RECREATIONAL TRAIL PROGRAM GRANT
Grantee WebGrants Guidance

Contents

Last Updated: 5/2023

WEBGRANTS REGISTRATION

All individuals must have a unique account in WebGrants. Individuals may not share accounts, even if they belong the same organization. To create an account in WebGrants:

1. Visit funding.mt.gov and navigate to the **"Register Here"** link on the WebGrants login page.
2. Complete and submit the registration form
3. **Notify the RTP Manager** so they can approve your request and associate you with the appropriate organization and grants. The RTP Manager may request you provide approval from an organization before connecting you with its WebGrants account.

CLAIMS & PAYMENT

Claims (reimbursement requests) are required to be submitted, at a minimum, every 8-months from the agreement start date. See the RTP Grantee Guidelines for more information on the claim schedule.

1. Log into Web Grants (www.fundingmt.org) and clicks on **My Grants**.
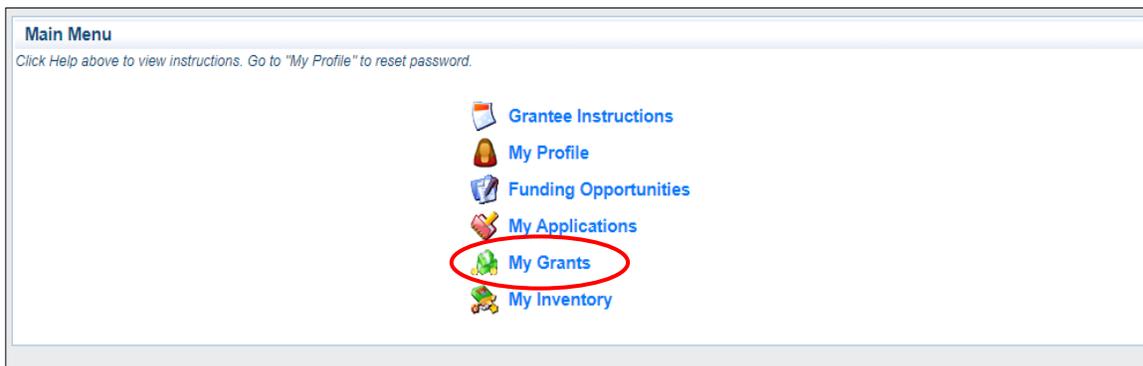
2. Click on the **Title of the Grant** to display all the grant components.

3. Click on the **"Claims"** tab within grant components.

4. Select **"Add"** to start a new Claim.

5. On the Claim Screen:
   a. Select **"Reimbursement"** in the Claim Type box.
   b. Enter Report Period. *If this is a final reimbursement request for the project, select **"Final Request"***
   c. **"SAVE"**
   d. Select **"Return to Components"**

6. On the Components page, select **"Reimbursement"**

7. Enter your Reimbursement and Match amounts.
   a. **"SAVE"**
   b. **DOUBLE CHECK** on the bottom right corner of the budget table that you are showing a 20% minimum match balance (culminative). Match is based off the *Total Project Cost*

8. On next screen, select **"Mark as Complete"**. *If this is not done, you cannot submit your claim.*

9. On the Components page, select **"Claim Supporting Documentation"** to upload the supporting documentation for your claim.

10. On the Claims Supporting Documentation screen, select **"Add"**

11. You can attach your named documents to any of these named attachments. "Various Reporting Forms" only allows for one upload and "Claim Supporting Documentation" allows for multiple.

12. Remember to **"Save"** at each screen & select **"Mark as Complete"** when you have completed each of the categories.

13. Select **"RTP Reimbursement Checklist"** and answer all questions. **Save & Mark as Complete.**

You must mark the other forms Complete to get your Claim Request submitted
*The components do not have to contain uploads or information if they do not pertain to your project type. However, you will still have to open each form and **Save** and **Mark Complete**.*

14. After you have completed <u>all</u> of the claim components and uploaded all of your source documentation, you click on ==**"Submit"**==.

Once you have submitted your claim, it cannot be changed. If you need to get back into your claim, contact your Program Manager who will unlock the claim for you to access. Your Program Manager will be notified of your claim submission and begin the approval process.

