



Introduction to WebGrants

DRPT Staff

October 2023



Agenda

- WebGrants - Key Milestones
- Terminology Changes
- Registering Organizations and Users
- Submitting Claims
- Executing Contracts
- Grant Management
- Applications
- Performance Data

WebGrants - Key Milestones

November 15



December 1



February 1



- Last day to access OLGA
- Reimbursement Requests
- Contracts
- Extensions
- Performance Data
- De-obligations and project closures
- OLGA will turn off at 11:59 PM

- WebGrants will officially open
- Partner agencies may resume grant-related activities
- DRPT staff may resume grant management activities
- Application cycle for FY25 begins

- Grant applications are due for the FY25 grant cycle
- Exception for FTA 5303 applications

Training and Technical Assistance

Self-Guided Resources

- Recorded WebGrants demonstrations/trainings posted to DRPT YouTube channel (November/December)
- Written tutorials including screenshots of WebGrants interface for certain tasks

Access to an email for WebGrants inquiries

Office Hours to speak to DRPT staff about WebGrants questions

Crosswalk of Terminology in WebGrants versus OLGA

Terminology Changes

OLGA Terminology

WebGrants Terminology

Grantee	→	Organization
Grant Program	→	Funding Opportunity
Reimbursement Request	→	Claim
Suspended Reimbursement	→	Encumbrance
Budget Amendment	→	Contract Amendment
Scope Change	→	Contract Amendment
Extension Request	→	Contract Amendment
Open or Executed Status	→	Underway Status
Project Number	→	Grant Number

Registering Organizations and Users in WebGrants

- By **December 1**, all organizations with open or executed DRPT grants in OLGA will be migrated into the WebGrants system
 - Organizations that will not be migrated over into WebGrants will need to register as new organizations
- For organizations with open/executed grants, one user will be migrated (OLGA Master User)
 - Double-check who your organization's OLGA Master User is before migration
 - User passwords will need to be re-created upon accessing WebGrants

The screenshot shows the DRPT WebGrants interface. At the top, there is a header with the Virginia Department of Rail and Public Transportation logo and text: "Virginia Department of Rail and Public Transportation", "An official website of the Commonwealth of Virginia", and a link "Here's how you know". To the right is a link "Find a Commonwealth Resource". Below the header is the DRPT logo and the text "VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION". The main content area has a "Login" section with a key icon. It contains a form with fields for "User ID" and "Password", a "SIGN IN" button, and links for "Forgot User ID?" and "Forgot Password?". Below the login section is a yellow button labeled "Click here to Register". There is also a "Single Sign On Users" section with a link "Click Here to Access Single Sign On Tool". To the right of the login section is an "Announcements" box with the title "DRPT SYSTEM USE NOTIFICATION" and a paragraph of text: "This system is the property of the Commonwealth of Virginia. Only persons authorized shall be allowed access to this system. Those permitted access shall use this system ONLY for purposes for which they have been authorized. ALL access and usage on this system may be monitored, recorded, and subject to audit. ANY unauthorized access, use, or abuse of this system or the information contained therein shall be reported to appropriate authorities for investigation and prosecution to the fullest extent of the law."

Registering Organizations and Users

- Upon migration, the one user who is migrated into WebGrants will have the ability to add additional users to their organization
- All users will be assigned a generic "grantee" user role

Actions needed before performing any grant activity:

- Re-submit W-9
 - November 8th communication will have a blank W-9 for attachment in WebGrants
- WebGrants Entity Agreement needs to be signed upon accessing WebGrants



Submitting Claims

- Reimbursement requests will now be called “Claims” in WebGrants
- Approach to submitting claims is largely unchanged:
 - Agencies will identify the total amount expended during the period and attach supporting documentation
- Any submitted but un-approved reimbursement request from OLGA will be transferred into WebGrants
- Strongly encourage agencies to submit any urgent reimbursement requests in OLGA well before the November 15th blackout date

