

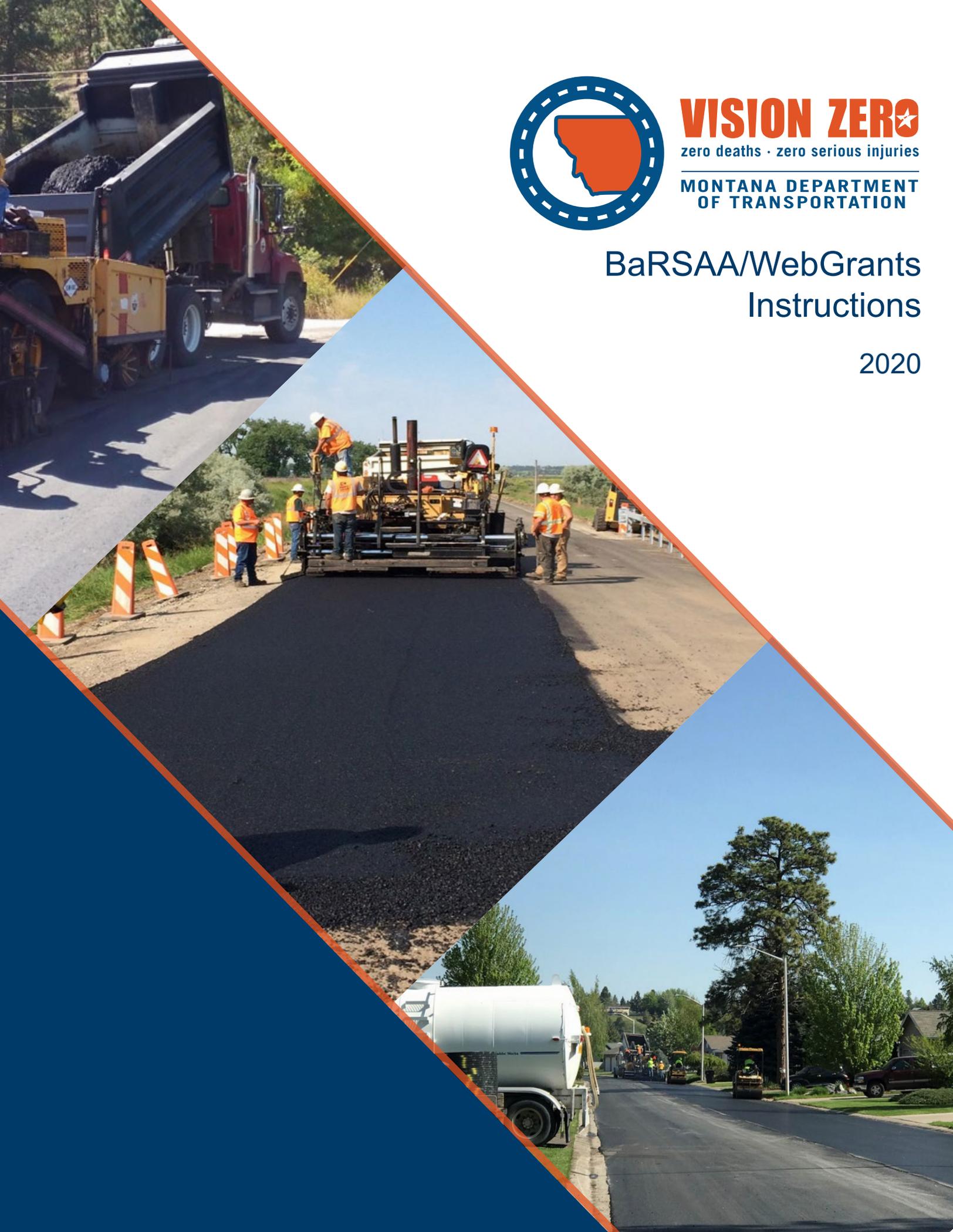
VISION ZERO

zero deaths · zero serious injuries

**MONTANA DEPARTMENT
OF TRANSPORTATION**

BaRSAA/WebGrants Instructions

2020



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Accessing WebGrants

The Montana WebGrants system, used for BaRSAA funding requests and completing the annual report requirement, is available online at this website:

<https://fundingmt.org/index.do>

When you reach the homepage, the log-in fields are located on the left-hand side.

The screenshot shows the Montana WebGrants homepage. On the left side, there is a 'Login' section with a rounded orange border. It contains two input fields: 'User ID:*' and 'Password:*', followed by a 'Login' button. Below the login fields are links for 'Forgot Password?', 'New to WebGrants - State of Montana? Register Here', and 'Funding Opportunities Offered by Montana State Agencies Search Here'. On the right side, there is an 'Announcements' section. It features a heading 'Announcements' and two paragraphs of text. The first paragraph is about 'Impaired Driving Mini Grants available for local projects.' with a link to 'MDT Impaired Driving Mini Grants FFY2018'. The second paragraph is about 'Help reach MDT's Vision Zero by collaborating in local projects that aim to eliminate roadway fatalities and serious injuries.' Below this is the 'VISION ZERO' logo, which includes a map of Montana inside a blue circle with a white outline, and the text 'zero deaths zero serious injuries'.

If you have previously registered and know your user ID and password, enter that information and click "Login."

If you can't remember your user ID or are not sure if you're previously registered, please contact MDT Planning, mdtbarsaawebgrants@mt.gov, 444-9131.

This is a close-up of the login area from the screenshot. It shows the 'Login' heading, the 'User ID:*' and 'Password:*' input fields, and the 'Login' button. Below these is the 'Forgot Password?' link, which is highlighted with an orange arrow. At the bottom, there is a link for 'New to WebGrants - State of Montana? Register Here'.

If you have your user ID, but can't remember your password, click the [Forgot Password?](#) link underneath the log-in area, on the left-hand side of the WebGrants homepage.

You'll need to provide your user ID and email address. The system will then send you an email with your password.

If you're new to WebGrants and have not previously registered:

You'll need to register in order to get your user ID and password.

Click the Register Here link on the left-hand side of the WebGrants log-in page.

The image shows a screenshot of the WebGrants login page, divided into two main sections: **Login** and **Announcements**.

Login Section:

- Fields for **User ID:*** and **Password:*** with corresponding input boxes.
- A **Login** button.
- A **Forgot Password?** link.
- A section titled **New to WebGrants - State of Montana?** with an orange arrow pointing to a **Register Here** link.
- A section titled **Funding Opportunities Offered by Montana State Agencies** with a **Search Here** link.

Announcements Section:

- Text: **Impaired Driving Mini Grants available for local projects.**
- Text: **No application deadline. Up to \$5,000 available per grant.**
- Text: **Funding Opportunity: MDT Impaired Driving Mini Grants FFY2018**
- Text: **Help reach MDT's Vision Zero by collaborating in local projects that aim to eliminate roadway fatalities and serious injuries.**
- Logo for **VISION ZERO** with the tagline **zero deaths zero serious injuries**.

Fill out all the required information (red asterisks). Note that for Address in the Personal Information section, please enter your organization's address.

In addition, for the "What Agency's Grant Programs are you most interested in?" question, select Department of Transportation.

Please also enter your organization type (City Government or County Government).

When finished, click Register.

You will receive an email confirming the submittal of your registration request. Please disregard the disclaimer in the email about a several day review process; we will work to get these reviewed as soon as possible. Once approved, your user ID and a system-generated password will be emailed to you. You can then log in to the system.

To update your password:

When you first register for WebGrants, you'll be given a temporary password. To change your password, log in to WebGrants with your temporary password.

From the Main Menu page, click on the My Profile link.

