Montana Department of Transportation
Webgrants Grant Application Instructions

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General Information

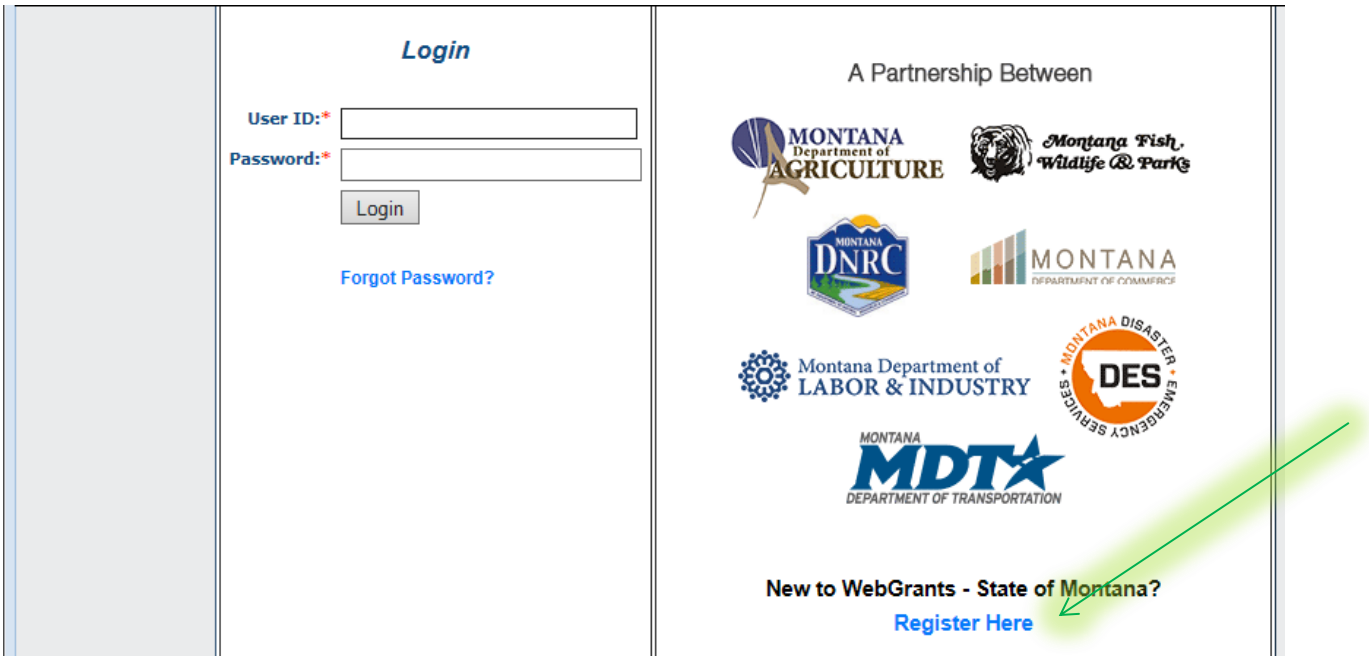
This guide provides instructions on the proper completion of the grant application to the Montana Department of Transportation (MDT) State Highway Traffic Safety Section (SHTSS) utilizing the Montana Grants and Loans System (Webgrants). It will provide guidance, explanations and examples that may prove helpful. Be succinct with your application, but provide enough information for staff to make an appropriate funding recommendation regarding your project. This is a competitive grant process.

Please feel free to call a program planner (see contact list at the end of the document) if you need clarification.

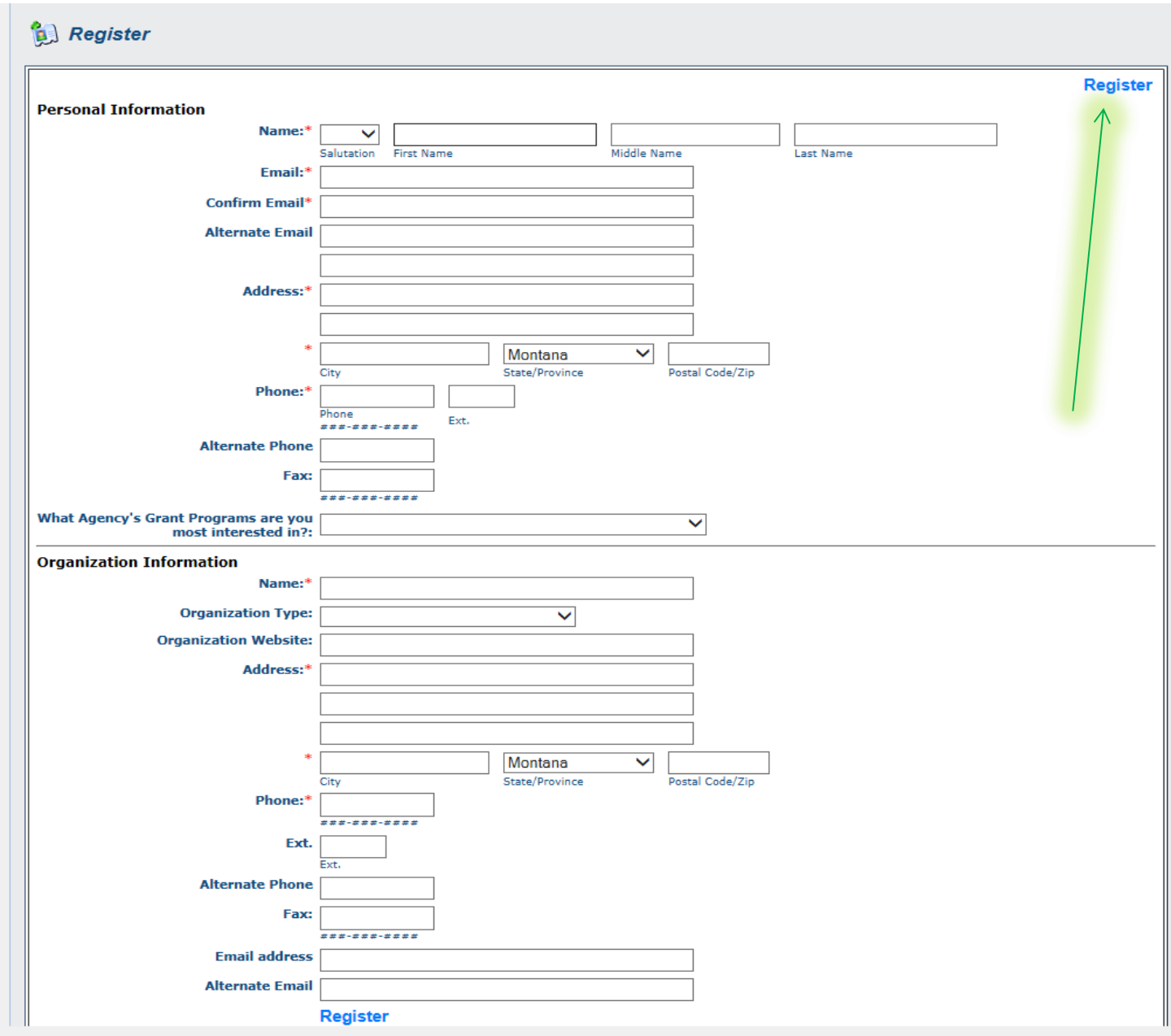
If awarded, your objectives and budget will be part of the grant contract acting as the scope of work for your project. It is important that you carefully consider the objectives, budget and expectations of your project. You are responsible for appropriate use of federal funds.

