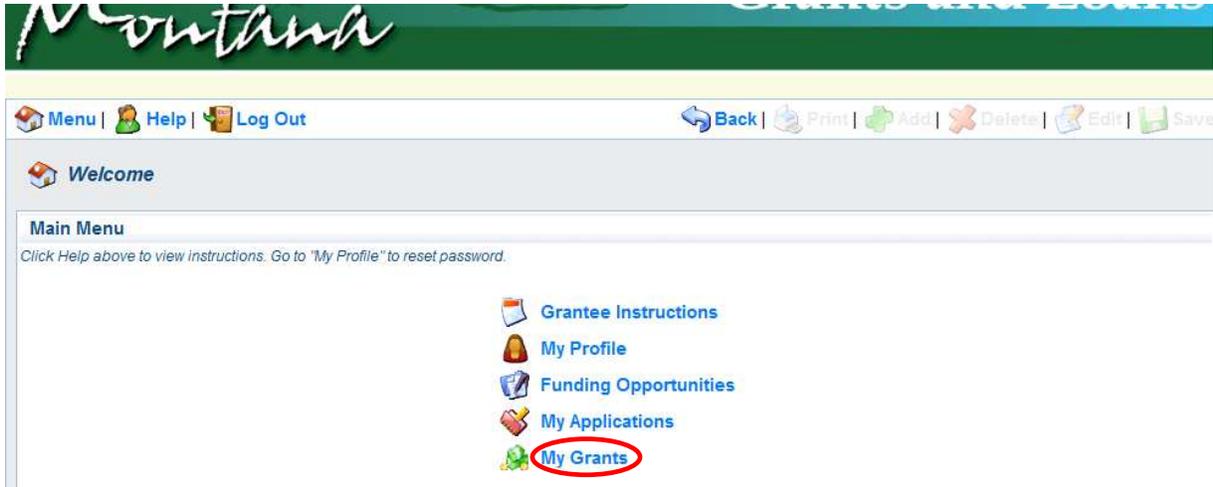


Recreational Trails Program Grantee Claim/Payment Request Process

1. Grantee logs into WebGrants and clicks on My Grants.



2. Grantee clicks on the Title of the Grant to display all of the grant components.

The screenshot shows the Montana WebGrants 'Grant Tracking' page. It features a table of current grants. The table has columns for ID, Status, Year, Title, Program Area, and Grant Amount. A single grant is listed with a status of 'Underway' and a grant amount of \$15,000.00. A 'Total' row shows the sum of the grant amounts. The page also includes a 'Grant Tracking' header and a 'Showing 1 - 1 of 1' footer.

ID	Status	Year	Title	Program Area	Grant Amount
Test	Underway	2013	Flathead Snowmobile Club Grooming and Maintenance Operations	FWP RTP Recreational Trails Program	\$15,000.00
Total					\$15,000.00

Showing 1 - 1 of 1

3. This screen will be shown. Grantee clicks on the “Claims” tab within grant components.

Grant Tracking

Grant: Test - Flathead Snowmobile Club Grooming and Maintenance Operations - 2013

Status: Underway
 Program Area: FWP RTP Recreational Trails Program
 Grantee Organization: test organization
 Program Officer: Beth Shumate
 Awarded Amount: \$15,000.00

Grant Components

The components below are associated with the current Funding Opportunity. You can change these components in the Funding Opportunity module. You may associate specific forms in the Associated Forms section above. You can define your own alerts in the Alerts section. You can make notes by clicking Annotations. You can copy this grant and you can export the raw data.

