

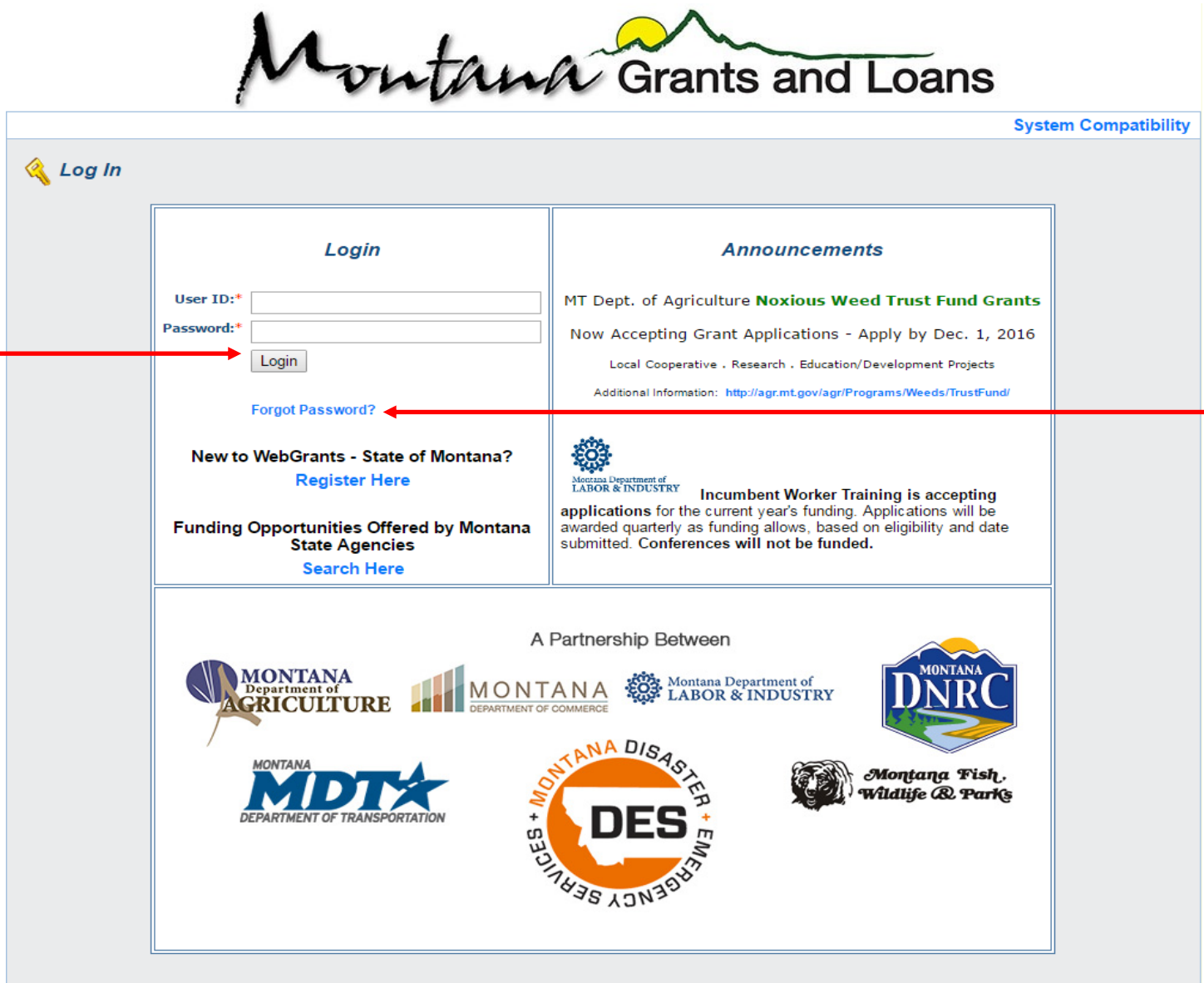
# FundingMT.org (WebGrants) FFY16-17 State Homeland Security Program (SHSP) claim reimbursement guide

Sign into FundingMT.org

To access your account, visit [www.fundingmt.org](http://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.



**Montana Grants and Loans**

System Compatibility

 **Log In**

**Login**

User ID:\*

Password:\*


[Forgot Password?](#)

**New to WebGrants - State of Montana?**  
[Register Here](#)

**Funding Opportunities Offered by Montana State Agencies**  
[Search Here](#)

**Announcements**


MT Dept. of Agriculture **Noxious Weed Trust Fund Grants**  
Now Accepting Grant Applications - Apply by Dec. 1, 2016  
Local Cooperative . Research . Education/Development Projects  
Additional Information: <http://agr.mt.gov/agr/Programs/Weeds/TrustFund/>


  
Montana Department of LABOR & INDUSTRY  
**Incumbent Worker Training is accepting applications** for the current year's funding. Applications will be awarded quarterly as funding allows, based on eligibility and date submitted. Conferences will not be funded.