Webgrants Registration Process

Register yourself and your organization at https://fundingmt.org/index.do. Click "Register Here" on the login page. The primary application contact is the one who will register. Additional contacts may be added so that authorized users can view and fill out the application.



Fill out all the required information (red asterisks) and select “register” when complete. Users will receive an email notification alerting your registration. Registration and a user ID and password will be generated by Webgrants and emailed to you.



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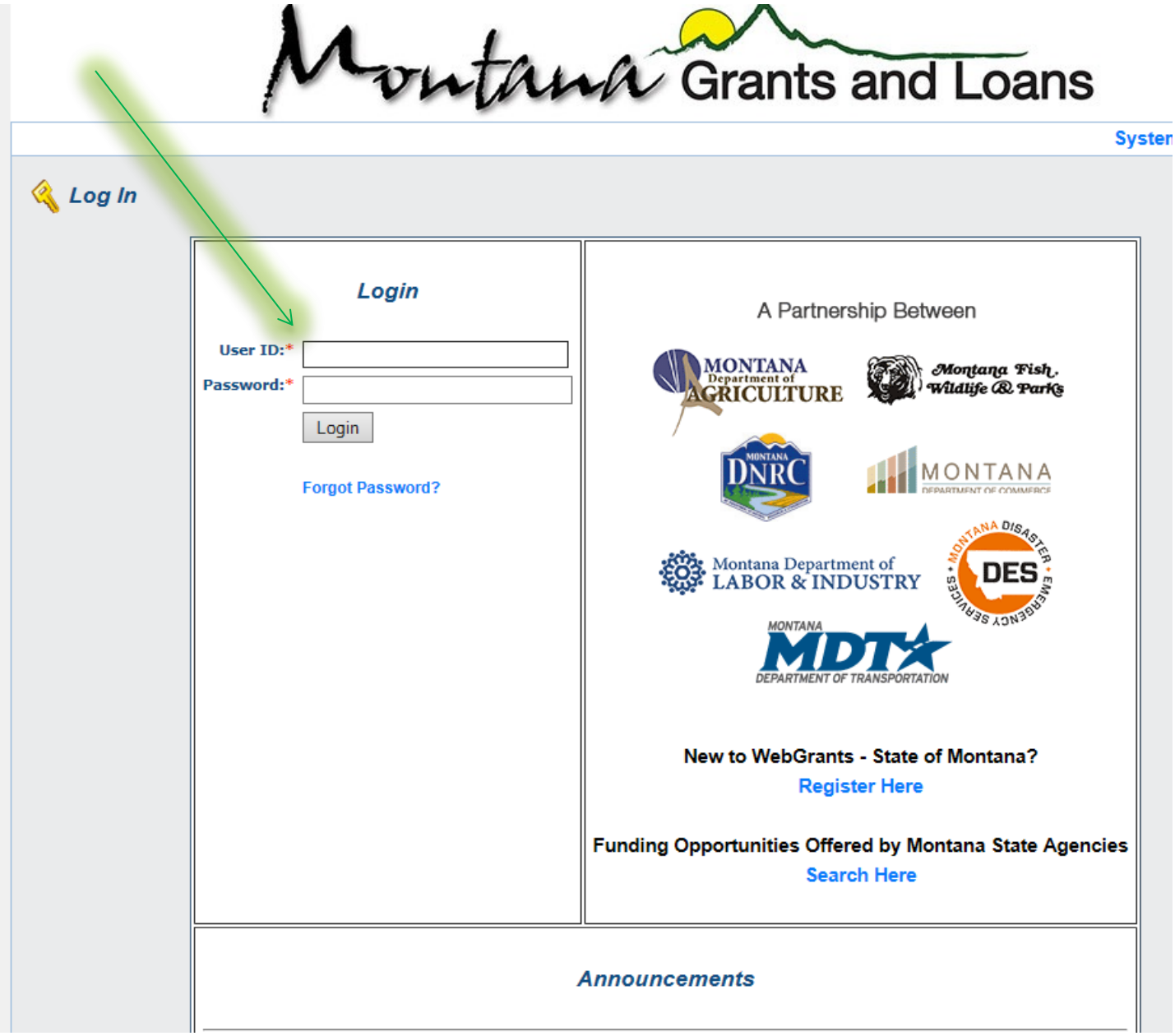
Logging into Webgrants:

Once registered, go to the webgrants main page seen below and log in using the user ID and password that was emailed to you. Passwords can be changed after initial log in. Any individuals that will be entering information into the application must be registered in the system and receive a user ID and password.

