

FY25 EMPG Euna Guide

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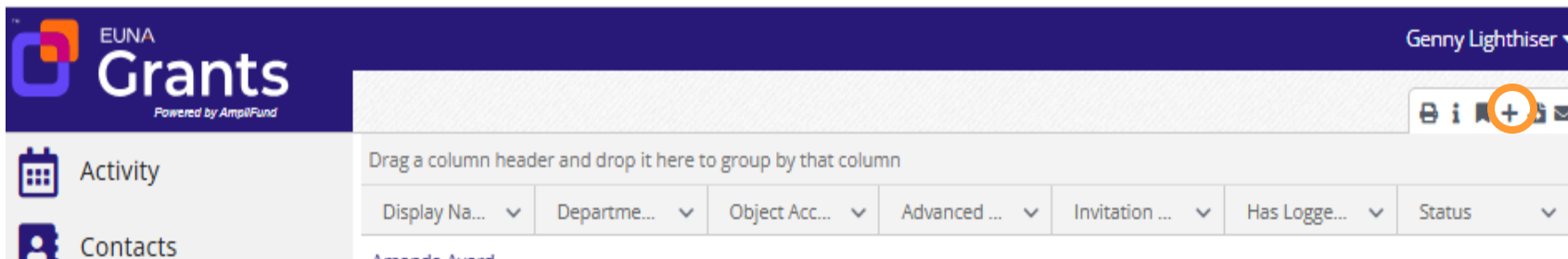
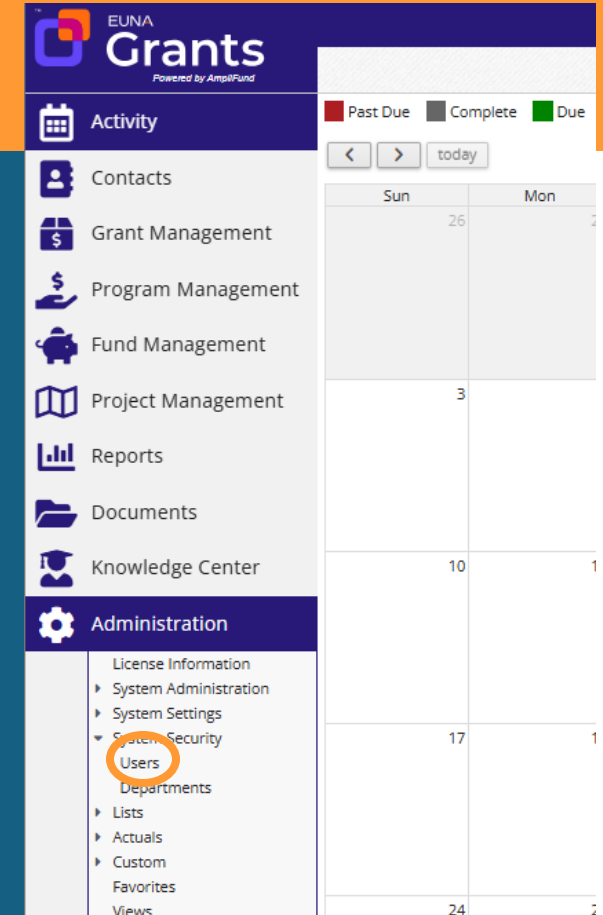
- Euna Website: <https://mt.amplifund.com/account/Login.aspx>

How to Add Users in Euna: Part One

As a Euna user with access to your grant, you can add other people in your organization as Euna users. They will then be able to submit performance reports, expenses, and payment requests.

On the left side of the Euna screen, select Administration>System Security>Users.

On the next screen, select the + icon in the upper right corner to create a user.



How to Add Users in Euna: Part Two

On the Create User screen, fill in the information about the new user.

Under **Security**, select Account (all records) for **Object Types**. Leave the **Advanced Restrictions** unchecked.

Fill in the Staff Information. First Name, Last Name, and Email Address are all required to create a User. **Track Time** should be set to “Monthly”.

Under **Staff Record Information** and **User Record Information**, set both to “Enabled”.

Click **Create**.

Create User

User Information

Subscribe to Daily Emails

Subscribe to Weekly Emails

Departments

Select departments... 

Security


Object Types

Select the object types the user can access with their role. Users can also be assigned to individual records.

- Account (all records)
- Applications (Applicant Portal)
- Awards
- Departments (all records linked to departments)
- Funds
- Grants
- Opportunities
- Programs
- Projects

Advanced Restrictions

Users can be restricted from viewing certain information regardless of object or role permissions.

