



WebGrants Asset Inventory Grantee Training

August 28, 2026

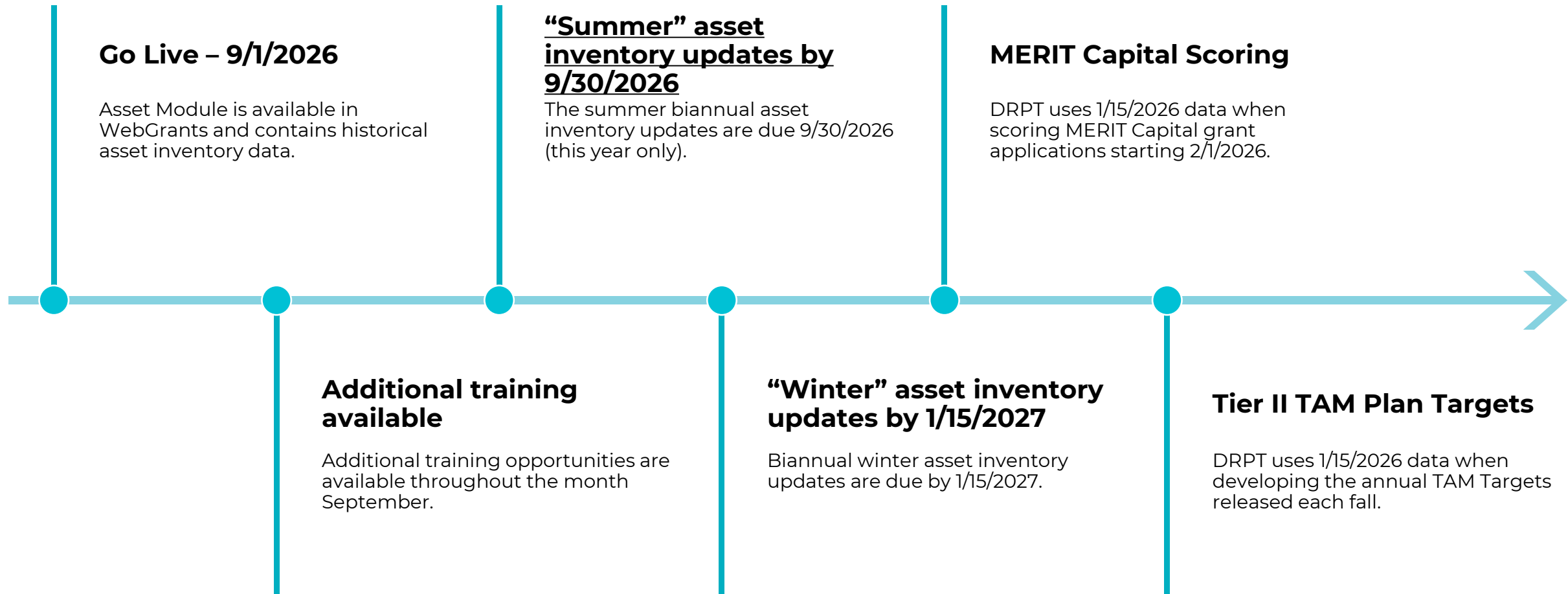


Agenda

1. **Background and Overview**
 2. **Getting Started**
 - Viewing Your Asset Inventory
 - Adding Staff to an Asset Inventory Grant
 - WebGrants Asset Status
 3. **Adding an Asset**
 4. **Editing an Asset**
 5. **Status Reports (Lifecycle Actions)**
 6. **Inventory Data Reports**
- Housekeeping Items
 - The training is being recorded
 - There will be time for questions between each module



Timeline



Additional Training Opportunities

- **Hosting optional “Office Hours” throughout September**
- Registration links are below:
 - [Small Urban](#): 9/10/26 @ 1:00pm
 - [Rural](#): 9/11/26 @ 9:30am
 - [5310](#): 9/11/26 @ 11:00am
 - [Large Urban](#): 9/15/26 @ 3:00pm
 - [5310 and Small Urban](#) (Round II): 9/23/26 @ 11:00am
 - [Small and Large Urban](#) (Round II): 9/24/26 @ 11:00am