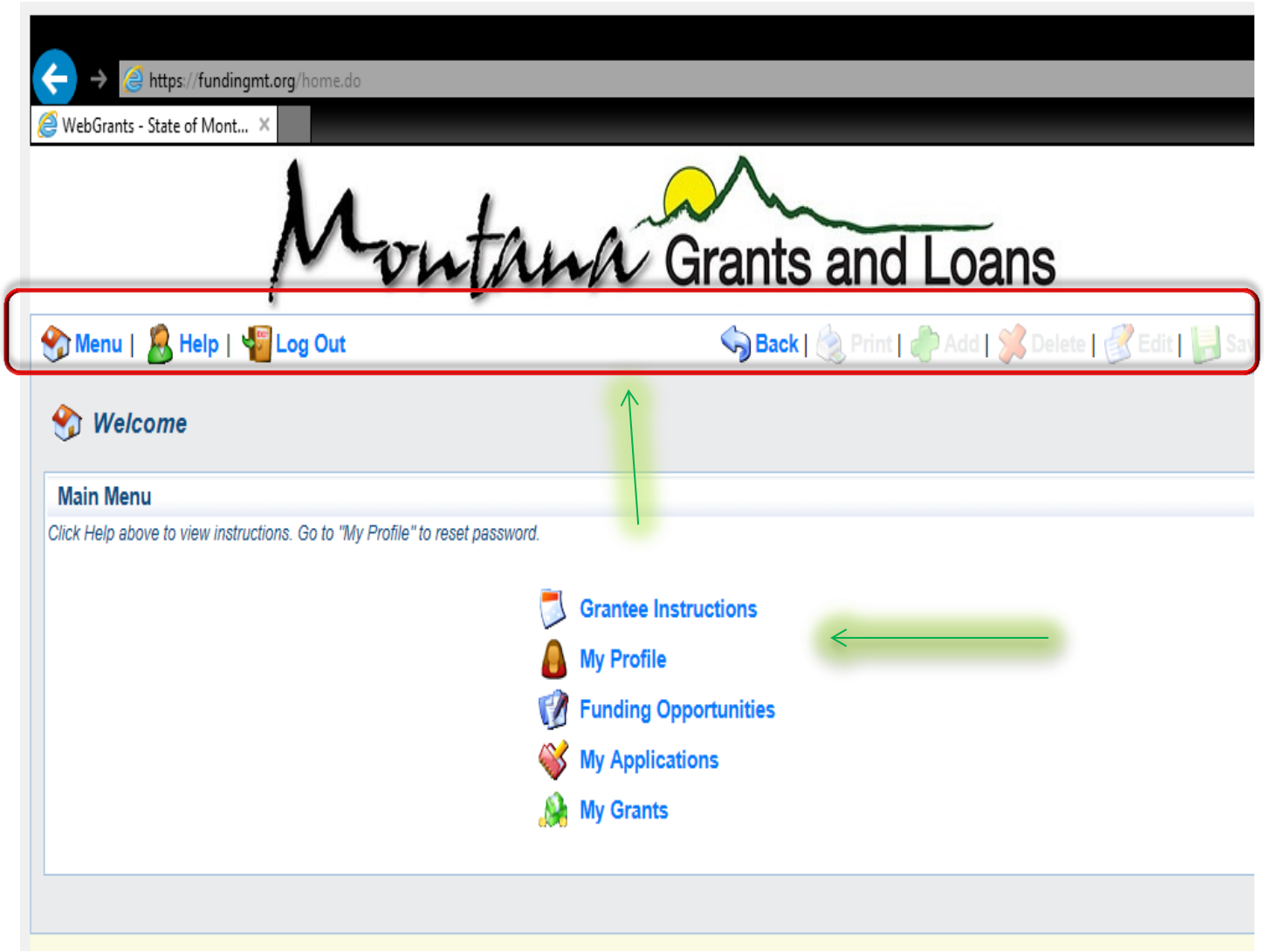


Webgrant Instructions and My Profile:

Webgrants has instructions providing general information for webgrant users. This is not specific to funding agencies, but rather instructions of the functionality of the system. Click on the link *Grantee Instructions* and read carefully.

To adjust personal information or to reset password, click *My Profile.*

Pay attention to the "TOP BAR". The TOP BAR will enable you to access the main menu, ask for help, log out, print, add information, delete, edit and save. Always refer to the TOP BAR when completing the different sections of the application.



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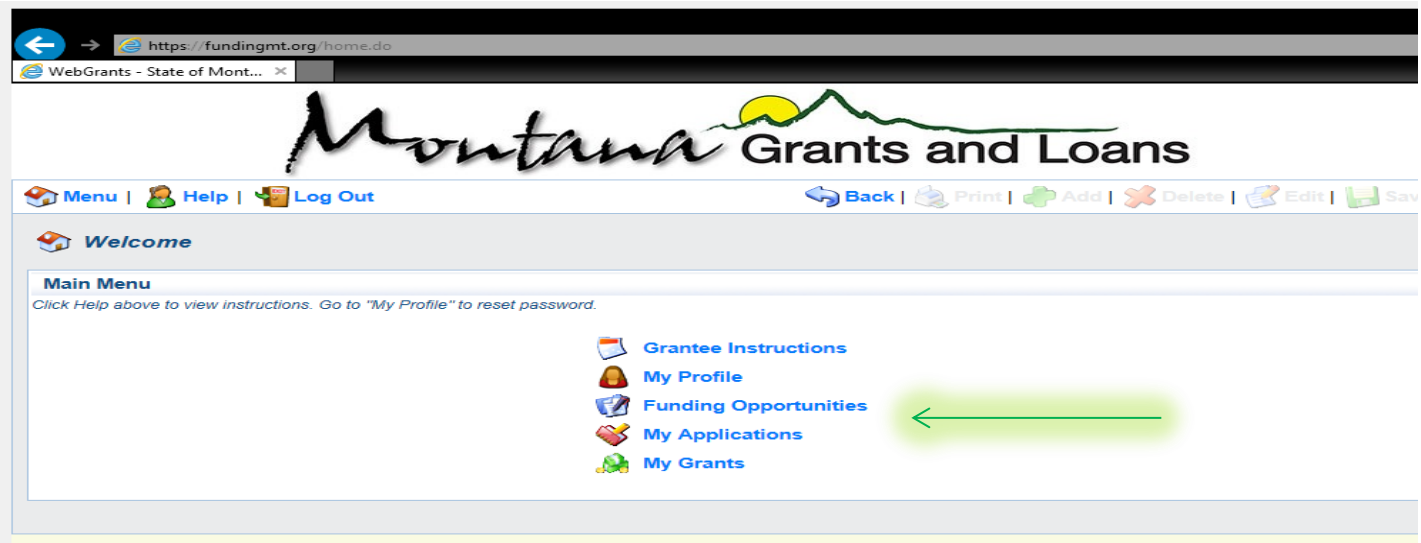
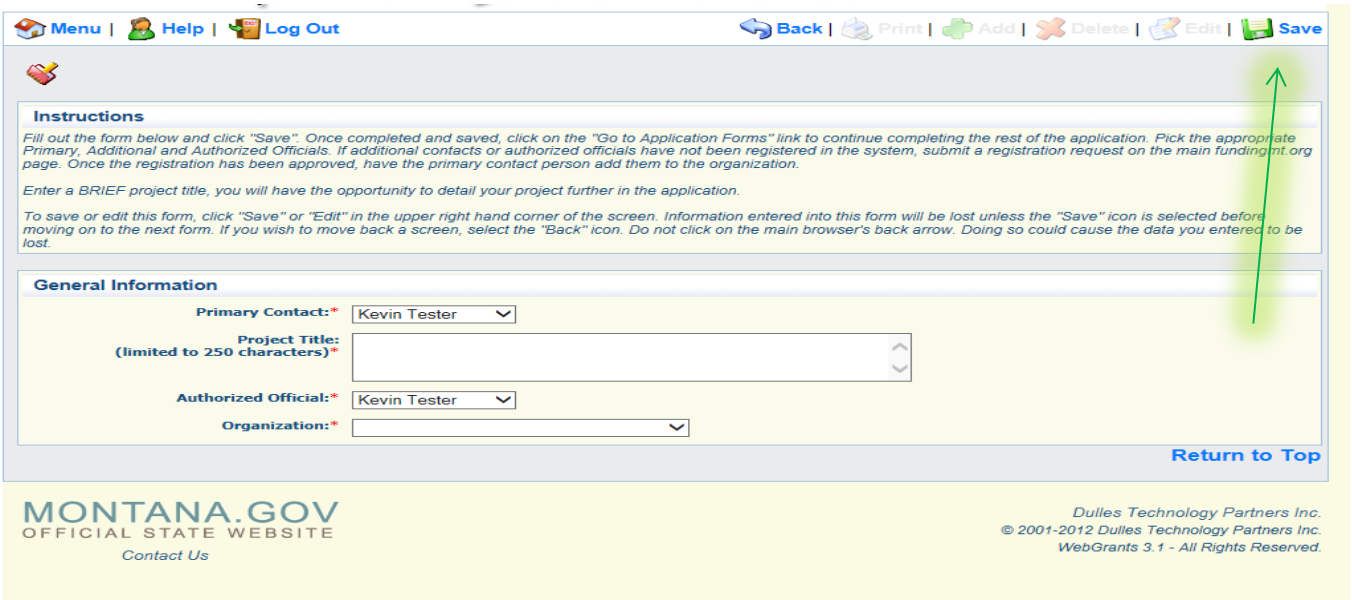
Funding Opportunities/Applying for Funding