The screenshot shows a web form titled "Register" with two main sections: "Personal Information" and "Organization Information".

Personal Information:

- Name:** Includes a dropdown for "Salutation", and text boxes for "First Name", "Middle Name", and "Last Name".
- Email:** Text box for "Email".
- Confirm Email:** Text box for "Confirm Email".
- Alternate Email:** Text box for "Alternate Email".
- Address:** Text box for "Address".
- City/State/Zip:** Text box for "City", a dropdown for "State/Province" (set to "Montana"), and a text box for "Postal Code/Zip".
- Phone:** Text boxes for "Phone" and "Ext.", with a "*****" separator between them.
- Alternate Phone:** Text box for "Alternate Phone".
- Fax:** Text box for "Fax", with a "*****" separator below it.
- What Agency's Grant Programs are you most interested in?:** A dropdown menu.

Organization Information:

- Name:** Text box for "Name".
- Organization Type:** A dropdown menu.
- Organization Website:** Text box for "Organization Website".
- Address:** Text box for "Address".
- City/State/Zip:** Text box for "City", a dropdown for "State/Province" (set to "Montana"), and a text box for "Postal Code/Zip".
- Phone:** Text boxes for "Phone" and "Ext.", with a "*****" separator between them.
- Alternate Phone:** Text box for "Alternate Phone".
- Fax:** Text box for "Fax", with a "*****" separator below it.
- Email address:** Text box for "Email address".
- Alternate Email:** Text box for "Alternate Email".

A "Register" button is located at the bottom right of the form.

 **Welcome**

Main Menu

Click [Help](#) above to view instructions. Go to ["My Profile"](#) to reset password.

-  [Grantee Instructions](#)
-  [My Profile](#)
-  [Funding Opportunities](#)
-  [My Applications](#)
-  [My Grants](#)
-  [My Inventory](#)

On the My Profile page, in the top right-hand side, click Reset Password.

 **My Profile**

My Profile [Alert History](#) | [My Alerts](#) [Reset Password](#)

Feel free to edit your profile any time your information changes. Create your own personal alerts using My Alerts. Reset your password under Reset Password.

Name:* Mrs. **Katy** **Callon TEST**
Salutation First Name Middle Name Last Name

Title:

Email:* kcallon@mt.gov

Alternate Email

Address:* 2701 Prospect Ave

PO Box 201001

* Helena Montana 59620
City State/Province Postal Code/Zip

Phone:* 406-444-7294
Phone ***** Ext.

Alternate Phone

Fax: *****

Last Edited By: Kevin Dusko,

Associated Organization

Name	Type	Website	Phone	City	State
MDT Test Applicant Organization	City Government		111-111-1111	Anytown	Montana

You can then type in your new password. Note that if you click the tiny eye icon, you can see the letters or numbers you've typed.

My Profile

My Profile

New Password:*



Confirm New Password:*

When you're ready, click Save in the top menu bar.

To update your contact information:

To update your contact information (email address, phone number, etc.), please contact MDT Planning, mdtbarsaawebgrants@mt.gov, 444-9131.

Request for Distribution of BaRSAA Funds

Requests for distribution of BaRSAA funds are accepted March 1st through November 1st through the Montana WebGrants system: <https://fundingmt.org/index.do>

To request distribution of your allocation, a resolution is needed. Resolution templates are available on the League of Cities and Towns' website: <https://www.mtleague.org/resources/> and the Montana Association of Counties' website: <http://www.mtcounties.org/resources-data/barsaa/>

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 the funds.

When you have your resolution ready to upload, log in to the WebGrants system: <https://fundingmt.org/index.do>

On the main menu page, click Funding Opportunities. Scroll down to the BaRSAA Funding Opportunity (2020 HB473/BaRSAA). Click on the title, and you'll be directed to the program description page. On that page, on the right-hand side across from the Opportunity Details heading, click Start a New Application.

If you are requesting funds to continue a project from a previous BaRSAA cycle, you can alternatively click the “Copy Existing Application” link. When you click the link, a listing of previous applications will display. Select the one you want to copy, and then click Save in the top menu bar. You’ll then be directed to the forms main page.

Click on each form link (General Information & BaRSAA Distribution & Reservation Request) and update any fields needed to reflect the current BaRSAA year information – project title (when the request is copied, the title defaults to a generic title), BaRSAA amount, total project cost, and upload the new resolution. **To update the fields, click Edit in the top menu bar, right-hand side.** Once updated, on the forms main page, click Submit and then OK to the confirmation prompt to complete submittal of the request.

The screenshot shows the top of the BaRSAA application page. At the top right, there are two blue links: "Copy Existing Application" and "Start a New Application". Below these links, the page title is "62955-BARSAA/Bridge TEST FO". Underneath, it says "MDT - Bridge and Road Safety Program" and "Application Deadline: Final Application Deadline not Applicable". There are two columns of information: "Award Amount Range: Not Applicable" and "Project Start Date:" on the left; and "Program Officer: Katy Callon", "Phone: 406-444-7294 x", and "Email: kcallon@mt.gov" on the right. Two orange arrows point from the text above to the "Copy Existing Application" and "Start a New Application" links.

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).

Note that Primary Contact will default to the person that initiates the application. If you select a different person, you will be unable to edit the General Information form.

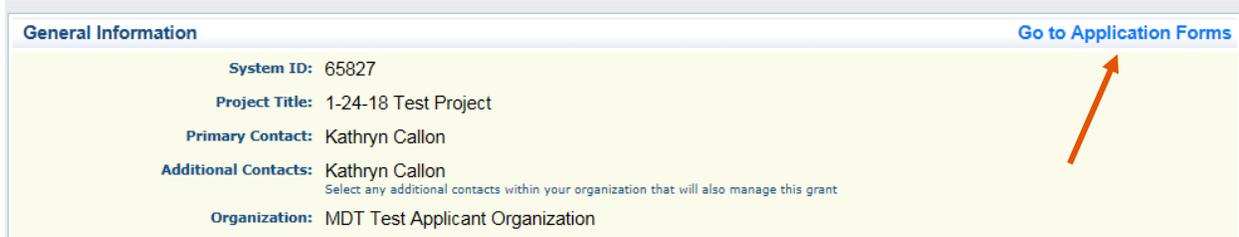
****For Project Title, enter the name of the road or bridge project for which the BaRSAA Funds will be used.**** As an example, if the project is city-wide street maintenance, the project title would be “City-wide Street Maintenance”. The project title does not need to be a detailed project description, rather just a short title for referencing the project.

The screenshot shows the "General Information" form. It has a light yellow background. There are three main fields: "Primary Contact:" with a dropdown menu showing "Kathryn Callon"; "Project Title: (limited to 250 characters)*" with a text input field and vertical scroll arrows; and "Organization:" with a dropdown menu.

