

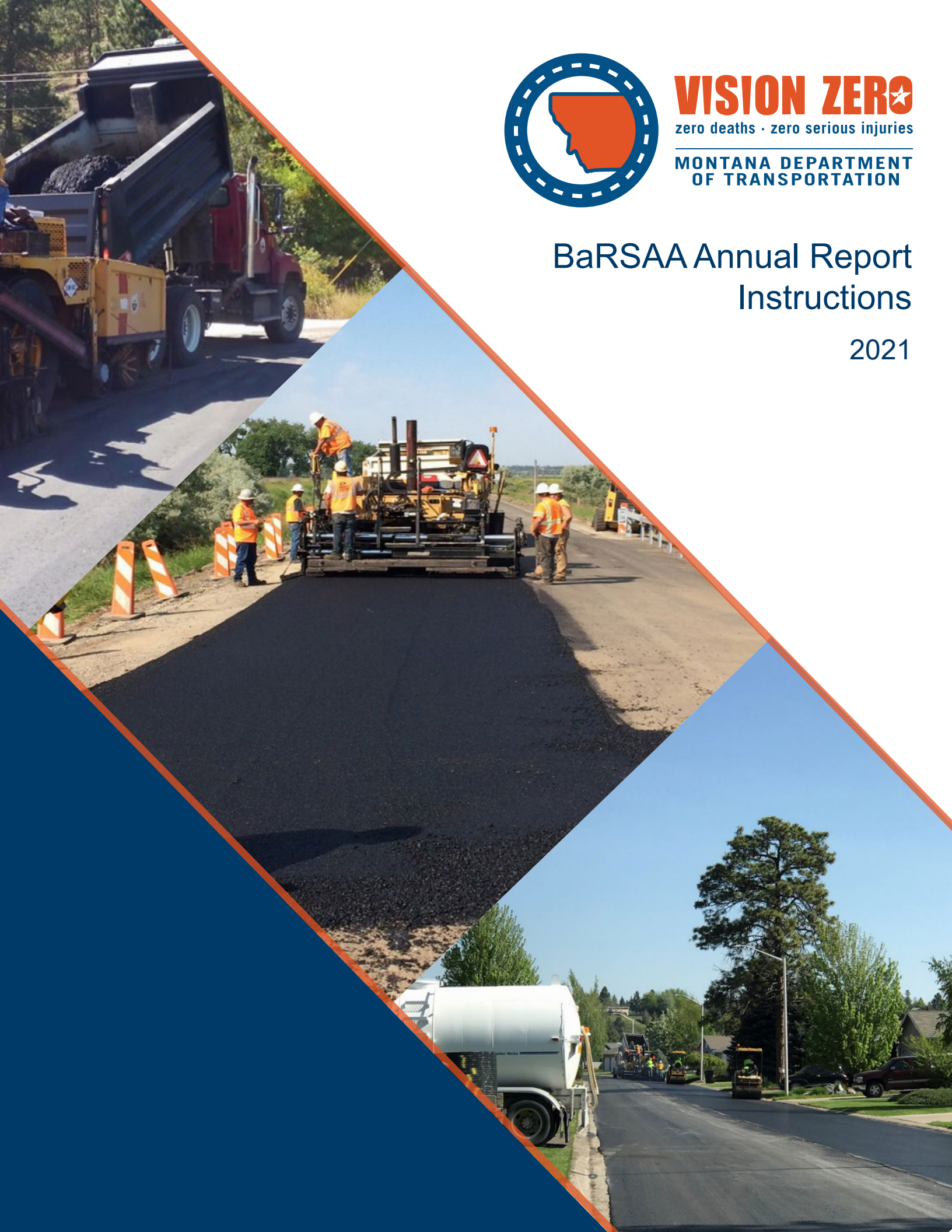


**VISION ZERO**  
zero deaths · zero serious injuries

**MONTANA DEPARTMENT  
OF TRANSPORTATION**

# BaRSAA Annual Report Instructions

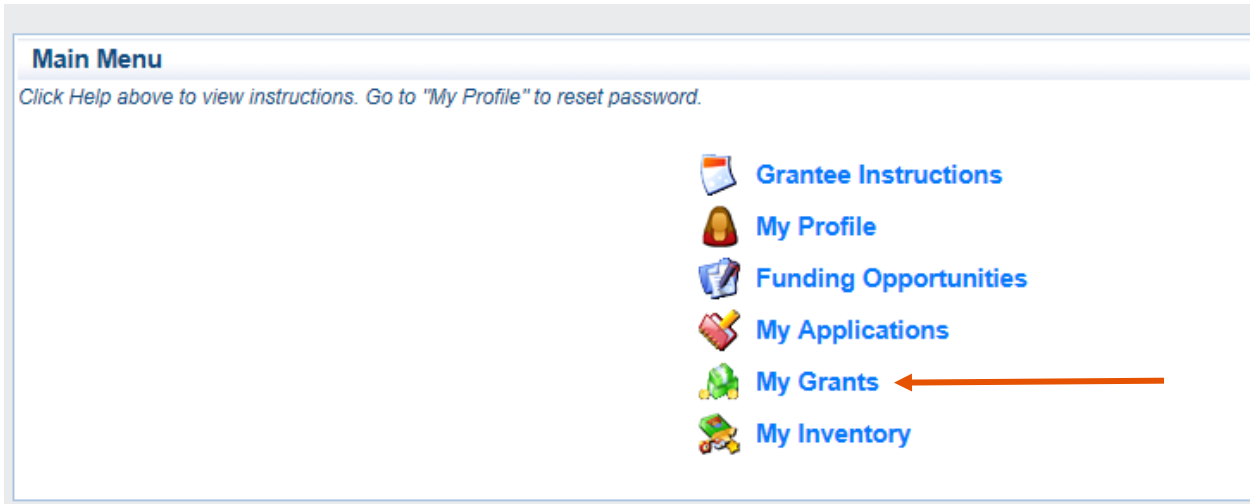
2021



## How to Complete a BaRSAA Annual Report in WebGrants:

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

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



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

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

**Grant Tracking**

**Current Grants** [Closed Grants](#) | [Claims](#)

*Grants in the status Underway or Suspended appear on this list. To view other Grants, click the closed Grants link.*

ID	Status	Year	Title	Program Area	Grant Administrator	Grant Amount
61006	Underway	2017	<a href="#">Test of Application</a>	MDT Test Program Area	Kraig McLeod	\$0.00
63108	Underway	2017	<a href="#">Test Project 11-7-2017 2</a>	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 Tracking**

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**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

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**Instructions**

The grant forms appear below.

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**Grant Components**

You can define your own alerts in the Alerts section

Component	Last Edited
<a href="#">General Information</a>	
<a href="#">Status Reports</a>	11/13/2017
<a href="#">BARSAA Distribution &amp; Reservation Request Form</a>	11/13/2017
<a href="#">Opportunity</a>	-
<a href="#">Application</a>	-

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.

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

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**Grant Tracking**

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**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

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**Status Reports** [Return to C](#)

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

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 (From Date)    12/31/2018 x (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 (From Date)    12/31/2017 (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.

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](#) | [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
<a href="#">BaRSAA Distribution &amp; Reservation Report</a> ←		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?\*** 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.

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](#)

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**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

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**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".

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**BARSAA Project Information**

**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.

*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.*

**Type of Work** Maintenance

**BARSAA Funds from Current Allocation** \$1,000.00

**BARSAA Funds from Previously Reserved Amount** \$0.00

*Project Cost - A local government must match each \$20 request for distribution with at least \$1 of local government budgeted matching funds.*

**Total Estimated Project Cost (All Sources)** \$0.00

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

**Estimated Project Completion Date** 01/31/2019

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

**Source of BARSAA Matching Funds** general fund

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

**BARSAA Funds - Amount of Unused Funds from completed or withdrawn project** \$0.00

**Application Identification of Completed or Withdrawn Project**

**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** [WebGrants\\_FLOWChart.docx](#)

**Project Status\*** In Development ▼

**Comments**

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.\*\***

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.

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

From the main menu page, follow the instructions above, starting at page 1.



MDT attempts to provide accommodations for any known disability that may interfere with a person participating in any service, program, or activity of the Department. Alternative accessible formats of this information will be provided upon request.

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

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