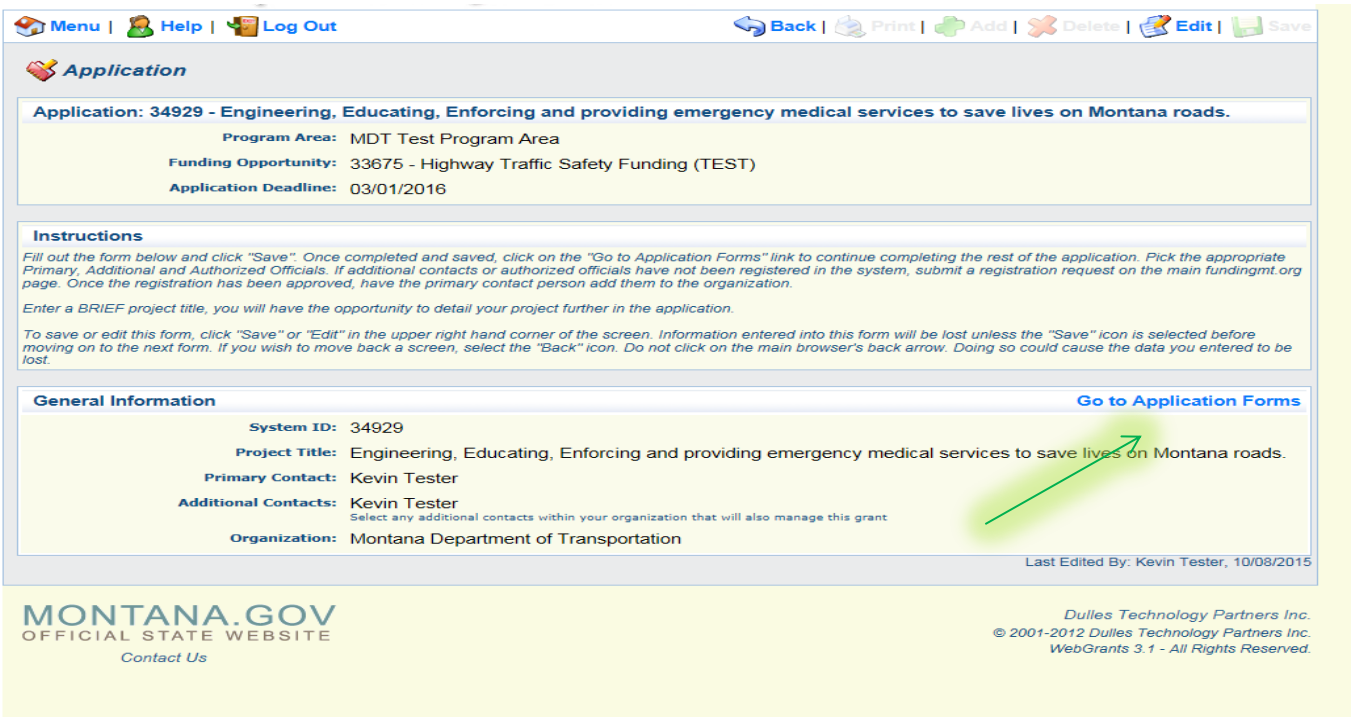
The MDT - SHTSS manages funding from the National Highway Safety Administration (NHTSA) and annually announces the availability of these funds by creating a funding opportunity. Releasing funding opportunities is the mechanism by which applications are submitted. When logged into webgrants, click *Funding Opportunities* and find the State Highway Safety Funding Opportunity.



The State Highway Traffic Safety Funding Opportunity provides a description, contact information for SHTSS staff, resource links, and gives you the option of starting a new application or copying an existing application. If you are new to the system you will need to begin a new application. Once you click either *copy* or *start a new application,* your entry will be given an application identification number and begin the application process.

After you click the State Highway Traffic Safety Funding Opportunity, click start/copy application, you will begin your application. Fill in necessary project title/organization responsible and primary contact that will be involved in the project and/or writing the application. You will have the opportunity to add additional authorized persons that can have access to the application, complete and submit. Additional contacts added must first register in the system. Hit the save button after the completion of the general information section. Click the **application forms button** to begin application development.