Asset Inventory Overview

Revenue Vehicles



- Bus
- Rail (Commuter and Light Rail)
- Ferry

Facilities



- Administration
- Maintenance
- Passenger
- Parking

Equipment

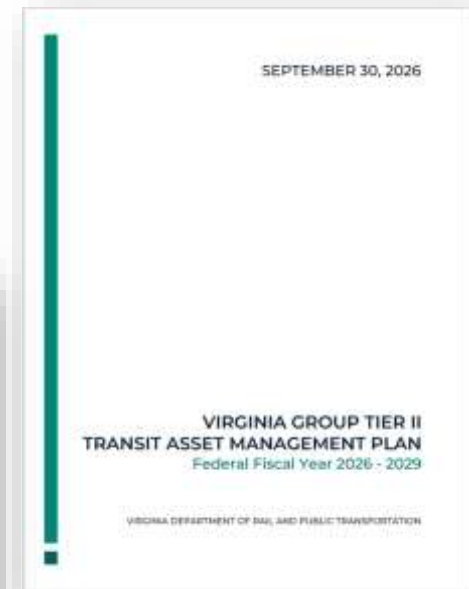
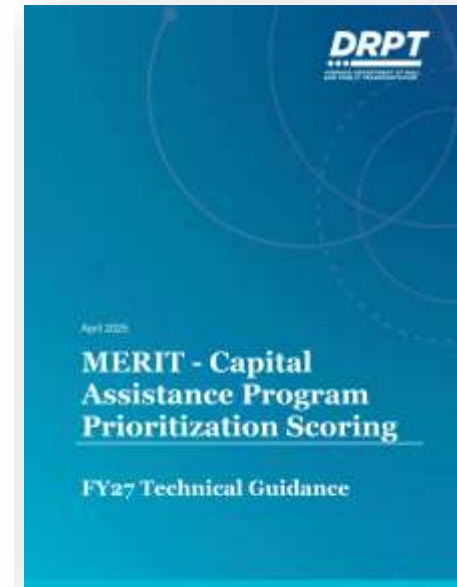


- Service/Support Vehicles
- *Other Capital Equipment is not available in WebGrants at this time*



How is Asset Inventory Data Used

- Developing and maintaining the Tier II TAM Plan
- MERIT Capital Assistance grant prioritization
- 5310 Capital – Vehicle replacement eligibility
- Developing TDPs/TSPs
- Other Studies (Agency and Statewide)
- Fleet Planning
- Compliance



Current Status of Migration

- Records from TransAM have been preserved in DRPT's database
 - Includes all information stored in TransAM
- Records for Vehicles and Facilities have been imported into WebGrants
 - Includes vehicle service status, mileage, etc.
 - Records for equipment not imported but preserved (available by request)
- Records for Disposed vehicles have been imported as Archived assets
 - In WebGrants but not visible to external users
- Configured inventory data downloads (Reports module)
- Configured Status Reports
 - Biannual mileage, status, and condition reporting (Lifecycle Actions)

Benefits and Impacts

- **Benefits**

- One-stop shop platform for all needs
- Customized reporting
- Will be able to link assets to:
 - Applications and Grants (in the future)
- Enhanced security & data integrity
 - Meets state IT requirements

- **Impacts**

- New platform
- Bulk update features
 - Not currently feasible in WebGrants
 - Working with the software vendor on a future enhancement that would include the ability to bulk update Status Reports (Lifecycle Actions)

Questions?



Getting Started

Viewing your Asset Inventory

- Login to [WebGrants](#)
- Asset Inventory Module accessible from the Left menu of your WebGrants homepage

The screenshot displays the WebGrants homepage. The top navigation bar includes links for 'Work Assignment', 'Calendar', 'Alerts', 'My Reviews', 'My Assessments', and 'Document Repository'. The left sidebar menu contains the following items: 'Dashboard', 'Work Assignment', 'Calendar', 'Alerts', 'My Reviews', 'My Assessments', 'Document Repository', 'Funding Opportunities', 'Applications', 'Grants', 'Inventory' (highlighted with a red box), 'Reports', and 'My Profile'. The main content area is titled 'Work Assignment' and shows three sections: 'Approaching Deadlines - Next 30 Days', 'Recent Negotiations - Due Within 30 Days', and 'Recent Correspondence - Within the Last 60 Days'. Each section contains a table with columns for document details. The 'Approaching Deadlines' table has columns: Due Date, Document, Sub-Type, ID, Status, Title, Program Area, and Funding Opportunity. The 'Recent Negotiations' table has columns: Due Date, Document Type, Sub-Type/Round, ID, Status, Title, Organization, Program Area, and Funding Opportunity. The 'Recent Correspondence' table has columns: Sent Date, Flag, From, To, Subject, and Message. All three tables display 'No data available in table'.

