

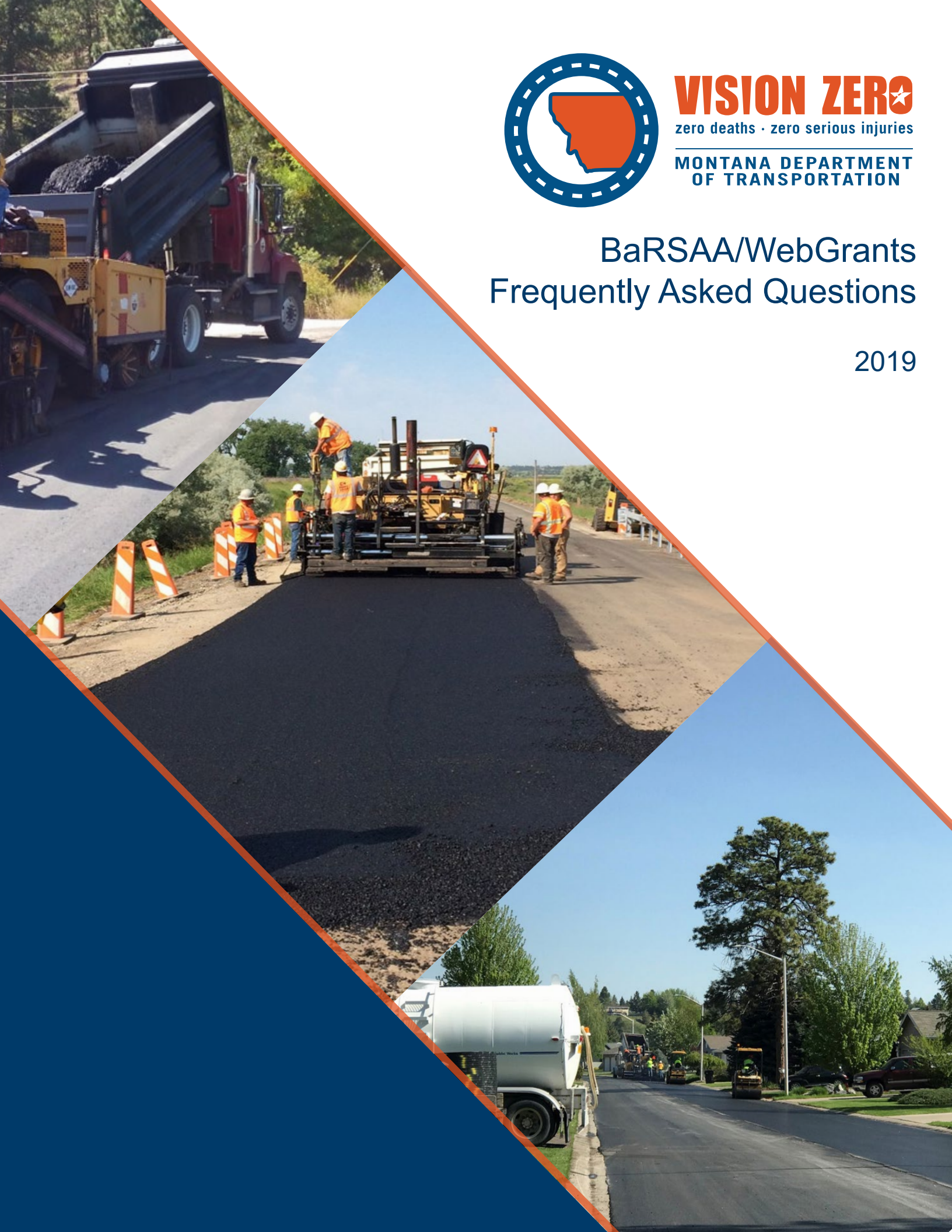


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**MONTANA DEPARTMENT
OF TRANSPORTATION**

BaRSAA/WebGrants Frequently Asked Questions

2019



BaRSAA/WebGrants – Frequently Asked Questions

Introduction:

If you have questions concerning the resolution templates, project eligibility, timeline, or generally about the program, please contact the [League of Cities and Towns](#) or the [Montana Association of Counties](#) for further guidance.

The request for funding is made through the WebGrants system, and this document is meant to address questions concerning that process.

Getting Started:

I'm new to my position. How do I get a WebGrants account to request the BaRSAA funds?

You'll need to register for a WebGrants account. There is a Register Here link on the WebGrants homepage, underneath the log-in area: <https://fundingmt.org/index.do> . Click the Register Here link and provide the required information. For the field "Which agency's programs are you most interested in?," make sure to select Department of Transportation. That way, we can quickly get your registration approved.

I forgot my user ID/password to log in to WebGrants. How do I retrieve those?

If you need to retrieve your user ID, please contact MDT (444-7294 or kcallon@mt.gov).

If you need to retrieve your password, there is a Forgot Password? link on the WebGrants homepage, underneath the log-in area. You'll need to provide your user ID and email address. The system will then email you a new password.

Where do I find the forms to request the funding?

Once you've logged in to WebGrants, click on Funding Opportunities. Scroll down to the Department of Transportation's opportunities and click on the title for the one related to BaRSAA.

Note – It's recommended to have your resolution signed and scanned *before* you start filling out the forms in WebGrants. The system will not let you save the form until you upload that file.

I had to close out before I finished my forms. How do I access the request I started to finish filling out the forms and/or submit the request?

To access the request that you started, log in to WebGrants and click on My Applications. You should see the draft request listed there. Click on the project title; that'll take you to the forms main page. Click on name of the form you need to complete. A summary of the form will display. In the top menu bar, right-hand side, click Edit; that will re-open the fields.