The screenshot displays the DRPT Virginia Department of Rail and Public Transportation WebGrants interface. The top navigation bar includes the DRPT logo and the department name. A sidebar on the left contains a user profile for 'Test Tester' and a menu with options: Dashboard, Funding Opportunities, Applications, Grants (highlighted), Reports, and My Profile. The main content area shows the 'Claim: 004' editing screen. It includes a 'Claim Status' dropdown set to 'Editing', a 'Grant Title' field with '508 - Patrice's test grant for claim', a 'Program Area' dropdown set to 'Transit Program', a 'Funding Opportunity' field with '13-MERIT Capital Assistance - State of Good Repair (SGR) - Other - FY25', a 'Reporting Period' field with '10/01/2023 - 10/31/2023', a 'Claim Type' dropdown set to 'Reimbursement', and a 'Submitted By' field. Below this is a 'Reimbursement - Current Version' section with a 'Reimbursement - Edit' button and a 'Save Reimbursement' button. A table displays the reimbursement details:

Budget Category	Grant Budget Awarded	Expenses This Period	Prior Expenses (Paid)	Total	Available Balance (Unpaid)	Prior Expenses (Submitted Not Paid)	Total Claimed	Remaining Balance (Unclaimed)
Total Project Cost								
Awarded Amount	\$1,000,000.00	50000.00	\$0.00	\$0.00	\$1,000,000.00	\$150,000.00	\$150,000.00	\$850,000.00
	\$1,000,000.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$150,000.00	\$150,000.00	\$850,000.00

There are 'Save Reimbursement' buttons at the top right and bottom right of the table.



Executing Contracts

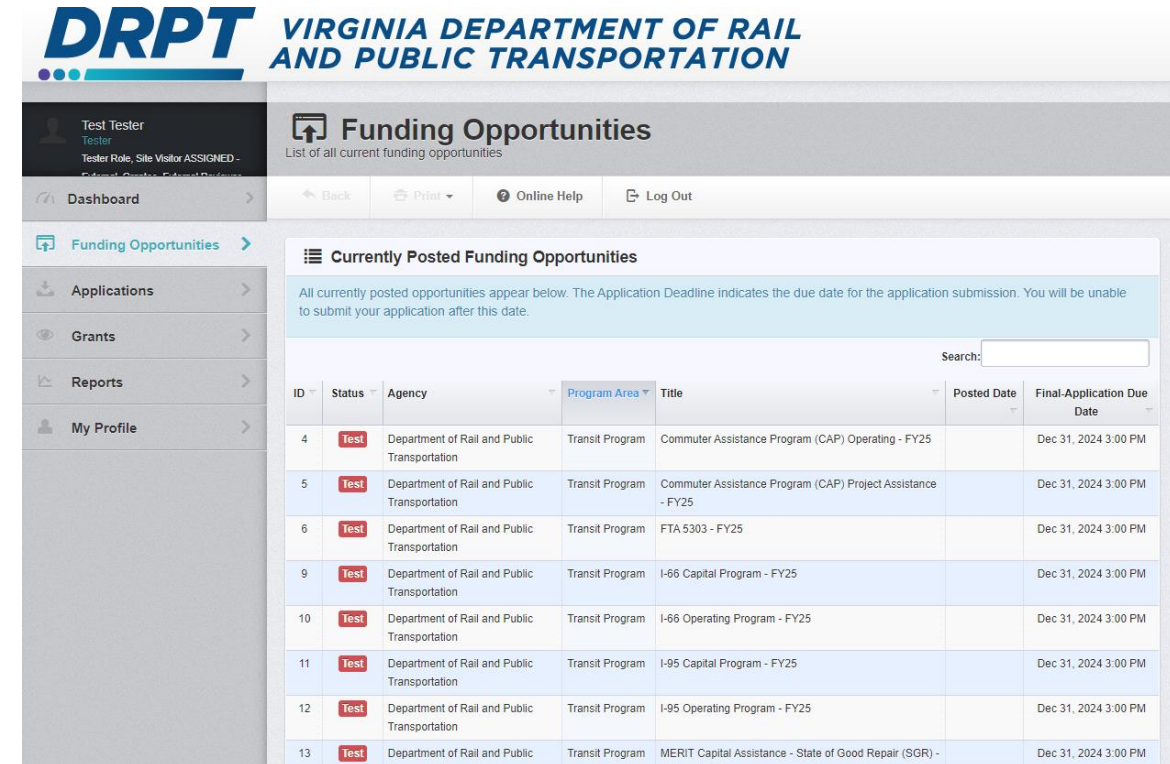
- Contracts in WebGrants will look different than in OLGA as they will be system-generated
- Will coordinate with the agencies to determine who (within the agency) should be eligible for signing contracts
- Contracts will be fully approved by DRPT first and then executed by the grantee