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: 65827

Project Title: 1-24-18 Test Project

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

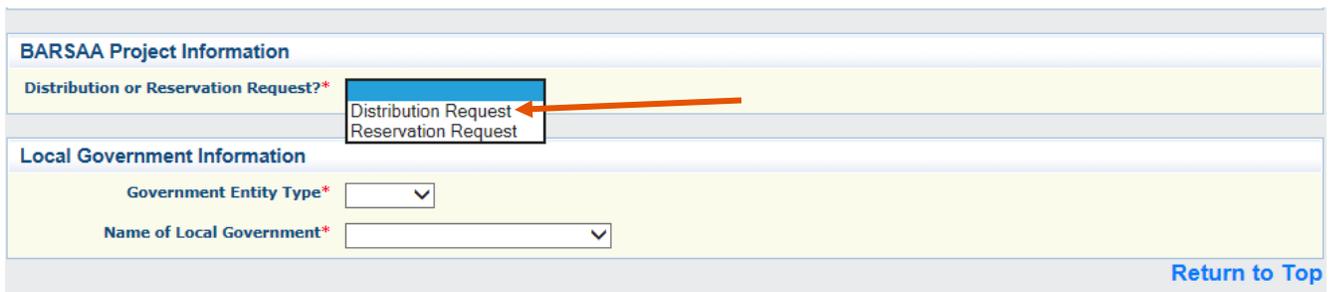
The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order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

Application Forms [Application Details](#) | [Submit](#) | [Withdraw](#)

Form Name	Complete?	Last Edited
General Information	✓	11/08/2017
BaRSAA Distribution & Reservation Request Form		

BaRSAA Distribution & Reservation Request Form

In the drop-down menu, next to Distribution or Reservation Request?, select Distribution 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 appear for you to provide project-specific information. Note this form is related to an individual project. If you have multiple projects, a separate application/request must be submitted for each one. You can upload the same resolution file if it references multiple projects.

BARSAA Project Information

Distribution or Reservation Request?*

Project Location - Include the name of road or street on which work is occurring and a description of project beginning and ending points. If there are multiple locations, then please provide a general description such as "City wide" or "County Wide". Examples of project location would be "Main Street from 1st Avenue to 5th Avenue" or "Dublin Creek Road from US 12 south 1.2 miles".

Road or Bridge Project Location*

Type of Work - All BARSAA funds allocated under this program must be utilized for: (a) construction, reconstruction, maintenance and repair of rural roads, city or town streets and alleys, and bridge projects; or roads and streets a local government has the responsibility to maintain, which does not include purchase of capital equipment; or (b) a match for federal funds used for the construction of roads and streets that are a part of the national, primary, secondary or urban highway systems; or roads and streets a local government has the responsibility to maintain.

Selection should reflect the predominant work type or most closely matches the anticipated project.

Type of Work*

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

BARSAA Funds from Current Allocation*

*Project Cost - A local government must match each \$20 request for distribution with at least \$1 of local government budgeted matching funds. **At a minimum**, total project cost would be the BaRSAA Funds + Local Match.*

Total Estimated Project Cost (All Sources)*

Completion Date - Enter estimated completion date of project construction (mm/dd/yyyy).

Estimated Project Completion Date*

Matching Funds - A local government must identify the source of the budgeted matching funds, which cannot be from the motor fuel tax allocation in 15-70-101, MCA.

Source of BARSAA Matching Funds*

Are BARSAA Funds being transferred from a completed or withdrawn project?* Yes No

Distribution Resolution - The distribution resolution must identify the project, the amount of BARSAA program funds requested, the source of the matching funds, and identify the locally designated signature authority.

Distribution Resolution Attachment*

Local Government Information

Government Entity Type*

Name of Local Government*

[Return to Top](#)

Use the following guidance to complete each section of the form; all sections must be completed. The form cannot be saved until all fields are complete.

Road or Bridge Project Location – Provide the name of the road or bridge on which the project is occurring. If there are multiple locations associated with the project, then provide a general project location such as “City wide” or “County wide”.

Type of Work – Select one of the following types of work that most closely matches your project: Construction, Reconstruction, Maintenance, Repair, Credit – MDT Administered Federal Project, or Match – Non-MDT Administered Federal Project.

BaRSAA Funds from Current Allocation –Enter the amount of BaRSAA funds from the current allocation which you are going to use on this specific project. You can check

your current allocation amount [here](#). The amount of funds requested in this field cannot exceed your allocation; if you have submitted additional distribution requests, the total of the funding requested cannot exceed the allocated amount.

Total Estimated Project Cost (All Sources) – Enter the total estimated cost of the project, including BaRSAA funds, local match, and any other funding sources. **At a minimum, this field should include the BaRSAA funds requested + the local match.**

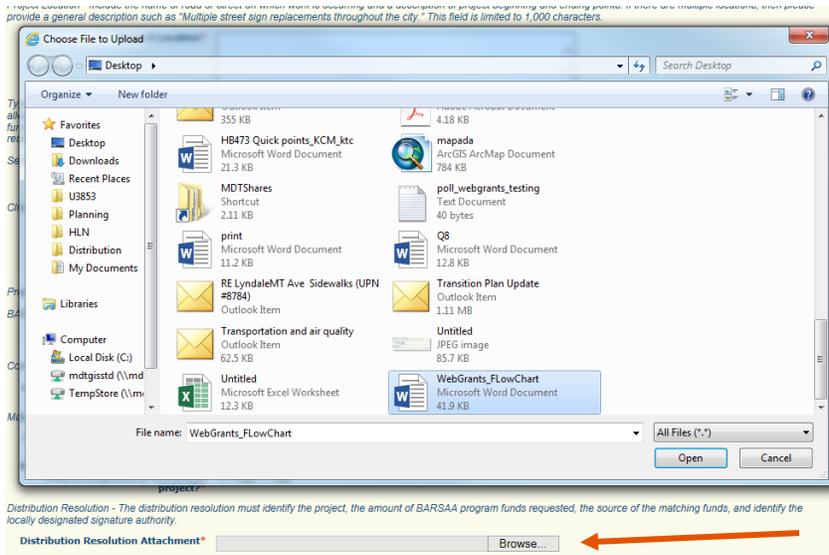
Estimated Project Completion Date – Provide the estimated date of project completion, either in the format of mm/dd/yyyy or select a date using the calendar, which will appear when you click on the calendar icon. If you are manually entering the date, the system will provide the forward slashes in the formatting.

Source of BaRSAA Matching Funds – In this field, identify the source of the budgeted matching funds. The match cannot be from the motor fuel tax allocation in MCA 15-70-101. Your resolution should identify the source of the matching funds. It would be helpful to make sure that the source identified in this field is clearly associated with the source in the resolution.

Are BaRSAA Funds being transferred from a completed or withdrawn project? – If you are planning to use remaining BaRSAA funds from a previously completed or withdrawn project, then select the Yes option. If not, then select No.

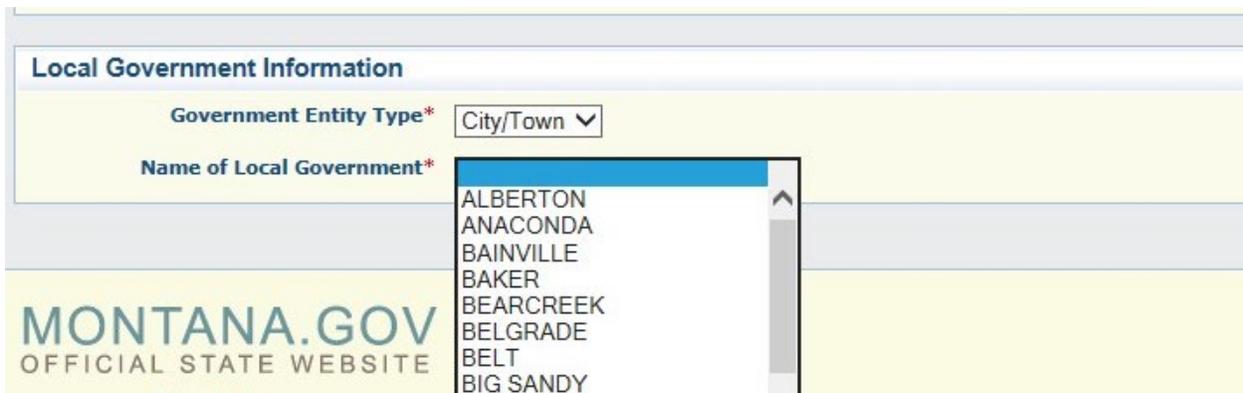
When you select Yes, additional fields will appear to be completed. Specifically, you will need to identify the amount of funds to be transferred from the completed or withdrawn project and provide the Application/Grant ID number from that previous project. The ID number is a 5-digit number that was generated by WebGrants and emailed at the time you submitted the application for the previous project.

