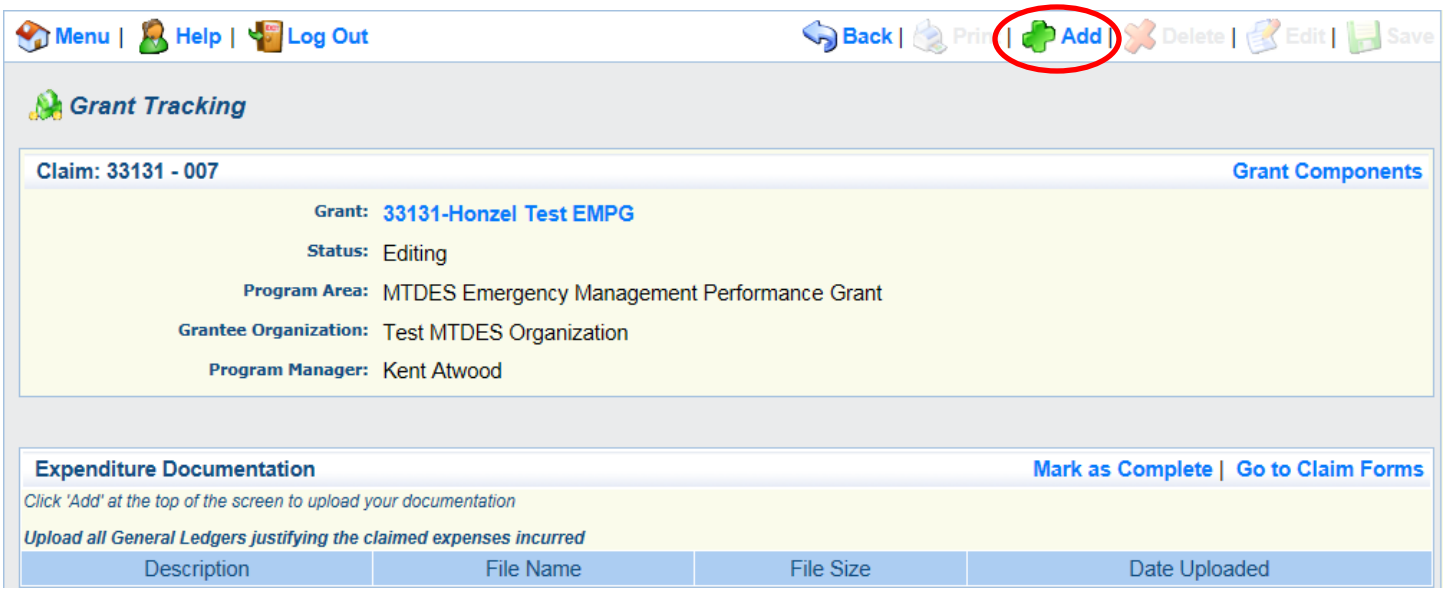
You should now be returned to the 'components' screen, which will look similar to the screen below.

You're now ready to move on to the next component, click on 'Expenditure Documentation'.



You should now see a screen that looks similar to the one below.

Click 'add' to continue.



You should now see a screen that looks similar to the one below.

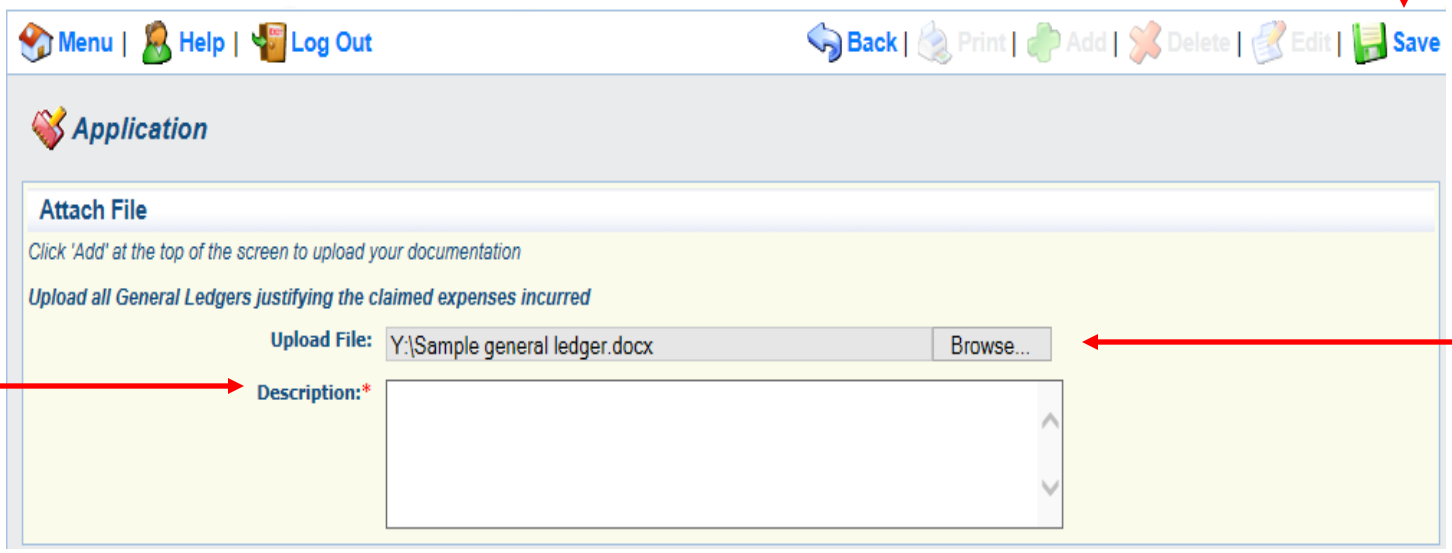
Click 'browse' to find your general ledgers on your computer.

Once you've selected the file on your computer, you should see a screen similar to the one below.

Note that the file you just selected shows in the 'upload file' section.

Be sure to enter a description of the file as it is a required field.