Grant Management

- Grant Management tools in WebGrants are more robust than OLGA
- Most significant change is that all grants must have a corresponding grant application
- Existing grants can be sorted by funding opportunity, fiscal year, start/end dates, funding amount, etc.
- WebGrants will track all changes to projects via "contract amendments"
 - Includes budget revisions, scope changes, and extension requests
- DRPT staff are still analyzing other available tools/enhancements
- Projects in "open" status will come in with an "encumbrance"

Grant Applications

- Applicants can create applications starting on **December 1, 2023**
- Applications for FY25 funding must be submitted by **February 1, 2024**
- **Overall Differences between OLGA and WebGrants:**
 - State programs are called "Funding Opportunities" in WebGrants
 - Generally, the information requested for each funding opportunity will be similar or the same as previous years, but the layout will look different



DRPT VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

Test Tester
Tester
Tester Role, Site Visitor ASSIGNED -
Funding Opportunity, Project Reference

Dashboard >

Funding Opportunities >

Applications >

Grants >

Reports >

My Profile >

Funding Opportunities

List of all current funding opportunities

Back Print Online Help Log Out

Currently Posted Funding Opportunities

All currently posted opportunities appear below. The Application Deadline indicates the due date for the application submission. You will be unable to submit your application after this date.

Search:

ID	Status	Agency	Program Area	Title	Posted Date	Final-Application Due Date
4	Test	Department of Rail and Public Transportation	Transit Program	Commuter Assistance Program (CAP) Operating - FY25		Dec 31, 2024 3:00 PM
5	Test	Department of Rail and Public Transportation	Transit Program	Commuter Assistance Program (CAP) Project Assistance - FY25		Dec 31, 2024 3:00 PM
6	Test	Department of Rail and Public Transportation	Transit Program	FTA 5303 - FY25		Dec 31, 2024 3:00 PM
9	Test	Department of Rail and Public Transportation	Transit Program	I-66 Capital Program - FY25		Dec 31, 2024 3:00 PM
10	Test	Department of Rail and Public Transportation	Transit Program	I-66 Operating Program - FY25		Dec 31, 2024 3:00 PM
11	Test	Department of Rail and Public Transportation	Transit Program	I-95 Capital Program - FY25		Dec 31, 2024 3:00 PM
12	Test	Department of Rail and Public Transportation	Transit Program	I-95 Operating Program - FY25		Dec 31, 2024 3:00 PM
13	Test	Department of Rail and Public Transportation	Transit Program	MERIT Capital Assistance - State of Good Repair (SGR) -		Dec 31, 2024 3:00 PM

Grant Applications – Changes

Certain state programs will be split into multiple funding opportunities

MERIT – Capital Assistance: 4 Funding Opportunities

- SGR (Vehicles)
- SGR (Other)
- Minor Enhancements
- Major Expansions

MERIT – Operating Assistance: 2 Funding Opportunities

- Rural
- Urban

TRIP: 4 Funding Opportunities

- Regional Connectivity
- Zero and Reduced Fares
- Passenger Amenities and Facilities
- Public Safety

FTA 5310: 3 Funding Opportunities

- Capital (Vehicles)
- Capital (Other)
- Operating

Grant Applications

Specific Improvements to Applications in WebGrants:

1. System navigation for applications will be more intuitive
2. All Funding Opportunities will be listed in WebGrants
3. Many applications will be streamlined in WebGrants
4. DRPT will be eliminating supplemental forms associated with grant applications in most circumstances
5. DRPT will be able to request additional information from applicants within the WebGrants platform instead of email correspondence
6. WebGrants will have more advanced versioning of information to prevent loss of data
7. Applicants will be able to see much of the data associated with applications once grants are awarded

Performance Data Reporting

Performance Data reporting for transit providers, humans service transportation providers, and CAP grant recipients will continue to be required on the 1st of every month

- Please note:
 - Reporters will no longer be able to submit data through OLGA starting on November 15th
 - WebGrants will not be used to collect data after December 1st
- DRPT is in the process of developing an alternative system to collect this data:
 - Temporary: Standardized Excel spreadsheet to be updated and submitted monthly
 - Additional information will be provided when the reporting process has been finalized



Questions?