

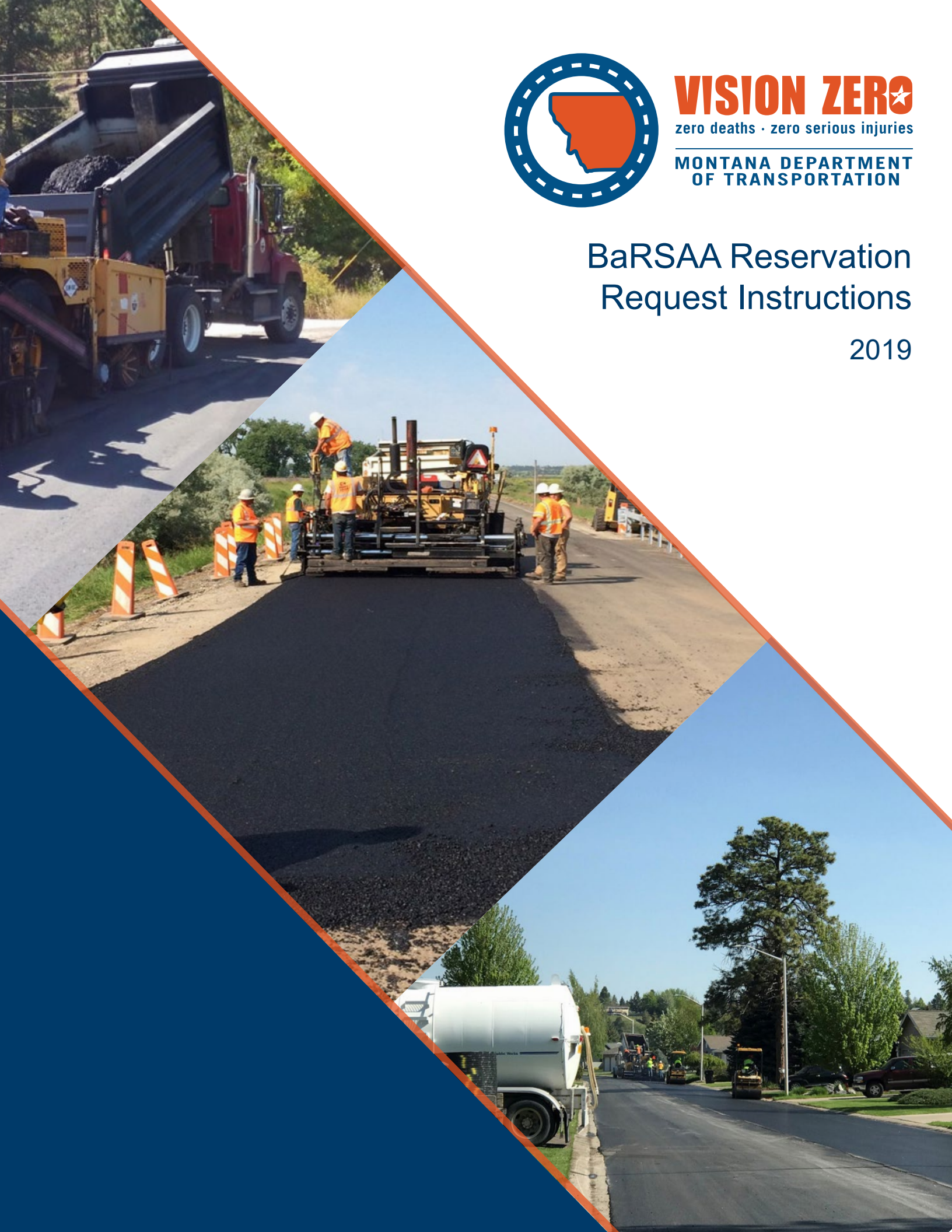


**VISION ZERO**  
zero deaths · zero serious injuries

**MONTANA DEPARTMENT  
OF TRANSPORTATION**

# BaRSAA Reservation Request Instructions

2019



## Request for Reservation of BaRSAA Funds

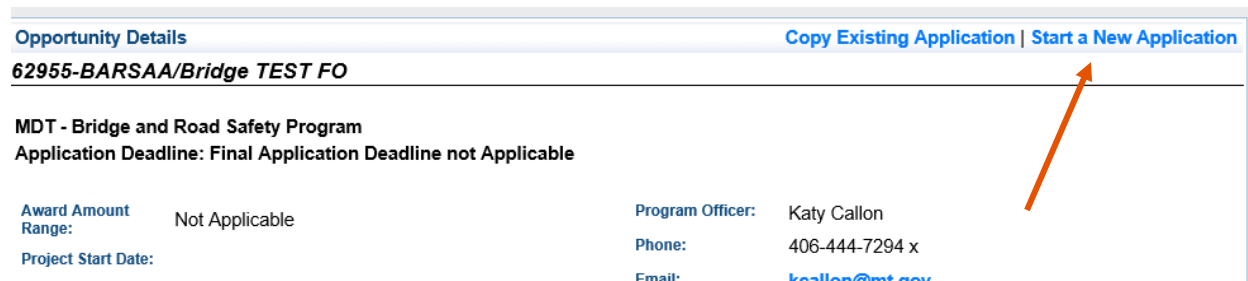
[ARM 18.16.107](#) outlines conditions and requirements for reservation of funds. Per the rules, reservation requests of allocated BaRSAA funds are accepted September 1<sup>st</sup> through November 1<sup>st</sup>. A resolution is also required for reservation of funds. Resolution templates are available on the [League of Cities and Towns'](#) and [Montana Association of Counties'](#) websites.

Once the resolution is adopted, scan an electronic copy of the signed version (pdf or other file type). Have it ready to upload before logging in to WebGrants to request reservation of the funds.

Log in to WebGrants: <https://fundingmt.org/index.do>

Click on Funding Opportunities in the main menu; scroll down to the Department of Transportation's section. Then click on the 2019 HB473/BaRSAA link.

You'll be directed to a program description page that provides additional information about the BaRSAA program. To access the forms to submit your reservation request, click Start a New Application on the right-hand side.



Opportunity Details [Copy Existing Application](#) | [Start a New Application](#)

**62955-BARSAA/Bridge TEST FO**

MDT - Bridge and Road Safety Program  
Application Deadline: Final Application Deadline not Applicable

Award Amount Range:	Not Applicable	Program Officer:	Katy Callon
Project Start Date:		Phone:	406-444-7294 x
		Email:	<a href="mailto:kcallon@mt.gov">kcallon@mt.gov</a>