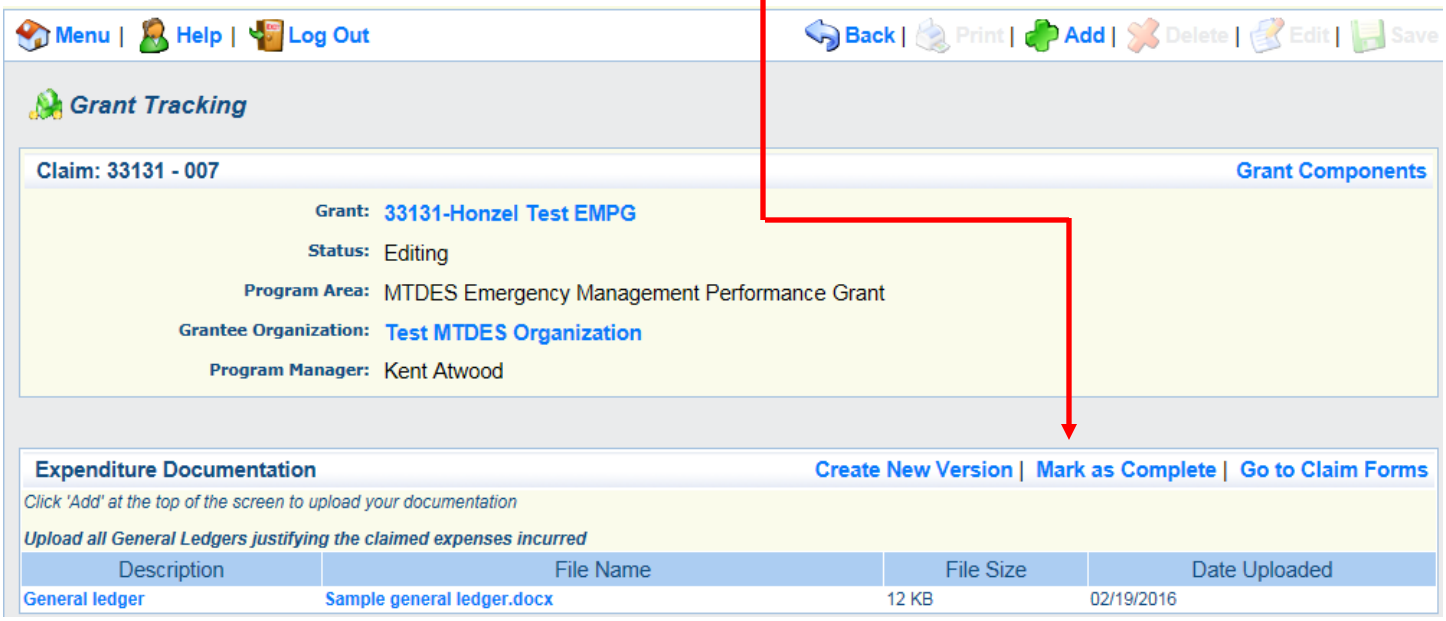
Click 'save' to continue.



You should now see a screen that looks similar to the one below.

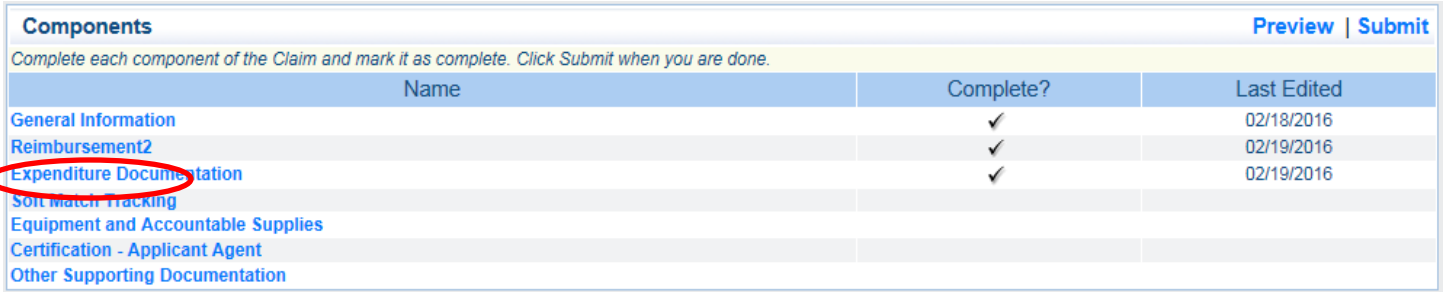
If you need to add additional general ledgers, click the 'add button again.

If you're finished uploading your ledgers, click 'mark as complete'.



You should now be taken back to the 'component's screen, which should look similar to the screen below.

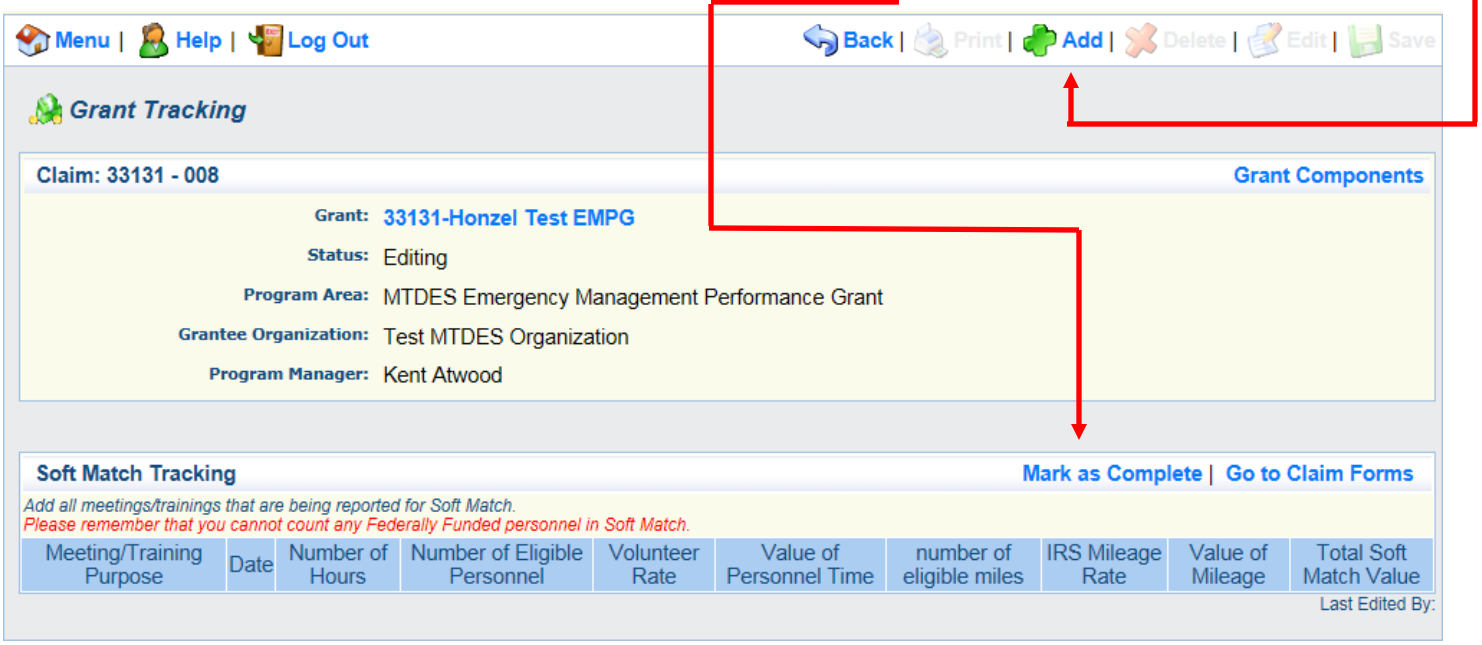
You're ready to move on to the next component, click on 'soft match tracking' to continue. Even if you don't use soft match, you'll still need to enter into this component in order for your claim to be complete.



