



# State Homeland Security Program (SHSP)

## AmpliFund Step-by-Step Guide for Sub-Recipients

Last updated August 2022

# Table of Contents

How to View and Edit your Grant.....	page 3
How to Add a User in AmpliFund.....	page 3
How to Invite Users into AmpliFund.....	page 4
How to Mark a Task as Complete.....	page 4
How to Submit a Quarterly Performance/Status Report.....	page 5
How to Submit a Reimbursement Claim	
1. How To Create an Expense .....	page 6
2. How to Create and Submit a Payment Request .....	page 7
How to Resubmit a Rejected Claim	
1. How to Revise an Expense.....	page 9
2. How to Revise and Resubmit a Payment Request.....	page 9
How to Submit an Amendment.....	page 11
How to Submit a Budget Amendment Request.....	page 11
How to Submit an Extension Request.....	page 12

# How to View and Edit your Grant

View your Grant and add a Grant Manager by completing the following steps:

1. 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 to the record.
  - 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 in order 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 > 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, you will be able to click the 'envelope' icon in the top right-hand corner to invite that User into the system



2. Navigate to **Administration > System Security > Users** to access the list of Users and 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

# How To Mark a Task Complete

Tasks can be system-generated or user-created. Once a task has been assigned, the assignee(s) 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

1. **Open Activity > Calendar**.
2. Click on a **task**.
3. In the pop-up window, click **Mark as Complete** expenses

# How to Submit a Quarterly Performance/Status Report

1. Open **Grant Management tab > Grants > Select the Corresponding SHSP Grant**
2. Open **Custom > Performance Report Form (SHSP and Mitigation Grants)**
3. Click on the **+ icon (Create)** at the top of the page
4. Fill out all required fields accordingly to reflect your Grant, the quarter, beginning and end date of period, and jurisdiction/agency information.
5. Fill out all the sections in the report to reflect activities completed in the quarter.
6. Once finished click **Create** at the bottom.
  - a. **Note: Only hit the Create button once!** It will seem as though nothing happens after you hit Create but the system will accept your submittal. If you hit Create multiple times it will create a performance report for each time you hit Create. Let's say you hit Create 3 times, the system will create 3 reports for that corresponding quarter. If this happens the sub-recipient will need to delete any extra reports that were created.
7. You have successfully submitted your performance/status report for this quarter.

# How to Submit a Reimbursement Claim

Sub-recipients have two steps to complete when submitting a claim to MT DES.

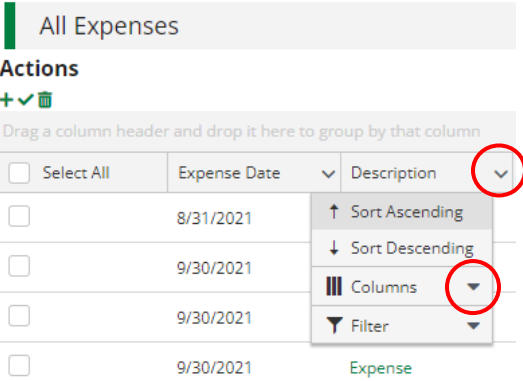
- 1. Create Expenses
- 2. Create and Submit a Payment Request

## How To Create an Expense

- 1. Open **Grant Management tab > Grants > Select the Corresponding SHSP Grant > Post-Award > Financial > Expenses**
- 2. Click the **green Run button** positioned to the right of the “Time Frame” field. This will enable you to see all costs that have been previously entered. If no costs populate towards the bottom of the screen than no expenses have been previously entered into AmpliFund.  
**NOTE: If you only want to see a select group of expenses you may filter by Category, Line Item, and/or Time Frame and then hit the green Run button.**



**NOTE: You can add/delete Columns by clicking the Drop-Down Arrow next to any column name, then click the Columns Drop-Down Arrow, then select/deselect the appropriate columns you want to see/not see.**

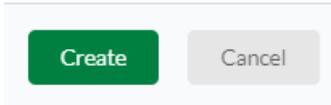


- 3. When ready to enter an expense, click the **+** to add an expense



- 4. The expense window will appear where you can add an expense record
- 5. Choose a **budget Category** from the dropdown menu
- 6. Select a **Line Item** from the dropdown menu
- 7. Enter the total amount for the Expense in the **Direct Cost field**

8. 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.**
9. Choose **Reviewed** in the Expense Status dropdown menu
10. Add in any details you would like to record in the Description field.
11. Skip the **Financial** tab
12. Skip the **Attachments** tab
  - a. **Note: you will upload supporting documentation attachments in a later step.**
13. Navigate to the **Custom** tab
  - a. **Note: The Custom tab only needs to be filled out if you are claiming equipment.**
14. Click **Create** to create the expense