Distribution Resolution Attachment – To upload the electronic copy of the local adopted resolution, click on Browse. Navigate to the resolution file and click on it. Then, click open. The file path should then display in WebGrants; it will be uploaded when you complete and save the form.



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. You will be directed to a summary page of the completed distribution form.

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

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

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

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?* Distribution Request

Project Location - Include the name of road or street on which work is occurring and a description of project beginning and ending points. If there are multiple locations, then please provide a general description such as "City wide" or "County Wide". Examples of project location would be "Main Street from 1st Avenue to 5th Avenue" or "Dublin Creek Road from US 12 south 1.2 miles"

Road or Bridge Project Location* Highway 123

You'll be re-directed back to the Forms page, where you'll need to submit the request. **The final step is to submit the distribution request.** Otherwise, 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. You can then make the agreed upon revisions, mark the form as complete, and resubmit it following the previous instructions. Instructions on accessing and editing the request are provided in the following sections.

For distribution requests, MDT will distribute your funds within 30 calendar days of your completed request. Once the funding has been distributed, you'll receive a system notification that the project status has been updated to "Underway."

Request for Reservation of BaRSAA Funds

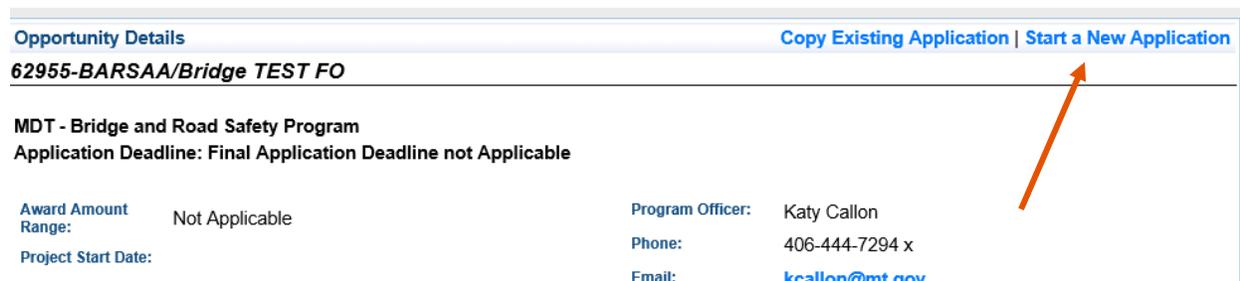
[ARM 18.16.107](#) outlines conditions and requirements for reservation of funds. Per the rules, reservation requests of allocated BaRSAA funds are accepted September 1st through November 1st. A resolution is also required for reservation of funds. Resolution templates are available on the [League of 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 2020 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:	kcallon@mt.gov

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. 2020 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		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	11/08/2017	
BARSAA Distribution & Reservation Request Form			



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*

Reservation Resolution - The reservation resolution must state the reservation is necessary due to the local government's inability to match funds as required by 15-70-130 MCA and identify the locally designated signature authority.

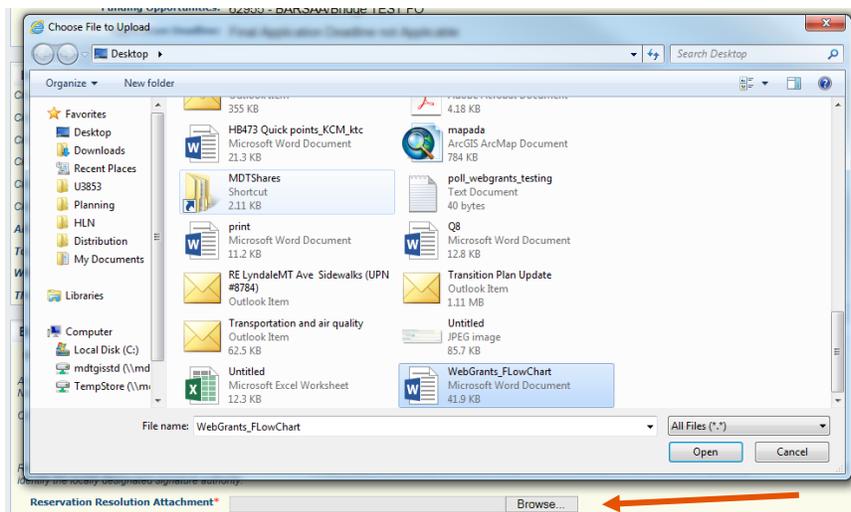
Reservation Resolution Attachment*

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.

Local Government Information

Government Entity Type* City/Town

Name of Local Government*

- ALBERTON
- ANACONDA
- BAINVILLE
- BAKER
- BEARCREEK
- BELGRADE
- BELT
- BIG SANDY

MONTANA.GOV
OFFICIAL STATE WEBSITE

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.

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

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. Instructions on accessing and editing the request are provided in the following section. You can then make the agreed upon revisions, mark the form as complete, and resubmit it following the previous instructions.

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

WebGrants Request(s) Correction/Edits

If you receive notification from MDT that corrections are needed to your request(s), log in to your WebGrants account: <https://fundingmt.org/index.do>

On the main menu page, click My Applications.

Main Menu

Click Help above to view instructions. Go to "My Profile" to reset password.

-  [Grantee Instructions](#)
-  [My Profile](#)
-  [Funding Opportunities](#)
-  [My Applications](#)
-  [My Grants](#)
-  [My Inventory](#)

A listing of your requests for funding will display. Click on the project title for the request you need to correct or edit.

67110 Correcting	Final Application	A Road Project	62955 - BARSAA/Bridge TEST FO	MDT - Bridge and Road Safety Program	Final Application Deadline not Applicable
------------------	-------------------	-----------------------	-------------------------------	--------------------------------------	---

You'll then be directed to the forms main page.

If you need to make a correction to the project title or add an additional contact, click on the General Information link.

If you need to make any corrections to the distribution form (the project information provided or upload a revised resolution), click on the BaRSAA Distribution & Reservation Request form link.

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

When you click on the form name, a summary of the form will display. To edit the fields, click Edit in the top menu bar, right-hand side



The fields in the form will re-open, so that you can make the corrections identified; make sure to address all of the corrections identified in MDT's email.

Once those corrections/edits are made, in the top menu bar, right-hand side, click Save.



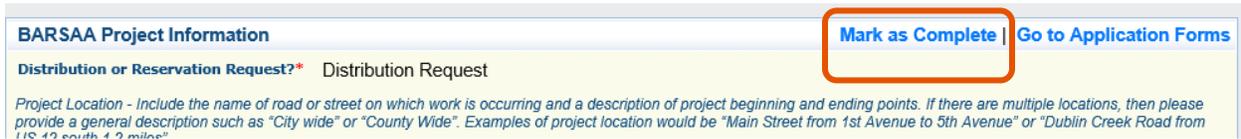
A summary of the form will display. If you have made corrections in the General Information form, click Go To Application Forms.

Enter a BRIEF project title, you will have the opportunity to detail your project further in the application.

To save or edit this form, click "Save" or "Edit" in the upper right hand corner of the screen. Information entered into this form will be lost unless the "Save" icon is selected before moving on to the next form. If you wish to move back a screen, select the "Back" icon. Do not click on the main browser's back arrow. Doing so could cause the data you entered to be lost.