Viewing your Asset Inventory

- All Vehicles and Facilities associated with your organization will be listed in this initial view
 - Search in the top right (users can search by Type, and Unique ID (for vehicles this is the VIN, for facilities this is the facility name))

DRPT Asset
External User
Contract Signature Level 1, Contract
Dashboard Level 3, External Dashboard

Inventory
List of all current inventory items

Back Print Online Help Saved Searches Feedback Log Out

Search Criteria

Organization: Virginia Department of Rail and Public Transportation

Inventory List

+ Add Monitoring Report + Add Inventory

Search:

ID	Unique Id	Status	Type	Title	Program Area	Funding Opportunity	Organization	Acquisition Date	Disposal Date
41589	SALT16493A790056	Active	Equipment	Test SUV	Test Program Area	41579-Inventory Test	Virginia Department of Rail and Public Transportation	07/01/2025	
68057	Test000626	Active	Facility	Aug Revenue Vehicle Test	Transit Program	41594-Asset Inventory	Virginia Department of Rail and Public Transportation	08/06/2026	

Viewing your Asset Inventory

- To view asset inventory details, click on the asset row

The screenshot illustrates the DRPT Asset Inventory system interface. On the left, a sidebar menu lists various sections: Dashboard, Funding Opportunities, Applications, Grants, Inventory (highlighted), Reports, and My Profile. The main content area is titled 'Inventory' and shows a list of assets. A red box highlights the row for asset ID 70229, titled 'Test Vehicle for User Guide'. To the right, a detailed view of this asset is shown, including its unique ID (123456789), title, type (Revenue Vehicles), and status (Pending). The details section also includes a table of associations with the Virginia Department of Rail and Public Transportation.

Inventory List

ID	Unique Id	Status
70230	Test for User Guide	Pending
70229	123456789	Pending
68036	1234567891013	Pending

Inventory Details

70229 - Test Vehicle for User Guide

Inventory Details

ID:	70229	Program Area:	Transit Program
Unique Id:	123456789	Funding Opportunity:	41504-Asset Inventory
Title:	Test Vehicle for User Guide	Acquisition Date:	
Type:	Revenue Vehicles	Disposal Date:	
Status:	Pending		

Associations

ORGANIZATIONS								
Name	Type	Address	City	State	Zip	Associated By	Associated Date	
Virginia Department of Rail and Public Transportation	State Government	600 East Main Street	Richmond	va	23219	DRPT Asset	Aug 26, 2025 10:16 AM	

