

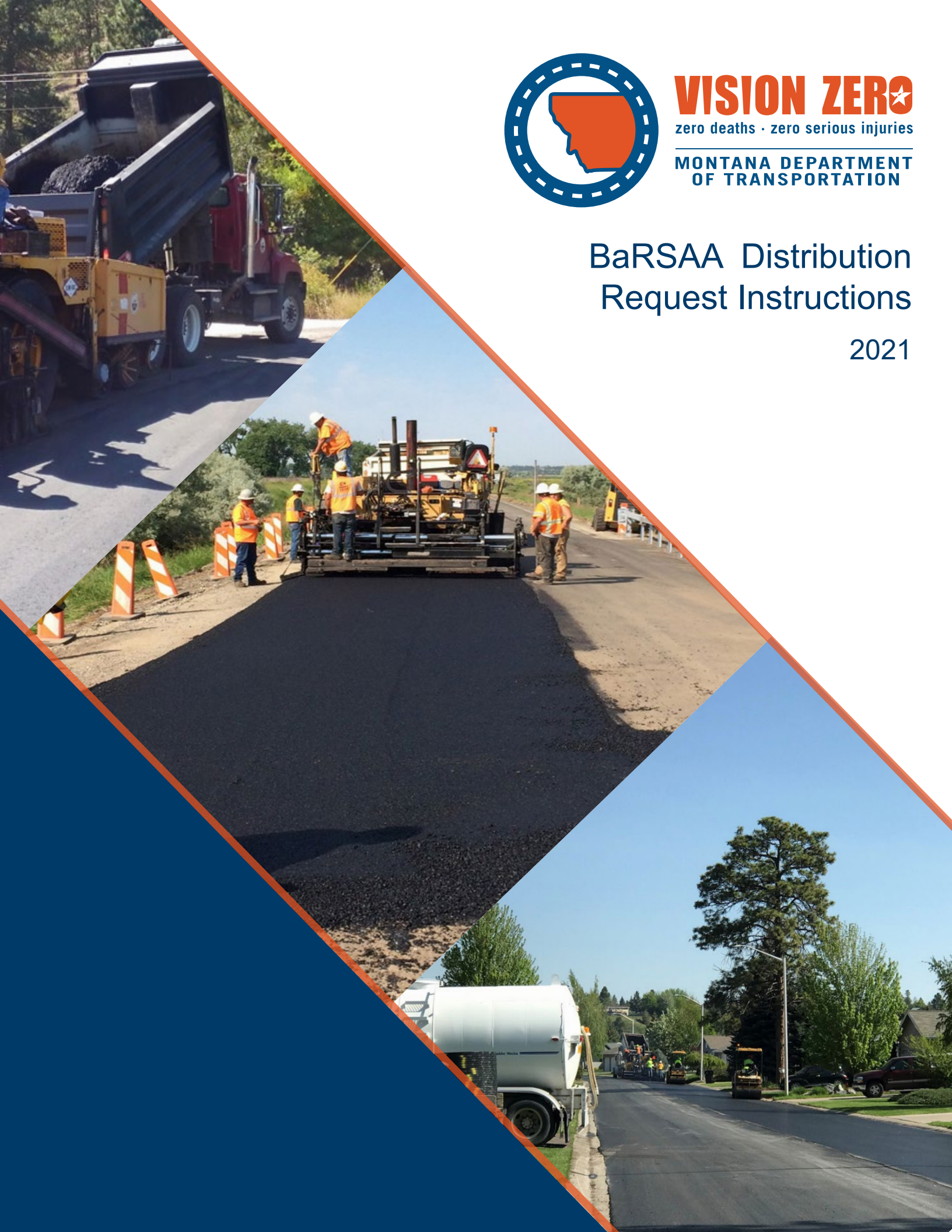


VISION ZERO
zero deaths · zero serious injuries

**MONTANA DEPARTMENT
OF TRANSPORTATION**

BaRSAA Distribution Request Instructions

2021



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://funding.mt.gov/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://funding.mt.gov/index.do>

On the main menu page, click Funding Opportunities. Scroll down to the BaRSAA Funding Opportunity (2021 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.

