Emergency Management Performance Grant (EMPG)

AmpliFund Step-by-Step Guide for Sub-Recipients

Updated January 2025

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How to View and Edit your Grant

1. In AmpliFund, Navigate to **Grant Management > Grants** and then **click on the name of your Grant**
2. Click on the **'pencil' icon** in the icon toolbar to edit the Grant Details page
3. Upon clicking **Edit**, you will be able to edit the Grant Name and add a Recipient Grant Manager
4. Click the dropdown menu in the **Recipient Grant Manager** field to add a **Sub-Recipient Grant Manager**
    a. The Recipient Grant Manager will receive all automatic notifications regarding Approvals and Rejections communicated from DES
    b. *Note: The User must be created in AmpliFund for you to select them from the dropdown list.*
5. To save changes, click **Save**

How to Add Users in AmpliFund

Once you have accessed your AmpliFund account, you will be able to add additional Users to view and manage your Grant. To add Users, complete the following steps:

1. Navigate to **Administration** (left side bar) **> System Security > Users**
2. Click the **'+' icon** in the top right-hand corner
3. Complete the *User Information section*
    a. **Subscribe to Daily Emails:** This option allows Users to receive notification, reminder, and update emails on the date they are scheduled
    b. **Subscribe to Weekly Emails:** This option allows the User to receive all notifications, reminders, and updates once a week in their inbox
    c. **Applicant Portal Access**: Check this box if the User should have access to the Applicant Portal to view the application submitted, and apply for future DES opportunities
    d. **Role:** Organizational Admin is the recommended role, and allows users to view, edit, create all awards in your account
4. Complete the *Staff Information* section
    a. **First Name, Last Name,** and **Email Address** are all required to create a User
5. Click the **Create** button to create the User
6. Complete steps on "How to Invite Users into AmpliFund" found on the next page

How To Invite Users into AmpliFund

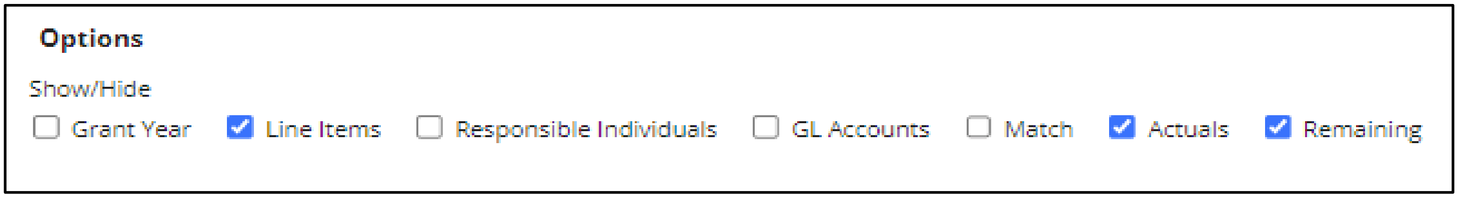
Once Users are created, there are two ways to invite them into the system:

1. Upon creating the User, click the 'envelope' icon in the top right-hand corner to invite the User to AmpliFund
2. Navigate to **Administration** (left side bar) **> System Security > Users** to access the list of Users and
    a. click the envelope icon next the name of the User you want to invite in

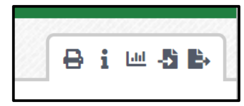
Note: Upon creating a user, they will receive an email invitation from AmpliFund and will be prompted to click on a link to establish their own unique password

Viewing your Budget

Make the most of your funds by accessing your budget categories, actual expenditures, and remaining funds. Often overlooked are the view/hide options. The most helpful to select when viewing your budget are Line Items, Actuals, and Remaining. Navigate to **Post award > Financial > Budget**



Your budget can be exported as an excel or .pdf report using the icons at the top right of your screen:



