

FundingMT.org (WebGrants) - FFY 16-17 State Homeland Security Program (SHSP) quarterly report 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.

System Compatibility

Log In

Login

User ID:*

Password:*

Login

[Forgot Password?](#)

A Partnership Between

MONTANA Department of AGRICULTURE

Montana Fish, Wildlife & Parks

MONTANA DNRC

MONTANA DEPARTMENT OF COMMERCE

Montana Department of LABOR & INDUSTRY

MONTANA DISASTER EMERGENCY SERVICES DES

MONTANA MDTA DEPARTMENT OF TRANSPORTATION

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

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

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	TESTING Forms	MTDES Homeland Security	Burke Honzel	\$81,977.40
Total						\$538,807.61

Showing 1 - 5 of 5

A screen similar to the one below will appear:

To begin a quarterly report, click on 'status reports'.

Grant Components	
<i>You can define your own alerts in the Alerts section</i>	
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	-

A screen similar to the one below will appear:

Status Reports		Copy Existing Status Report Return to Components				
ID	Type	Date From-To	Due Date	Submitted Date	Arrived?	Status
36042 - 01	Quarterly Report	11/02/2015-11/13/2015		11/13/2015	-	Approved
36042 - 02	Quarterly Report	12/01/2015-12/18/2015			-	Editing
36042 - 03	Quarterly Report	-	01/10/2016		-	Editing
36042 - 04	Quarterly Report	-	04/10/2016		-	Editing

To continue select the quarter that corresponds to the dates of the quarter that you are submitting a report for and click on the blue report ID number. Note that the dates shown on this example are for testing only, you will see actual dates for each quarter.










Once you've selected the report you wish to edit, you'll see a screen similar to the screen below.


If you're just beginning your report you may see a check mark next to 'general information', but you won't see checkmarks next to the Quarterly Report component yet. We'll go ahead and skip the 'general information' component for now as it should already be complete, let's get started by clicking into the 'Quarterly Report' component.

Components		Preview Submit
<i>Complete each component of the status report and mark it as complete. Click Submit when you are done.</i>		
Name	Complete?	Last Edited
General Information	✓	
Quarterly Report		

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

Click on 'edit' to continue.

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

 **Grant Tracking**

Status Report: 36042 - 06

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

Quarterly Report [Mark as Complete](#) | [Go to Status Report Forms](#)

Provide the dates of performance this report covers

Period Covered by Report*

Grant Type*

Percent of Project Completion* 0%

Describe significant activities that have occurred during this period and comparison to objectives/goals established in application.

Significant Activities/Milestones during this period*

Do you anticipate completion within the GRANT Period of Performance?*

If you answered NO above, please describe any problems, delays, or adverse conditions that will impair the ability to meet the stated objectives in the application