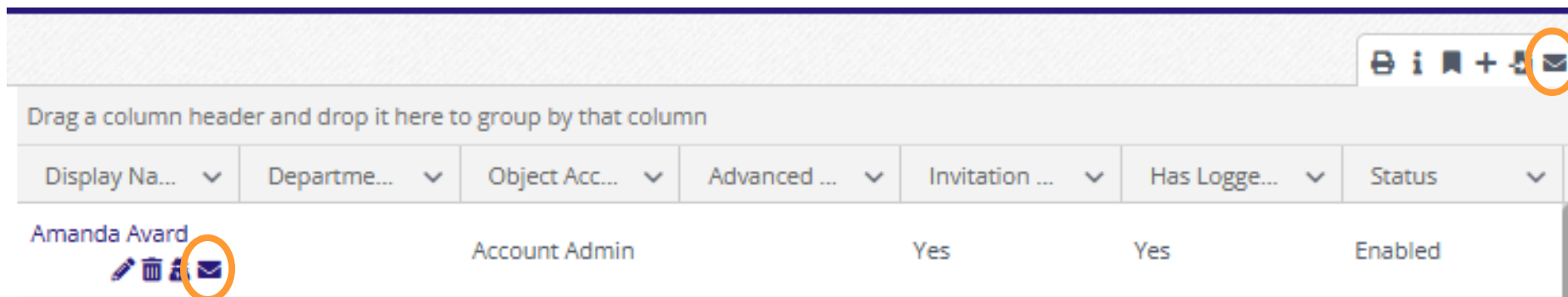
- Approvals
- Budget
- Payment Authorizations 
- Post-Award
- Salary

How to Invite Users into Euna

After you add a user in Euna, you need to invite them. There are two ways to send invitations:

1. After creating the user, click the envelope icon in the top right corner. A list of users will pop-up. Select the box next to the name of the user. Click the envelope icon in the top right corner to send the invitation.
2. On the left side of the Euna screen, select Administration>System Security>Users. This will open the list of users. Click on the envelope icon next to their name.

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



The screenshot shows a user management interface with a table of users. The table has columns for Display Name, Department, Object Access, Advanced, Invitation, Has Logged, and Status. The first row shows a user named Amanda Avard with the role Account Admin, Invitation Yes, Has Logged Yes, and Status Enabled. There are two orange circles highlighting envelope icons: one in the top right corner of the interface and one next to the user's name in the table.

Display Na...	Departme...	Object Acc...	Advanced ...	Invitation ...	Has Logge...	Status
Amanda Avard		Account Admin		Yes	Yes	Enabled

Navigating to Your Grant

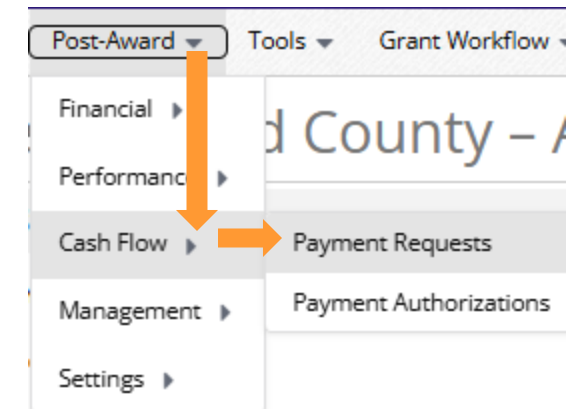
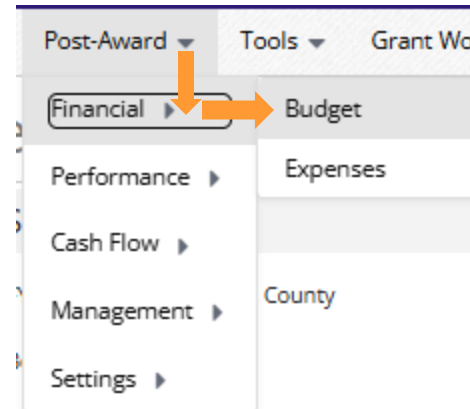
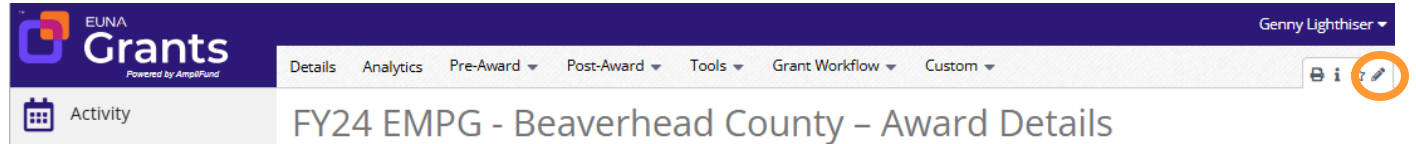
On the left side of the Euna screen, select **Grant Management > Grants** and then click on the name of your Grant.