Component	Last Edited
General Information	02/04/2013
Project Cost	02/05/2013
Claims	
Project Description	01/25/2013
Status Reports	
Correspondence	
Contract Amendments	
RTP Project Timeline	
Opportunity	-
Application	-

4. Grantee clicks on Add to start a new Claim.

Grant Tracking

Grant: Test - Flathead Snowmobile Club Grooming and Maintenance Operations - 2013

Status: Underway
 Program Area: FWP RTP Recreational Trails Program
 Grantee Organization: test organization
 Program Officer: Beth Shumate
 Awarded Amount: \$15,000.00

Claims Copy Existing Claim | Return to Components

ID	Status	Date Submitted	Date Paid	Date From-To	Claim Amount	
Test - 001	Submitted	04/03/2013		02/01/2013 - 10/15/2014	\$3,000.00	
Test - 002	Editing			04/15/2013 - 04/18/2013	\$0.00	
					Submitted Amount	\$3,000.00
					Approved Amount	\$0.00
					Paid Total	\$0.00
					Total	\$3,000.00

Last Edited By:

This screen appears next. Click on any one of the components to upload and complete your claim forms. Click on Various Reporting Forms to determine what you need to complete or upload. The Reimbursement Checklist will also provide valuable information.

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

Grant Tracking

Claim: Test - 002 Grant Components

Grant: **Test-Flathead Snowmobile ClubGrooming and Maintenance Operations**

Status: Editing

Program Area: FWP RTP Recreational Trails Program

Grantee Organization: test organization

Program Manager: Beth Shumate

Instructions

Please enter the period you are requesting funds for, Category, if applicable, and Claim Type (payment or reimbursement). Once these fields have been completed, click on "Save" and "Return to Components" to view and complete the other form(s) required to complete your request for payment.

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	✓	04/22/2013
Reimbursement		
RTP Reimbursement Checklist		
Claim Supporting Documentation		
Various Reporting Forms	✓	04/25/2013
Equipment Purchase Claim Form		

This is the screen for "Various Reporting Forms".

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

Grant Tracking

Claim: Test - 002 Grant Components

Grant: **Test-Flathead Snowmobile ClubGrooming and Maintenance Operations**

Status: Editing

Program Area: FWP RTP Recreational Trails Program

Grantee Organization: test organization

Program Manager: Beth Shumate

Instructions

Please fill out all of the required reporting forms listed below that pertain to your specific type of RTP project. You will also need to upload any additional source documentation in your claim request in order to be approved for payment. To access and **download the Required Reporting Forms** [click here](#)

Various Reporting Forms Go to Claim Forms

Daily Grooming Log Sheet(s) - Fill out all required fields and attach your log sheets with your claim request.
Monthly Grooming Log Sheet(s) - RTP project sponsors that incurred grooming operations expenses must submit the daily grooming log sheets as well as a monthly grooming log sheet that provides monthly totals. Fill out all required fields and attach your log sheets with your claim request.
General Travel and Meals Expense Voucher - Fill out all required fields and attach your spreadsheet with your claim request.
Uniform Act Waiver Form - Please submit all documentation relevant to the Uniform Act requirements.
RTP Donated Materials, Equipment, and Mileage Worksheet - Fill out this form for any materials, equipment or mileage contributions to be used as match.
RTP Livestock, Trailer and ATV Worksheet - Fill out this form for any livestock, trailer or ATV expenses or contributions associated with your project.
RTP Volunteer and Non-Reimbursed Labor Log Sheet(s) - Fill out all required fields and attach your log sheets with your claim request.
Limited Solicitation Documents (Purchases between \$5,000-\$25,000) - Fill out these forms for any purchases between \$5,000-\$25,000.

Attachment	Description	File Name	File Size	Type	Delete?
Daily Grooming Log Sheet(s)			22 KB		
Monthly Grooming Log Sheet					
Monthly Grooming Log Sheet(s)	monthly grooming log sheet	Grant Budget Worksheet.xls	22 KB	xls	
General Travel and Meals Expense Voucher			22 KB		
Uniform Act Waiver Form			22 KB		
RTP Donated Materials, Equipment, and Mileage Worksheet			22 KB		
RTP Livestock, Trailer and ATV Worksheet			22 KB		
RTP Volunteer and Non-Reimbursed Labor Log Sheet(s)			22 KB		
Limited Solicitation Documents (Purchases between \$5,000-\$25,000)			22 KB		

Last Edited By: fwp tester, 04/25/2013

You can attach your named documents to any of these named attachments.