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

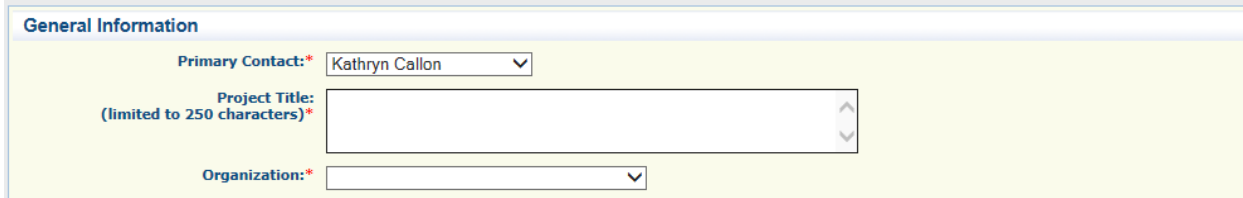
Award Amount Range:	Not Applicable	Program Officer:	Katy Callon
Project Start Date:		Phone:	406-444-7294 x
		Email:	kcallon@mt.gov

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).

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.

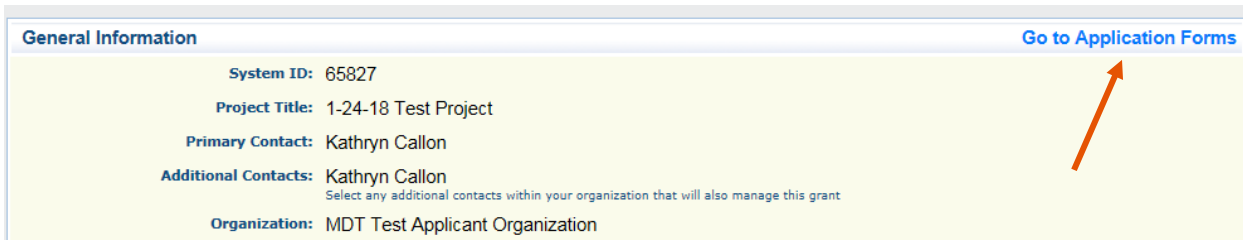


The screenshot shows a form titled "General Information" with a light yellow background. It contains three main input fields: "Primary Contact:" with a dropdown menu showing "Kathryn Callon"; "Project Title: (limited to 250 characters)*" with a text input box and vertical scroll arrows; and "Organization:"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

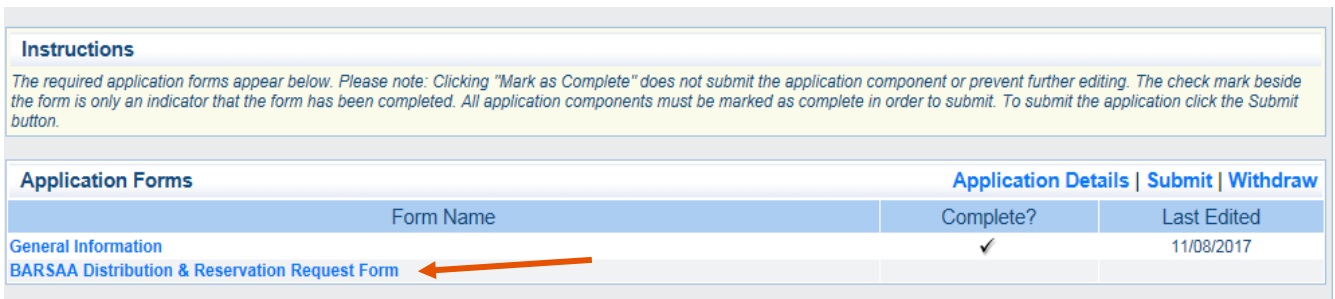
To move to the next form, click Go To Application Forms.



The screenshot shows a summary page for "General Information" with a light yellow background. It lists: "System ID: 65827", "Project Title: 1-24-18 Test Project", "Primary Contact: Kathryn Callon", "Additional Contacts: Kathryn Callon" (with a sub-note: "Select any additional contacts within your organization that will also manage this grant"), and "Organization: MDT Test Applicant Organization". In the top right corner, there is a blue link "Go to Application Forms" with an orange arrow pointing to it.

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.