A Partnership Between

 MONTANA Department of AGRICULTURE


 MONTANA DEPARTMENT OF COMMERCE

 Montana Department of LABOR & INDUSTRY

 MONTANA MDT DEPARTMENT OF TRANSPORTATION

 MONTANA DISASTER EMERGENCY SERVICES DES

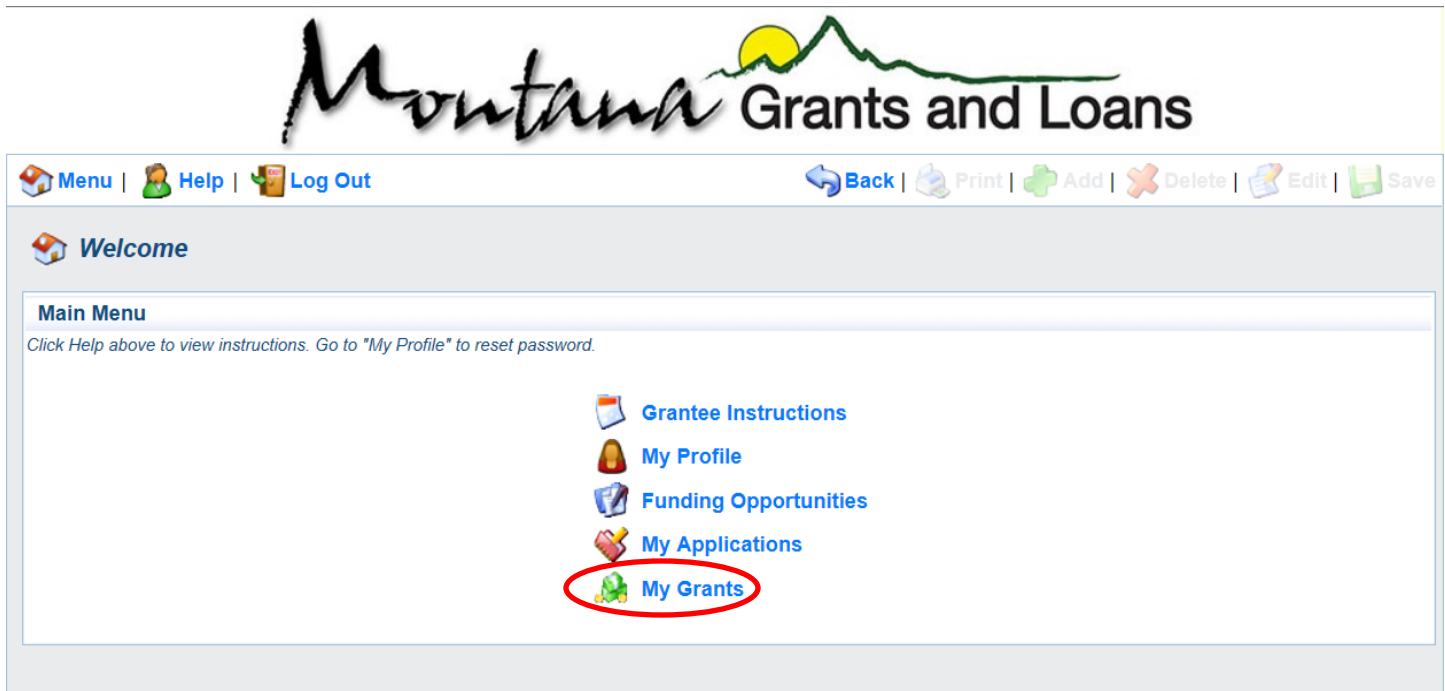
 MONTANA DNRC

 Montana Fish, Wildlife & Parks

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'