Adding Org Staff to the Asset Inventory Grant

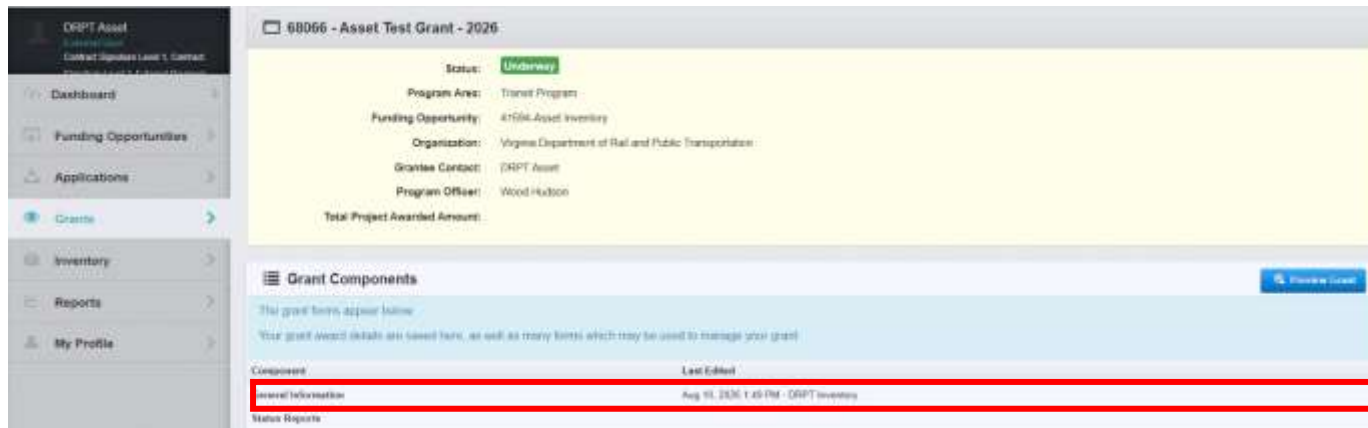
- Review the [Managing Users Guide](#) on the WebGrants page
- To add organization staff to the Asset Inventory grant, click “Grants” and navigate to the “Asset Inventory Grant”.

The screenshot displays the WebGrants application interface. On the left is a sidebar with navigation links: Dashboard, Funding Opportunities, Applications, Grants (highlighted with a red box), Inventory, Reports, and My Profile. The main content area is titled 'Grant' with the subtitle 'List of all current Grants'. Below this are tabs for 'Current Grants', 'Closed Grants', and 'Search Claims'. The 'Current Grants' tab is active, showing a list of grants. A search bar is located above the table. The table has columns: ID, Status, Year, Title, Organization, Program Area, Funding Opportunity, Start Date, End Date, and Grant Amount. One grant is listed: ID 68066, Status 'Underway' (highlighted with a green box), Year 2026, Title 'Asset Test Grant', Organization 'Virginia Department of Rail and Public Transportation', Program Area 'TP-Transit Program', Funding Opportunity '41594-Asset Inventory', and Grant Amount '\$0.00'. The entire table row is highlighted with a red box.

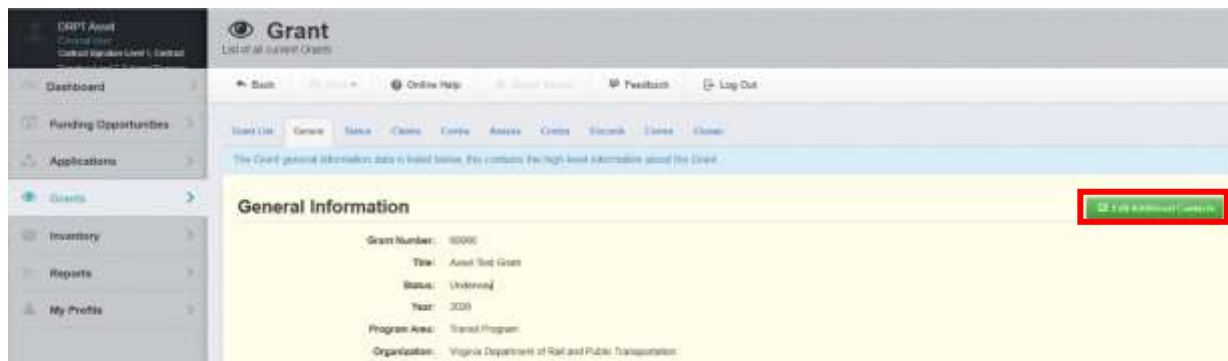
ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Start Date	End Date	Grant Amount
68066	Underway	2026	Asset Test Grant	Virginia Department of Rail and Public Transportation	TP-Transit Program	41594-Asset Inventory			\$0.00

Adding Org Staff to the Asset Inventory Grant

- The Asset Inventory grant contains the same components as all other active grants. Click “General Information”



- Click “Edit Additional Contacts”



Adding Org Staff to the Asset Inventory Grant

- From the dropdown, select all staff that are involved in maintaining your asset inventory and click “Save”

The screenshot displays the DRPT Asset Inventory Grant system interface. On the left is a sidebar with navigation links: Dashboard, Funding Opportunities, Applications, Grants (highlighted), Inventory, Reports, and My Profile. The main content area shows the 'Grant' details for 'DRPT Asset Inventory Grant'. A modal dialog titled 'Edit Additional Contacts' is open, featuring a text input field for 'Additional Grantee Contacts' and a dropdown menu. The dropdown menu is open, showing a list of names: Amy Garbarini, Amy Howard, Ashley Nusbaum, Audit Auditor, Avery Daugherty, Bethel Ketyalew, Christopher Arabia, and Christopher Arabia. The 'Save' button is highlighted with a red rectangle. The background shows the 'General Information' tab for the grant, with fields for Organization, Grantee Contact, and Additional Grantee Contacts.