General information	Go to Application Forms
System ID: 79549	
Project Title: Test Project 2 - 12/28/2018	
Primary Contact: Kathryn Callon	

If you've made corrections in the BaRSAA Distribution & Reservation Request form, click the Mark as Complete link.



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

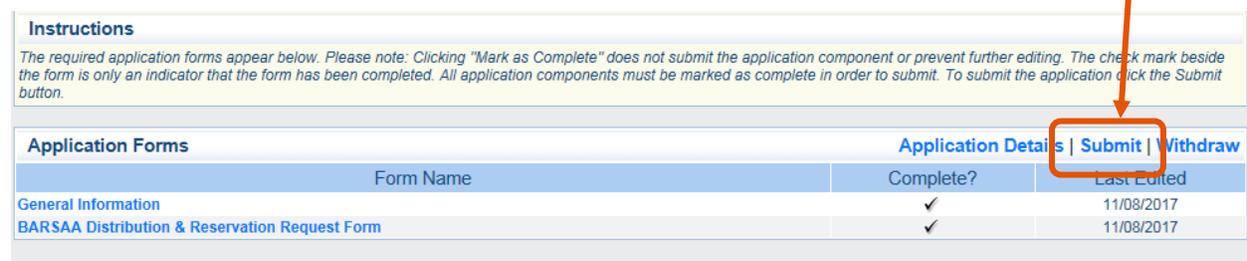
Distribution or Reservation Request?* Distribution Request

Project Location - Include the name of road or street on which work is occurring and a description of project beginning and ending points. If there are multiple locations, then please provide a general description such as "City wide" or "County Wide". Examples of project location would be "Main Street from 1st Avenue to 5th Avenue" or "Dublin Creek Road from US 42 south 4.2 miles"

You'll then be directed back to the forms main page.

****The last step is to submit the request.****

On the forms main page, click Submit. That will send the request back to MDT to be processed.



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.

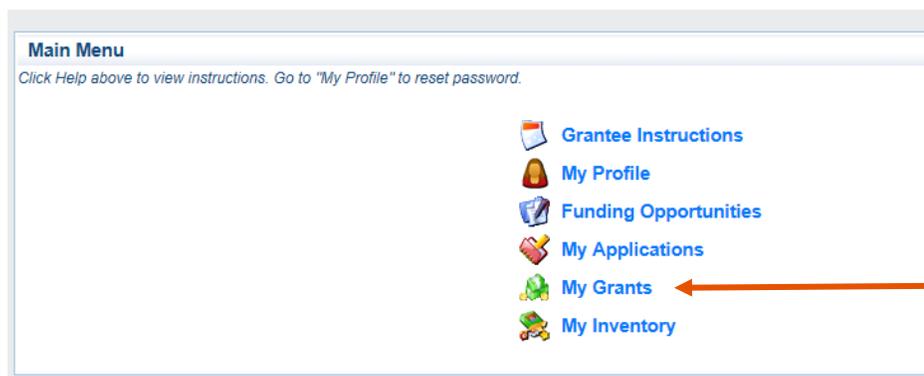
Application Forms		Application Details Submit Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	11/08/2017	
BARSAA Distribution & Reservation Request Form	✓	11/08/2017	

Once you click Submit, click OK to the system confirmation prompt, and you'll be directed to a confirmation page. You'll also get an email, confirming submittal of the request.

Annual Report

To complete the annual report on the status of your BaRSAA project(s), log in to WebGrants system (<https://fundingmt.org/index.do>) with your user ID and password.

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



Main Menu
Click Help above to view instructions. Go to "My Profile" to reset password.

-  [Grantee Instructions](#)
-  [My Profile](#)
-  [Funding Opportunities](#)
-  [My Applications](#)
-  [My Grants](#) ←
-  [My Inventory](#)

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 begin.

Grant Tracking						
Current Grants						Closed Grants Claims
<i>Grants in the status Underway or Suspended appear on this list. To view other Grants, click the closed Grants link.</i>						
ID	Status	Year	Title	Program Area	Grant Administrator	Grant Amount
61006	Underway	2017	Test of Application	MDT Test Program Area	Kraig McLeod	\$0.00
63108	Underway	2017	Test Project 11-7-2017 2	MDT - Bridge and Road Safety Program	Kraig McLeod	\$0.00
Total						\$0.00

Showing 1 - 2 of 2

You will be directed to the Grant Tracking page for that individual project. Under the Grant Components section, click on the Status Reports link.

Grant: 63108 - Test Project 11-7-2017 2 - 2017

Status: Underway
Program Area: MDT - Bridge and Road Safety Program
Grantee Organization: MDT Test Applicant Organization
Program Officer: Kraig McLeod
Awarded Amount: \$0.00

Instructions
The grant forms appear below.

Grant Components
You can define your own alerts in the Alerts section

Component	Last Edited
General Information	11/13/2017
Status Reports	11/13/2017
BARSAA Distribution & Reservation Request Form	11/13/2017
Opportunity	-
Application	-

On the Status Reports page, click Add in the top menu bar.

Menu | Help | Log Out | Back | Print | **Add** | Delete | Etc

Grant Tracking

Grant: 63108 - Test Project 11-7-2017 2 - 2017

Status: Underway
Program Area: MDT - Bridge and Road Safety Program
Grantee Organization: MDT Test Applicant Organization
Program Officer: Kraig McLeod
Awarded Amount: \$0.00

Status Reports Return to C

ID	Type	Date From-To	Due Date	Submitted Date	Arrived?
----	------	--------------	----------	----------------	----------

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; 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.

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

Grant Tracking

General Information

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

Status Report Type:* Annual Report

Report Period 01/01/2018 12/31/2018 x

From Date To Date

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.

Grant Tracking

General Information

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

ID: 63304

Status Report Status: Editing

Due Date:

Status Report Type:* Annual Report

Report Period 01/01/2017 12/31/2017

From Date To Date

Last Edited By: Katy Callon TEST, 11/13/2017

[Return to Components](#)

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

Grant Tracking

Status Report: 63108 - 01

Grant: [63108-Test Project 11-7-2017 2](#)

Status: Editing

Program Area: MDT - Bridge and Road Safety Program

Grantee Organization: MDT Test Applicant Organization

Program Manager: Kraig McLeod

Components [Preview](#) | [Subn](#)

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information		11/13/2017
BARSAA Distribution & Reservation Report	✓	11/13/2017

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.

Grant Tracking

Status Report: 65975 - 02

Grant: [65975-1-30-18 Test Project](#)

Status: Editing

Program Area: MDT - Bridge and Road Safety Program

Grantee Organization: MDT Test Applicant Organization

Program Manager: Katy Callon

Instructions

To add your report data to 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".

BARSAA Project Information [Mark as Complete](#) | [Go to Status Report Forms](#)

Distribution or Reservation Request?*

Project Location - Include the name of road or street on which work is occurring and a description of project beginning and ending points. If there are multiple locations, then please provide a general description such as "City wide" or "County Wide". Examples of project location would be "Main Street from 1st Avenue to 5th Avenue" or "Dublin Creek Road from US 12 south 1.2 miles".

Road or Bridge Project Location

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.

Amount of BARSAA Allocation Requested for Reservation \$0.00

Reservation Resolution Attachment

Distribution Resolution - The distribution resolution must identify the project, the amount of BARSAA program funds requested, the source of the matching funds, and identify the locally designated signature authority.

Distribution Resolution Attachment [trick-or-treaters-welcome-printready.pdf](#)

Project Status* In Development
Completed
Withdrawn

Comments

This field is limited to 1,000 characters.