### General Information Form

When you click Start a New Application, you'll be directed to the first form to provide the following general information: Project Title and your organization (select from the drop-down menu). **In this case, you won't have a project title, so enter the year of the allocation followed by Reservation Request (e.g. 2019 BaRSAA Reservation Request).**

Note that Primary Contact will default to the person who initiates the application. If you select someone else from the drop-down menu, you will not be able to edit the General Information form.

After entering this information, click Save in the top menu bar, right-hand side.

**General Information**

Primary Contact\*: Kathryn Callon

Project Title: 2018 Reservation Request  
(limited to 250 characters)\*

Organization\*: MDT Test Applicant Organization

After entering this information, click Save in the top menu bar.

Once saved, a summary page of the information will be displayed. If you would like to add people to the request, click Edit and select those individuals from the list of Additional Contacts to add. Note that any additional contacts must first be registered in the system. Once the individual(s) are selected, click Save in the top menu bar.

To move to the next form, click Go To Application Forms.

**General Information** [Go to Application Forms](#)


System ID: 65833

Project Title: 2018 Reservation Request

Primary Contact: Kathryn Callon

Additional Contacts: Kathryn Callon  
Select any additional contacts within your organization that will also manage this grant

Organization: MDT Test Applicant Organization




You'll be directed to the Application Forms main page. You should see a Complete check mark next to the General Information form.

