



WebGrants Request Correction Instructions

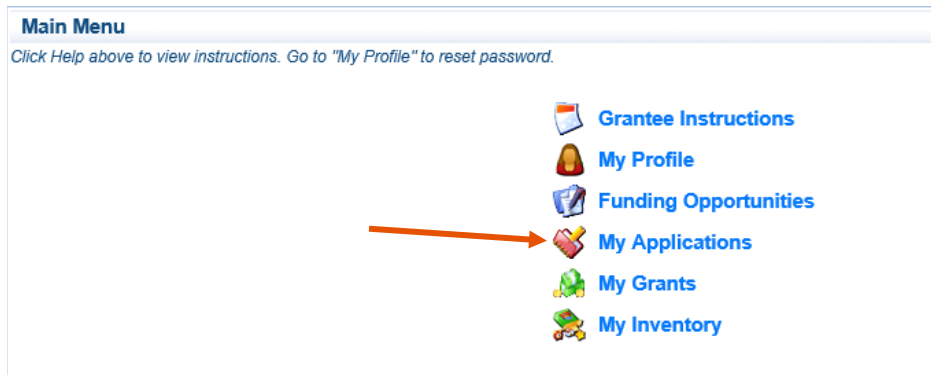
2022



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://funding.mt.gov/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

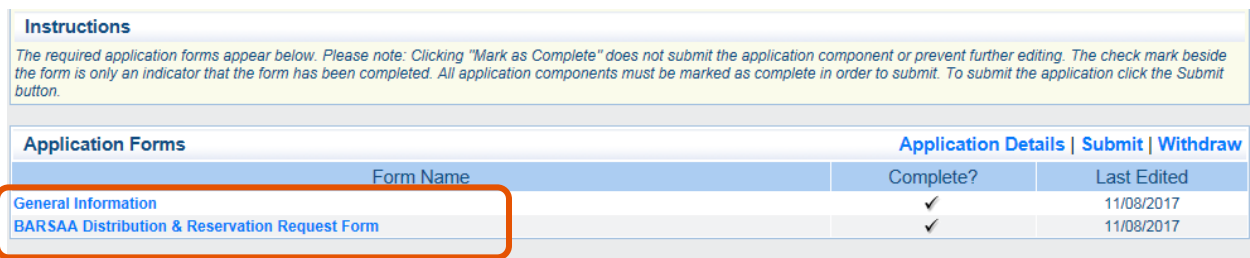
A listing of your requests for funding will display. Click on the project title for the request you need to correct or edit.

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



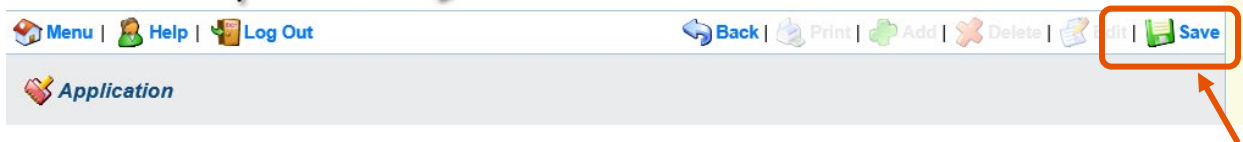
Menu | Help | Log Out | Back | Print | Add | Delete | **Edit** | Save

Application

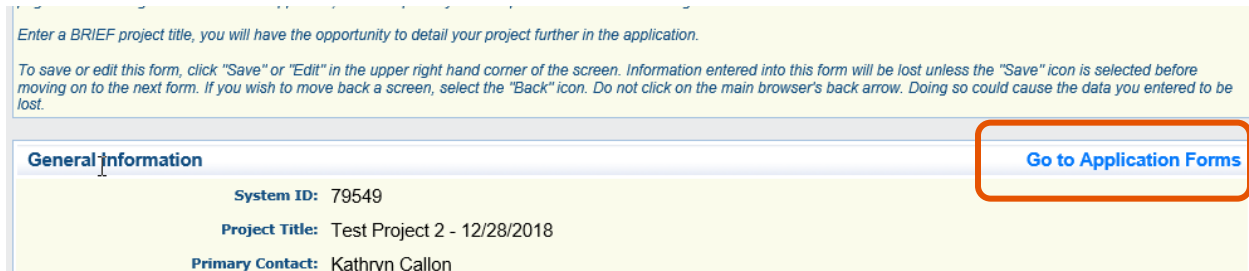
Application: 79543 - Test Project 12-28-2018

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.

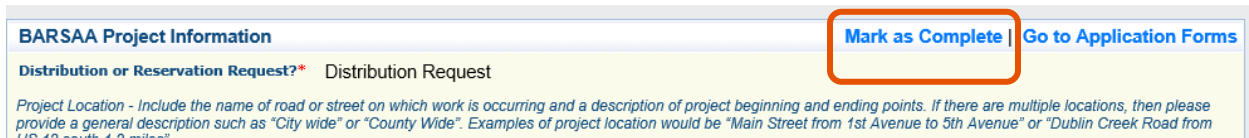
Once those corrections/edits are made, in the top menu bar, right-hand side, click Save.



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



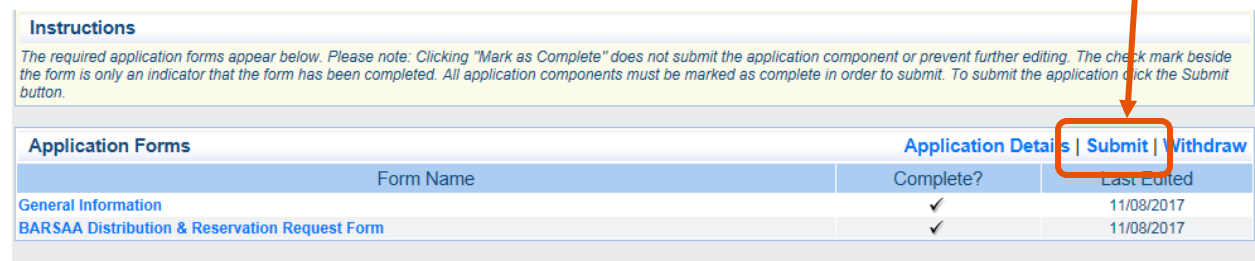
If you've made corrections in the BaRSAA Distribution & Reservation Request form, click the Mark as Complete link.



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.

Program Contacts

If you have any questions concerning your WebGrants request for 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:

Sandy Lang
Executive Assistant, Montana League of Cities and Towns
406-442-8768
slang@mtleague.net

Counties, please contact:

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



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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