

Submit a Performance Report

After a Grant is closed, the reporting period begins at the next fiscal year. A Performance Report is an online form requesting the Grantee to report the related performance metrics as mentioned in the project Agreement. The form is assigned to the Grantee through the Site Visit component in WebGrants.

Due Date	Document	Sub-Type	ID	Status	Title	Program Area	Funding Opportunity
04/15/2025	Site Visit	Site Visit	2332-003	Editing	Rail Project	Rail Program	23320-Rail Grant Program
04/30/2025	Site Visit	REF FREIGHT Performance Report	23335-001	Editing	Rail Project	Rail Program	7562-Performance Report

A Performance Report Site Visit will show in the **Approaching Deadlines** section on the Dashboard if due in the next 30 days

ID	Type	Status	Title	Due Date	Site Visit Date	Assigned To
23335 - 001	REF FREIGHT Performance Report	Editing	2024 Performance Report	04/30/2025		Wall Disney

Click on any item that has an **Editing** Status. These still need to be completed.

23335 - Rail Project - 2023
Site Visit Details

Funding Opportunity: 7562-Performance Report
Program Area: Rail Program
Status: Editing
Site Visit Number: 001
Site Visit Type: REF FREIGHT Performance Report
Due Date: 04/30/2025

Initial Submit Date:
Initially Submitted By:
Last Submit Date:
Last Submitted By:
Approved Date:

Click green **Edit Site Visit** button

Site Visit cannot be Submitted Currently
• Site Visit components are not complete

Component	Complete?	Last Edited
PR - REF/Freight Performance Report	OT	
PR - RIA Performance Report	OT	
PR - RPF Annual Carload Report		

- Click on Performance Report component. The name of the form depends on the Rail Program.
- Complete the form
- Click green **Save Form** button
- Click orange **Mark as Complete** button

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Start Date	End Date	Grant Amount
23320	Underway	2023	Rail Project	Blue Ridge Railroad	RP Rail Program	23320-Rail Grant Program	08/14/2022	01/01/2025	\$1,000,000.00
23335	Underway	2023	Rail Project	Blue Ridge Railroad	RP Rail Program	7562-Performance Report	07/01/2023	06/30/2029	\$0.00

- Click **Grants** on the sidebar menu
- Look for **Performance Report** in the **Funding Opportunity** column
- Click on the project to view the **Grant Components** page

Component	Last Edited
General Information	Mar 31, 2025 10:45 AM - Rail Tester
Project Details & Performance Table	
Performance Contract	
Performance Report Site Visits	

Click on **Performance Report Site Visits** component

Site Visit is in compliance and is ready for Submission!

Submit Site Visit

Click orange **Submit Site Visit** button

Note: If the button is not showing, then ensure that each component form has a green checkmark which denotes that the **Mark as Complete** button has been clicked.

The DRPT Program Manager will be notified and continue the Performance Report process.

Done!