**Montana Grants and Loans**

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

Welcome

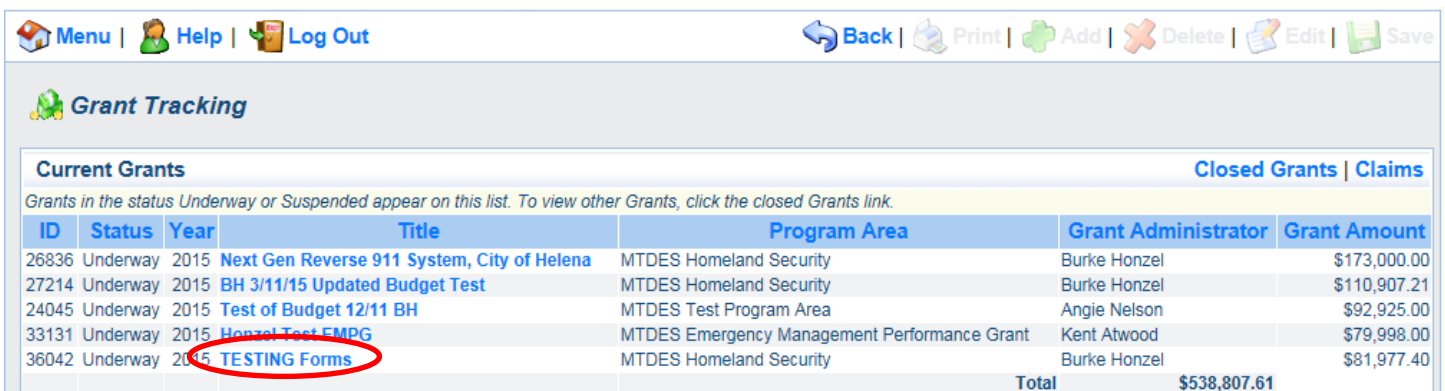
**Main Menu**

Click Help above to view instructions. Go to "My Profile" to reset password.

- Grantee Instructions
- My Profile
- Funding Opportunities
- My Applications
- 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 'TESTING Forms' grant.



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

**Grant Tracking**

**Current Grants** [Closed Grants](#) | [Claims](#)

Grants in the status Underway or Suspended appear on this list. To view other Grants, click the closed Grants link.

| 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 |
| 24045 | Underway | 2015 | Test of Budget 12/11 BH                     | MTDES Test Program Area                      | Angie Nelson        | \$92,925.00  |
| 33131 | Underway | 2015 | Honzel Test EMPG                            | MTDES Emergency Management Performance Grant | Kent Atwood         | \$79,998.00  |
| 36042 | Underway | 2015 | <b>TESTING Forms</b>                        | MTDES Homeland Security                      | Burke Honzel        | \$81,977.40  |
| Total |          |      |   |  |                     | \$538,807.61 |

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                                  | 12/28/2015  |
| Status Reports                                       |             |
| Claims   |             |
| Community Information                                | 11/13/2015  |
| Project Minimum Qualifications                       | 11/13/2015  |
| Contract Documents                                   |             |
| Project Information                                  | 11/13/2015  |
| Funding Justification                                | 11/13/2015  |
| Conflict of Interest and Procurement Policy          | 11/13/2015  |
| Schedule   | 11/13/2015  |
| Cost Effectiveness                                   | 11/13/2015  |
| Site Visits  |             |
| Additional Documentation                             | 11/13/2015  |
| HSGP Budget  | 11/13/2015  |
| Correspondence                                       |             |
| Opportunity  | -           |
| Application  | -           |

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

Though this test grant shows several previously existing claims, 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: 36042 - TESTING Forms - 2015

Status: Underway

Program Area: MTDES Homeland Security

Grantee Organization: Test MTDES Organization

Program Officer: Burke Honzel

Awarded Amount: \$81,977.40

Claims

Copy Existing Claim | Return to Components

| ID               | Type          | Status  | Date Submitted | Date Paid  | Date From-To            | Claim Amount |
|------------------|---------------|---------|----------------|------------|-------------------------|--------------|
| 36042 - 001      | Reimbursement | Paid    | 11/13/2015     | 12/16/2015 | 11/02/2015 - 11/13/2015 | \$12,800.00  |
| 36042 - 002      | Reimbursement | Editing |                |            | 11/16/2015 - 11/18/2015 | \$6,650.00   |
| 36042 - 003      | Reimbursement | Editing |                |            | 11/23/2015 - 11/25/2015 | \$68,477.00  |
| 36042 - 004      | Reimbursement | Paid    | 12/22/2015     | 12/22/2015 | 12/01/2015 - 12/21/2015 | \$25,072.60  |
| 36042 - 005      | Reimbursement | Editing |                |            | 01/05/2016 - 01/06/2016 | \$0.00       |
| Submitted Amount |               |         |                |            |                         | \$0.00       |
| Approved Amount  |               |         |                |            |                         | \$0.00       |
| Paid Total       |               |         |                |            |                         | \$37,872.60  |
| Total            |               |         |                |            |                         | \$112,999.60 |

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.

The field 'Final Request' is not required and can be ignored.

Click 'Save' when finished.

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

### Grant Tracking

#### Claim General Information

To create a new Claim enter the starting date and the ending date of the Report Period. This is the period of coverage for this Claim.

**Claim Type:** Reimbursement

**Report Period:** From: to:

**Final Request?** ☐

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.

Click 'Return to Components' to continue.

Claim: 36042 - 007 | Grant Components

**Grant:** 36042-TESTING Forms

**Status:** Editing

**Program Area:** MTDES Homeland Security

**Grantee Organization:** Test MTDES Organization

**Program Manager:** Burke Honzel

#### Reporting Period

**Claim Type:** Reimbursement

**Report Period:** 10/01/2016 to 12/31/2016

**Claim Status:** Editing

**Final Request?** ☐

[Return to Components](#)

You should now see a screen that looks similar to the screen below. Note the column labeled 'complete', you'll need to make sure that there's a check mark next to each component before you can submit your claim.