If your project is completed, you will be asked to provide the total cost of the project.

Project Status* Completed

Total Cost if Completed*

Comments

This field is limited to 1,000 characters.

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.

Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant Tracking

Status Report: 64296 - 07

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.

BARSAA Project Information [Mark as Complete](#) | [Go to Status Report Forms](#)

Distribution or Reservation Request?* Distribution Request

Project Location - Include the name of road or street on which work is occurring and a description of project beginning and ending points. If there are multiple locations, then please provide a general description such as "City wide" or "County Wide". Examples of project location would be "Main Street from 1st Avenue to 5th Avenue" or "Dublin Creek Road from US 12 south 1.2 miles".

Road or Bridge Project Location City wide.

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.****

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

Grant Tracking

Status Report: 63108 - 01

Grant: [63108-Test Project 11-7-2017 2](#)

Status: Editing

Program Area: MDT - Bridge and Road Safety Program

Grantee Organization: MDT Test Applicant Organization

Program Manager: Kraig McLeod

Components Preview | **Submit**

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	11/13/2017
BARSAA Distribution & Reservation Report	✓	11/14/2017

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

Contracts

Status Report Submitted Confirmation

You have successfully submitted your Status Report with Status Report ID [63304]. Grantor has received your Status Report for evaluation. You can return to the Grant forms by clicking [here](#)

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

Menu | Help | Log Out Back |

Grant Tracking

From the main menu page, repeat the steps in this section.

Transfer of BaRSAA Funds to Additional Project(s)

Per [ARM 18.16.105\(5\)](#), within 90 days of completion of a project, the local government shall notify the department of its intent to obligate any remaining BaRSAA funds for additional projects within five years of original allocation, or to return any unused funds to the department.

To transfer the funds, a resolution is needed for the additional project(s). Resolution templates can be found at the League of Cities and Towns website: <https://www.mtleague.org/resources/> and the Montana Association of Counties (MACo) website: <http://www.mtcounties.org/resources-data/barsaa/>. Questions concerning the resolutions should be directed to either the League or MACo.

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 transfer of the funds.

In the WebGrants form to request transfer, you'll need to provide the previous project ID number for the project from which you'll be transferring funds. The ID number is a 5-digit number which was included in the email confirming submittal of the BaRSAA distribution request for that original project. It's also the invoice number when those funds were distributed for that project. If you can't locate that number, you can find it in WebGrants, following the instructions in the box to the right.

How to Find a Previous Project Application/Grant ID Number:

Go to the Montana Webgrants home page (<https://fundingmt.org/index.do>).

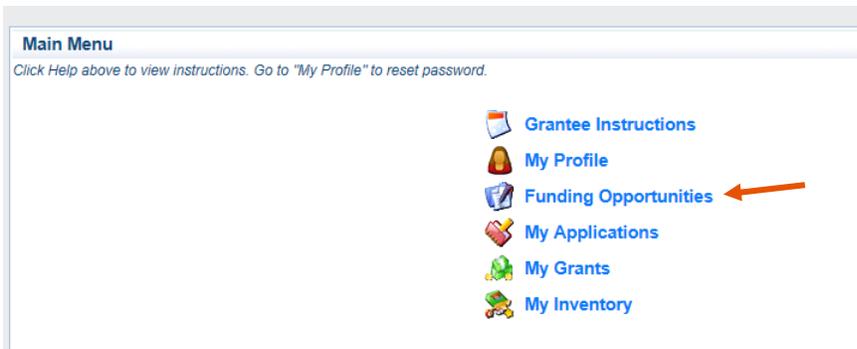
Log in to the system. On the main menu page, click the My Grants link. This will show you all your currently active projects.

Find the project from which you are transferring remaining funds and write down its 5-digit ID number on the left-hand side.

Once you have the previous project ID number and are ready to submit the transfer request:

Log in to WebGrants system (<https://fundingmt.org/index.do>) with your user ID and password.

After logging in, you'll be directed to the main menu page; click on Funding Opportunities.



You'll be directed to a list of various opportunities. Each column is sortable by clicking on the column heading. Click on the BaRSAA title.

50413	Department of Fish, Wildlife and Parks	FWP RTP Recreational Trails Program	Fish, Wildlife & Parks Shooting Range Grant FY 18	02/01/2017
66855	Department of Transportation	MDT - Bridge and Road Safety Program	2018 HB473/BaRSAA	Final Application Deadline not Applicable
63883	Department of Transportation	MDT - Highway Traffic Safety	MDT - FFY2019 State Highway Traffic Safety	03/01/2018
62657	Department of Transportation	MDT - Impaired Driving Mini Grants	MDT Impaired Driving Mini Grants: Non-Enforcement	Final Application Deadline not Applicable
51656	Department of Transportation	MDT - Occupant Protection Mini-Grant	MDT Occupant Protection Mini-Grants	Final Application Deadline not Applicable

This will take you to the program's description page. You can then click on the Start a New Application link to begin completing the transfer request forms.

62668	10-25-17 Test 2	Editing
62699	10-26-17 Test Project	Editing
62708	10-26-2017 Test Project 2	Submitted
62710	Test Reservation Request 10-26-2017	Submitted
62830	Test 10-30-17 Project	Submitted

Opportunity Details		Copy Existing Application Start a New Application
60764-TEST Bridge and Road Safety Accountability Act		
MDT Test Program Area		
Application Deadline: 11/30/2017 12:00 AM		
Award Amount Range:	Not Applicable	Program Officer: Kraig McLeod
Project Start Date:		Phone: 406-444-6256 x
Project End Date:		Email: krmcleod@mt.gov
Award Announcement Date:		
This Opportunity is recurring		
Categorical Area(s) To be Addressed by Program: Transportation		

Description

Introduction:
The Bridge and Road Safety and Accountability (BARSAA) program provides funding to eligible local governments for construction, reconstruction, maintenance and repair of rural roads, city or town streets and alleys, and bridges. A portion of motor fuel tax revenues generated within the State of Montana provides the funding for this program, and allocates a portion of the fuel tax to local governments. The bill became effective July 1, 2017.

Eligibility:



After clicking Start a New Application, you will be directed to the first form to provide the project title.

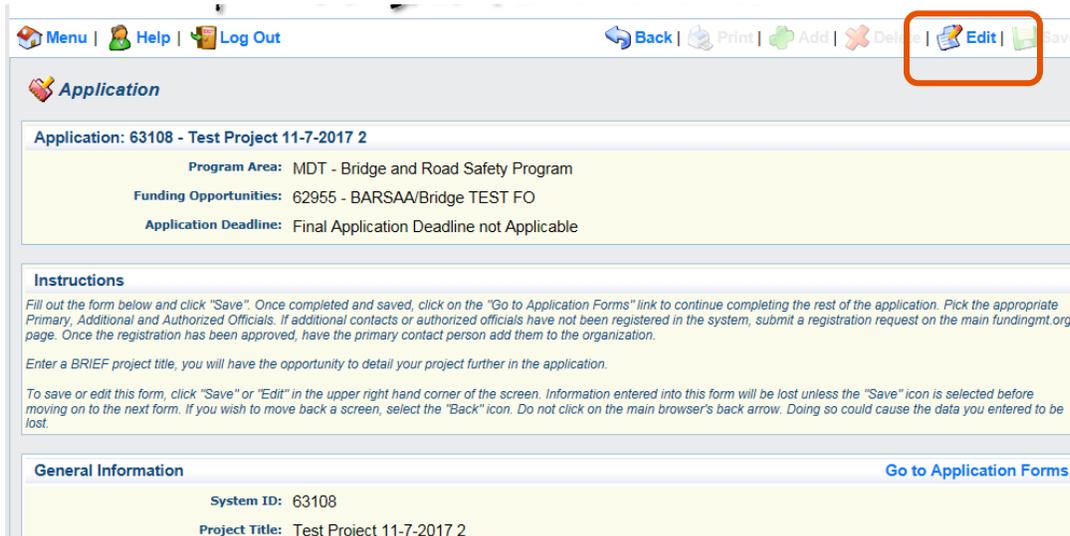
The project title entered should reflect the road/bridge project to which the funds will be transferred, as identified in the resolution.