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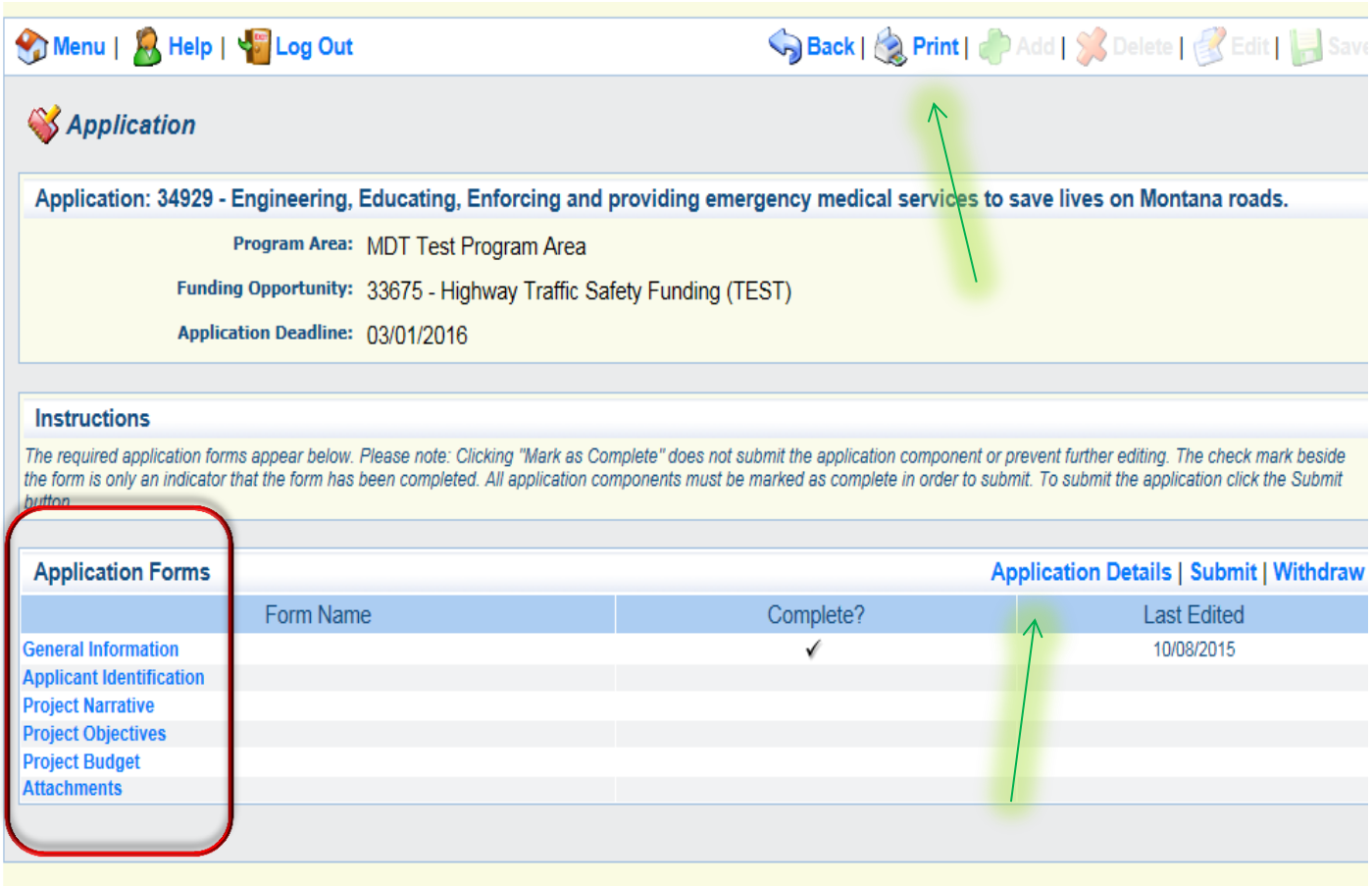
Application Main Page

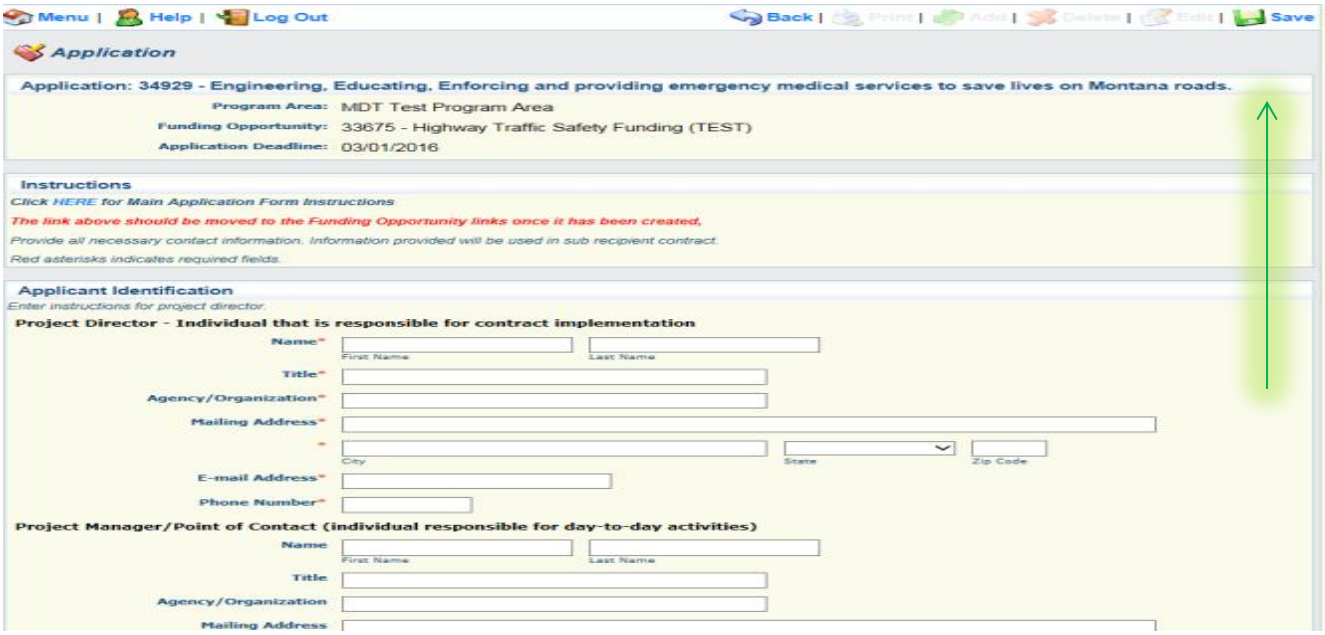
After you begin a new application, have provided the general information, and return to the application forms page, the screen below will be displayed. This is the main menu page for the required application forms. The required components include: General information; applicant identification, project narrative, project objectives, project budget and attachments. **All components must be completed prior to submission.** Completed components will be indicated by a check mark in the complete column. Note: you can go back and adjust any information prior to submission, even if the section is marked complete.