You may already see a check mark next to the 'General Information' component, if you have that check mark you can skip this step and move on to page 7 of this guide. If you don't have that check mark, click the blue words that say 'General Information'.

| 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   | ✓         | 08/17/2016  |         |        |
| Reimbursement   |           |             |         |        |
| Expenditure Documentation Upload  |           |             |         |        |
| Equipment and Accountable Supplies  |           |             |         |        |
| Certification - Applicant Agent   |           |             |         |        |

You should now see a screen that looks similar to the screen below. Click on 'edit' to continue.

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

Claim: 36042 - 009

Grant Components

Grant: 36042-TESTING Forms

Status: Editing

Program Area: MTDES Homeland Security

Grantee Organization: Test MTDES Organization

Program Manager: Burke Honzel

Reporting Period

Return to Components

Claim Type:\* Reimbursement

Report Period: 03/16/2017

Claim Status:\* Editing

Final Request?

04/01/2017

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

Ensure that the 'Claim Type' field says 'Reimbursement'.

Also ensure that the dates in the 'Report Period' field reflect the dates you are entering a claim for.

Click 'Save' to continue.

The screenshot shows the 'Grant Tracking' interface. At the top, there is a navigation bar with 'Menu', 'Help', and 'Log Out' on the left, and 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save' on the right. Below this, the 'Grant Components' section displays the following information: Claim: 36042 - 009, Grant: 36042-TESTING Forms, Status: Editing, Program Area: MTDES Homeland Security, Grantee Organization: Test MTDES Organization, and Program Manager: Burke Honzel. The 'Claim General Information' section below it contains a note: 'To create a new Claim enter the starting date and the ending date of the Report Period. This is the period of coverage for this Claim.' It features a 'Claim Type' dropdown menu set to 'Reimbursement', a 'Report Period' field with '03/16/2017' (labeled 'From') and '04/01/2017' (labeled 'to'), and a 'Final Request?' checkbox which is unchecked. Red arrows point from the text instructions to the 'Claim Type' dropdown, the 'Report Period' dates, and the 'Save' button in the top navigation bar.

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

Click on 'Return to Components' to continue.

The screenshot shows the 'Reporting Period' screen. It displays the following information: Claim Type: Reimbursement, Report Period: 03/16/2017 (labeled 'From') to 04/01/2017 (labeled 'to'), Claim Status: Editing, and Final Request? (unchecked). In the top right corner, there is a blue button labeled 'Return to Components' which is circled in red.

You should now see a screen that looks similar to the screen below. You're ready to move on to the next component, click on the blue word saying 'Reimbursement' to continue.

| Components  |           |             | <a href="#">Preview</a>   <a href="#">Submit</a> |
|---|-----------|-------------|--|
| Complete each component of the Claim and mark it as complete. Click Submit when you are done. |           |             |  |
| Name  | Complete? | Last Edited |  |
| <a href="#">General Information</a>   | ✓         | 08/26/2016  |  |
| <a href="#">Reimbursement</a>   |           |             |  |
| <a href="#">Expenditure Documentation Upload</a>  |           |             |  |
| <a href="#">Equipment and Accountable Supplies</a>  |           |             |  |
| <a href="#">Certification - Applicant Agent</a>   |           |             |  |

You should now see a screen that looks similar to the screen below. Remember that because this guide is using a test grant your budget will be different than what is shown here based on how you created your own unique budget in your original application. To proceed, simply enter any expenditures incurred next to the appropriate budget category in the area circled below. If you plan to submit multiple claims as your project progresses, you may not have expenditures in all categories right now.

When you've entered all of your expenditures, click 'Save' to continue.

[Menu](#) | [Help](#) | [Log Out](#)
[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

### Grant Tracking

**Claim: 36042 - 009**
[Grant Components](#)

**Grant:** [36042-TESTING Forms](#)  
**Status:** Editing  
**Program Area:** MTDES Homeland Security  
**Grantee Organization:** Test MTDES Organization  
**Program Manager:** Burke Honzel