You should now see a screen that looks similar to the screen below:

If you have soft match information to enter, click 'add'.

If you don't have any soft match information to enter, click 'mark as complete' to continue.

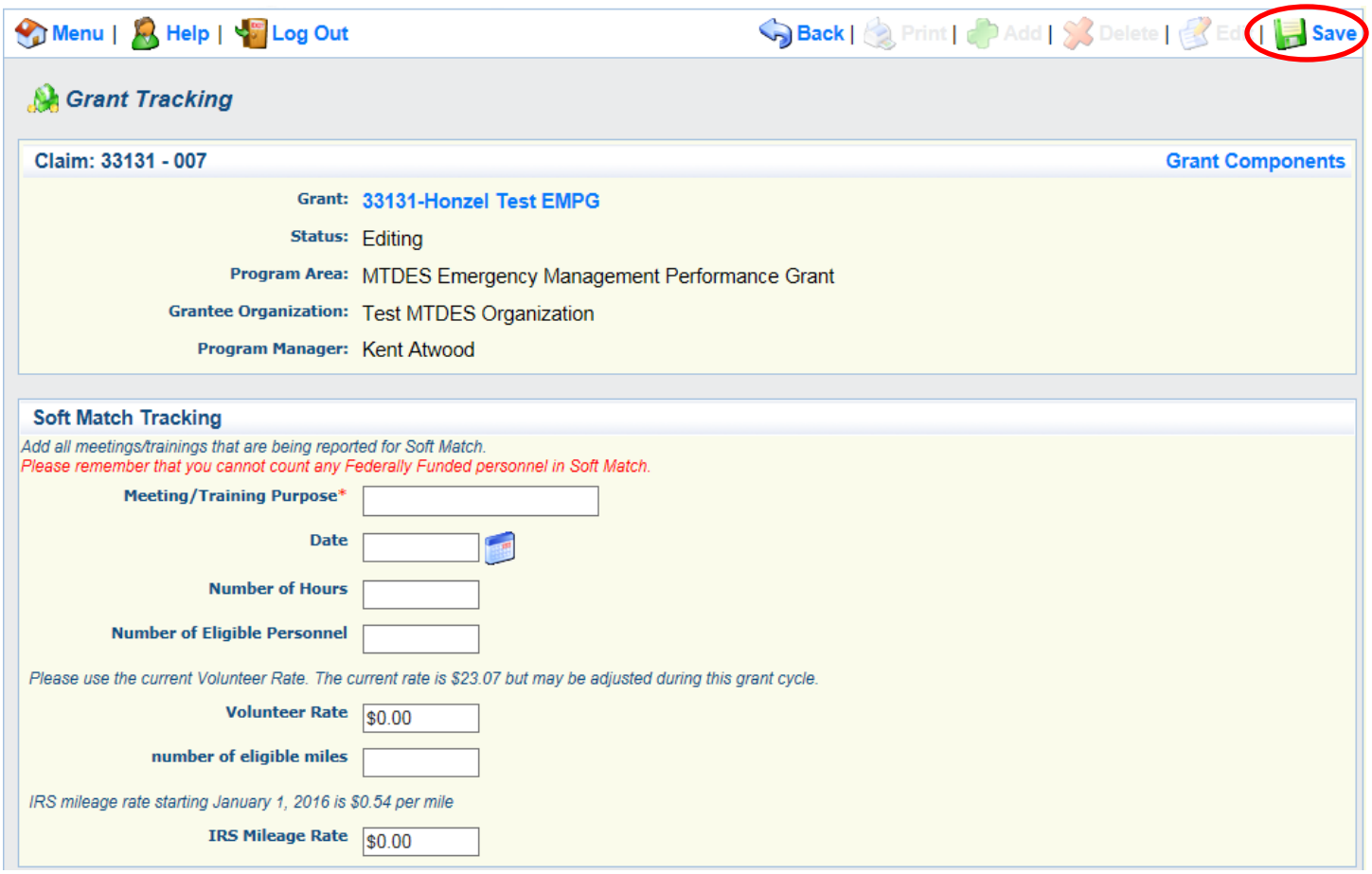


If you clicked ‘add’ on the previous page, you’ll now see a screen that looks similar to the screen below.

If you did not have any soft match information to enter and clicked ‘mark as complete’ on the previous page, skip this section and move to the next step.