Claim

Attach File
Please fill out all of the required reporting forms listed below that pertain to your specific type of RTP project. You will also need to upload any additional source documentation in your claim request in order to be approved for payment. To access and **download the Required Reporting Forms** [click here](#)

Attachment Instructions
Monthly Grooming Log Sheet(s) - RTP project sponsors that incurred grooming operations expenses must submit the daily grooming log sheets as well as a monthly grooming log sheet that provides monthly totals. Fill out all required fields and attach your log sheets with your claim request.

Upload File:

Description:*

After you have completed all of your claim components and uploaded all of your source documentation, you click on "Submit".

Grant Tracking

Claim: Test - 002 [Grant Components](#)

Grant: Test-Flathead Snowmobile ClubGrooming and Maintenance Operations
Status: Editing
Program Area: FWP RTP Recreational Trails Program
Grantee Organization: test organization
Program Manager: Beth Shumate

Instructions
Please enter the period you are requesting funds for, Category, if applicable, and Claim Type (payment or reimbursement). Once these fields have been completed, click on "Save" and "Return to Components" to view and complete the other form(s) required to complete your request for payment.

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	✓	04/22/2013
Reimbursement		
RTP Reimbursement Checklist		
Claim Supporting Documentation		
Various Reporting Forms	✓	04/25/2013
Equipment Purchase Claim Form		

RTP staff receives a WebGrants alert that a claim has been submitted. FWP will review and if it meets requirements we will send an email notifying FHWA.

This screen appears next. Click on the "Claim Number" in blue. This is the grant number followed by the sequence number of the claim.

Grant Tracking

Grant: Test - Flathead Snowmobile Club Grooming and Maintenance Operations - 2013

Status: Underway

Program Area: FWP RTP Recreational Trails Program

Grantee Organization: [test organization](#)

Program Officer: Beth Shumate

Awarded Amount: \$15,000.00

Claims [Copy Existing Claim](#) | [Scheduler](#) | [Return to Components](#)

ID	Status	Date Submitted	Date Paid	Date From-To	Claim Amount	
Test - 001	Submitted	04/03/2013		02/01/2013 - 10/15/2014	\$3,000.00	
					Submitted Amount	\$3,000.00
					Approved Amount	\$0.00
					Paid Total	\$0.00
					Total	\$3,000.00

Last Edited By:

You can click on the claim and choose to print for your files. Review the "Reimbursement" section at the bottom of the screen. Make sure that your numbers and totals are consistent with your totals in your source documentation. This is your new Expenditure Detail Spreadsheet!

Reimbursement

Budget Category	Contract Budget	Expenses This Period	Prior Expenses	Total	Available Balance	Contract Match	Match Expenses This Period	Prior Match Expenses	Total Match	Remaining Match Requirement	Match Percentage
2013 Project Budget											
Design and Engineering	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
Salaries/Labor	\$8,000.00	\$2,000.00	\$0.00	\$2,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	.00%
Equipment Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
Construction Contracts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
Materials	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
Purchase/Lease of Maintenance Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
Grooming Operations Rate at \$20/hr	\$7,000.00	\$1,000.00	\$0.00	\$1,000.00	\$6,000.00	\$16,000.00	\$3,000.00	\$0.00	\$3,000.00	\$13,000.00	75.00%
Operation of Maintenance Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	--
Miscellaneous Purchases and Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
Lodging/Hotels	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
Meals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
Mileage/Gas	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
Grooming Operations Rate at \$60/hr	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	--
Total:	\$15,000.00	\$3,000.00	\$0.00	\$3,000.00	\$12,000.00	\$26,000.00	\$3,000.00	\$0.00	\$3,000.00	\$23,000.00	50.00%

RTP Reimbursement Checklist

All invoices are 1) signed and clearly state what the charges are for (if they are miscellaneous,) proof of payment (copy of check) is on same page or adjacent page and invoices include the payment check number.