| Budget Category                         | Contract Budget | Expenses This Period                | Prior Expenses (Paid) |
|---|-----------------|-------------------------------------|-----------------------|
| <b>Personnel</b>                        |                 |                                     |                       |
| Test                                    | \$30,000.00     | <input type="text" value="\$0.00"/> | \$20,000.00           |
| <b>Planning</b>                         |                 |                                     |                       |
| Test for Claims                         | \$500.00        | <input type="text" value="\$0.00"/> | \$300.00              |
| Test of forms                           | \$1,000.00      | <input type="text" value="\$0.00"/> | \$350.00              |
| <b>Organization</b>                     |                 |                                     |                       |
| Random Stuff                            | \$10,000.00     | <input type="text" value="\$0.00"/> | \$2,525.00            |
| <b>Travel</b>                           |                 |                                     |                       |
| Training                                | \$870.00        | <input type="text" value="\$0.00"/> | \$575.25              |
| <b>Equipment -Capital Asset</b>         |                 |                                     |                       |
| Generator                               | \$25,000.00     | <input type="text" value="\$0.00"/> | \$11,250.00           |
| <b>Equipment - Accountable Supplies</b> |                 |                                     |                       |
| Supplies                                | \$5,000.00      | <input type="text" value="\$0.00"/> | \$350.00              |
| <b>Training</b>                         |                 |                                     |                       |
| Training Seminar                        | \$2,500.00      | <input type="text" value="\$0.00"/> | \$1,250.00            |
| <b>Exercise</b>                         |                 |                                     |                       |
| Full Scale                              | \$5,000.00      | <input type="text" value="\$0.00"/> | \$700.00              |
| <b>Construction/Renovation</b>          |                 |                                     |                       |
| New Walls                               | \$500.00        | <input type="text" value="\$0.00"/> | \$100.00              |
| <b>Management and Administration</b>    |                 |                                     |                       |
|   | \$1,607.40      | <input type="text" value="\$0.00"/> | \$472.35              |
| <b>Indirect Costs</b>                   |                 |                                     |                       |
| 0                                       | \$0.00          |                                     | \$0.00                |

You should now see a screen that looks similar to the screen below. Note the expenditures you just entered in the 'Expenses This Period' column shown in the circled area below.

Click 'Mark as Complete' to continue.

| Reimbursement                           |                 | Mark as Complete   Go to Claim Forms |                       |             |                            |
|---|-----------------|--------------------------------------|-----------------------|-------------|----------------------------|
| Budget Category                         | Contract Budget | Expenses This Period                 | Prior Expenses (Paid) | Total Paid  | Available Balance (Unpaid) |
| <b>Personnel</b>                        |                 |                                      |                       |             |                            |
| Test                                    | \$30,000.00     | \$100.00                             | \$20,000.00           | \$20,100.00 | \$9,900.00                 |
| Sub Total:                              | \$30,000.00     | \$100.00                             | \$20,000.00           | \$20,100.00 | \$9,900.00                 |
| <b>Planning</b>                         |                 |                                      |                       |             |                            |
| Test for Claims                         | \$500.00        | \$100.00                             | \$300.00              | \$400.00    | \$100.00                   |
| Test of forms                           | \$1,000.00      | \$100.00                             | \$350.00              | \$450.00    | \$550.00                   |
| Sub Total:                              | \$1,500.00      | \$200.00                             | \$650.00              | \$850.00    | \$650.00                   |
| <b>Organization</b>                     |                 |                                      |                       |             |                            |
| Random Stuff                            | \$10,000.00     | \$100.00                             | \$2,525.00            | \$2,625.00  | \$7,375.00                 |
| Sub Total:                              | \$10,000.00     | \$100.00                             | \$2,525.00            | \$2,625.00  | \$7,375.00                 |
| <b>Travel</b>                           |                 |                                      |                       |             |                            |
| Training                                | \$870.00        | \$100.00                             | \$575.25              | \$675.25    | \$194.75                   |
| Sub Total:                              | \$870.00        | \$100.00                             | \$575.25              | \$675.25    | \$194.75                   |
| <b>Equipment -Capital Asset</b>         |                 |                                      |                       |             |                            |
| Generator                               | \$25,000.00     | \$100.00                             | \$11,250.00           | \$11,350.00 | \$13,650.00                |
| Sub Total:                              | \$25,000.00     | \$100.00                             | \$11,250.00           | \$11,350.00 | \$13,650.00                |
| <b>Equipment - Accountable Supplies</b> |                 |                                      |                       |             |                            |
| Supplies                                | \$5,000.00      | \$100.00                             | \$350.00              | \$450.00    | \$4,550.00                 |
| Sub Total:                              | \$5,000.00      | \$100.00                             | \$350.00              | \$450.00    | \$4,550.00                 |
| <b>Training</b>                         |                 |                                      |                       |             |                            |
| Training Seminar                        | \$2,500.00      | \$100.00                             | \$1,250.00            | \$1,350.00  | \$1,150.00                 |
| Sub Total:                              | \$2,500.00      | \$100.00                             | \$1,250.00            | \$1,350.00  | \$1,150.00                 |
| <b>Exercise</b>                         |                 |                                      |                       |             |                            |
| Full Scale                              | \$5,000.00      | \$100.00                             | \$700.00              | \$800.00    | \$4,200.00                 |
| Sub Total:                              | \$5,000.00      | \$100.00                             | \$700.00              | \$800.00    | \$4,200.00                 |
| <b>Construction/Renovation</b>          |                 |                                      |                       |             |                            |
| New Walls                               | \$500.00        | \$100.00                             | \$100.00              | \$200.00    | \$300.00                   |
| Sub Total:                              | \$500.00        | \$100.00                             | \$100.00              | \$200.00    | \$300.00                   |
| <b>Management and Administration</b>    |                 |                                      |                       |             |                            |
|   | \$1,607.40      | \$100.00                             | \$472.35              | \$572.35    | \$1,035.05                 |
| Sub Total:                              | \$1,607.40      | \$100.00                             | \$472.35              | \$572.35    | \$1,035.05                 |
| <b>Indirect Costs</b>                   |                 |                                      |                       |             |                            |
| 0                                       | \$0.00          | \$0.00                               | \$0.00                | \$0.00      | \$0.00                     |
| Sub Total:                              | \$0.00          | \$0.00                               | \$0.00                | \$0.00      | \$0.00                     |
| Total:                                  | \$81,977.40     | \$1,100.00                           | \$37,872.60           | \$38,972.60 | \$43,004.80                |