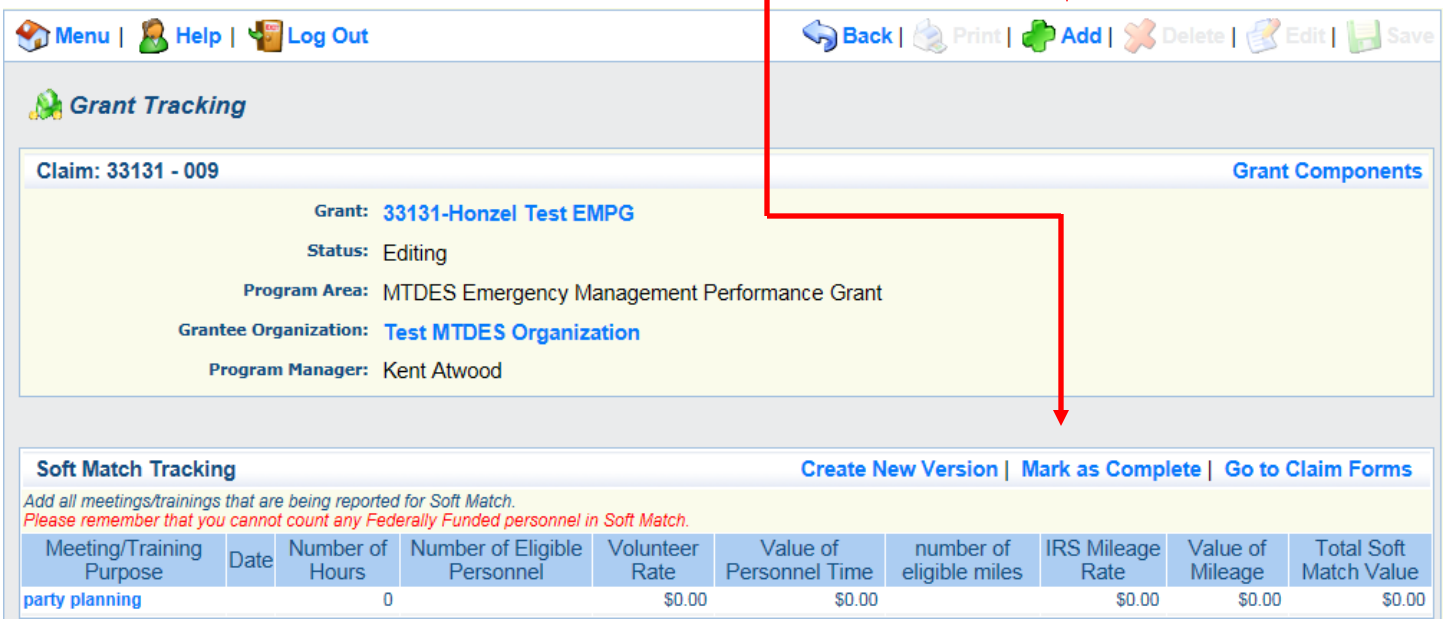
Enter any applicable information into the fields on this screen for your soft match and click ‘save’ to continue.

If you have more than one meeting during this claim cycle that you’re using soft match for, you’ll need to repeat this step for each meeting.



If you have additional meetings you need to claim soft match for, click the 'add' button to repeat the previous step.

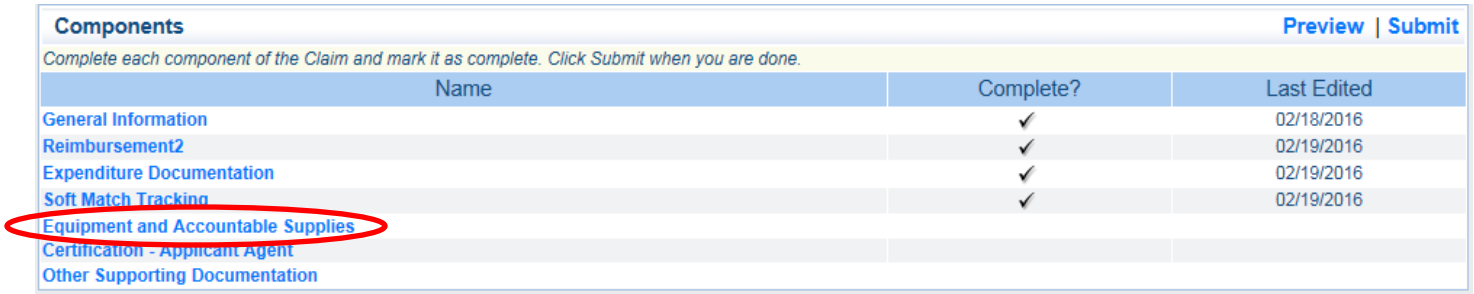
If you have no additional meetings to enter, click 'mark as complete'.



Once you've clicked 'mark as complete' on the previous screen, you'll return to the 'components' screen, which should look similar to the screen below:

You're ready to move on to the next component, click on 'equipment and accountable supplies' to continue.

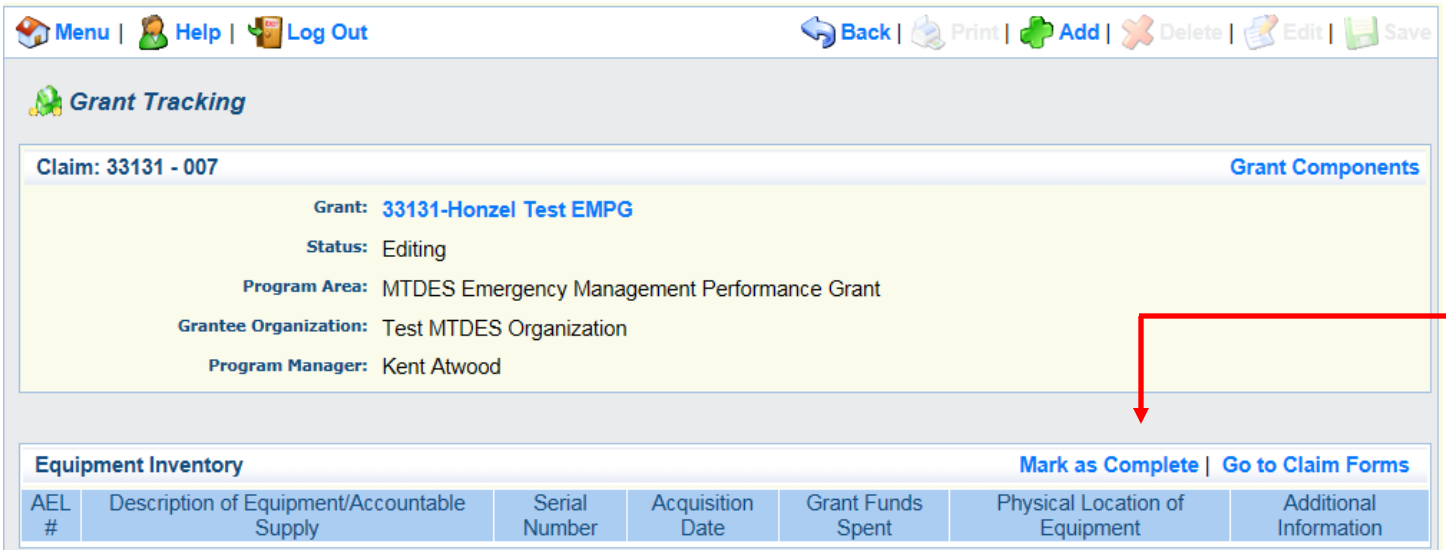
Note that even if you don't have any equipment or accountable supplies to report, you still need to enter into



You should now see a screen that looks similar to the screen below.