How to Submit a Performance Report: 2 Steps

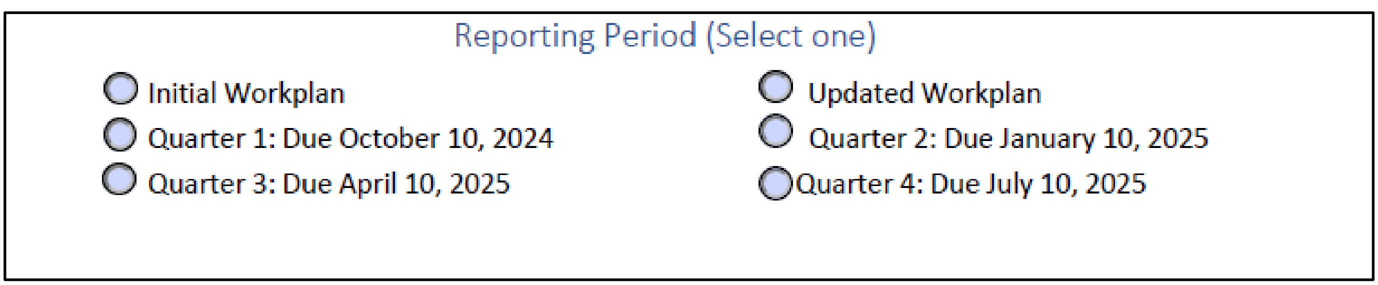
The **Workplan** is a living document with new information being added throughout the grant year. Updates are made to the Workplan based on the activities from the preceding quarter. Each quarter you will attach your updated Workplan to a **Performance Report** in AmpliFund and submit it to MT DES. *Always keep a backup of the most current EMPG workplan for your records*.

STEP 1: Update your Quarterly EMPG Workplan:

Open the most current version of your EMPG Workplan. This is a document/template you should have saved to your computer.

<u>Workplan Section 1</u>

a. If there are changes to Contact Information or Public Information System, update as needed
    - Required: Select the correct reporting period dial -see image below.



<u>Workplan Section 2</u>

Optional: changes from your initial Workplan priorities can be updated here. Work with your District Field Officer (DFO) for updates to Section 2 if they are needed.

<u>Workplan Section 3</u>

a. Required: For each priority, update the correct quarter narrative
b. Required: For each activity (exercise, response, recovery, and mitigation) update the correct quarter narrative
c. Required: Provide information about assessments, sponsored events, and/or changes to EOP as necessary

STEP 2: Create and Submit Performance Report in AmpliFund:

a. In AmpliFund, navigate to **Grant Management > Grants > Select the 202X EMPG Grant**
b. At the top of the page click the Custom tab and choose **Performance Report Form (EMPG 202X)**
c. In the top right of the page, click on the **+ icon** to create a new report
d. Complete all required fields
e. Click on the **Choose File** button to upload your updated Workplan document
f. Complete the Certification section

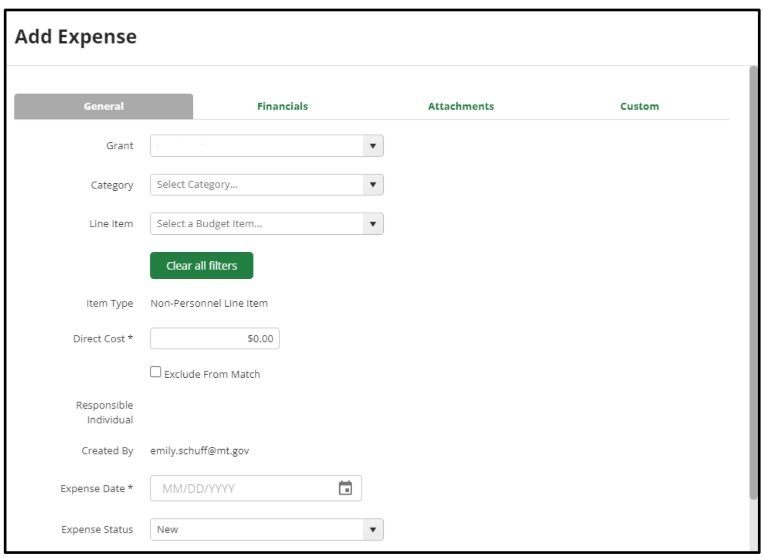
When the report is complete, use the **Submit** button to send the final version to MT DES. Please note that once the report is submitted it cannot be edited. Contact your grant coordinator if revisions need to be made to a submitted report.