Checking Your Reimbursement Request Status

You can check the status of your claim in WebGrants within the "Claims" portion of your grant. The table below clarifies the possible reimbursement request statuses you may see.

Claim Status	Claim Status Meaning
Editing	You have not yet submitted your claim and can still modify it. Your claim is not in the RTP Manager's review queue.
Submitted	The claim is in the RTP Manager's queue and is going through the review process. You will hear back from the RTP Manager if modifications are necessary.
Approved	Your claim has made it through the review process. The claim is being processed for payment.
Paid	Your claim payment has been processed. You should be receiving reimbursement payment shortly (via check or direct deposit).
Withdrawn	You or the RTP Manager withdrew (deleted) the claim.
Correcting	The RTP Manager has re-opened your claim due to inaccuracies/ineligibility. Modification and re-submission are required by the grantee.

STATUS REPORTS

Status reports are due every 8-months from the agreement start date. See the Grantee Guidelines and Agreement Cover Form for more information on the status report schedule.

1. Navigate to your Grant Award Page and select **"Status Report"**

2. Select **"Add"** from the top of the page

3. On the next page you will select your status report type and enter your reporting period.
   a. RTP agreements use **"Semi-Annual Reports"** for all reports unless submitting the final report, then select "Final Report"
   b. The reporting period should accurately encompass the amount of time since your last report/claim (for your first report, should be since the start of your agreement)
   c. **"SAVE"**
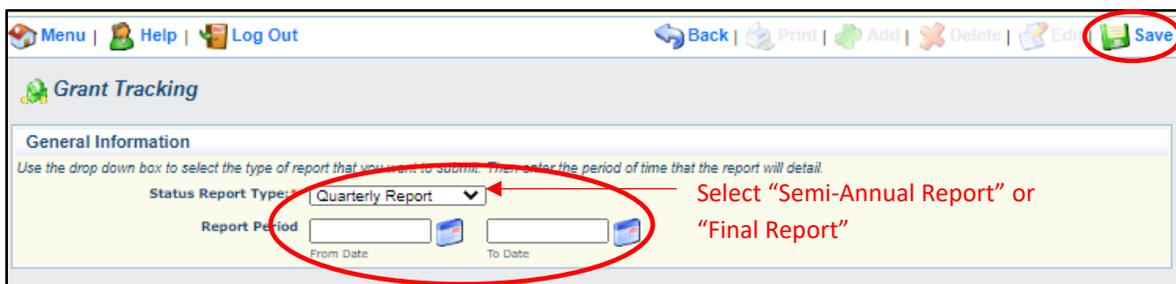
4. On the status report landing page, select "**Semiannual Status Report**"

Status Report: OHV2099 - 03

Grant:	OHV2099-OHV Test Application 2020
Status:	Editing
Program Area:	FWP OHV Program
Grantee Organization:	ZZ FWP Test Organization
Program Manager:	Michelle McNamee

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	✓	12/10/2021
Semiannual Status Report		

5. Complete the writing prompts displayed
      a. **"SAVE"**

Project Status

What RTP project goals did you accomplish or make progress on during the past 6 months? *

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6. Mark components as complete and **"Submit"**

AMENDMENT REQUESTS

If you anticipate moving more than 10% of your budget between categories, incorporating expenses not originally approved within the budget and budget narrative, major changes in the Scope of Work, or if you wish to seek an extension to the agreement, **first reach out to the RTP Manager to discuss these changes to determine if an amendment is needed**. If needed, an amendment request must be submitted through WebGrants. Amendments must first be approved before changed work or expenses can be completed.

1. Navigate to your Grant Award Page and select "**Project Amendment Request**"

2. Select **"Edit"** at the top of the page

3. Complete each of the provided prompts and select **"Save"** at the top of the screen
4. Contact the RTP Manager to notify them that the request has been submitted
   a. Once submitted, approval must be obtained by FWP and the Federal Highway Administration
   b. An addendum will be developed, requiring a signature from FWP and the Subrecipient
      i. No work related to the amendment may take place until after the addendum is completed and signed.