If you don't have any equipment or accountable supplies that you purchased for this claim period, simply click 'mark as complete' to continue.

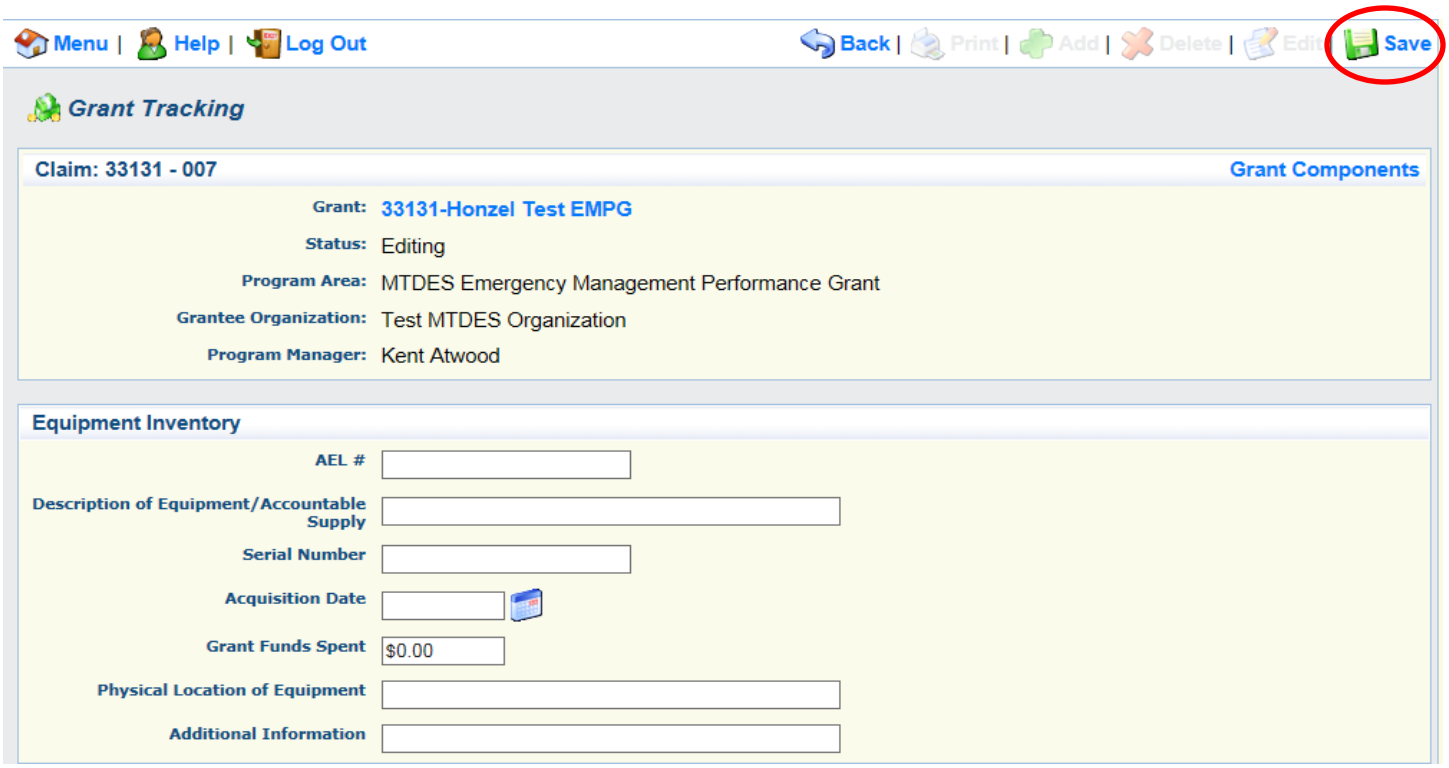
If you have equipment or accountable supplies that you purchased during this claim period, click on 'add' to continue.



If you clicked 'add' on the previous page, you'll now see a screen that looks similar to the screen below.

If you did not have any equipment or accountable supplies during this claim period and you clicked 'mark as complete' on the previous page, skip this section and move to the next step.

Enter any applicable information into the fields on this screen for your purchases and click 'save' to continue.

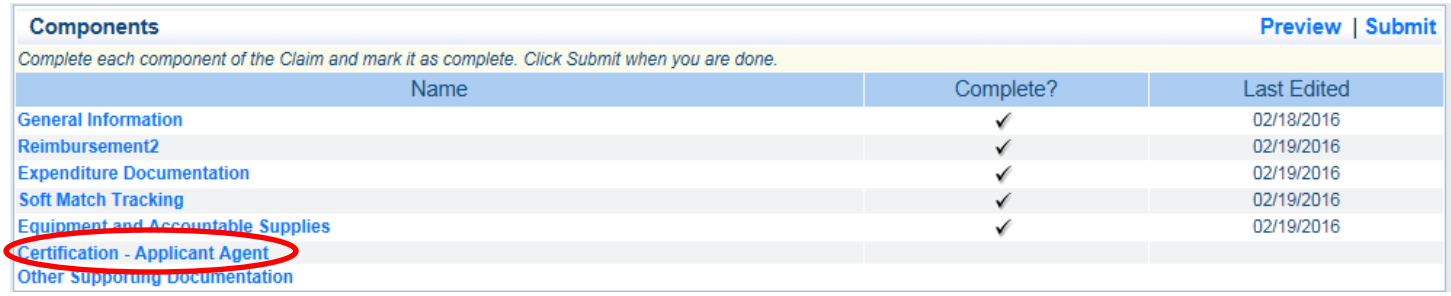


If you need to add additional equipment, click 'add' again to repeat the previous step.

Click 'mark as complete' to continue to the next section.

You should now be returned to the components screen which should look similar to the screen below.