If you click the pencil in the top right corner, you can edit the Grant Name and add a Recipient Grant Manager.

Click save.

Across the top of the screen are dropdown menus to navigate to different parts of your grant. Click Post-Award to access you Budget and expenses, create a Payment Request, and change settings.

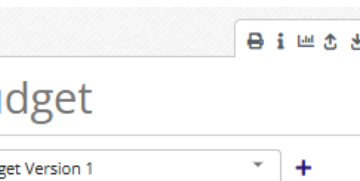
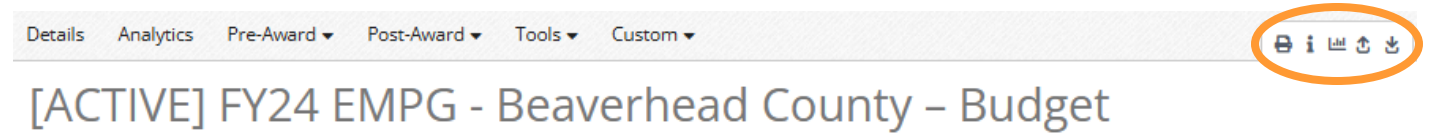
Select Custom to access your Performance Report Form



Viewing Your Grant Budget

After you have opened your budget, it can be exported as an excel or .pdf report using the icons at the top right of your screen.

Often overlooked are the view/hide options above your budget. The most helpful to select when viewing your budget are Line Items, Actuals, and Remaining. These options help you see the details of your budget.



If you would like to see the individual expenses you have created for your grant, select Post-Award>Financial>Expenses. Once the Expense screen opens, select the green “Run” button on the right.

Updating and Submitting your Quarterly EMPG Workplan

The Workplan is a living document that is updated at the end of each quarter with the activities from that preceding quarter. Each quarter you will attach your updated Workplan to a Performance Report in Euna 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.

Workplan Section 1

1. If there are changes to Contact Information or Public Information System, update as needed

a. Required: Select the correct reporting period:

Reporting Period (Select one)

Initial Workplan: Submit with application

Quarter 1: Due October 10, 2025

Quarter 2: Due January 10, 2026

Quarter 3: Due April 10, 2026

Quarter 4: Due July 10, 2026

Workplan Section 2

Optional: changes from your initial Workplan priorities can be updated here. Work with your District Field Officer (DFO).

Workplan Section 3

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

Updating and Submitting your Quarterly EMPG Workplan Continued...

STEP 2: Create and Submit Performance Report in Euna:

In Euna, navigate to **Grant Management > Grants > Select the 2025 EMPG Grant**

At the top of the page click the Custom tab and choose **Performance Report Form (EMPG 2025)**

In the top right of the page, click on the **+ icon** to create a new report

Complete all required fields

Click on the **Choose File** button to upload your updated Workplan document

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.

