



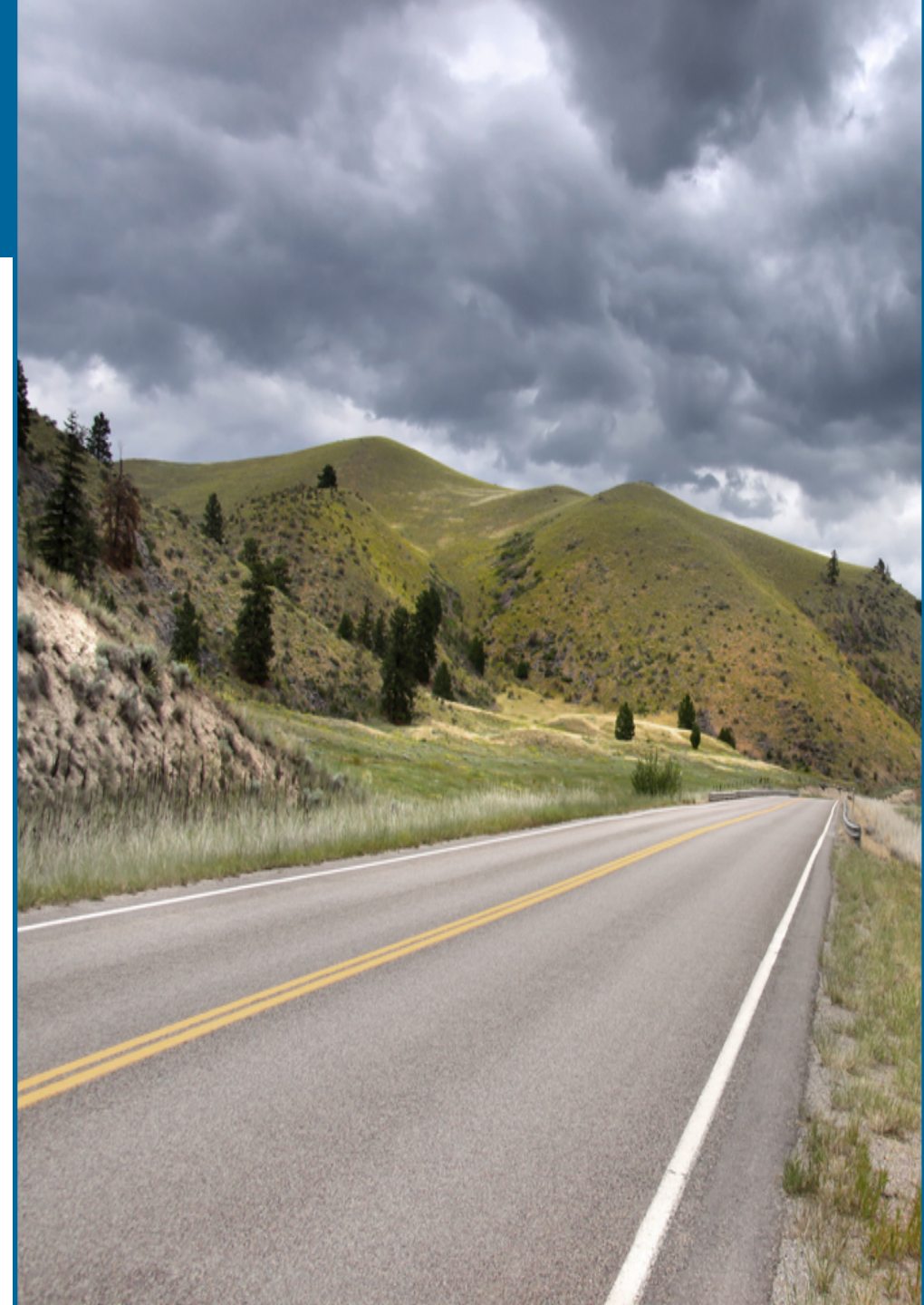
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MONTANA DEPARTMENT  
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# Using Montana Webgrants for Obtaining Local Funds

*HB 473 – Bridge and Road Safety and Accountability Act*

Katy Callon  
MDT Rail, Transit and Planning Division



# What is Webgrants?

A Partnership Between



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# Why Use Webgrants for Request Process?

- Streamlines and Automates the Process
- Consistency and Familiarity with Users
- Paperless
- Data Access
- Transparency



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# Webgrants

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



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# User and Organization Registration

Sys

## Login

User ID:\*

Password:\*

Login

[Forgot Password?](#)

New to WebGrants - State of Montana?