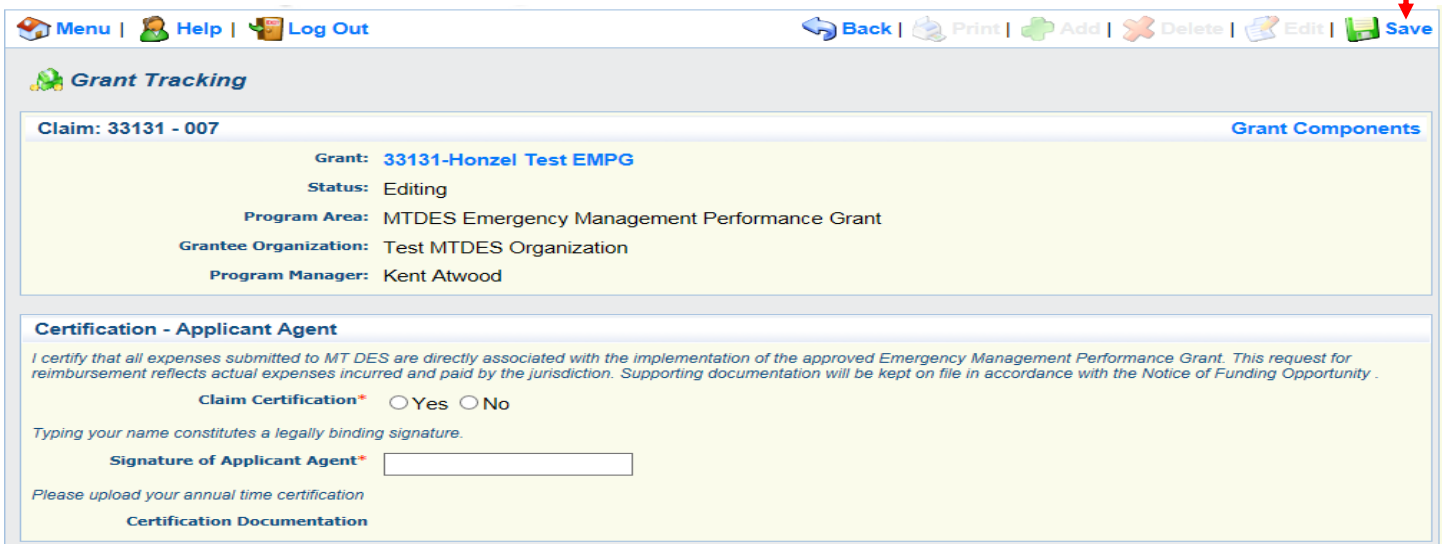
You're ready to move on to the next component, click on 'certification-applicant agent' to continue.



You should now see a screen that looks similar to the screen below.

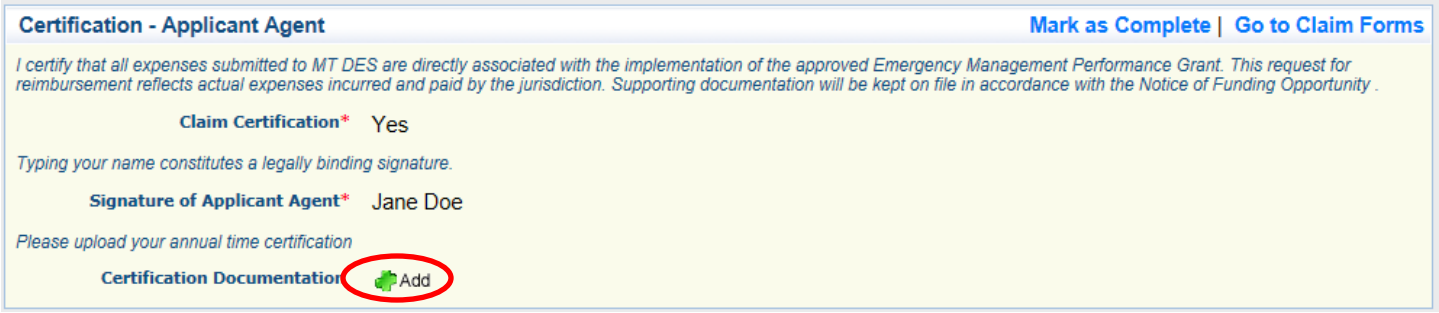
Enter the information asked for into the required fields and click 'save' to continue.

Take note of the section at the bottom asking for time certification, you'll upload that on the next screen.



After you've clicked save on the previous screen, you should now see a screen that looks similar to the screen below:

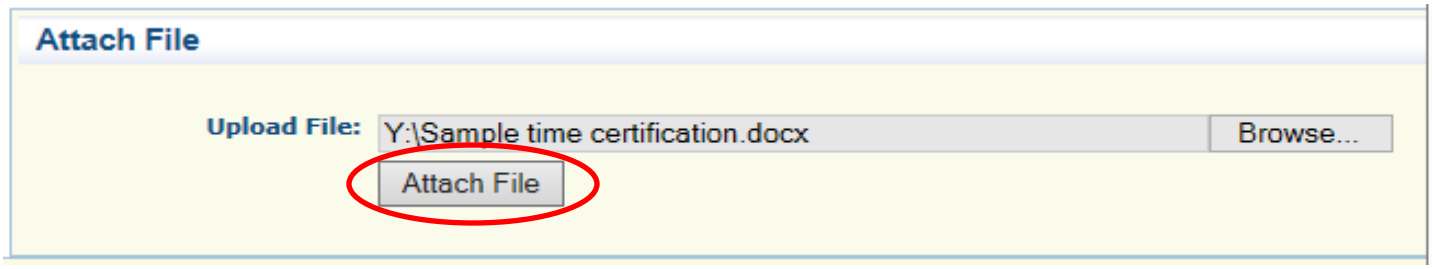
Click the 'add' button to upload your time certification form.



You should now see a pop up window that looks similar to the screen below:

Click 'browse' to find your time certification file on your computer.

Once you've selected your time certification file on your computer, it'll show in the screen below. Click 'attach file' to continue.



You should now see a screen that looks similar to the screen below:

Note that the time certification that you just entered is showing at the bottom of the page.

Click 'Mark as Complete' to continue.

Certification - Applicant Agent Mark as Complete | Go to Claim Forms

I certify that all expenses submitted to MT DES are directly associated with the implementation of the approved Emergency Management Performance Grant. This request for reimbursement reflects actual expenses incurred and paid by the jurisdiction. Supporting documentation will be kept on file in accordance with the Notice of Funding Opportunity .

Claim Certification* Yes

Typing your name constitutes a legally binding signature.

Signature of Applicant Agent* Jane Doe

Please upload your annual time certification

Certification Documentation Sample time certification.docx Delete

You should now be taken back to the 'components' screen, which should look similar to the screen below.

You're now ready to complete the next component, click on 'other supporting documentation'.