The next step is to complete the BaRSAA Distribution & Reservation Request Form. Click on the form name to begin.

**Instructions**

*The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.*

Application Forms		<a href="#">Application Details</a>   <a href="#">Submit</a>   <a href="#">Withdraw</a>	
Form Name	Complete?	Last Edited	
<a href="#">General Information</a>	✓	11/08/2017	
<a href="#">BARSAA Distribution &amp; Reservation Request Form</a>			



## BaRSAA Distribution & Reservation Request Form

In the drop-down menu, next to Distribution or Reservation Request?, select Reservation Request.

**BARSAA Project Information**

Distribution or Reservation Request?\*

Distribution Request  
Reservation Request

**Local Government Information**

Government Entity Type\*

Name of Local Government\*

[Return to Top](#)

The following form will display for you to enter the amount of your allocation that will be reserved and to attach the reservation resolution.

**BARSAA Project Information**

Distribution or Reservation Request?\*

Reservation Request

A local government may only reserve allocated BARSAA program funds if it is unable to match the funds. Reservation requests must be submitted between September 1 and November 1 of the fiscal year after the fiscal year in which MDT allocated the funds.  
Click [HERE](#) for a link to the MDT Road & Bridge Funding website containing a list of current allocations by entity.

Amount of BARSAA Allocation Requested for Reservation\* \$0.00

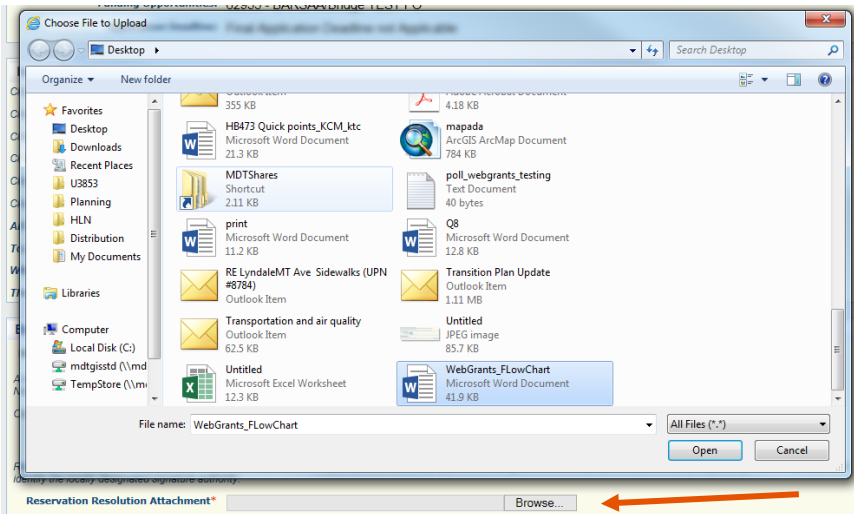
Reservation Resolution Attachment\* Browse...

**Local Government Information**

Government Entity Type\*

Name of Local Government\*

To upload your reservation resolution attachment, click Browse. Navigate to the resolution file and click on it. Then, click Open.



The final step in this form is to provide your local government information. From the drop-down menu next to Government Entity Type, select either City/Town or County.

For Name of Local Government, select your city/town or county's name from the drop-down menu. If you select City/Town from Government Entity Type, only the city and town names will appear in the Name of Local Government listing. If you select county, only the names of the counties will appear in the listing.

All the fields displayed in the form should be complete.

When finished, click Save in the top menu bar, right-hand side. You will be directed to a summary page of the completed reservation request form.

If you see any changes needed, you can select Edit in the top menu bar to revise the form, and then click Save and Mark As Complete when you've made the edits.

If no edits are needed, then click Mark as Complete.