Explanation


Do you anticipate Cost underrun/overrun?*

Do you anticipate a Change of Scope?*

Do you anticipate a request for an extension of the period of performance?*

If you would like to share any additional comments please provide them below

Additional Comments

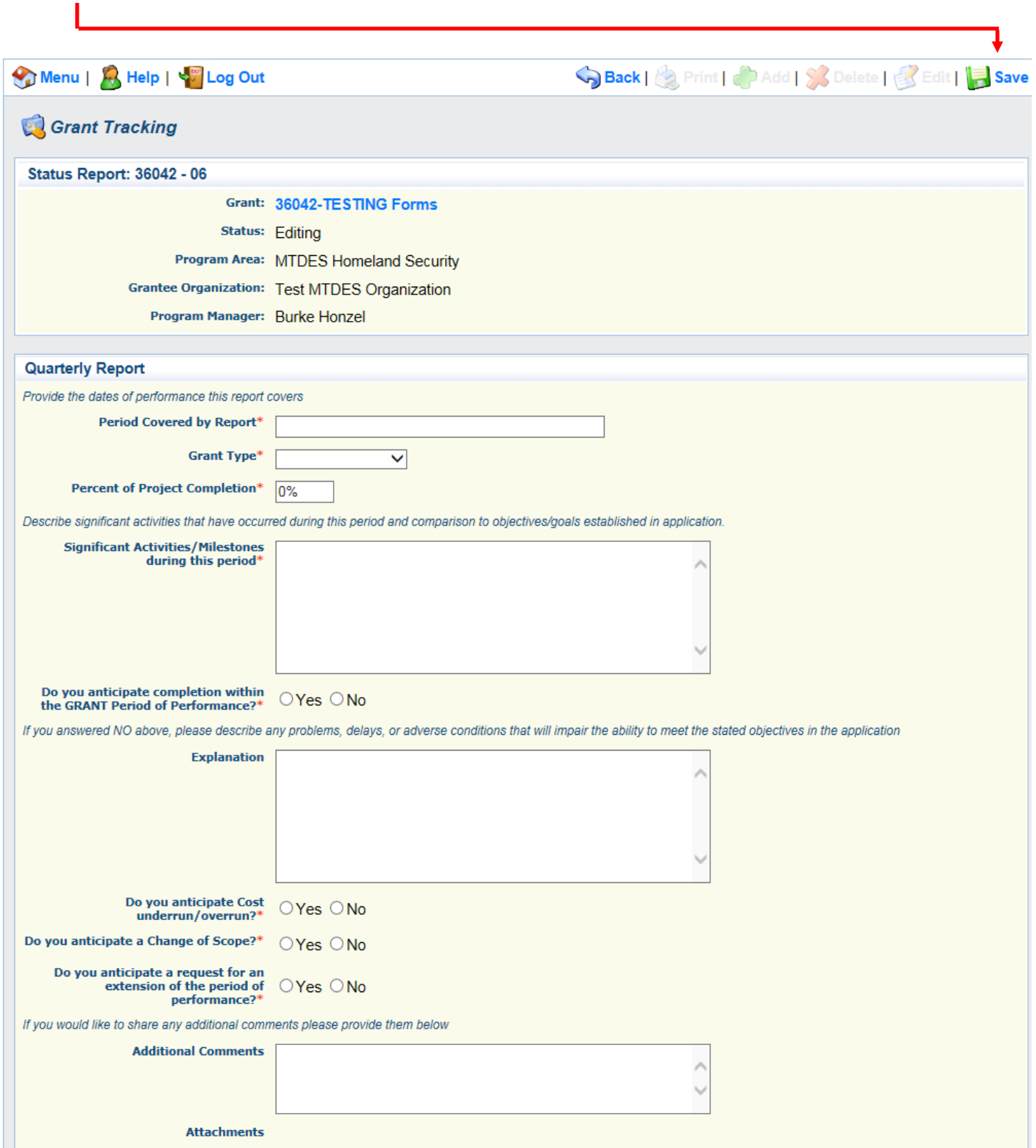
Attachments  Add

Last Edited By:

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

Enter the information asked for in each field. Fields with a '*' are required fields, failure to enter information into these fields will result in the system not allowing you to save your work and progress to the next section.

Click save when you're finished.



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

Grant Tracking

Status Report: 36042 - 06

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

Quarterly Report

Provide the dates of performance this report covers

Period Covered by Report*

Grant Type*

Percent of Project Completion*

Describe significant activities that have occurred during this period and comparison to objectives/goals established in application.

Significant Activities/Milestones during this period*

Do you anticipate completion within the GRANT Period of Performance?* Yes No

If you answered NO above, please describe any problems, delays, or adverse conditions that will impair the ability to meet the stated objectives in the application

Explanation

Do you anticipate Cost underrun/overrun?* Yes No

Do you anticipate a Change of Scope?* Yes No

Do you anticipate a request for an extension of the period of performance?* Yes No

If you would like to share any additional comments please provide them below

Additional Comments

Attachments

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

If you have any documents you wish to upload, click the 'add' button at the bottom of the screen. Otherwise, click 'mark as complete' to continue.



Quarterly Report [Mark as Complete](#) | [Go to Status Report Forms](#)

Provide the dates of performance this report covers

Period Covered by Report* 1/1/16-1/2-16

Grant Type* Non-Construction

Percent of Project Completion* 5.0%

Describe significant activities that have occurred during this period and comparison to objectives/goals established in application.