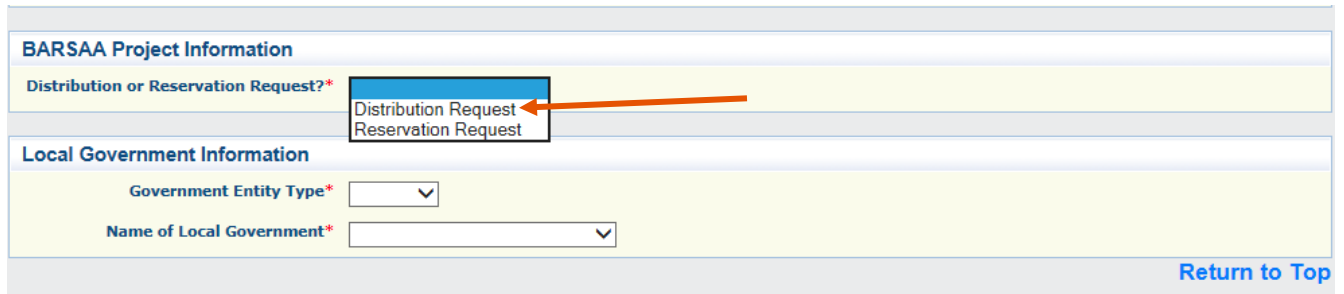


The screenshot shows the "Application Forms" page with a light blue header and a table below. The table has three columns: "Form Name", "Complete?", and "Last Edited". The "General Information" row has a checkmark in the "Complete?" column and "11/08/2017" in the "Last Edited" column. The "BARSAA Distribution & Reservation Request Form" row is highlighted in blue and has an orange arrow pointing to it from the left. Above the table, there are links for "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

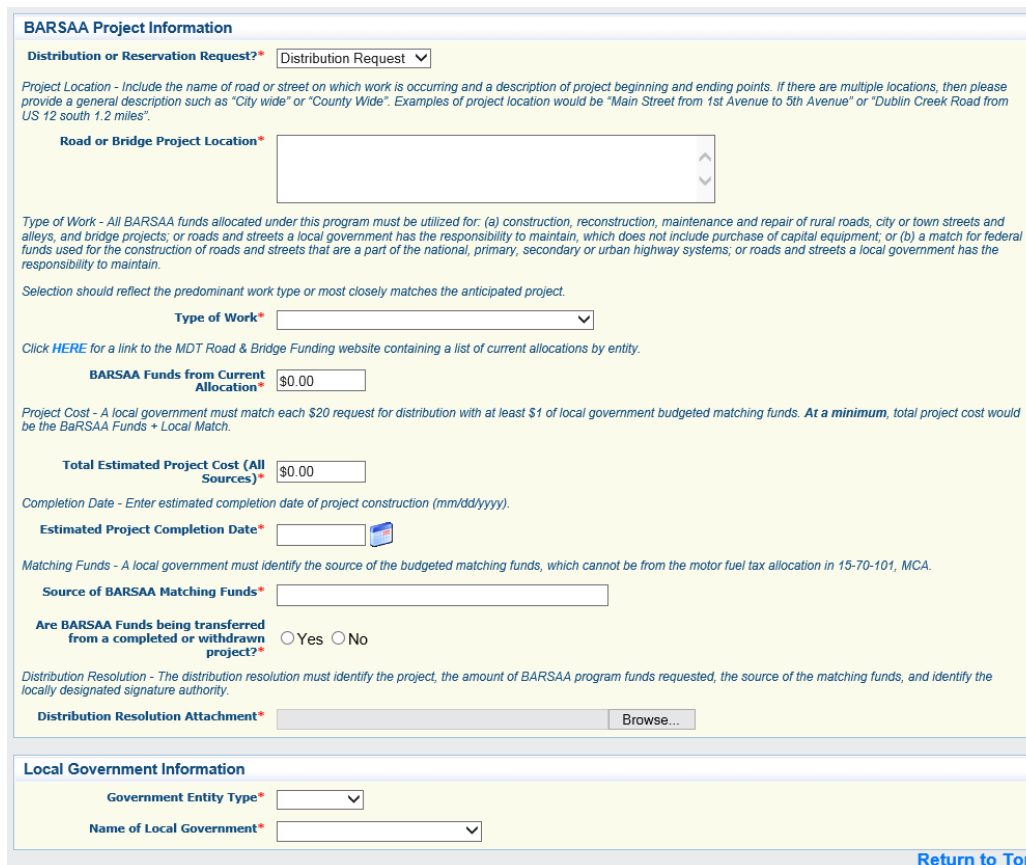
Local Government Information

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?* 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*