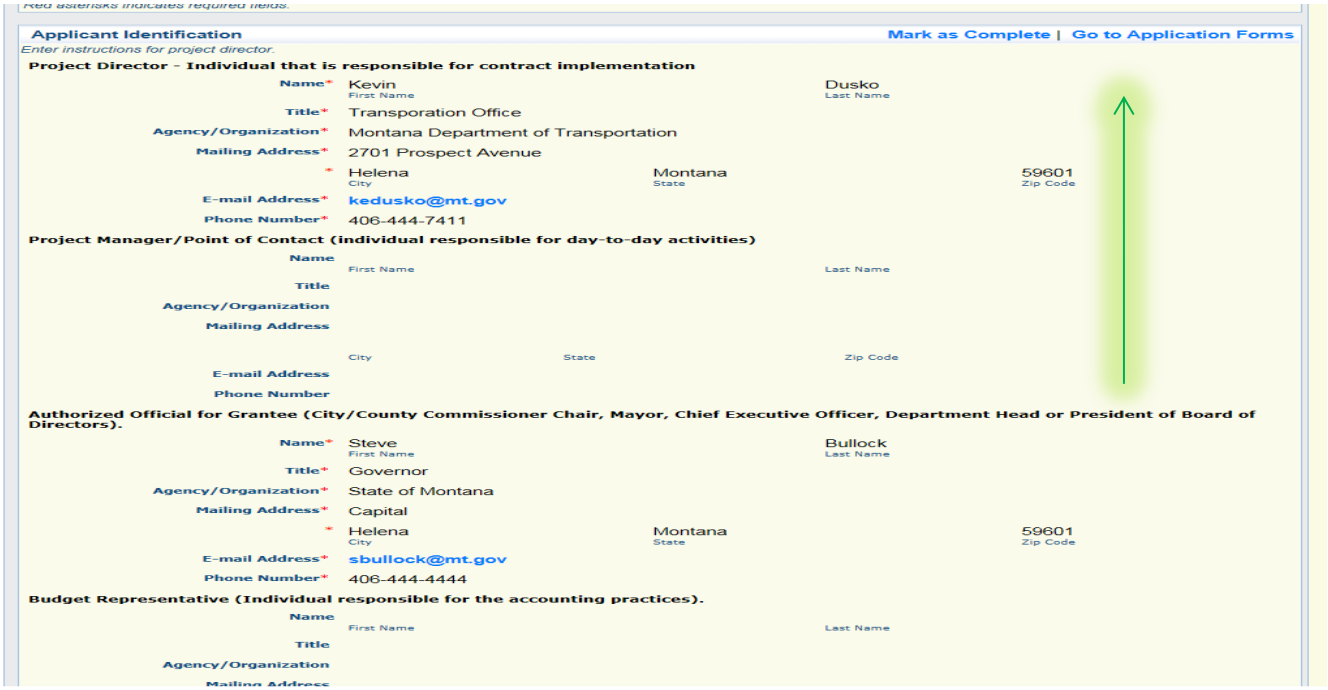
At any time throughout the application process, users can click the print button on the TOP BAR or application details button. These will display all information at a glance and will enable to you print.



Project Identification

Provide relevant contact information regarding the project you are requesting to be funded. Ensure that all contact information is correct. Indicated by red asterisks, primary and authorized contacts are required and cannot be duplicate. **This contact information will appear on the grant contract, if awarded**. Note: Depending on the agency, individuals submitting the grant application and registered in webgrants might differ than those in charge of the managing the project. The names on the applicant application identification section may or not be the same individuals in the general information section. Individuals on this form don't necessarily have to be registered in the webgrants system. Once complete, hit save, mark as complete and return to the application main page.





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Project Narrative

Once the application identification section is completed, go back to the application main menu page (application forms) and click project narrative.

Provide a complete project narrative by completing all parts in this section. It is recommended that the project narrative is completed on a separate word document and then copied/pasted in the webgrant system. Utilize the copy and paste function indicated on the screen shot below. Pay attention to the character limits in each section. We request concise applications, but also a full description of your project.

Users have the option of hitting the save button and return to this section for completion at a later time.

All programs and projects must support Montana's Comprehensive Highway Safety Plan (CHSP). The purpose of the CHSP is to provide a data driven, system-wide, comprehensive, collaborative approach to road safety in Montana. More information is available at:

http://www.mdt.mt.gov/visionzero/plans/chsp.shtml

The following application sections must be completed in the project narrative section:

Executive Summary – Briefly summarize the scope of your project. This section should be brief and concise.

Problem/Needs Statement – Document the need and explain the problem. What is the problem and what data identifies this as a problem. Describe the target population affected and use data specific to the target population. Multiple data sources are encouraged. Data by county and reservation is located at http://www.mdt.mt.gov/publications/datastats/crashdata.shtml

Goals – The Goal Statement should be a statement of the project direction. A goal does not have to be immediately attainable but should be realistic, understandable and related to the Needs Statement. A single overriding goal is usually sufficient.

Evaluation – This section requires you to describe what type of data you intend to collect to verify that you met the objectives and overarching goal. Be sure to clearly state which data will be collected, how, by whom and when. Please indicate how you will evaluate the entire project's effectiveness.

Future Funding/Sustainability – This is a description of how this program will be sustained should future funding be eliminated. Is there a plan in place in your community to continue the program beyond the current funding cycle?

The next page will provide you a couple screen shots of the narrative section.
***Remember: When making changes, hit the edit/save button on the TOP BAR.** Then mark as complete. Go back to the application forms main screen.

Project Narrative

Executive Summary

Executive Summary (6500 characters allowed)*

Path: p Words:900

Problem/Needs Statement

Problem/Needs Statement (6500 characters allowed)*

Path: p Words:0

Goal/s

Goal/s (1000) characters allowed)*

Path: p Words:0

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Project Objectives

On the main application forms page click *objectives*. Applicants have the ability to add multiple objectives for your project. When finished, mark as complete. Then go back to the application forms main screen.

A project objective is an opportunity to describe specific project activities and how they will be carried out in detail. Objectives are projected accomplishments that will lead to achieving your project goal. Objectives must be attainable, measurable and related to the project goal. *Remember that objectives will be part of the signed contract.

The following components must be completed to have a complete understanding of each objective.

Target Date – When will this objective be completed?

Target Population – Who does this objective apply to?

Activities – What specific activities are associated with completing this objective.

Responsible Person/Party – Who will be responsible for completing this objective.

Outcome – What will be the result of completing this objective. .