[Register Here](#)

Funding Opportunities Offered by  
Montana State Agencies

[Search Here](#)

## Announcements

### Noxious Weed Trust Fund

Montana Department of Agriculture



Montana Department of Agriculture

### Noxious Weed Trust Fund Grants

Now Accepting Grant Applications - Apply by January 6, 2018

Local Cooperative . Research . Education/Development Projects

Additional Information: <http://agr.mt.gov/Noxious-Weed-Trust-Fund-Grants>



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**Personal Information**

**Name:\***

**Email:\***

**Confirm Email\***

**Alternate Email**

**Address:\***

\*

**Phone:\***    
--- --- ---

**Alternate Phone**

**Fax:**   
--- --- ---

**What Agency's Grant Programs are you most interested in?:**

**Organization Information**

**Name:\***

**Organization Type:**

**Organization Website:**

**Address:\***

\*

**Phone:\***   
--- --- ---

**Ext.**   
Ext.

**Alternate Phone**

**Fax:**   
--- --- ---

**Email address**

**Alternate Email**



 [Log In](#)

### Login

User ID:\*

Password:\*

Login

[Forgot Password?](#)

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### Announcements

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→ <https://fundingmt.org/home.do>

WebGrants - State of Mont... x

# Montana Grants and Loans

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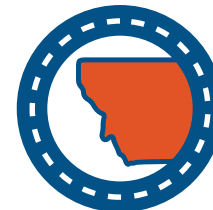
[Back](#) | [Print](#) | [Add](#) | [Delete](#) |

**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](#)



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**60764-TEST Bridge and Road Safety Accountability Act**

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**MDT Test Program Area****Application Deadline: 11/01/2018 12:00 AM****Award Amount Range:** Not Applicable**Program Officer:** Kraig McLeod**Project Start Date:****Phone:** 405-444-6256 x**Project End Date:****Email:** [krmcleod@mt.gov](mailto:krmcleod@mt.gov)**Award Announcement Date:****This Opportunity is recurring**  
**Categorical Area(s) To be Addressed by Program** Transportation

---

**Description**

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**Introduction:**

The Bridge and Road Safety and Accountability Act (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 under [HB 473 Section 1], MCA. A portion of motor fuel tax revenues generated within the state of Montana provides the funding for this program, and allows local governments to participate in revenue sharing.

The department allocates and distributes BARSAA funds to local governments, and maintains a project reporting website under the BARSAA program. The department does not monitor or oversee local government projects included in the local government's request for distribution.

**Eligibility:**

Any local government in Montana is eligible to receive BARSAA program funds.

BARSAA revenue collected in the previous calendar year must be allocated by the department and held in the BARSAA restricted account for the benefit of local governments.

**Timeframes:**

Allocations must be made by the department by March 1st of each year.

The local government requestor may request a distribution of allocated funds by submitting a request to the department between March 1st and November 1st of the calendar year the funds were allocated.



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# Distribution Request Submittals

- Process for new distributions or notification of additional projects with unused funds.
- Amount of funding sought – Can't exceed the amount allocated for that year plus any prior reserved funds.
- Adopted Resolution:
  - Identify the source of matching funds.
  - Identify signature authority for webgrants submittal.



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# Distribution Request Submittals

- Project Description:
  - Project name
  - Project location
  - Type of work (construction, reconstruction, maintenance, repair, match for federal funds)
  - Total project cost estimate
  - Source of match
  - Estimated completion date



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# Reservation Request Submittals

- Adopted Resolution:
  - May reserve up to the allocated amount for up to two years.
  - Statement that reservation is necessary due to local government's inability to match funds.
  - Identify signature authority for webgrants submittal.



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### Instructions

Fill out the form below and click "Save". Once completed and saved, click on the "Go to Application Forms" link to continue completing the rest of the application. Pick the appropriate Primary, Additional and Authorized Officials. If additional contacts or authorized officials have not been registered in the system, submit a registration request on the main [fundingmt.org](http://fundingmt.org) page. Once the registration has been approved, have the primary contact person add them to the organization.

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

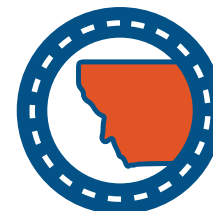
**Primary Contact:\***

**Project Title:  
(limited to 250 characters)\***

**Authorized Official:\***

**Organization:\***

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 **Application**

**Application: 61649 - Name of Entity-2018 BARSAA Allocation**

**Program Area:** MDT Test Program Area

**Funding Opportunities:** 60764 - TEST Bridge and Road Safety Accountability Act

**Application Deadline:** 11/01/2018

**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
<a href="#">General Information</a>	✓	09/08/2017
<a href="#">BARSAA Requestor Information</a>		
<a href="#">BARSAA Distribution &amp; Reservation Request Form</a>		