If payroll logs include payments for projects other than the RTP grant, payments specifically for the RTP

RTP staff receives a WebGrants alert that a claim has been submitted. From the grantor side, the claim and grant information will be shown on the screen. I will have the option to negotiate any one component back to the grantee and provide notes. The system will track all of the submitted versions of the claims.

Grant Tracking

Instructions
Print to PDF will convert the claim plus any PDF attachments into a single PDF file. Edit Approval allows up to 5 levels of internal approval. View Voucher allows staff to allocate expenses to fund sources and finalize the claim for payment. Void allows staff to cancel a claim after it has been processed/paid. Negotiation will allow you to unlock one or more sections of the claim and route the claim back to the grantee for further editing. Annotations allow internal staff to add notes that are visible to internal staff only. The grantee can see these notes. Versions will display all component versions that were created as a result of the negotiation process. Feedback allows staff to enter feedback about the claim to the grantee. The feedback text will appear at the bottom of the claim and will be visible to anyone who has access to the claim. Withdraw changes the status of the claim to Withdrawn and removes the claim from the payment process.

Details [Print to PDF](#) | [Edit Approval](#) | [Negotiation](#) | [Withdraw](#) | [Annotations \(0\)](#) | [Versions](#) | [Feedback](#)

Test-Flathead Snowmobile Club Grooming and Maintenance Operations

FWP RTP Recreational Trails Program

Award Year: 2013	Status: Submitted
Contract Number: Test	Approved By:
Claim Type: Reimbursement	Approved Date:
Reporting Period: 02/01/2013 - 10/15/2014	Paid Date:
Claim Number: Test - 001	Vendor Number:
Submitted By: Beth Shumate	Invoice Number:
Submitted Date: 04/03/2013	
Final Request?	

Claim Approval

Level	Approved By	Approved Date	Approval	Comments	Notify Next

Applicant and Organization

We will review and if it meets requirements she will send email notifying FHWA of claim.

Grant Tracking

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

Claim: Test - 001 [Grant Components](#)

Grant: Test-Flathead Snowmobile Club Grooming and Maintenance Operations

Status: Submitted

Program Area: FWP RTP Recreational Trails Program

Grantee Organization: test organization

Program Manager: Beth Shumate

Claim Approval
The claim approvals appear below. Up to 5 different approvals are allowed. After each approval you may notify all staff in the next level or just select some of them. Once the last level has approved the claim the status will change to Approved.

Level	Approved By	Approved Date	Approval	Comments	Notify Next
1			<input type="text"/>		Alan Woodmansey

After the claim is approved and paid, the grantee will receive an alert that the claim has been processed.

You can also log in to check on the status of your claim. It will show paid once it is approved and paid by FWP.

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

Grant Tracking

Grant: Test - Flathead Snowmobile Club Grooming and Maintenance Operations - 2013

Status: Underway
Program Area: FWP RTP Recreational Trails Program
Grantee Organization: test organization
Program Officer: Beth Shumate
Awarded Amount: \$15,000.00

Claims [Copy Existing Claim](#) | [Return to Components](#)

ID	Status	Date Submitted	Date Paid	Date From-To	Claim Amount
Test - 001	Submitted	04/03/2013		02/01/2013 - 10/15/2014	\$3,000.00
Test - 002	Editing			04/15/2013 - 04/18/2013	\$0.00
Submitted Amount					\$3,000.00
Approved Amount					\$0.00
Paid Total					\$0.00
Total					\$3,000.00

Last Edited By:

You can also start a claim and retain your current information and attachments in “Editing” status until you decide to “Submit” your claim.