You should now be taken back to the 'Components' screen, which will look similar to the screen below. You're ready to move on to the next component, click on 'Expenditure Documentation Upload' 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                | ✓         | 08/26/2016  |
| Reimbursement                      | ✓         | 08/26/2016  |
| Expenditure Documentation Upload   |           |             |
| Equipment and Accountable Supplies |           |             |
| Certification - Applicant Agent    |           |             |



You should now see a screen similar to what is shown below. This section is where you will upload your general ledger to show proof of payment, as well as the accompanying invoices and/or receipts. To begin, click the 'Add' button.

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

**Grant Tracking**

Claim: 36042 - 009 Grant Components

Grant: 36042-TESTING Forms  
Status: Editing  
Program Area: MTDES Homeland Security  
Grantee Organization: Test MTDES Organization  
Program Manager: Burke Honzel

**Expenditure Documentation Upload** Mark as Complete | Go to Claim Forms

Click 'Add' at the top of the screen to upload your documentation

Upload all supporting documentation - General Ledger, invoices, contracts, etc.

| Description | File Name | File Size | Date Uploaded |
|-------------|-----------|-----------|---------------|
|-------------|-----------|-----------|---------------|

You should now see a screen that looks similar to what is shown below.

Click the 'Choose File' button to continue.

**Attach File**

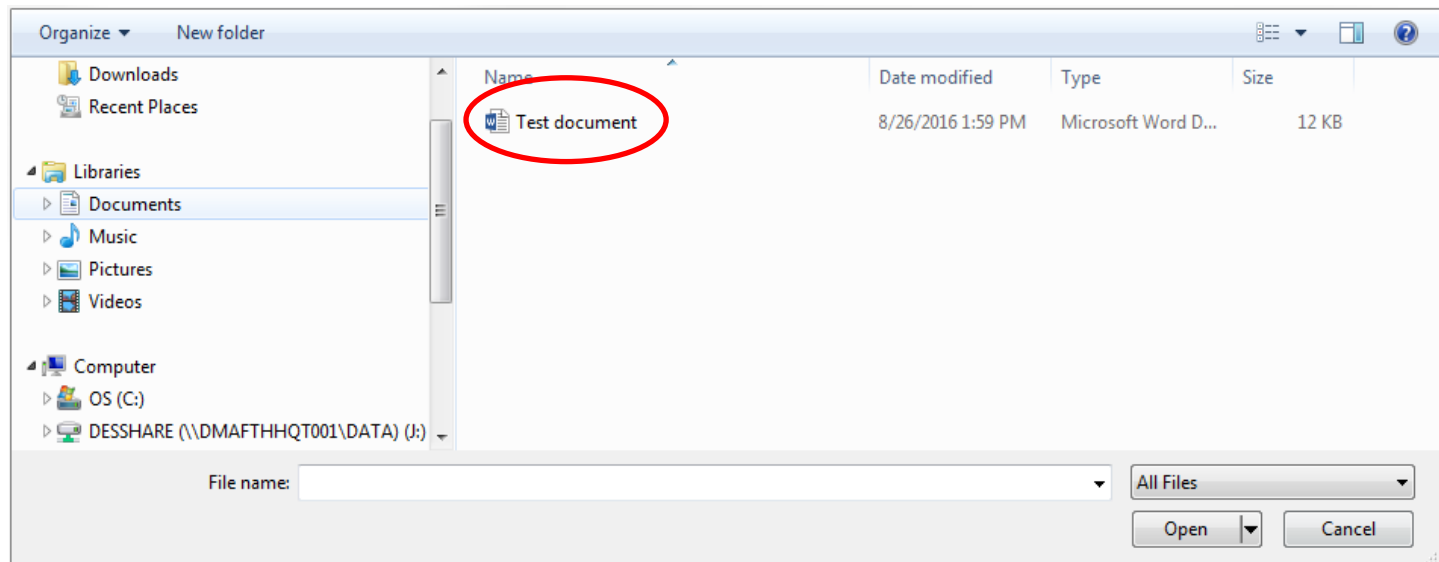
Click 'Add' at the top of the screen to upload your documentation

Upload all supporting documentation - General Ledger, invoices, contracts, etc.