How to Submit a Payment Request: 2 Steps

There are two steps to complete submitting a payment request to MT DES, creating the expense and then creating and submitting the Payment Request.

Step 1: Create an Expense

a. In AmpliFund, open **Grant Management tab > Grants > Select the Corresponding EMPG Grant**
b. **At the top of the page, select Post-Award > Financial > Expenses**
c. Under the **Actions heading**, click the **+** to add an expense
d. A separate **Add Expense** window will appear -see image below



e. In the **General tab** (top of window), choose a **Budget Category** from the dropdown menu
f. Select a **Line Item** from the dropdown menu
g. Enter the total amount for the expense in the **Direct Cost field**
h. Select a date for the expense in the **Expense Date** field
    a. Note: This should be the date the expense occurred, NOT the date you are entering the expense.
i. Select **Reviewed** in the "Expense Status" dropdown menu. **Do not select any other option.**

j. Add expense details in the description field

k. On the **Financial tab** (top of window) set the **Cash Match Amount** field to **0.50** and **Percentage** (not dollar)

l. EMPG subrecipients can skip the **Attachments** and **Custom tabs**.

Note: you will upload supporting documentation/attachments in a later step

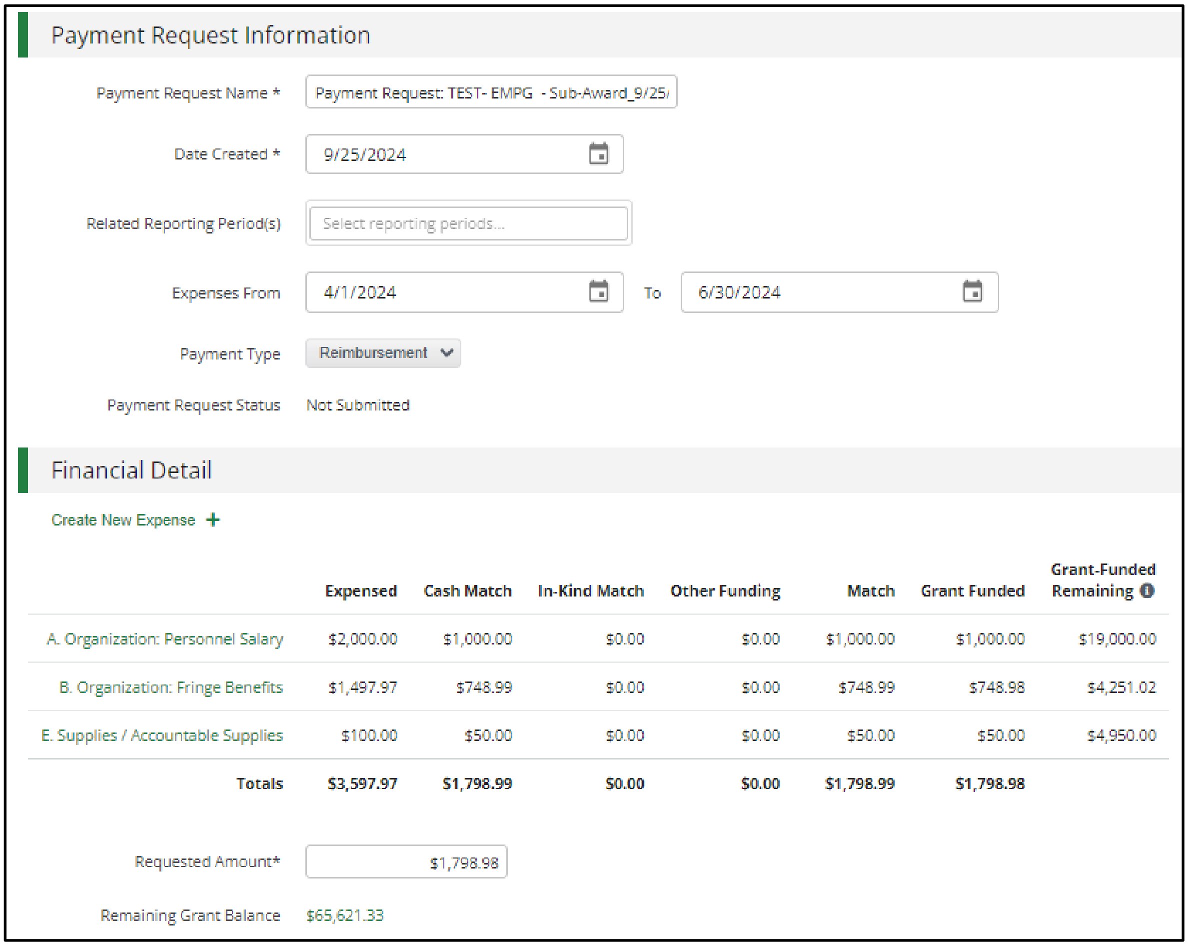
m. Click **Create** to create the expense