Significant Activities/Milestones during this period* Solicited bids

Do you anticipate completion within the GRANT Period of Performance?* Yes

If you answered NO above, please describe any problems, delays, or adverse conditions that will impair the ability to meet the stated objectives in the application

Explanation


Do you anticipate Cost underrun/overrun?* No

Do you anticipate a Change of Scope?* No

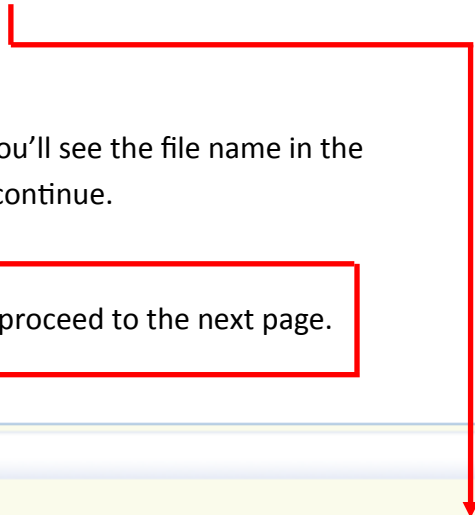
Do you anticipate a request for an extension of the period of performance?* No

If you would like to share any additional comments please provide them below

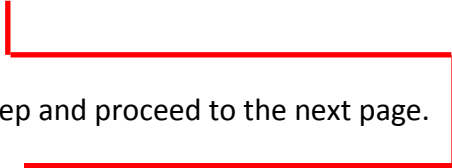
Additional Comments

Attachments  Add

If you clicked the 'add' button as shown in the above image to upload documents, you will see a dialogue box appear on your screen, similar to what is shown below. Click the 'browse' button to find the documents you wish to upload.



Once you've selected the document you wish to upload, you'll see the file name in the 'upload file' field. Click 'attach file' to continue.




If you are not adding any documents, skip this step and proceed to the next page.

Attach File

Upload File:

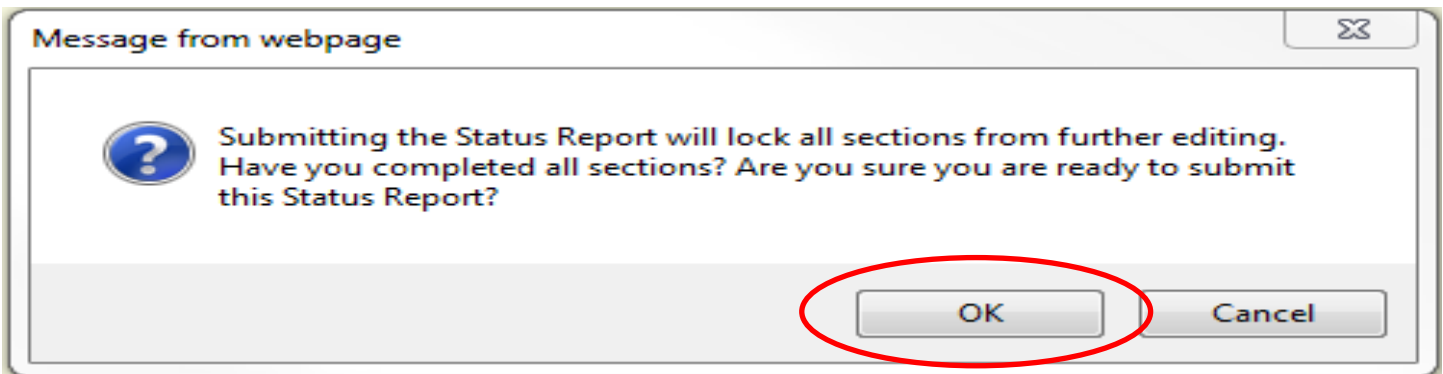
You should now have checkmarks next to both report components, as shown in the circled area below. If you are missing a check mark click back into that component, ensure that all required fields are completed, then ensure that you've clicked 'mark as complete' within that component.

If both components are checked, click 'submit' to continue.



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	✓	
Quarterly Report	✓	08/16/2016

After clicking 'submit' in the previous step, you should see a pop-up window similar to what is shown below. Click 'ok' to continue.



After clicking 'ok' in the previous step, you should now see a screen that looks similar to what is shown below. That's it, you're done!