# BARSAA Requestor Information

**Project Identification**

**Project Manager/Point of Contact (individual responsible for day-to-day activities)**

**Name**    
First Name Last Name

**Title**

**Agency/Organization**

**Mailing Address**

City State Zip Code

**E-mail Address**

**Phone Number**

**Authorized Official for Local Government as Designated in Adopted Resolution**

**Name\***    
First Name Last Name

**Title\***  x

**Agency/Organization\***

**Mailing Address\***

\* City State Zip Code

**E-mail Address\***

**Phone Number\***



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## Application

### Application: 61649 - Name of Entity-2018 BARSAA Allocation

**Program Area:** MDT Test Program Area

**Funding Opportunities:** 60764 - TEST Bridge and Road Safety Accountability Act

**Application Deadline:** 11/01/2018

**Requested Total:** \$0.00

### 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 Funds.

Click [HERE](#) for a link to the Administrative Rules pertaining to BARSAA Funds.

*All fields are required.*

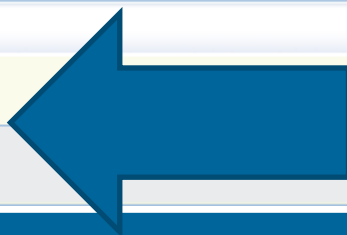
*To add data in the BARSAA Project Information section, select the blue "add" link, located on the right side of the section. When you have completed an entry for all the fields, select "Save". Repeat this process for each project until all data has been entered into the section.*

*When you have completed the entire form, be sure to "Mark as Complete".*

### BARSAA Project Information

Distribution or Reservation Request?\*

Distribution Request  
Reservation Request



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All fields are required.

To add data in the BARSAA Project Information section, 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

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 "Multiple street sign replacements throughout the city."*

Project Location  ←  
This field is limited to 1,000 characters.

Type of Work  ←

BARSAA Funds from Current Allocation  ←

BARSAA Funds from Previously Reserved Amount

Total Estimated Project Cost (All Sources)  ←

Estimated Project Completion Date  ←

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

Application Identification of Completed or Withdrawn Project

Amount of BARSAA Allocation Requested for Reservation

Resolution Attachment **REQUIRED**  Browse... ←

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## 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 Funds.

Click [HERE](#) for a link to the Administrative Rules pertaining to BARSAA Funds.

All fields are required.

To add data in the BARSAA Project Information section, select the blue "add" link, located on the right side of the section. When you have completed an entry for all the fields, select "Save". Repeat this process for each project until all data has been entered into the section.

When you have completed the entire form, be sure to "Mark as Complete".

## BARSAA Project Information

Distribution or Reservation Request?\*  ▼

### Reservation Request

Local government may only reserve allocated funds if it is unable to match the funds as required by XXX MCA.

Local Government Certifies it is Unable to Match BARSAA Funds at this time:  Yes  No

Amount of BARSAA Requested for Reservation  x

Resolution Attachment REQUIRED  Browse...

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**Application: 61914 - ABC City-Wide Maintenance 2018 BARSAA****Program Area:** MDT Test Program Area**Funding Opportunities:** 60764 - TEST Bridge and Road Safety Accountability Act**Application Deadline:** 11/01/2018**Requested Total:** \$500.00**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 Funds.

Click [HERE](#) for a link to the Administrative Rules pertaining to BARSAA Funds.

All fields are required.

To add data in the BARSAA Project Information section, 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**[Go to Application Forms](#)**Distribution or Reservation Request?\*** Distribution Request**Project Location** Corridor 0000010N, RP: 0.0 to RP 1.1**Type of Work** Maintenance**BARSAA Funds from Current Allocation** \$500.00**BARSAA Funds from Previously Reserved Amount** \$0.00**Total Estimated Project Cost (All Sources)** \$0.00**Estimated Project Completion Date** 09/28/2018**Source of BARSAA Matching Funds** Mill Levy 1**Total Amount Requested for Distribution** \$500.00**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** N/A**Amount of BARSAA Allocation Requested for Reservation** \$0.00**Resolution Attachment REQUIRED** [EST\\_IMPACTS\\_NONMOTORIZED\\_TRANS\\_2013.pdf](#)

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## Application: 61649 - Name of Entity-2018 BARSAA Allocation

**Program Area:** MDT Test Program Area

**Funding Opportunities:** 60764 - TEST Bridge and Road Safety Accountability Act

**Application Deadline:** 11/01/2018

**Requested Total:** \$160,000.00

### Instructions

The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component and does not allow for 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 the application. To submit the application click the Submit button.