n. Enter in all expenses for that quarter by repeating steps 3 through 13 noted above.

Step 2: Create and Submit a Payment Request

a. In AmpliFund, Click the **Post-Award** dropdown menu and click **Cash Flow > Payment Requests**

b. Click the **+** icon in the top right-hand corner to "create" a Payment Request



Payment Request Information

Payment Request Name * Payment Request: TEST- EMPG - Sub-Award_9/25/

Date Created * 9/25/2024

Related Reporting Period(s) Select reporting periods...

Expenses From 4/1/2024 To 6/30/2024

Payment Type Reimbursement

Payment Request Status Not Submitted

Financial Detail

Create New Expense +

	Expensed	Cash Match	In-Kind Match	Other Funding	Match	Grant Funded	Grant-Funded Remaining
A. Organization: Personnel Salary	$2,000.00	$1,000.00	$0.00	$0.00	$1,000.00	$1,000.00	$19,000.00
B. Organization: Fringe Benefits	$1,497.97	$748.99	$0.00	$0.00	$748.99	$748.98	$4,251.02
E. Supplies / Accountable Supplies	$100.00	$50.00	$0.00	$0.00	$50.00	$50.00	$4,950.00
Totals	$3,597.97	$1,798.99	$0.00	$0.00	$1,798.99	$1,798.98	

Requested Amount* $1,798.98

Remaining Grant Balance $65,621.33

c. **Update the Payment Request Name** following a standard naming convention:

- Example: County/Tribe Name - Q1

d. The **Date Created** field will default to today's date

e. Set the date range for the quarter. If you dated your expenses correctly, they will become visible in the Financial Detail section in your payment request -see image and expense example above. If your expenses are not visible, reference the tips and troubleshooting section of this guide on page 9.

f. In the **Payment Type** dropdown, select **Reimbursement**

- AmpliFund will total your expenses automatically.

- You must calculate the 50% match amount manually and enter it into the **Requested Amount** field. When doing your calculation, always round down.
    - **Example:** If total expenses were $3,597.97
        1. Manual calculation of $3,597.97 / 2 = an exact cash match of $1,798.985

Round down to $1,798.98 and enter this into the Requested Amount field to avoid errors. Note: Disregard the "Match Amount" provided by AmpliFund. This number sometimes causes errors due to system's rounding of odd numbers. When doing your calculation, always round down.

g. Enter any comments for MT DES in the **Comments** field (we cannot see your "internal notes" field)

h. Upload required supporting documentation:
- a general ledger showing proof of payment
    - Employees' names must be present if claiming salary and fringe.
    - Ledgers without employee names will not be accepted
- Relevant invoices, receipts, and/or mileage logs
- If you are claiming soft match, you must also attach an event agenda, sign-in roster, and soft match tracker.
- If claiming mileage, you must attach the mileage tracker.

i. If you are not ready to Submit your payment request to DES but want to save your changes, click **Create**

j. If you are ready to Submit your payment request to DES, click **Submit.**
- Upon hitting Submit, AmpliFund will generate an email notification to your assigned grant coordinator.

Submit a Budget Amendment and/or "Change of Scope"

New simplified process!