Upload File: **Choose File** No file chosen

Description:\*

You should now see a Windows Explorer pop up window that looks similar to what is shown below. Navigate through your computer to find the file you wish to upload, then double click on that file to upload it. For the purposes of this example we'll use the document below labeled 'Test document'



You should now be taken back to the previous screen, which will look similar to what is shown below. Note that the file you just selected is showing in the 'Upload File' field.

To finish uploading this file, enter a brief description of what the file is, this will allow the grants staff to know what the document is before they open it, which can be helpful to us if you upload multiple documents.

Note that in this example we've labeled the document 'general ledger'

Once you enter a description, click 'Save' to continue.

**Application**

**Attach File**

Click 'Add' at the top of the screen to upload your documentation

Upload all supporting documentation - General Ledger, invoices, contracts, etc.

Upload File:  Test document.docx

Description:\* General ledger

Your screen should now look similar to what is shown below. If you have multiple files to attach, you can click the 'Add' button again and repeat the previous step.

When you've finished uploading files, click 'Mark as Complete' to continue.

**Grant Tracking**

Claim: 36042 - 009 [Grant Components](#)

Grant: 36042-TESTING Forms

Status: Editing

Program Area: MTDES Homeland Security

Grantee Organization: Test MTDES Organization

Program Manager: Burke Honzel

**Expenditure Documentation Upload** [Mark as Complete](#) | [Go to Claim Forms](#)

Click 'Add' at the top of the screen to upload your documentation

Upload all supporting documentation - General Ledger, invoices, contracts, etc.

| Description    | File Name          | File Size | Date Uploaded |
|----------------|--------------------|-----------|---------------|
| General ledger | Test document.docx | 12 KB     | 08/26/2016    |

You should now be taken back to the 'Components' page, which will look similar to what is shown below. You're now ready to move on to the next component, click on 'Equipment and Accountable Supplies' to continue.

| Components  |           |             | <a href="#">Preview</a>   <a href="#">Submit</a> |
|---|-----------|-------------|--|
| Complete each component of the Claim and mark it as complete. Click Submit when you are done. |           |             |  |
| Name  | Complete? | Last Edited |  |
| General Information   | ✓         | 08/26/2016  |  |
| Reimbursement   | ✓         | 08/26/2016  |  |
| Expenditure Documentation Upload  | ✓         | 08/26/2016  |  |
| Equipment and Accountable Supplies  |           |             |  |
| Certification - Applicant Agent   |           |             |  |

You should now see a screen that looks similar to what is shown below. You only need to complete this section if you have purchased any equipment (defined as any single item costing \$5,000.00 or more). If this applies to you, click on 'Edit' to continue.

If you did not purchase any equipment for the period applying to this claim, click 'Mark as Complete' to continue.

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

Claim: 36042 - 009

Grant: 36042-TESTING Forms

Status: Editing

Program Area: MTDES Homeland Security

Grantee Organization: Test MTDES Organization

Program Manager: Burke Honzel

Grant Components

Equipment Inventory

Mark as Complete | Go to Claim Forms | Add

| AEL # | Description of Equipment/Accountable Supply | Quantity | Serial Number | Acquisition Date | Grant Funds Spent | Physical Location of Equipment | Additional Information |
|-------|---|----------|---------------|------------------|-------------------|--------------------------------|------------------------|
|-------|---|----------|---------------|------------------|-------------------|--------------------------------|------------------------|

If you clicked edit on the previous screen to add a listing of equipment, you should now see a screen similar to what is shown below. Fill in each section on the page below, click 'Save' when you are finished.

If you clicked Mark as Complete on the previous screen because you didn't have any equipment to add, skip this section and move on to the next page.

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

Grant Tracking

Claim: 36042 - 009
 Grant Components

Grant: 36042-TESTING Forms  
 Status: Editing  
 Program Area: MTDES Homeland Security  
 Grantee Organization: Test MTDES Organization  
 Program Manager: Burke Honzel

**Equipment Inventory**

AEL # 04HW-01-MOBL  
 Description of Equipment/Accountable Supply\* Mobile Data Terminal  
 Quantity\* 1  
*If no serial number please input N/A.*  
*If you have more than one serial number, please use a semi-colon to separate the numbers.*  
 Serial Number\* 9876543210  
 Acquisition Date\* 02/01/2017  
 Grant Funds Spent\* \$5000  
 Physical Location of Equipment\* DES vehicle  
 Additional Information

You should now see a screen that looks similar to what is shown below. If you have additional equipment to report click the 'Add' button to repeat the previous step for each piece of equipment.