General Information Form:

What do I enter for the project title?

For the project title field, you should provide the name of the road/bridge project for which the BaRSAA funds will be used. If the project, for example, is county-wide street maintenance, the project title would be “County-wide street maintenance”. The project title does not need to be a detailed project description, rather just a short title for referencing the project.

How do I add additional people as contacts for the request?

Once you’ve entered the project title, in the top menu bar, right-hand side, click Save. A summary of the General Information form will display. In the top menu bar, right-hand side, click Edit – that will re-open the form. A new field will be included in the form to add additional contacts.

If the person/people that you want to add are registered in WebGrants and their account is affiliated with your organization, you should see them listed in that additional contacts field. If they do not have an account, then they need to register as a WebGrants user before they will show up in the list for you to add.

Click their name in the list, and then in the top menu bar, right-hand side, click Save.

To add more than one person in the list, click on the first person’s name. Then hold down the Ctrl button while selecting other names. Multiple names will then be highlighted. Click Save.

A summary of the form will display, and the person/people’s names will be listed as additional contacts. When they log in to their WebGrants accounts, they should go to My Applications, and they should then see the request and can review the forms.

BaRSAA Distribution & Reservation Request Form:

What should I enter for the Project Location field?

This field is to identify where the project will be located, i.e. – the name of the road or bridge. If the project will be in multiple locations, such as a citywide project, enter “city-wide”, “town-wide”, or “county-wide”, whichever is applicable.

For Project Type, what’s the difference between Maintenance and Repair?

The selection for this field should represent the primary type of work that will be included in the project. Maintenance would reflect keeping up/maintaining the condition of the road/bridge infrastructure. Repair is if the road/bridge infrastructure is damaged and needs to be fixed.

How do I know my current BaRSAA allocation amount?

BaRSAA allocation amounts for each city/town/county are available on MDT's website: <https://www.mdt.mt.gov/roadbridge/> on the right-hand side, underneath the Resources heading. These amounts are also available on the [League of Cities and Towns'](#) and the [Montana Association of Counties](#) websites.

Where do I enter my local match amount?

The local match amount is not identified in one of the fields but should be included in the total cost for the project. Specifically, it is captured in the total estimated project cost field in the form.

The Total Estimated Project Cost field, at a minimum, should total the BaRSAA funds requested plus the local match amount required.

What should I put in the field "Source of BaRSAA Matching Funds?"

This field is for you to identify the funding source for the matching funds. This should be identified in your resolution. The source entered in the WebGrants form should match that source identified in the resolution.

How do I upload my resolution?

You should have your signed resolution scanned and ready to upload before you begin completing the WebGrants forms. You'll want to have that scanned file (likely a pdf or image file) saved somewhere you can easily find on your computer.

In the WebGrants form, there's a Distribution Resolution Attachment field. Click on the Browse button; that will open a pop-up to allow you to navigate to your saved resolution file. In that box, click on the resolution file. Then click Open.

That will upload the resolution.

Can I upload more than 1 file for the resolution? Does it have to be a pdf?

You can only upload one file; it's not anticipated that you would have more than one file to upload. If you do have multiple files, however, you can save them in a zip file and upload that. This [YouTube video](#) (1 minute, 22 seconds long) provides details on how to create a zip file.

It does not need to be a pdf. You can upload jpg's, Word documents, etc. Be sure that you include the signed version of the adopted resolution.

Submitting the Request:

After I've clicked Mark as Complete in the BaRSAA Distribution & Reservation Request form, am I done?

No – the final step is to submit the request.

After you click on Mark as Complete, you'll be directed to the forms main page in WebGrants. You still need to click Submit. It's located right above the forms link, on the right-hand side, between Application Details and Withdraw.

Once you click Submit, click OK to the system confirmation prompt. You will then be directed to a page that says you've successfully submitted your request. You'll also get an email confirmation when it's submitted.

If you don't submit it, MDT can't process it for payment.

Correcting a Request:

I was notified by MDT of the need to correct my request. How do I find the forms to make the correction?

To correct information in your request, log in to WebGrants. Click on My Applications. Click on the project title of the request. That'll direct you to the forms main page. On that page, click on the name of the form you need to correct. Once you click on that form name, a summary of it will display. To re-open the fields and make corrections, in the top menu bar, right-hand side, click Edit.

When you're done making the corrections, click Save in the top menu bar, and then click Mark as Complete.

You'll be re-directed back to the forms main page. On that page, **the final step is to click Submit and then OK to the system confirmation prompt.** If you don't do that, it stays in Correcting status, so make sure to click Submit!

Additional Information:

Where can I find instructions on how to request my funding?

An instruction guide is available to walk you through the request process; it can be found on MDT's Road & Bridge \$ webpage: <https://www.mdt.mt.gov/roadbridge/>
The guide is on the Resources sidebar, underneath the Instructions heading.

In the Resource sidebar, there is also a link to the YouTube video of the webinar training session.


These resources are available on the [League of Cities and Town's website](#) and [Montana Association of Counties' website](#), as well.

Who do I contact if I need assistance?

For questions concerning the resolution, project eligibility, timeline, or general program questions, please contact the [League of Cities and Towns](#) or the [Montana Association of Counties](#).

For questions concerning WebGrants or the request process, please contact Katy Callon, MDT, kcallon@mt.gov or 406-444-7294. If you have questions concerning the payment of funds, please contact Deann Willcut, MDT, dwillcut@mt.gov or 406-444-6023.

For questions concerning the proper accounting or auditing of BaRSAA funds, please contact Local Government Services at (406) 444-9101 or LGSPortalRegistration@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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