WebGrants Asset Status

- In WebGrants, “Status” refers to the inventory record status and not the service status of the actual asset.
- Inventory record status is important for controlling access to the record
 - **Active** records can be viewed
 - **Pending** records can be viewed and edited
 - **Archived** is used for assets that have been disposed of
- Program Managers can change the status
 - When adding an asset, it starts as Pending. Notify your PM once added, and they will change it to Active.

Status	What does this apply to?	Access/Permissions
Active	All non-disposed assets (In Service, Out of Service, Spare)	Grantee – view only • Need to edit? Contact your DRPT Program Manager to switch status to Pending DRPT – can edit
Archived	All Disposed assets	Grantee – hidden • Contact your DRPT Program Manager for a list of your agency’s Disposed assets DRPT – can view/edit
Pending	New or correcting assets	Grantee – can edit • Once an asset is created or edits are complete, contact your DRPT Program Manager to switch the status to “Active” DRPT – can edit
Inactive	N/A – not used	N/A

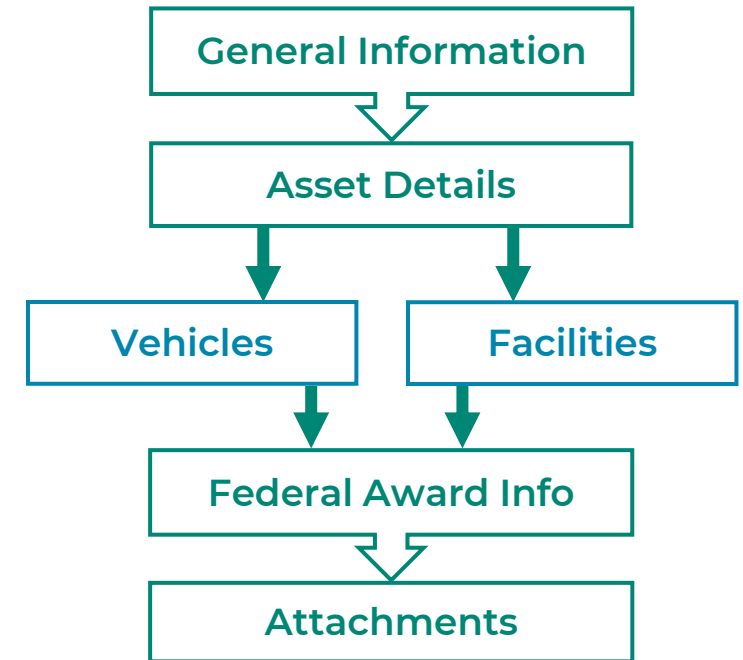
Questions?



Session 1: Adding a New Asset

Adding an Asset

- The Asset Inventory Module tracks:
 - **Vehicles**
 - Revenue
 - Service/Support
 - **Facilities**
 - Support (Admin/Maintenance)
 - Passenger/Parking
- Common forms for General Information, Asset Details, Federal Award Information, and Attachments
- Separate data entry forms for:
 - Facilities
 - Vehicles



The screenshot shows a web application interface for 'Inventory Details'. At the top, there are tabs for 'Inventory Preview', 'Attachments', 'Alert History', and 'Map'. Below the tabs, the title 'Inventory Details' is displayed. A table lists the components of the inventory and their completion status.

Component	Complete?
General Information	✓
Asset Details	✓
Vehicles	✓
Federal Award Information	✓
Inventory Attachments	

Adding an Asset

- Navigate to the Inventory Module and click “+ Add Inventory” to open the Inventory Creation Wizard

The screenshot displays the 'Inventory' module interface. On the left sidebar, the 'Inventory' menu item is highlighted with a red box. The main content area shows the 'Inventory List' with a table of assets. In the top right corner of the main content area, the '+ Add Inventory' button is highlighted with a red box.