If you have no other equipment to report, click 'Mark as Complete' to continue.

| Equipment Inventory |   |          |               |                  |                   |                                |                        |
|---------------------|---|----------|---------------|------------------|-------------------|--------------------------------|------------------------|
|                     |   |          |               |                  |                   |                                |                        |
| AEL #               | Description of Equipment/Accountable Supply | Quantity | Serial Number | Acquisition Date | Grant Funds Spent | Physical Location of Equipment | Additional Information |
| 04HW-01-MOBL        | Mobile Data Terminal                        | 1        | 9876543210    | 02/01/2017       | \$5,000.00        | DES vehicle                    |                        |

You should now see a screen that looks similar to what is shown below. You're ready to move on to the next component, click on 'Certification-Agent Agent' 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   | ✓         | 01/07/2016  |        |
| Reimbursement   | ✓         | 08/26/2016  |        |
| Expenditure Documentation Upload  | ✓         | 08/26/2016  |        |
| Equipment and Accountable Supplies  | ✓         | 01/07/2016  |        |
| Certification - Applicant Agent   |           |             |        |

You should now see a screen that looks similar to what is shown below. Click 'Edit' to continue.

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

Grant Tracking

Claim: 36042 - 005
Grant Components

Grant: 36042-TESTING Forms  
Status: Editing  
Program Area: MTDES Homeland Security  
Grantee Organization: Test MTDES Organization  
Program Manager: Burke Honzel

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

I certify that all expenses submitted to MTDES are directly associated with the implementation of the approved Homeland Security Grant project. This request for reimbursement reflects actual expenses incurred and paid by the jurisdiction. Supporting documentation will be kept on file for a minimum of three years from the official date of closeout of this grant.

**Claim Certification\***

Typing your name constitutes a legally binding signature.

**Signature of Applicant Agent\***

Certification Documentation (if necessary) Add

You should now see a screen that looks similar to what is shown below.

Click the 'yes' option under 'Claim Certification.'

Type in your legal name in the 'Signature of Applicant Agent' field. Note that the applicant agent should have been previously identified on a form that came with your original award packet. The person identified on that form should be the person completing this claim.

Click 'Save' to continue.

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

**Grant Tracking**

Claim: 36042 - 005 [Grant Components](#)

Grant: **36042-TESTING Forms**

Status: Editing

Program Area: MTDES Homeland Security

Grantee Organization: Test MTDES Organization

Program Manager: Burke Honzel

**Certification - Applicant Agent**

*I certify that all expenses submitted to MTDES are directly associated with the implementation of the approved Homeland Security Grant project. This request for reimbursement reflects actual expenses incurred and paid by the jurisdiction. Supporting documentation will be kept on file for a minimum of three years from the official date of closeout of this grant.*

Claim Certification\* ☐ Yes ☐ No

Typing your name constitutes a legally binding signature.

Signature of Applicant Agent\*

Certification Documentation (if necessary)

You should now see a screen similar to what is shown below. Click 'Mark as Complete' to continue.

**Certification - Applicant Agent** [Mark as Complete](#) [Go to Claim Forms](#)

*I certify that all expenses submitted to MTDES are directly associated with the implementation of the approved Homeland Security Grant project. This request for reimbursement reflects actual expenses incurred and paid by the jurisdiction. Supporting documentation will be kept on file for a minimum of three years from the official date of closeout of this grant.*

Claim Certification\* Yes

Typing your name constitutes a legally binding signature.

Signature of Applicant Agent\* John Doe

Certification Documentation (if necessary)

You should now see a screen that looks similar to what is shown below. Ensure that all of the components are marked as complete, as indicated by a check mark in the circled area below. If any components don't have a check mark, enter back into that component to ensure that all required information is entered, then click 'mark as complete' within that component.

If all components have a check mark and you are satisfied with the information you entered, click 'submit'.

Components

[Preview](#) | [Submit](#)

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

| Name   | Complete? | Last Edited |
|--|-----------|-------------|
| <a href="#">General Information</a>                | ✓         | 01/07/2016  |
| <a href="#">Reimbursement</a>                      | ✓         | 08/26/2016  |
| <a href="#">Expenditure Documentation Upload</a>   | ✓         | 08/26/2016  |
| <a href="#">Equipment and Accountable Supplies</a> | ✓         | 01/07/2016  |
| <a href="#">Certification - Applicant Agent</a>    | ✓         | 08/26/2016  |

Once you click 'submit', you should see a pop up window similar to what is shown below.

Click 'OK' to continue.

www.fundingmt.org says:

Submitting the Claim will lock all sections from further editing. Have you completed all sections? Are you sure you are ready to submit this Claim?

OK

Cancel

You should now see a screen similar to what is shown below. You are 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.

Claim Submitted Confirmation

You have successfully submitted your Claim numbered [005]. We have received your Claim for review.  
Click [here](#) to print claim.