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](https://fundingmt.org/index.do)

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

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.

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

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.
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](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/](https://www.mtleague.org/resources/) and the Montana Association of Counties' website: [http://www.mtcounties.org/resources-data/barsaa/](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](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.

**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.

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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.
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.

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.

You can select Distribution Request from the drop-down menu next to Distribution or Reservation Request?.
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.

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.

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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.
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.

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.

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.
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.

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

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

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.
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.

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<tr>
<th>Application Forms</th>
<th>Application Details</th>
<th>Submit</th>
<th>Withdraw</th>
</tr>
</thead>
<tbody>
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<td>General Information</td>
<td>Form Name</td>
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<td>Last Edited</td>
</tr>
<tr>
<td>BARSAA Distribution &amp; Reservation Request Form</td>
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<td>11/06/2017</td>
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</tbody>
</table>

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.

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 BaRSA Distribution & Reservation Request form link.

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

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.

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 BaRSAAD 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.
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.

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

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

After clicking Add, you’ll be asked to enter the date range of the annual report. You can manually enter the date range; the system will auto-enter the forward slashes in the date format, or you can click on the calendar icons to select dates from the calendar. **Dates should be for the current calendar year (1/1/20XX to 12/31/20XX).** When you've entered the dates, click Save in the top menu bar.

You'll be provided a summary of the dates that you entered. If they are incorrect, you can select Edit from the top bar menu. If correct, then select Return to Components.
You’ll be directed to the status report components main page. Select the BaRSAA Distribution & Reservation Report link.

You’ll be directed to a page that provides a summary of the project information you provided when first requesting the distribution. To add a status for the project, click Edit in the top menu bar.

Scroll down to the bottom of the page, where you’ll see a Project Status field. It’s a drop-down menu, allowing you to select from the following status options: In Development, Completed, or Withdrawn.
If your project is completed, you will be asked to provide the total cost of the project.

There is also a comments box if you’d like to provide any additional information. This field is optional.

When you’ve provided the status information, click Save in the top menu bar.

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

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

**When you’re ready to submit the report, click Submit.**
Once submitted, you’ll see a submittal confirmation page.

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

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

**Transfer of BaRSAA Funds to Additional Project(s)**

Per [ARM 18.16.105(5)](https://www.mtleague.org/resources/), 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/](https://www.mtleague.org/resources/) and the Montana Association of Counties (MACo) website: [http://www.mtcounties.org/resources-data/barsaa/](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 BaRSA grant 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.

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 BaRSA grant title.

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


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.
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.

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.

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.

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.

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.
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.

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

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.
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 BaRSA 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 BaRSA 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.

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.**
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](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 BaRSA allocation amount?**

BaRSA allocation amounts for each city/town/county are available on MDT’s website: [https://www.mdt.mt.gov/roadbridge/](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’](https://www.mdt.mt.gov/roadbridge/) and the [Montana Association of Counties](https://www.mdt.mt.gov/roadbridge/) 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 BaRSA funds requested plus the local match amount required.**

**What should I put in the field “Source of BaRSA 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](https://www.mdt.mt.gov/roadbridge/) (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/](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](https://www.leagueofcitystowmt.org/) and [Montana Association of Counties’ website](https://www.montanaassociationofcounties.org), 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
jritten@mtcounts.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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