Inventory List Table:

ID	Unique Id	Status	Type	Title	Program Area	Funding Opportunity	Organization	Acquisition Date	Disposal Date
68124	STAFF DEMO	Active	Service Vehicles	STAFF DEMO 001	Transit Program	41594-Asset Inventory	Virginia Department of Rail and Public Transportation	03/03/2018	
68077	sdfsdfsd	Active	Service Vehicles	tester service vehicle	Transit Program	41594-Asset Inventory	Virginia Department of Rail and Public Transportation	08/10/2026	
68074	123456789	Active	Revenue Vehicles	User Guide Vehicle Test	Transit Program	41594-Asset Inventory	Virginia Department of Rail and Public		

Adding an Asset – General Information

‘Inventory – General Information’ form

- **Red** fields are required
 - **Type:** Facility; Service Vehicles; Revenue Vehicles
 - **Unique ID:** This is the VIN for vehicles or a unique ID for a facility
 - **Title:** Your name for the asset (not your own ID)
 - **Description:** Short description of the asset (Chrysler accessible Minivan)
 - **Organization:** Automatically populated based on user login
 - **Acquisition Date:** Date on which you legally obtained title, ownership, or control of the asset (note: this is not the In-Service Date)
 - **Disposal Date:** Leave blank
- When finished, click “Save Inventory”

Inventory - General Information Save Inventory

Select asset type

Type *:

If the asset is a vehicle, enter the VIN. If it's a facility, use the facility name

Unique Id *:
This is a label

Name of the asset (i.e. Starcraft Allstar BOC)

Title *:

Sublabel

Add a description of the asset (i.e. Gillig Low Floor 40' bus)

Description :

Organization*: Bay Aging, Inc.

Date on which the agency legally obtains title, ownership, or control of an asset.

Acquisition Date :

Leave blank.

Disposal Date :

Adding an Asset – General Information

Inventory – General Information' form

Funding Opportunity

- Select the default **Asset Inventory Funding Opportunity** from the drop-down list



The screenshot shows a web form titled "Inventory Creation Wizard - Step: 2". The main heading is "Inventory - General Information". Below this heading, there is a label "Funding Opportunity*" followed by a dropdown menu. The dropdown menu is open, showing the selected option "41594-Asset Inventory". To the right of the dropdown menu, there is a green button labeled "Save Inventory" with a red border.

- Click "Save Inventory"

Adding an Asset – Asset Details

- After completing the 'General Information' forms, the asset will now be listed within the Org Asset Inventory list
- To add asset details, select your newly added entry from the list
 - New assets will be in "Pending" status
- Clicking on the row will load the Inventory Preview

The screenshot displays the 'Inventory' section of the DRPT Asset system. The left sidebar contains navigation links: Dashboard, Funding Opportunities, Applications, Grants, Inventory (highlighted), Reports, and My Profile. The main content area shows the 'Inventory List' with a search bar and a table of assets. The table has columns for ID, Unique Id, Status, Type, Title, Program Area, Funding Opportunity, Organization, Acquisition Date, and Disposal Date. A red box highlights the first row, which has a 'Pending' status.

ID	Unique Id	Status	Type	Title	Program Area	Funding Opportunity	Organization	Acquisition Date	Disposal Date
68079	9076543210	Pending	Revenue Vehicles	Test Vehicle for User Guide	Transit Program	41594-Asset Inventory	Virginia Department of Rail and Public Transportation	08/10/2026	

Adding an Asset – Asset Details

- Click “Edit Inventory” to view the Inventory Preview

The screenshot displays the DRPT Asset Inventory web application. On the left is a navigation sidebar with links to Dashboard, Funding Opportunities, Applications, Grants, Inventory (selected), Reports, and My Profile. The top header shows the user is 'DRPT Asset External User' with 'Contract Signature Level 1, Contract Maximum Fund 0, Edit Asset Permission'. The main content area is titled 'Inventory' with the subtitle 'List of all current inventory items'. Below this is a toolbar with Back, Print, Online Help, Search, Feedback, and Log Out buttons. The 'Inventory Details' section for asset '68079 - Test Vehicle for User Guide' is shown, with tabs for Inventory Preview, Attachments, Alert History, and Map. A green 'Edit Inventory' button is highlighted with a red box. The asset details are as follows:

Id:	68079	Program Area:	Transit Program
Unique Id:	9876543210	Funding Opportunity:	41594-Asset Inventory
Title:	Test Vehicle for User Guide	Acquisition Date:	08/10/2028
Type:	Revenue Vehicles	Disposal Date:	
Status:	Pending		

Adding an Asset – Asset Details

- In the Inventory Preview window, click Asset Details to add additional asset information

The screenshot displays the DRPT Asset Inventory web application. On the left is a sidebar with navigation links: Dashboard, Funding Opportunities, Applications, Grants, Inventory (highlighted), Reports, and My Profile. The main content area is titled 'Inventory' and shows details for 'Inventory: 68079 - Test Vehicle for User Guide'. The details include: Unique Id: 9876543210, Title: Test Vehicle for User Guide, Status: Pending (in an orange box), Type: Revenue Vehicles, Program Area: Transit Program, and Funding Opportunity: 41594-Asset Inventory. Below this is a tabbed interface with 'Inventory Preview' selected. Under the 'Inventory Details' tab, there is a table with three columns: Component, Complete?, and Last Edited. The 'Asset Details' row is highlighted with a red box.

Component	Complete?	Last Edited
General Information	✓	Aug 10, 2025 3:48 PM - DRPT Inventory
Asset Details		Aug 10, 2025 3:49 PM - DRPT Inventory
Vehicles		Aug 10, 2025 4:00 PM - DRPT Asset

Adding an Asset – Asset Details

- Click “Edit Form” to begin adding asset details
 - **Note:** most fields have definitions and/or descriptions under the Field Name and when the cursor is hovered over the entry box.

DRPT Asset
External User
Contract Signature Level 1, Contract
Signature Level 2, External User

Dashboard >

Funding Opportunities >

Applications >

Grants >

Inventory >

Reports >

My Profile >

Asset Data

External ID:

Class: FTA Asset Class

Asset Class Type: Asset Class Type (note: selections are limited by the Asset Class)

DRPT Subtype: DRPT Subtype (Note: selections are limited by the Asset Class Type)

Year of Manufacture: Vehicles - the year listed on the vehicle VIN tag (note: this is not the model year) Facilities - the year the Certificate of Occupancy (CO) was issued

ADA Accessible: Yes

Service Information

In Service Date: The date a capital asset - such as a bus, facility, or piece of equipment - is officially placed into operations.

Primary Mode: Primary mode of public transportation that the asset supports (Bus and Demand Response are the most common)

Supports Another Mode: No
"Yes" if the asset supports more than one mode of public transportation service (i.e. if a vehicle is used for both Fixed Route and Demand Response service)

Purchase Information

Cost (Purchase): \$0.00

Purchased New: Yes

Mark as Complete

Edit Form

Adding an Asset – Asset Details

Asset Data

External ID:

Class:

FTA Asset Class

Asset Class Type:

Asset Class Type (note: selections are limited by the Asset Class)

DRPT Subtype:

DRPT Subtype (Note: selections are limited by the Asset Class Type)

Year of Manufacture:

Vehicles - the year listed on the vehicle VIN tag (note: this is not the model year) Facilities - the year

ADA Accessible:

Service Information

In Service Date:

The date a capital asset - such as a bus, facility, or piece of equipment - is officially placed into operation

Primary Mode:

Primary mode of public transportation that the asset supports (Bus and Demand Response are the most common)

Supports Another Mode:

"Yes" if the asset supports more than one mode of public transportation service (i.e. if a vehicle is used for both bus and demand response)