MT DES has substantially updated the amendment process for subrecipients using Amplifund. If you need to amend your budget or need to request a change of scope, please email your grant coordinator directly. We will work with you to complete an easy form separate from the Amplifund system. If approved, we will assist subrecipients by manually updating your budget on your behalf.

This process will save time and confusion, we look forward to assisting you with this simplified process.

Tips and Troubleshooting

AmpliFund Log-in: https://mt.amplifund.com/account/Login.aspx

Performance Reports and Workplans

It is common for subrecipients to not recognize there are two steps to "Quarterly Reports," or Performance reports. Updating the Workplan document itself and then uploading the document to AmpliFund.

The Workplan document was intentionally created in a fillable .pdf format to allow for MT DES to export the workplan data from each report into a larger excel file that is then reported quarterly to FEMA.

- Please submit the workplan in the intended format. If you have any questions, we are happy to help.
- Please provide rich detail about your program and progress; blank responses and "N/A" are insufficient for our report to FEMA and may be returned to you for additional information.

Payment Request was Rejected

Any error with the Payment Request will result in it being "rejected" by MT DES for corrections. The "rejected" status allows the subrecipient editing access to the claim after it has been submitted. This is a very common occurrence, and some claims may go back and forth between the subrecipient and grant coordinator several times. The most common reason is an error with the expenses.

Common reasons a Payment Request will be rejected:

- Expense entry errors
- Having multiple Payment Request drafts for the same claim
- Expense and Payment Request Date range errors
- Missing/insufficient documentation
    - Ledger does not have employee names for salary/fringe
    - Missing mileage tracker, soft-match tracker, etc.

General Steps for accessing your Expenses to Edit:

1. Open **Grant Management tab** (left side bar) **> Grants > Select the Corresponding Grant**
2. Click **Post Award** tab **> Financial > Expenses**
    a. Optional: filter by category or date range if that is helpful
3. Click the green **Run** button
4. Click the **Edit** (Pencil Icon) next to the **name** of the Expense you want to revise
    a. Make appropriate revisions, review for accuracy, then click **Save**

The Expense(s) are not attached/visible within the Payment Request

- Is your expense in "Reviewed" status?
- Is your expense date within the range you have set for the payment request?
- Do you have multiple payment request drafts for the same claim? (see Payment Requests)

Expense totals do not equal the "requested amount" within the Payment Request

- If you update an expense amount, you MUST update the "requested amount" in your payment request. Although the total will update, it WILL NOT update your amount requested for you.
  Post Award > Cash flow > Payment Requests > Pencil Icon > Enter corrected "requested amount" and submit.

There was an error in setting the 50% Match for expenses

- Post Award > Cash flow > Payment Requests > Pencil Icon > Financial Tab > enter .50 into the box and leave the setting as percentage rather than dollar.

How to Revise and Resubmit a Payment Request

1. In AmpliFund, open **Grant Management tab > Grants > Select the current year's EMPG Grant**
2. Click **Post-Award** tab **> Cash Flow > Payment Requests**
3. Click the **Edit** (Pencil Icon) next to the **name** of the Payment Request you want to revise (The payment request be in *Rejected* Status to enable editing.)

4. Make the necessary edits and click on the **Submit** button to send the payment to MT DES

Note: AmpliFund will notify your grant coordinator that the payment request has been submitted.

Marking a Task Complete (Notification Emails)

AmpliFund provides a **Task** function to track the completion of quarterly reporting and other items. Tasks can be system-generated or user-created. The **Task** function is built into AmpliFund, but the level of use can be adjusted to suit the needs of the user.

Once a task has been assigned, the assignee will receive up to three email reminders based on the task settings. Once a task is completed, no further email reminders will be sent. If a task is not completed by its due date, daily email reminders will be sent to the assignee until the task is completed.

1. Open **Activity > Tasks**.
2. Click the ✓ **(Mark as Complete icon)** next to a task name.
3. In the confirmation pop-up window, click **Mark as Complete**

OR

4. Open **Activity > Calendar**.
5. Click on a **task**.
6. In the pop-up window, click **Mark as Complete**

For assistance with customizing the **Tasks** function, please contact your grant coordinator.