**Application**

Application: 64804 - test project 12-29-17

Program Area: MDT - Bridge and Road Safety Program

Funding Opportunities: 62955 - BARSAA/Bridge TEST FO

Application Deadline: Final Application Deadline not Applicable

**Instructions**

Click [HERE](#) for the Montana Department of Transportation Webgrants Grant Application Instructions.

Click [HERE](#) for a link to the Montana Code Annotated pertaining to BARSAA Program funds.

Click [HERE](#) for a link to the Administrative Rules pertaining to BARSAA Program funds.

Click [HERE](#) for a link to the MDT Road & Bridge Funding website for additional information and resources.

Click [HERE](#) for a link to the Montana Association of Counties website & resources.

Click [HERE](#) for a link to the Montana League of Cities & Towns website & resources.

All fields are required. One request must be submitted for each project.

To add data in this form, select the "Edit" link, located at the top of the screen. When you have completed an entry for all the fields, select "Save".

When you have completed the entire form, be sure to "Mark as Complete".

The user submitting the distribution or reservation request must be listed in the adopted resolution as the locally designated signature authority.



**BARSAA Project Information**

[Mark as Complete](#) | [Go to Application Forms](#)

Distribution or Reservation Request?\* Reservation Request

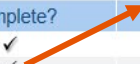
A local government may only reserve allocated BARSAA program funds if it is unable to match the funds. Reservation requests must be submitted between September 1 and November 1 of the fiscal year after the fiscal year in which MDT allocated the funds.

Click [HERE](#) for a link to the MDT Road & Bridge Funding website containing a list of current allocations by entity.

Amount of BARSAA Allocation Requested for Reservation\* \$1,000.00

**The final step is to submit the reservation request.** If you don't click Submit, the request will stay in editing status. On the Forms page, click Submit, and then OK to the system confirmation prompt.

Application Forms		Application Details	Submit	Withdraw
Form Name	Complete?	Last Edited		
General Information	✓	11/08/2017		
BARSAA Distribution & Reservation Request Form	✓	11/08/2017		



**After Submitting Your Request**

Once your request has been submitted, you'll receive a system notification, verifying its submittal. If you do not receive that email, you should log in to WebGrants, go to My Applications, and check the status of the request. If it is in Editing status, that means it was not submitted. Click on the Project Title. You'll be directed to the Application Forms page, where you can then click Submit.

As required in the Administrative Rule, the request will be reviewed for the sole purpose of compliance with the statute. If for some reason, some element of the request does not meet the statutory requirements, MDT will contact you to verify your entry. Following that conversation, if necessary, MDT will negotiate the request back to you for revision.

For reservation requests, MDT will forward you the email notification that the request was “approved,” which means that your funding will be reserved.

## **Program Contacts**

If you have any questions concerning the utilization of WebGrants to request reservation of your allocated HB 473/BaRSAA funds, please contact:

Katy Callon  
Planner, Montana Department of Transportation (MDT)  
406-444-7294  
[kcallon@mt.gov](mailto:kcallon@mt.gov)

Kraig McLeod  
Multimodal Bureau Chief, MDT  
406-444-6256  
[krmcleod@mt.gov](mailto:krmcleod@mt.gov)

If you have any questions concerning the HB 473/BaRSAA program (resolution, timeline, project eligibility, etc.):

Cities/Towns, please contact:


Kelly Lynch  
Deputy Director/General Counsel, Montana League of Cities and Towns  
406-442-8768  
[kelly.lynch@mtleague.net](mailto:kelly.lynch@mtleague.net)

Counties, please contact:

Jason Rittal  
Deputy Director, Montana Association of Counties  
406-449-4360, ext. 4394  
[ebryson@mtcounties.org](mailto:ebryson@mtcounties.org)

If you have questions concerning your funding, please contact:

Deann Willcut  
Accounting Systems Operations, MDT  
406-444-6023  
[dwillcut@mt.gov](mailto:dwillcut@mt.gov)



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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