15. Enter in all expenses for that quarter by repeating steps 3 through 14 noted above.
16. **When all expenses are entered you MUST COMPLETE the next steps for "How to Create and Submit a Payment Request".**

## How to Create and Submit a Payment Request

1. Click the **Post-Award** dropdown menu and click **Cash Flow > Payment Requests**
2. Click the **+** icon in the top right-hand corner in order to create a Payment Request
3. Complete the **Payment Request Name** following a standard naming convention:
  - a. *Jurisdiction/Agency Name – quarter*
  - b. Example: Billings Fire Department - Q1
4. The **Date Created** field should be populated with today's date
5. In the **Expense From and To** boxes enter the date range for your expenses
6. In the **Payment Type** dropdown, select **Reimbursement**

**Payment Request Information**

Payment Request Name \*

Date Created \*

Related Reporting Period(s)

Expenses From  To

Payment Type

7. Under the Financial Detail Section enter in the amount requested in the **Requested Amount** field
8. Enter any comments you want DES to see in the **Comments** field
9. Upload the required supporting documentation which may include general ledger/finance report, invoices, and receipts for expenses in the **Upload File(s) field**.
10. If you are not ready to Submit to DES but want to save your changes, click **'Create'**
11. If you are ready to Submit to DES, click **'Submit'**



12. If you clicked **Submit** you have completed all steps to submitting a payment request (a.k.a. reimbursement claim) to MT DES. If you wish you may email your District Grant Coordinator letting them know your payment request is submitted.



# How to Resubmit a Rejected Claim

Payment Requests can be sent back to the sub-recipient for a wide variety of reasons, but the goal is to have the payment request corrected so that it can be authorized for reimbursement. The Payment Request *must* first be rejected by MT DES for it and its expenses to be revised. Once they are in rejected status, a sub-recipient can then proceed to make the revisions necessary.

Sub-recipients **Must follow all Steps** to successfully resubmit a claim!

1. How to Revise an Expense
2. How to Revise and Resubmit a Payment Request

## How To Revise an Expense

1. Open **Grant Management tab > Grants > Select the Corresponding Grant**
2. Click **Post Award tab > Financial > Expenses**
3. **Filter** By desired parameters if any

Filter By

Grant	FY21 EMPG - Beaverhead County	Time Frame	All	Run
Category	Select a Category...			
Line Item	Select a Budget Item...			

Clear all filters

4. Click the green **Run** button
5. Click the **Edit** (Pencil Icon) next to the **name** of the Expense you want to revise (Must be in **Reviewed** status and not *Closed*)

<input type="checkbox"/> Select All	Expense Date	Description	Expense Status
<input type="checkbox"/>	12/1/2021	Test	 Reviewed
<input type="checkbox"/>	1/21/2023	Test Payment Request and Rejection	Closed

6. Make appropriate revisions, review for accuracy, then click **Save**
7. When all expenses are updated and saved complete the next steps for “How to Revise and Resubmit a Payment Request”.

## How to Revise and Resubmit a Payment Request

1. Click **Post-Award tab > Cash Flow > Payment Requests**
2. Click the **Edit** (Pencil Icon) next to the **name** of the Payment Request you want to revise

(Must be in *Rejected* Status)

TEST - Soft Match



3. Complete the **Payment Request Name** following a standard naming convention:
  - a. *County/Tribe Name – quarter*
  - b. Example: Blaine County - Q1
4. The **Date Created** field should be populated with today's date
5. In the **Expense From and To** boxes enter the date range for your expenses
6. In the **Payment Type** dropdown, select **Reimbursement**

#### Payment Request Information

Payment Request Name \*

Date Created \*

5/12/2022



Related Reporting Period(s)

Select reporting periods...

Expenses From



To



Payment Type

Reimbursement ▼

7. Under the Financial Detail Section enter in the amount requested in the **Requested Amount** field
8. Enter any comments you want DES to see in the **Comments** field
9. Upload the required supporting documentation which may include the general ledger/finance report, invoices, receipts, and/or mileage log for expenses in the **Upload File(s)** field.
  - a. If you are claiming soft match, you must also attach an event agenda, sign in roster, and soft match tracker.
10. If you are not ready to Submit to DES but want to save your changes, click '**Create**'
11. If you are ready to Submit to DES, click '**Submit**'

Create

Submit

Cancel

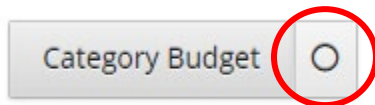
12. If you clicked **Submit** you have completed all steps to resubmitting a payment request (a.k.a. reimbursement claim) to MT DES. If you wish you may email your District Field Officer and Grant Coordinator letting them know your payment request is submitted.

