How to Complete a BaRSAA Annual Report in WebGrants:

To complete the annual report on the status of your BaRSAA project(s), log in to the WebGrants system (https://fundingmt.org/index.do) with your user id and password. If you do not have a WebGrants account or are unsure, please contact MDT Planning, mdtbarsaawebgrants@mt.gov, 444-9131.

After logging in, you'll be directed to the main menu page; click on the My Grants link.

You will see a listing of active projects for which you have received distribution of BaRSAA funds; an active project is one that has not yet been reported as complete. Note that the status of reservations of funds are not reported in the annual report.

Click on the title of the project to provide a status for the annual report.

You will be directed to the Grant Tracking page for that individual project. Under the Grant Components section, click on the Status Reports link.
On the Status Reports page, click Add in the top menu bar.

Note that if you have a project that is in development for more than one annual reporting period, you will see previous annual reports under the Status Reports heading. To add a new report for the current year, click Add.

After clicking Add, you’ll be asked to enter the date range of the annual report. You can manually enter the date range – note that the system will auto-enter the forward slashes in the date format, or you can click on the calendar icons to select dates from the calendar. **Dates should be for the current calendar year (1/1/20XX to 12/31/20XX).** When you’ve entered the dates, click Save in the top menu bar.
You’ll be provided a summary of the dates that you entered. If they are incorrect, you can select Edit from the top bar menu. If correct, then select Return to Components.

You’ll be directed to the status report components main page. Select the BaRSAA Distribution & Reservation Report link.

You’ll be directed to a page that provides a summary of the project information you provided when first requesting the distribution. To add a status for the project, click Edit in the top menu bar.
Scroll down to the bottom of the page, where you’ll see a Project Status field. It’s a drop-down menu, allowing you to select from the following status options: In Development, Completed, or Withdrawn.

If your project is completed, you will be asked to provide the total cost of the project.
There is also a comments box, if you’d like to provide any additional information. This field is optional.

When you’ve provided the status information, click Save in the top menu bar.
Once saved, a summary page will display, with the information you entered. If you see any additional changes needed, you can click edit in the top menu bar. If the form is complete, select the Mark as Complete link.

You’ll be re-directed to the status report components main page. If you’d like to, you can print the report by clicking Print in the top menu bar.

**When you’re ready to submit the report, click Submit.**

Once submitted, you’ll see a submittal confirmation page.

If you have additional projects on which to report, click on the Menu icon in the top menu bar, left-hand side.

From the main menu page, follow the instructions above, starting at page 1.
MDT attempts to provide accommodations for any known disability that may interfere with a person participating in any service, program, or activity of the Department. Alternative accessible formats of this information will be provided upon request.

For further information, call 406-444-9229, TTY: 800-335-7592 or the Montana Relay at 711.

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