General Information	
Primary Contact:*	<input type="text" value="Kathryn Callon"/>
Project Title: (limited to 250 characters)*	<input type="text"/>
Organization:*	<input type="text"/>

The primary contact and organization will default to the person that initiates the new application.

In the top menu bar, right-hand side, click Save.

A summary of the form will display. If you need to add additional contacts to the request, in the top menu bar, on the right-hand side, click Edit.



The screenshot shows the top navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The 'Edit' icon is highlighted with a red box. Below the navigation bar is the 'Application' section with the following details:

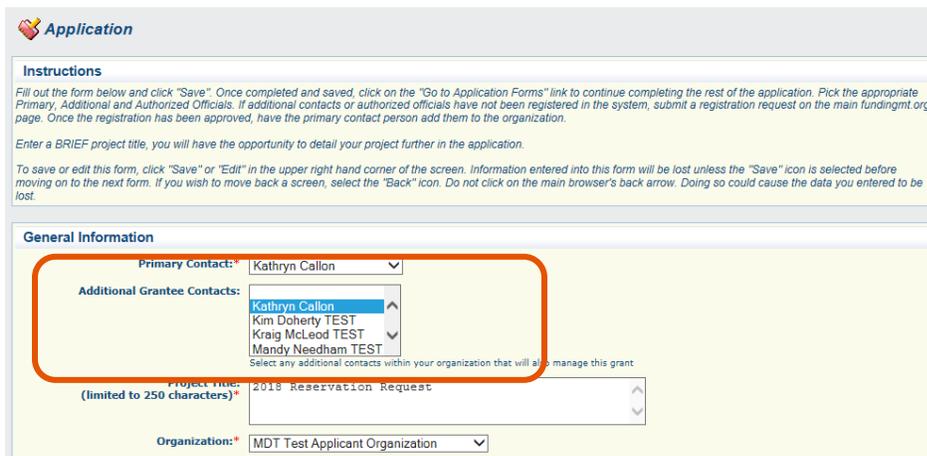
- Application:** 63108 - Test Project 11-7-2017 2
- Program Area:** MDT - Bridge and Road Safety Program
- Funding Opportunities:** 62955 - BARSAA/Bridge TEST FO
- Application Deadline:** Final Application Deadline not Applicable

Below this is the 'Instructions' section with text regarding form completion and saving. At the bottom is the 'General Information' section with the following details:

- System ID:** 63108
- Project Title:** Test Project 11-7-2017 2

A blue link 'Go to Application Forms' is located to the right of the General Information section.

That will re-open the form, and then you should see a field labelled Additional Grantee Contacts. The names listed will be those who have WebGrants accounts and are affiliated with your organization. If the person you'd like to add is not listed, it likely means that they need to register for a WebGrants account. If they are listed, click on their name(s) in the list so that they're highlighted, and then click Save in the top menu bar, right-hand side.



The screenshot shows the 'Application' form with the 'General Information' section. The 'Additional Grantee Contacts' dropdown menu is highlighted with a red box. The dropdown list contains the following names:

- Kathryn Callon
- Kim Doherty TEST
- Kraig McLeod TEST
- Mandy Needham TEST

Below the dropdown menu is a text input field for 'PROJECT TITLE (limited to 250 characters)*' with the value '2018 Reservation Request'. The 'Organization' dropdown menu is set to 'MDT Test Applicant Organization'.

Once you click Save, a summary of the form will display and should list the additional contacts that have been added.

Then click Go To Application forms to move on to the next form.

General Information	Go to Application Forms
System ID: 63108	
Project Title: Test Project 11-7-2017 2	
Primary Contact: Katy Callon TEST	
Additional Contacts: MDT Tester <small>Select any additional contacts within your organization that will also manage this grant</small>	
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		
<i>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.</i>		
Application Forms	Application Details Submit Withdraw	
Form Name	Complete?	Last Edited
General Information	✓	11/08/2017
BaRSAA Distribution & Reservation Request Form ←		

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

BaRSAA Project Information	
Distribution or Reservation Request?*	<div style="border: 1px solid black; padding: 2px;"> Distribution Request Reservation Request </div> ←
Local Government Information	
Government Entity Type*	<input type="text" value="v"/>
Name of Local Government*	<input type="text" value="v"/>
Return to Top	

The following form will appear for you to provide project-specific information for the additional project. This form is related to an individual project. If you have multiple projects to which you'd like to transfer the remaining funds, a separate application/request must be submitted for each project.

Note that there will be some differences in completing this form for a transfer of funds vs. requesting funds from your new allocation. Differences are noted in the following guidance with an asterisk.

BARSAA Project Information

Distribution or Reservation Request*

Project Location - Include the name of road or street on which work is occurring and a description of project beginning and ending points. If there are multiple locations, then please provide a general description such as "City wide" or "County Wide". Examples of project location would be "Main Street from 1st Avenue to 5th Avenue" or "Dublin Creek Road from US 12 south 1.2 miles".

Road or Bridge Project Location*

Type of Work - All BARSAA funds allocated under this program must be utilized for: (a) construction, reconstruction, maintenance and repair of rural roads, city or town streets and alleys, and bridge projects; or roads and streets a local government has the responsibility to maintain, which does not include purchase of capital equipment; or (b) a match for federal funds used for the construction of roads and streets that are a part of the national, primary, secondary or urban highway systems; or roads and streets a local government has the responsibility to maintain.

Selection should reflect the predominant work type or most closely matches the anticipated project.

Type of Work*

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

BARSAA Funds from Current Allocation*

Project Cost - A local government must match each \$20 request for distribution with at least \$1 of local government budgeted matching funds. At a minimum, total project cost would be the BaRSAA Funds + Local Match.

Total Estimated Project Cost (All Sources)*

Completion Date - Enter estimated completion date of project construction (mm/dd/yyyy).

Estimated Project Completion Date*

Matching Funds - A local government must identify the source of the budgeted matching funds, which cannot be from the motor fuel tax allocation in 15-70-101, MCA.

Source of BARSAA Matching Funds*

Are BARSAA Funds being transferred from a completed or withdrawn project?* Yes No

BARSAA Funds - Amount of Unused Funds from completed or withdrawn project*

Project Identification - If transferring BARSAA funds from a completed or withdrawn project enter the 5 digit application/grant number of previously distributed project request.

Application Identification of Completed or Withdrawn Project*

Distribution Resolution - The distribution resolution must identify the project, the amount of BARSAA program funds requested, the source of the matching funds, and identify the locally designated signature authority.

Distribution Resolution Attachment*

Local Government Information

Government Entity Type*

Name of Local Government*

Field Guidance:

Use the following guidance to complete each field in the form; all sections must be completed. The form cannot be saved until all fields are complete.

Project Location – Provide the name of the road or street on which the project is occurring. If there are multiple locations associated with the project, then provide a general project location such as “City wide” or “County wide.”

Type of Work –Select one of the following types of work that most closely matches your project: Construction, Reconstruction, Maintenance, Repair, Credit – MDT Administered Federal Project, or Match – Non-MDT Administered Federal Project.