# How to Submit an Amendment Request

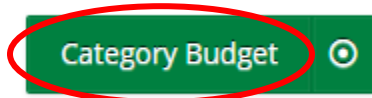
SHSP Sub-recipients must contact your district grant coordinator for guidance before any grant amendment is requested. SHSP sub-recipients will be allowed to submit Category Budget and Award Duration/Extension Amendment requests through the AmpliFund system. No other amendment requests will be accepted through AmpliFund. If a change of scope is being requested, you will need to submit your request using the change of scope form template provided by MT DES.

## How to Submit a Budget Amendment Request

1. Click **Grant Management > Grant > Select Grant Name**
2. Open **Post-Award > Management > Amendments**
3. Click the + (**Add Icon**) in the Icon Bar
4. Click the  (**Activate icon**) on the grayed-out tab. After you click the  (**Activate icon**) the category budget button will turn green.

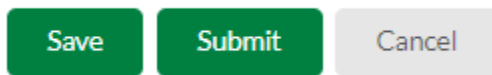


5. Click the **Category Budget** to activate the category budget information and questions to populate down below.



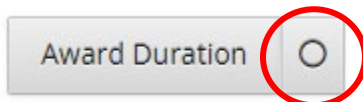
6. Add the proposed **Amendment Name**
  - a. *County/Tribe/Agency Name Budget Amendment*
  - b. Example: Billings Fire Department Budget Amendment #1
7. In the **Date Requested** field, enter in today's date. If this field is left empty, the date the amendment is submitted through AmpliFund (i.e., the date the Submit button is clicked) will be recorded.
8. Select all applicable categories by placing a check in the appropriate boxes. If a category is not available, you can add it by clicking **Add New Category**. The Category Name and Proposed Budgeted Category Total fields will appear in the Budget Categories section.
  - 1. Organization: Personnel Salary
  - 2. Organization: Fringe Benefits
  - 7. Consultants / Contracts
  - 5. Supplies / Accountable Supplies
9. Add the **proposed budget amount** by category in the respective **Proposed Budgeted Category Total field(s)**. The current and actuals amount per category is listed above each field for reference. If you have added a new category, you can enter the new category in the **Name Category** field.
10. Add the **Justification** for your proposed amendment. You must provide enough detail to justify why you are requesting the amendment.

- a. **Note: The system only lets you note what budget categories are being affected by the amendment request. If you need to move funds from one budget category line item to another line item, you must detail that information in the justification field.**  
**Ex. Requesting to move \$2,000.00 from Supplies/Accountable Supplies – DES Computer & Printer TO Public Information and Warning System – Code Red**
11. To **attach documentation** if needed, click **choose file(s)** to select a file from your computer.
  12. Add any internal notes about the amendment for you or your staff to view. MT DES cannot see comments enter in the internal notes field.
  13. Click **Save** to save your progress or click **Submit** to send your completed request to DES.
    - a. Once you click **Submit** an automated email notification will be sent to your District Grant Coordinator letting them know your budget modification request has been submitted in AmpliFund.

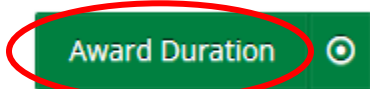


## How to Submit an Extension Request

1. Click **Grant Management > Grant > Select Grant Name**
2. Open **Post-Award > Management > Amendments**
3. Click the + **(Add Icon)** in the Icon Bar
4. Click the ○ **(Activate icon)** on the grayed-out tab. After you click the ○ **(Activate icon)** the category budget button will turn green.



5. Click the **Award Duration** to activate the Award Duration/Extension information and questions to populate down below.



6. Add the proposed **Amendment Name**
  - a. *County/Tribe Name Extension Request #*
  - b. Example: Billings Fire Department Extension Request #1
7. In the **Date Requested** field, select the date you will or have submitted the amendment. If this field is left empty, the date the amendment is submitted through AmpliFund (i.e., the date the Submit button is clicked) will be recorded.
8. Add the **Requested End Date**. This should be the date you want your Period of Performance to be extended to.
9. Update the **Close Out Date** as necessary. **Note: The Close Out Date will be 45 days after the Requested End Date.**
10. Add the **Justification** for your proposed amendment. **Note: You must provide enough detail to support why you are requesting an extension to the period of performance.**
11. To **Attach documentation** if needed, click **choose a file** to select a file from your computer.
12. Add any internal notes about the amendment for you or your staff to view.

13. Click **Save** to save your progress or click **Submit** to send your completed request to DES.
  - a. Once you click **Submit** an automated email notification will be sent to your District Grant Coordinator letting them know your budget modification request has been submitted in AmpliFund.