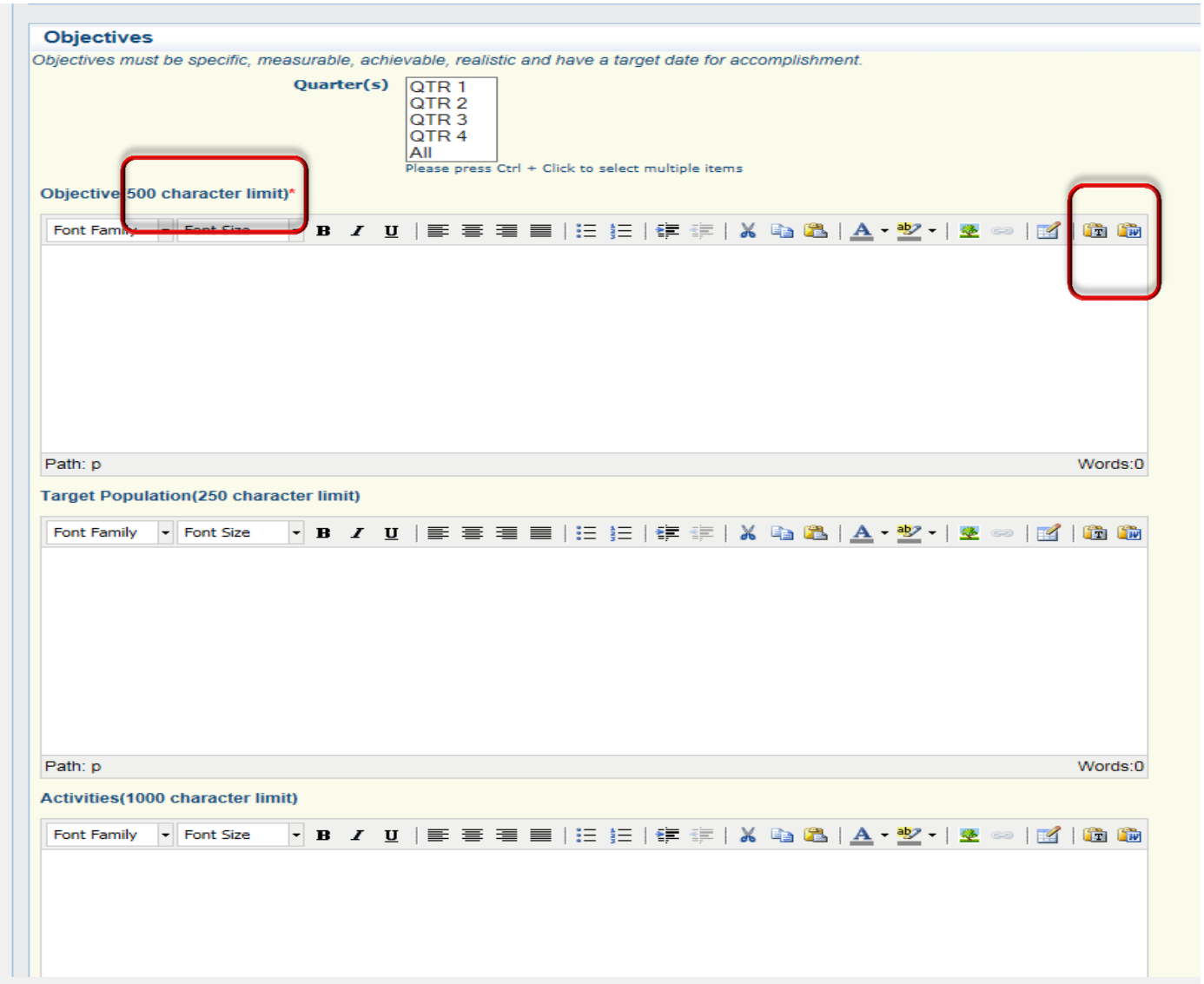
Objectives: STEP/SETT Only

STEP/SETT Applicants must indicate separate of objectives for a minimum of five objectives. Objective 6 (additional event) is optional:

1) Winter Holiday Season
2) Memorial Day Mobilization
3) Labor Day Mobilization
4) First High risk state/local event
5) Second High risk state/local event
6) Additional events are optional

Applications can add multiple objectives by clicking the “add” button indicated below. Click mark as complete when finished.

Once you hit add, the screen below will appear. You can add multiple objectives. Applicants can copy/paste from a separate word document using the copy/paste function. Pay attention to character limitations.



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Project Budget

The project budget will be included in the signed contract agreement and fiscal reimbursement requests. There are two required parts for budget information, the Project Budget and the Budget Narrative. If your agency will be providing matching funds those should be entered in this section under matching funds.

The project budget provides the type of cost, amount and brief description. **The budget narrative** details how you arrived at calculating the amounts listed on the project budget and how the cost will assist you in accomplishing your objectives and goal. For more information on allowable costs please see the Contract Management Manual on-line at:
http://www.mdt.mt.gov/publications/docs/grants/subgrantee_manual.pdf

A. Personnel Services: Separate out salary, fringe, and overtime if applicable. Costs must tie to personnel used to implement the project. Be aware of overtime costs and bargaining unit contracts.
Personnel Services Narrative: Enter detailed information about personnel services. Information may include, but is not limited to: Hourly rates, overtime rates, hours per week, hours per year, fringe benefit percentage, etc. Discuss how personnel services will contribute to completing goals and objectives.

B. **Contracted Services**: Provide itemized information about any expenditure that will involve an ongoing contract with funds. Examples of this may include consultants, media groups, treatment providers, etc.
Contract Services Narrative: Provide a description of the product or service to be procured, connection to project objectives and an estimate of the cost.

C. **Operating Expenses**: Provide the costs associated with the project that does not require an ongoing contract. Examples of other costs may include, but is not limited to: communications, equipment under $5,000, professional development/registration costs, etc.
Operating Expenses Narrative: Provide a description for individual expenditures and the how the amount was calculated. Tie operating expenses to accomplishing objectives/goals.

D. **Travel:** Detail out travel costs requested. Separate in-state and out of state travel at state approved rates.
Travel Narrative: Discuss how travel costs were calculated using state-approved rates. Break out, mileage, air fare, hotel, etc. Justify travel costs associated with accomplishing objectives/goals.

E. **Equipment**: Over $5,000 equipment purchases. Buy American regulations apply.
Equipment Narrative: Discuss detail calculations of the equipment and how equipment purchases will assist in accomplishing objectives/goals. Appropriate bids must be attached to application.

F. **Indirect Costs** Applicant must calculate the percentage and put in an amount. Indirect cost (IDC) must be in accordance with 2 CFR Part 200.414 and approved by your federal cognizant agency. A copy of the IDC approval letter must be attached to the application. The percentage rate for indirect costs shall be maintained for the life of the project. If the agency is requesting reimbursement for indirect costs, a letter of approval from the cognizant agency must be provided to support the indirect cost percentage.
Indirect Cost Narrative: Provide description and calculation for indirect cost.

A. Personnel Services — Mark as Complete | Go to Application Forms | Add

Description	Type of Personnel Service	Proposed MDT-SHTSS Funding	Matching Funds	Total
		$0.00	$0.00	$0.00

Personnel Services Narrative — Add

Narrative(2000 Character limit)

B. Contracted Services — Add

Description	Type of Contract Service	Proposed MDT-SHTSS Funding	Matching Funds	Total
		$0.00	$0.00	$0.00

Contracted Services Narrative — Add

Narrative(2000 Character limit)

C. Operating Expenses — Add

Note: Special restrictions apply. Please Contact MDT-SHTSS for details

Description	Type of Operating Expense	Proposed MDT-SHTSS Funding	Matching Funds	Total
		$0.00	$0.00	$0.00

Operating Expenses Narrative — Add

Narrative(2000 Character limit)

D. Travel — Add

Supplies and Materials

Description	Type of Travel	Proposed MDT-SHTSS Funding	Matching Funds	Total
		$0.00	$0.00	$0.00

Travel Narrative — Add

Narrative(2000 Character limit)

E. Equipment — Add

Description	Proposed MDT-SHTSS Funding	Matching Funds	Total
	$0.00	$0.00	$0.00

Equipment Narrative — Add

Narrative(2000 Character limit)