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.**

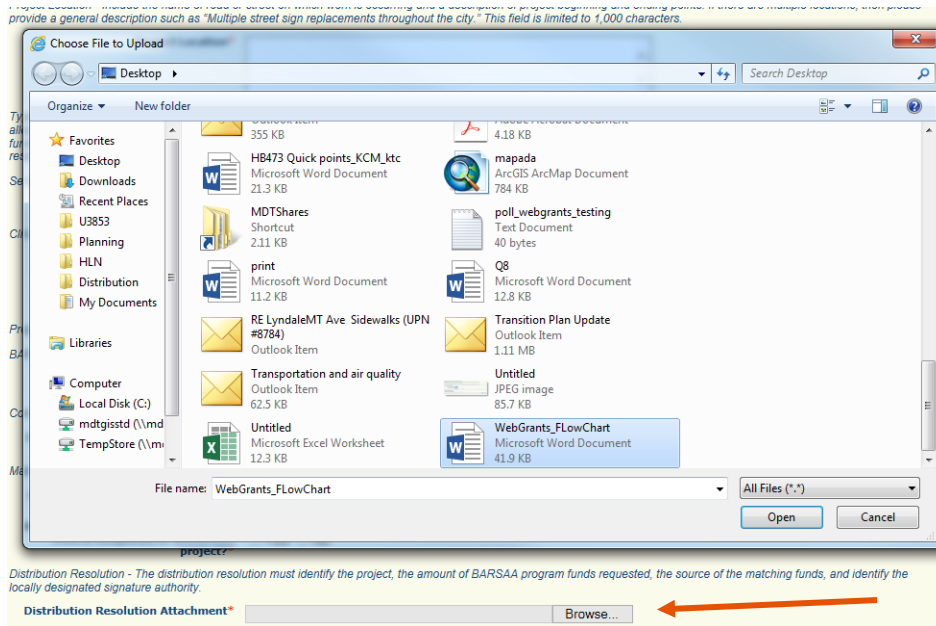
Estimated Project Completion Date – Provide the estimated date of project completion, either in the format of mm/dd/yyyy or select a date using the calendar, which will appear when you click on the calendar icon. If you are manually entering the date, the system will provide the forward slashes in the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

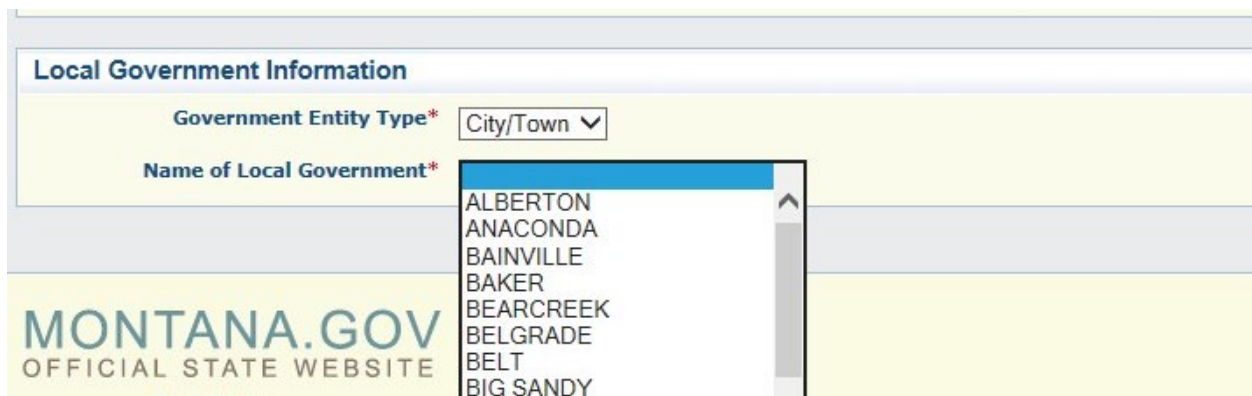
When you select Yes, additional fields will appear to be completed. Specifically, you will need to identify the amount of funds to be transferred from the completed or withdrawn project and provide the Application/Grant ID number from that previous project. The ID number is a 5-digit number that was 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 3th 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.

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."

Program Contacts

If you have any questions concerning the utilization of WebGrants to request distribution 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.

This document is printed at state expense. Information on the cost of producing this publication may be obtained by contacting the Department of Administration.