

Complete a Site Visit

This process is initiated by a DRPT Program Manager. Each Site Visit is assigned individually to a Grantee contact associated with a project in WebGrants. A Site Visit may be required for different reasons; such as, a virtual progress report or needing additional information to support a claim.

Due Date	Document	Sub-Type	ID	Status	Title	Program Area	Funding Opportunity
04/15/2025	Site Visit	Site Visit	23322-003	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

Due Date	Number	Type	Status	Title	Organization	Program Area	Funding Opportunity
04/15/2025	23322-003	Site Visit	Editing	Rail Project	Blue Ridge Railroad	Rail Program	23320-Rail Grant Program
04/30/2025	23335-001	REF FREIGHT Performance Report	Editing	Rail Project	Blue Ridge Railroad	Rail Program	7562-Performance Report
05/31/2025	23322-001	Site Visit	Editing	Rail Project	Blue Ridge Railroad	Rail Program	23320-Rail Grant Program
05/31/2025	23322-002	Site Visit	Editing	Rail Project	Blue Ridge Railroad	Rail Program	23320-Rail Grant Program

1. Click on **Dashboard** to show more menu options
2. Click on **My Site Visits** to show all site visits that need to be completed

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Start Date	End Date	Grant Amount
23322	Underway	2023	Rail Project	Blue Ridge Railroad	RP-Rail Program	23320-Rail Grant Program	06/14/2022	01/28/2025	\$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

1. Click **Grants** on the sidebar menu
2. Click on the project to view the **Grant Components** page

Component	Last Edited
General Information	Feb 14, 2025 5:09 PM - Rail Tester

Click on **Site Visits** component

ID	Type	Status	Title	Due Date	Site Visit Date	Assigned To
23322 - 001	Site Visit	Editing	Virtual Site Visit	05/31/2025		Walt Disney
23322 - 002	Site Visit	Editing	Q1 Virtual Site Visit	05/31/2025		Walt Disney
23322 - 003	Site Visit	Editing	Pictures to Support Claim	04/15/2025		Walt Disney

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

23322 - Rail Project - 2023
Site Visit Details

Funding Opportunity: 23320-Rail Grant Program
Program Area: Rail Program
Status: Editing
Site Visit Number: 001
Site Visit Type: Site Visit

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
Site Visit		

Project Status

Please provide comments on the current project work captured in the attached pictures. Also include any noteworthy milestones achieved and/or concerns regarding project progress.

Comments:

Site Visit Pictures - Other Attachments

Attach File

Upload supplementary photos

1. Click **Add New Attachment** to upload files
2. Click **Select File** to browse for a file
3. Enter an appropriate title for the document in the **Description** area
4. Click green **Save File** button

1. Click green **Edit Form** button
2. Complete the form
3. Click green **Save Form** button
4. Click orange **Mark as Complete** button

Site Visit is in compliance and is ready for Submission!

Component	Complete?	Last Edited
Site Visit	✓	May 1, 2025 2:18 PM - Walt Disney

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 Site Visit process.

Done!