F. Indirect Costs — Add

Description	Proposed MDT-SHTSS Funding

A. Personnel Services

Description*

Type of Personnel Service *

Proposed MDT-SHTSS Funding $0.00

Matching Funds $0.00

Return to Top

Personnel Services Narrative

500 Character limit

*

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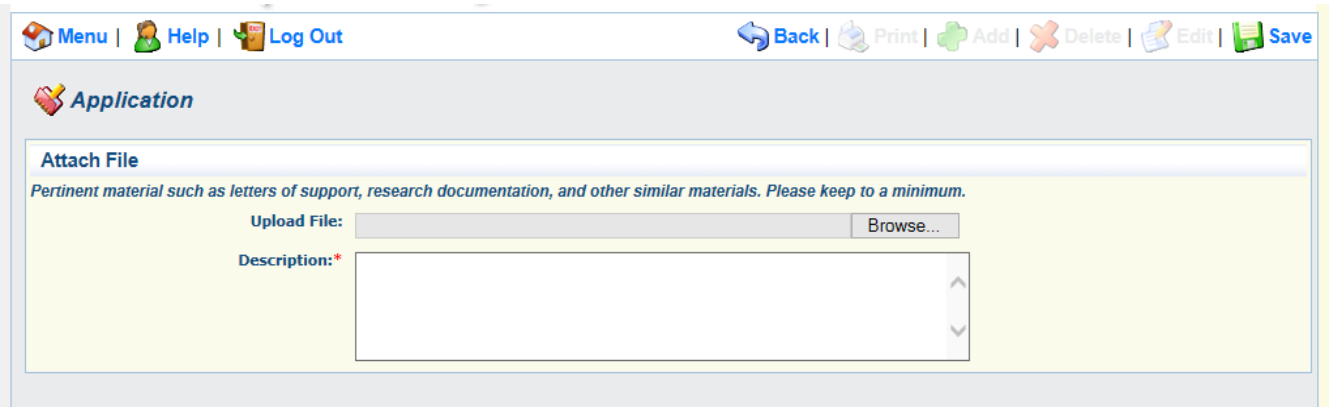
Attachments

****Must be marked as completed, even if you do not have anything to attach.**

Provide necessary back-up documentation for your funding request. Examples of back-up documentation may include, but is not limited to: Indirect cost rate agreement, proof of non-profit status, letters of support, memorandums of agreement, etc.

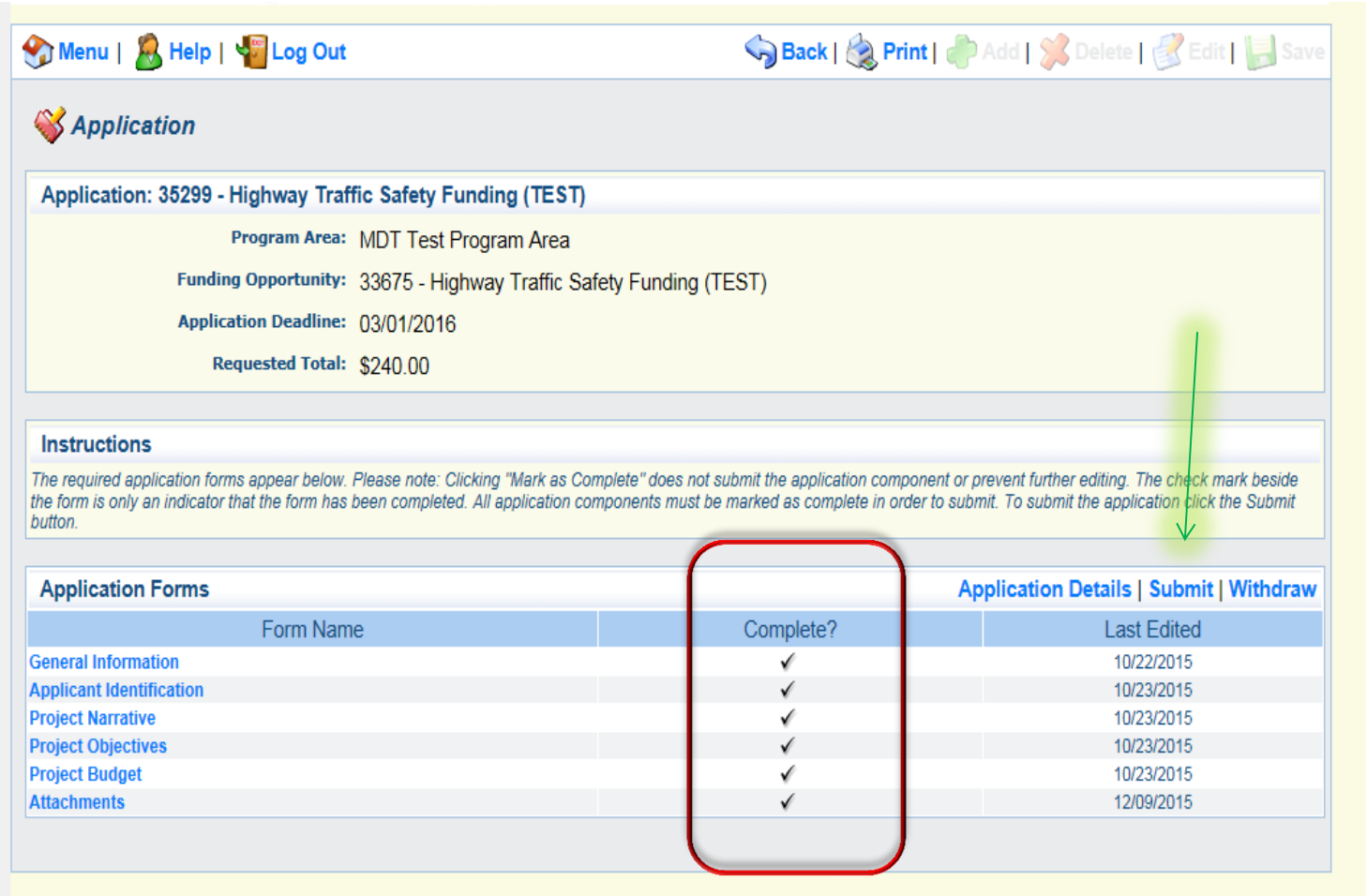
To add an attachment click add on the TOP BAR, browse your computer/network and upload in the system. Mark as complete when finished.



Application Submission

The application is due annually on March 1. After completing sections of the application, all sections will be indicated by a check mark. Please review carefully. Sections can be modified, even if a section is marked complete. When clicking print or applications details, it will show you all grant details.

After final review, click submit. Once you hit submit, your application will be locked to further editing. You will get a confirmation page on application submission and an email will be sent to the webgrant users identified in the general information section.



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Contacts

Main Address:

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Kevin Dusko, Transportation Planner, Impaired Driving, kedusko@mt.gov,
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