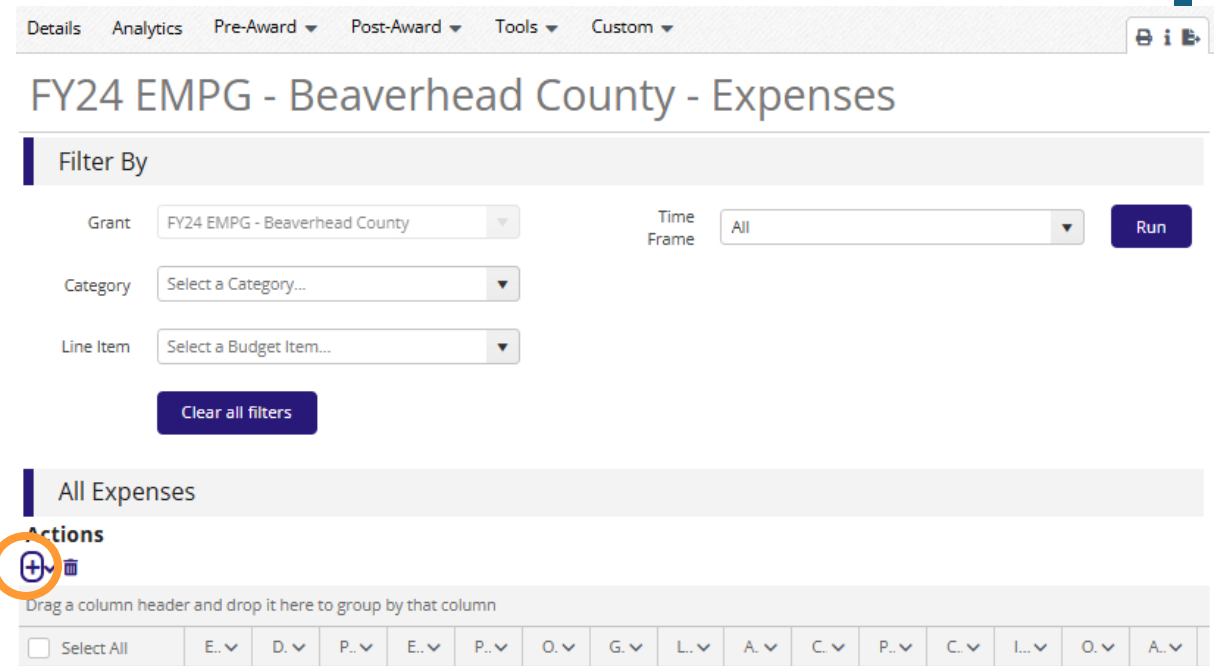
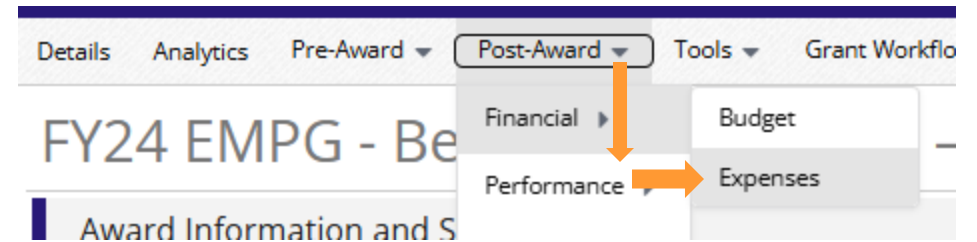
How to Submit for Reimbursement : Step 1 of 2

Creating the Expenses

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

1. In Euna, open **Grant Management tab > Grants > Select the Corresponding EMPG Grant**
2. **At the top of the page, select Post-Award > Financial > Expenses**
3. Under the **Actions heading**, click the **+** to add an expense
4. A separate **Add Expense** window will appear.



How to Submit for Reimbursement : Step 1 of 2

Creating the Expenses

Step 1: Create an Expense Continued

1. In the **General tab** (top of window), choose a **Budget Category** from the dropdown menu
2. Select a **Line Item** from the dropdown menu
3. Enter the total amount for the expense in the **Direct Cost field**
4. Select a date for the expense in the **Expense Date** field. This should be the date the expense occurred, NOT the date you are entering the expense.
5. Select **Reviewed** in the “Expense Status” dropdown menu.
6. Add expense details in the description field

Add Expense

The screenshot shows the 'Add Expense' form with the following fields and values:

- General** (selected tab)
- Financials** (tab)
- Attachments** (tab)
- Custom** (tab)
- Grant:** FY24 EMPG - Beaverhead County
- Category:** Select Category...
- Line Item:** Select a Budget Item...
- Clear all filters** (button)
- Item Type:** Non-Personnel Line Item
- Direct Cost *:** \$0.00
- Exclude From Match
- Assignee(s):**
- Created By:** Genevieve.Lighthiser@mt.gov
- Expense Date *:** MM/DD/YYYY
- Expense Status:** New
- Payment Status:** New
- Payee:**
- Create** (button)
- Cancel** (button)

How to Submit for Reimbursement : Step1 of 2

Creating the Expenses

Step 1: Create an Expense Continued

1. On the **Financial tab** (top of window) set the **Cash Match Amount** field to **0.50** and **Percentage** (not dollar)
2. EMPG subrecipients can skip the **Attachments** and **Custom tabs**. (You will upload supporting documentation/attachments in a later step.)
3. Click **Create** to create the expense
4. Repeat this “Create an Expense” step for each expense that will be included in the payment request.

The screenshot shows the 'Add Expense' form with the 'Financials' tab selected. The 'General' tab shows 'Grant Funded \$0.00', 'Match Amount \$0.00', and 'Direct Cost \$0.00'. The 'Financials' tab has three rows for 'Cash Match Amount', 'In-Kind Amount', and 'Other Funding Amount'. The 'Cash Match Amount' row has a value of '50.00%' and a unit of 'Percentage' selected. The 'In-Kind Amount' and 'Other Funding Amount' rows have values of '0.00%' and 'Dollar' selected. The 'Match Amount' column shows '\$0.00' for all three rows. Below these fields are 'GL Account' and 'GL Source Code' input fields. At the bottom right, there are 'Create' and 'Cancel' buttons.