***BaRSAA Funds from Current Allocation** – Enter \$0.00, *unless* you have allocation available which you’d like to apply to the project.

Total Estimated Project Cost (All Sources) – Enter the total estimated cost of the project, including BaRSAA funds, local match, and any other funding sources. The local match requirement is \$1 of local funding for every \$20 of BaRSAA funds requested, and

the total cost should reflect the inclusion of this matching amount.

At a minimum, the amount for this field should be the amount of funding transferred plus the local match amount.

Estimated Project Completion Date – Provide the estimated date of project completion, either in the format of mm/dd/yyyy or select a date using the calendar, which will appear when you click on the calendar icon. If you are manually entering the date, the system will provide the forward slashes in the formatting.

Source of BaRSAA Matching Funds – In this field, identify the source of the budgeted matching funds. The match cannot be from the motor fuel tax allocation in MCA 15-70-101. Your local resolution should additionally identify the source of the matching funds. It would be helpful to make sure that the source identified in this field is clearly associated with the source in the resolution.

***Are BaRSAA Funds being transferred from a completed or withdrawn project?** – Select Yes.

Additional fields will appear to be completed. Specifically, you will need to identify the amount of funds to be transferred from the completed or withdrawn project and provide the Application/Grant ID number from that previous project.

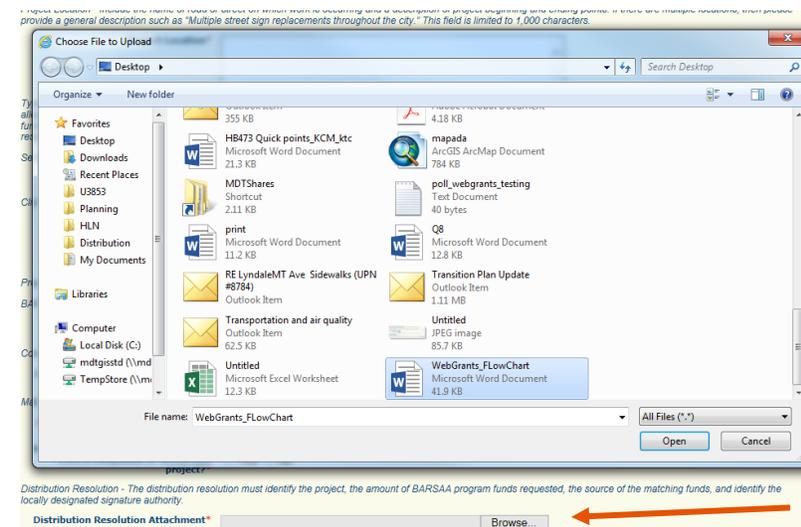
Are BARSAA Funds being transferred from a completed or withdrawn project?* Yes No

BARSAA Funds – Amount of Unused Funds from completed or withdrawn project*

Project Identification - If transferring BARSAA funds from a completed or withdrawn project enter the 5 digit application/grant number of previously distributed project request.

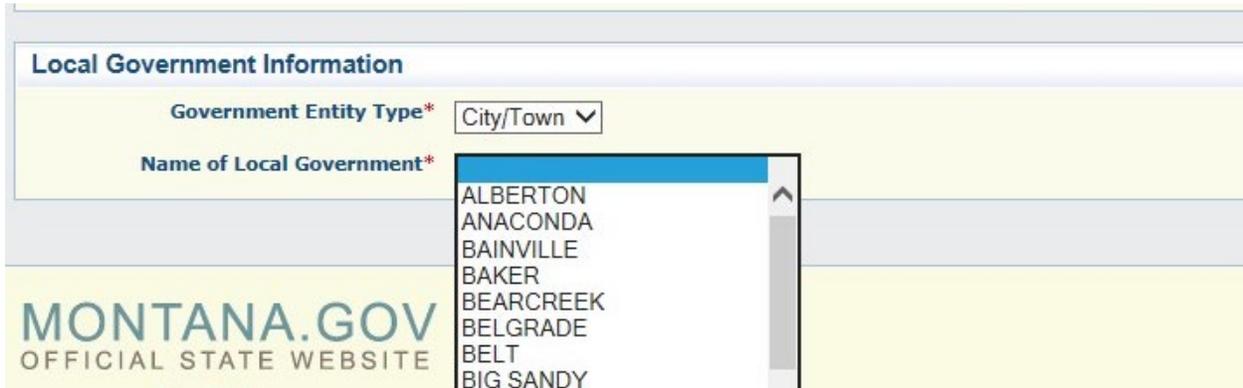
Application Identification of Completed or Withdrawn Project*

Distribution Resolution Attachment – To upload the electronic copy of the adopted resolution, click on Browse. Navigate to the resolution file and click on it. Then, click open. The file path should then display in WebGrants; it will be uploaded when you complete and save the form.



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.

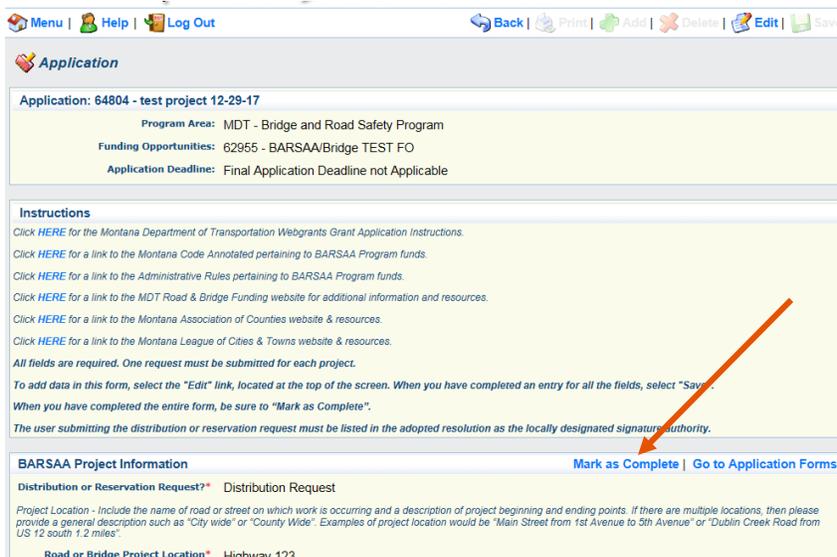
For Name of Local Government, select your city/town or county's name from the drop-down menu. If you select City/Town from Government Entity Type, only the city and town names will appear in the Name of Local Government listing. If you select county, only the names of the counties will appear in the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



All the fields displayed in the form should be complete.

When finished with the form, click Save in the top menu bar. You will be directed to a summary page of the completed distribution form.

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



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

Once completed, you'll be directed back to the forms main page to submit the request.

****When you're ready to submit the request, click Submit.****

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

Once submitted, you should receive a confirmation email.

Frequently Asked Questions

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 Planning, mdtbarsaawebgrants@mt.gov, 444-9131.

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 additional information on how to request my funding?

MDT's Road & Bridge \$ webpage: <https://www.mdt.mt.gov/roadbridge/> offers additional information. 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.

Program Contacts

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

Geoff Streeter
Planner, Montana Department of Transportation (MDT)
406-444-9131
gstreeter@mt.gov

Or email mdtbarsaawebgrants@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

Counties, please contact:

Jason Rittal
Deputy Director, Montana Association of Counties
406-449-4360
jrittal@mtcounties.org

If you have questions concerning your funding, please contact:

Deann Willcut
Accounting Systems Operations, MDT
406-444-6023
dwillcut@mt.gov

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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