This section is for you to upload any additional files you wish MT DES Grants Bureau to have. If you don't have any additional files, you still need to enter this section in order for your claim to be complete.

Components Preview | Submit

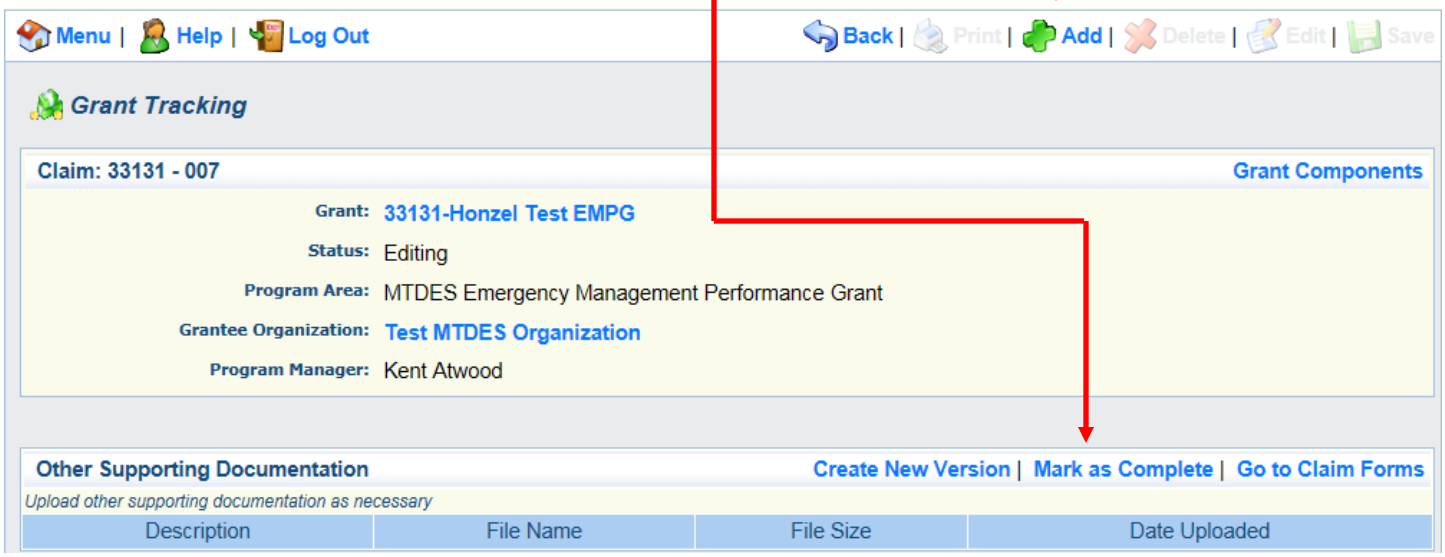
Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	02/18/2016
Reimbursement2	✓	02/19/2016
Expenditure Documentation	✓	02/19/2016
Soft Match Tracking	✓	02/19/2016
Equipment and Accountable Supplies	✓	02/19/2016
Certification - Applicant Agent	✓	02/19/2016
Other Supporting Documentation		

You should now see a screen that looks similar to the screen below.

If you have any documents that you'd like to upload, click the 'add' button.

If you don't have any documents to add, click 'mark as complete' to continue.

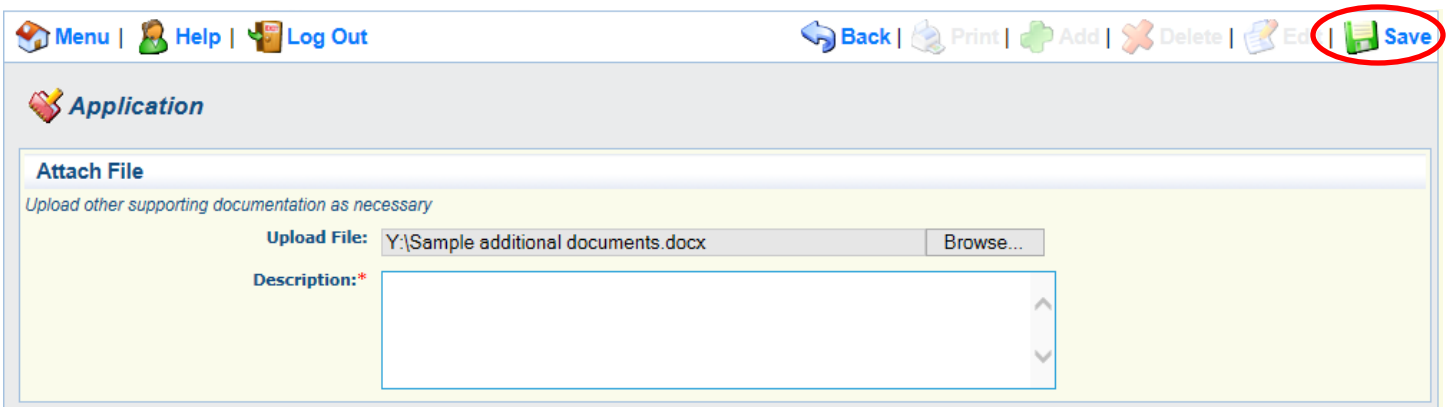


If you clicked 'add' on the previous page, you'll now see a screen that looks similar to the screen below.

If you did not have any additional documents to upload and you clicked 'mark as complete' on the previous page, skip this section and move to the next step.

Click 'browse' to search for the applicable files on your computer.