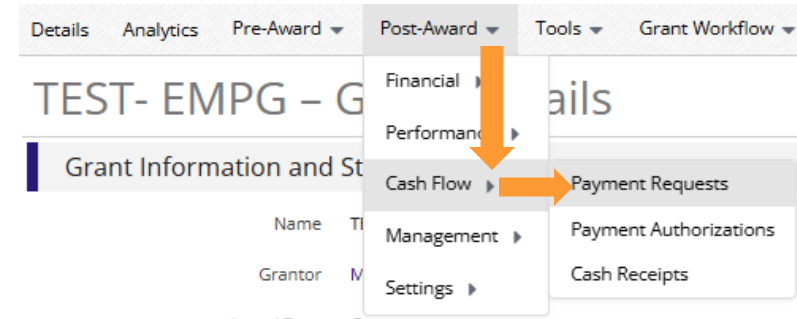
Amount	Unit	Match Amount
Cash Match Amount: 50.00%	Percentage	\$0.00
In-Kind Amount: 0.00%	Dollar	\$0.00
Other Funding Amount: 0.00%	Dollar	\$0.00

How to Submit for Reimbursement : Step 2 of 2

Creating the Payment Request

Step 2: Create and Submit a Payment Request

- In Euna, Click the **Post-Award** dropdown menu and click **Cash Flow > Payment Requests**
- Click the + icon in the top right-hand corner to “create” a Payment Request
- **Update the Payment Request Name** following a standard naming convention:
 - Example: County/Tribe Name - Q1
- The **Date Created** field will default to today’s date
- Set the date range for the quarter. All the expenses that you created with dates that fall into this date range will be visible in the Financial Detail section in your payment request. If your expenses are not visible, reference the tips and troubleshooting section of this guide on page 9.



TEST- EMPG – County Name - Quarter 1

Payment Request Information

Payment Request Name *

Date Created *

Related Reporting Period(s)

Expenses From To

Payment Type

Payment Request Status

How to Submit for Reimbursement : Step 2 of 2

Creating the Payment Request

Step 2: Create and Submit a Payment Request

- In the **Payment Type** dropdown, select **Reimbursement**
 - Euna will total your expenses automatically.
 - Enter the grant-funded column total into the Requested Amount field.
- Upload required supporting documentation:
 - a general ledger showing proof of payment
 - Personnel costs: employees' names must be present
 - Relevant invoices, receipts, and/or mileage logs
 - For soft match, attach an event agenda, sign-in roster, and soft match tracker.

TEST- EMPG – County Name - Quarter 1

Payment Request Information

Payment Request Name *

Date Created *

Related Reporting Period(s)

Expenses From To

Payment Type **Reimbursement**

Payment Request Status

Financial Detail

Create New Expense +

	Expensed	Cash Match	In-Kind Match	Other Funding	Match	Grant Funded	Grant-Funded Remaining ⓘ
A. Organization: Personnel Salary	\$10,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$70,000.00
Totals	\$10,000.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	

Requested Amount*

Remaining Grant Balance \$195,000.00

How to Submit for Reimbursement: Step 2 of 2

Creating the Payment Request

Step 2: Create and Submit a Payment Request

- If you are not ready to Submit your payment request to DES but want to save your changes, click **Create**
- If you are ready to Submit your payment request to DES, click **Submit**.
 - Upon hitting Submit, Euna will generate an email notification to your assigned grant coordinator.
- To revise and resubmit a payment request:
 - select Post-Award tab > Cash Flow > Payment Requests.
 - Click the Edit (Pencil Icon) next to the name of the Payment Request you want to revise (The payment request must be in Rejected Status to enable editing.)
 - Make the necessary edits and click on the Submit button to send the payment to MT DES

Financial Detail

Create New Expense +

	Expensed	Cash Match	In-Kind Match	Other Funding	Match	Grant Funded	Grant-Funded Remaining ⓘ
A. Organization: Personnel Salary	\$1,000.00	\$500.00	\$0.00	\$0.00	\$500.00	\$500.00	\$18,500.00
Totals	\$1,000.00	\$500.00	\$0.00	\$0.00	\$500.00	\$500.00	

Requested Amount*

Remaining Grant Balance \$65,121.33

Additional Information

Comments

Attachments

Questions

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