### Application Forms

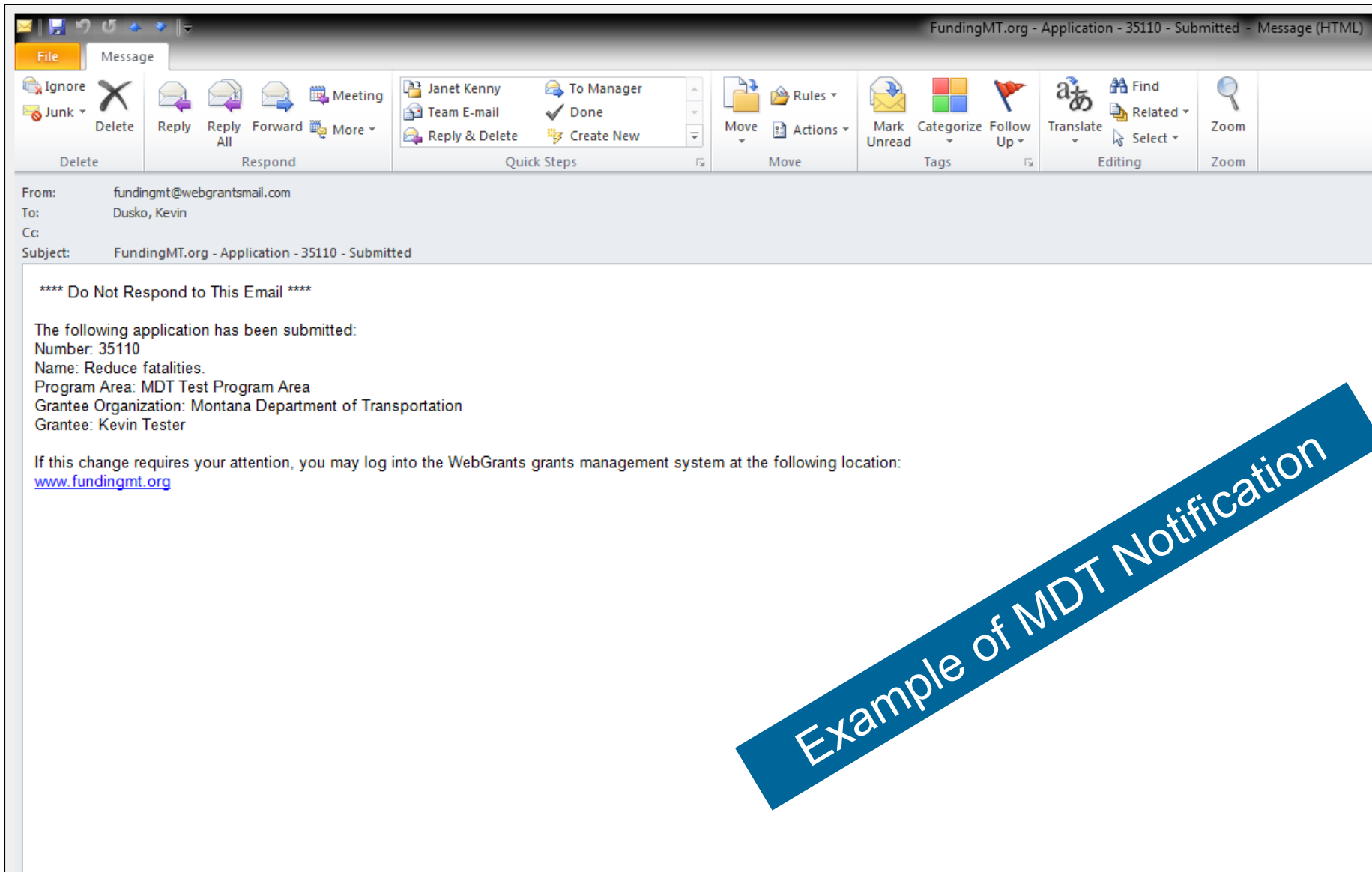
Form Name	Complete?	Last Edited
<a href="#">General Information</a>	✓	09/08/2017
<a href="#">BARSAA Requestor Information</a>	✓	09/08/2017
<a href="#">BARSAA Distribution &amp; Reservation Request Form</a>	✓	09/08/2017



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# MDT's Role After Submission

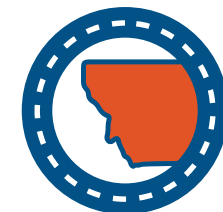
- Screen submittals/projects for:
  - Completeness
  - Eligibility (Road, bridge, or street improvement, maintenance, or repair)
    - Capital equipment not eligible
  - Make distribution within 30 calendar days of completed requests



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# Annual Report & Project Modifications

- Anticipate using Webgrants “Status Reporting” functionality for:
  - Notify MDT of project status
  - Final project costs
- Stay tuned! This is still in development.



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# Next Steps

- Finalize development of the Webgrants process for distribution and reservation requests and submission of the annual report.
- Begin rollout and training of local governments.
- Open “funding opportunity” on March 1, 2018.



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