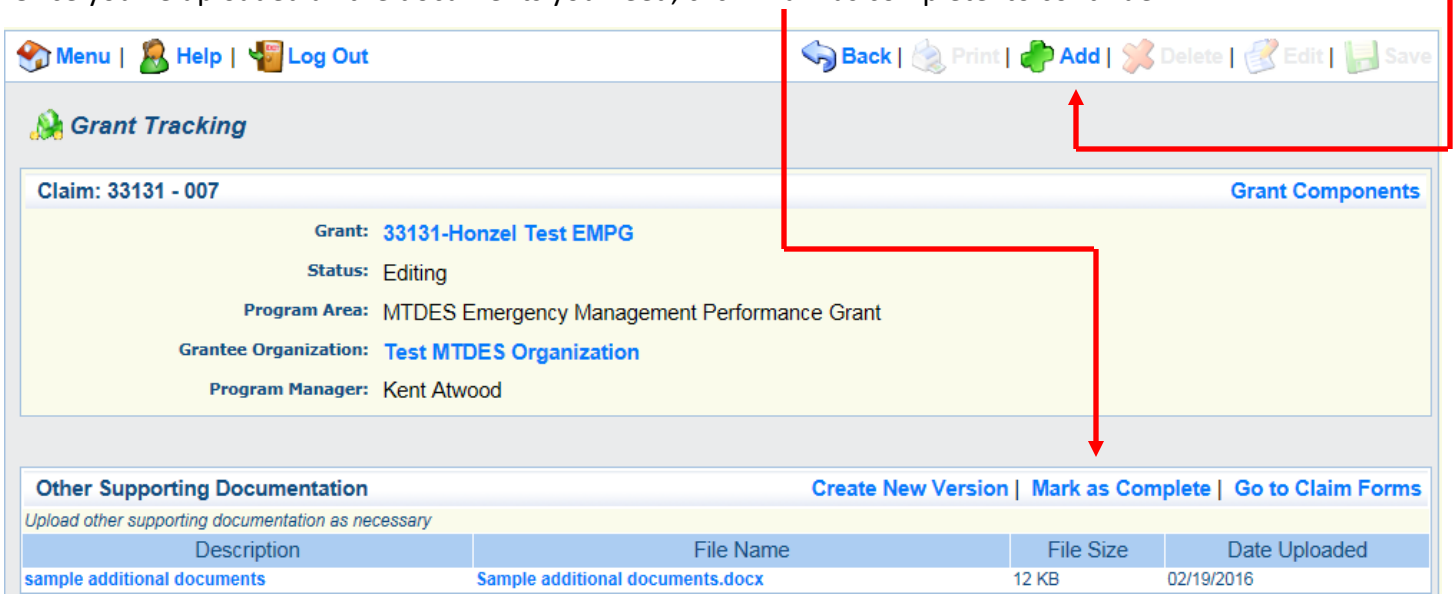
Once you've selected the files you want to upload on your computer be sure to enter a description of the file and click 'save' to continue.



Once you've clicked 'save' on the previous screen, you should now see a screen that looks similar to the screen below.

If you have additional documents to upload you can click 'add' again and upload additional documents.

Once you've uploaded all the documents you need, click 'mark as complete' to continue.



You should now be taken back to the 'components' screen, which should look similar to the screen below.

Note that you should now have a checkmark next to each component. If you don't see a checkmark click back into that component and ensure that you've completed the information asked for.

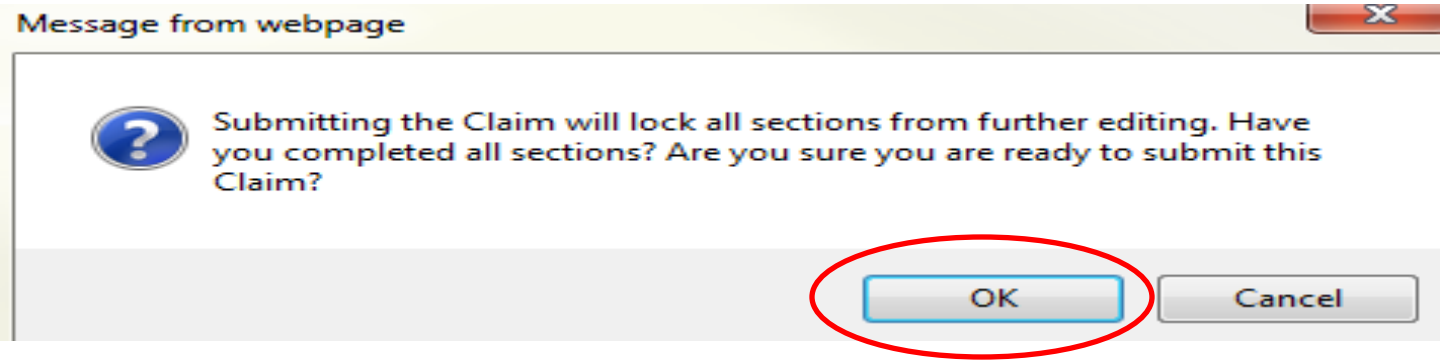
Once you have all checkmarks, click 'submit' to continue.

Components Preview | Submit

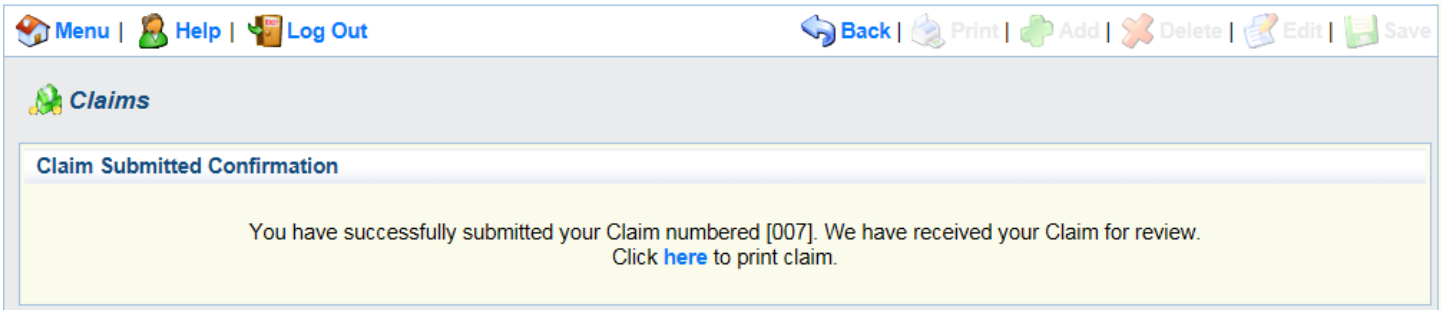
Complete each component of the Claim and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	02/18/2016
Reimbursement2	✓	02/19/2016
Expenditure Documentation	✓	02/19/2016
Soft Match Tracking	✓	02/19/2016
Equipment and Accountable Supplies	✓	02/19/2016
Certification - Applicant Agent	✓	02/19/2016
Other Supporting Documentation	✓	02/19/2016

Once you click 'submit', you should see a pop up window similar to the screen below. If you are ready to submit your claim, click 'ok'.



You should see a screen similar to the screen below if your claim was submitted successfully.

You're now finished submitting your claim!

The MT DES Grants Bureau staff will now review your claim and will contact you if they need any further information.