'Asset Details' form

- **External ID:** Your vehicle ID or Asset Tag #
- **Class:** Select the appropriate class
 - Vehicles, for Revenue Vehicles
 - SupportVehicles for support/service vehicles
 - SupportFacilities for transit support facilities (Maintenance, shops, offices/admin)
 - TransitFacility for passenger facing facilities
- **Asset Class Type:** Dropdown choices change based on Class (Revenue Vehicles; Support Vehicles; Support Facilities; Stations, Stops and Terminals)
- **DRPT Subtype:** Select the appropriate subtype
- **Year of Manufacture:**
 - Vehicles - the year listed on the vehicle VIN tag (note: this is not the model year)
 - Facilities - the year the Certificate of Occupancy (CO) was issued
- **ADA Accessible:** Yes/No
- **In Service Date:** The date a capital asset is officially placed into operations.
- **Primary Mode:** Select the primary mode the asset supports. Common values are:
 - *Bus* – for Fixed Route
 - *Bus Rapid Transit* – for BRT
 - *Demand Response* – for Demand Response/ Dial-a-ride/Paratransit
- **Supports Another Mode:** Yes/No
 - If Yes, then: Select a Secondary Mode. Not common except in rural areas with commingled fleets

Adding an Asset – Asset Details

Purchase Information

Cost (Purchase):

Purchased New:

Purchase Date:

Contract/Purchase Order (PO) #:

Contract/PO Type:

Warranty:

Ownership Information

Direct Capital Responsibility:

Agency has financial and managerial accountability for replacing, overhauling, refurbishing

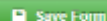
% Capital Responsibility:

This is 100% unless your agency shares ownership with another entity.

Title #:

Title Holder:

Lienholder:

 Save Form

‘Asset Details’ form

- **Cost to Purchase:** enter total invoice amount
- **Purchased New:** Will be Yes, in most cases
- **Purchase Date:** Date on which the purchase was made
- **Contract/Purchase Order #:** enter number if known or used
- **Contract/PO Type:** list if known or used
- **Warranty:** Yes/No. Yes, will bring up a date field for warranty expiration
- **Direct Capital Responsibility:** Yes/No. In most cases, this is a Yes
- **% Direct Capital Responsibility:** Enter 100% unless you know otherwise
- **Title #:** Enter the vehicle title #
- **Title Holder:** Select from the dropdown:
 - N/A
 - DRPT- (for 5310 agencies)
 - Transit Agency – (Most transit agencies)
 - Other
- **Lienholder:** Select from the dropdown:
 - N/A
 - DRPT
 - Other
- Click “Save Form”

Adding an Asset

- To add additional asset data, click “Next”
 - The next data entry form will vary depending on whether the asset type is a Vehicle or Facility

The screenshot displays the DRPT Asset system interface. On the left is a sidebar with navigation links: Dashboard, Funding Opportunities, Applications, Grants, Inventory (highlighted), Reports, and My Profile. The main content area is divided into two sections: 'Purchase Information' and 'Ownership Information'. The 'Purchase Information' section includes fields for Cost (Purchase), Purchased New, Purchase Date, Contract/Purchase Order (PO) #, Contract/PO Type, and Warranty. The 'Ownership Information' section includes fields for Direct Capital Responsibility, % Capital Responsibility, Title #, Title Holder, and Lienholder. At the bottom right of the form, there is a 'Next' button with a right arrow, which is highlighted with a red box. A 'Previous' button with a left arrow is also visible at the bottom left. A green 'Edit Form' button is located at the bottom right of the form area. The text 'Last Edited By: DRPT Asset - Aug 17, 2025 1:07 PM' is displayed above the 'Edit Form' button.

Purchase Information

Cost (Purchase): \$80,000.00
Purchased New: Yes
Purchase Date: 07/01/2026
Contract/Purchase Order (PO) #:
Contract/PO Type:
Warranty: No

Ownership Information

Direct Capital Responsibility: Yes
Agency has financial and managerial accountability for replacing, overhauling, refurbishing, or conducting major repairs on a capital asset.
% Capital Responsibility: 100
This is 100% unless your agency shares ownership with another entity.
Title #:
Title Holder:
Lienholder:

Last Edited By: DRPT Asset - Aug 17, 2025 1:07 PM

Previous Next

Adding an Asset – Vehicle Data

 Vehicle Data

Vehicle Type:	
Manufacturer:	
Model:	
Chasses:	
Fuel Type:	
Length:	
Length Units:	
Gross Vehicle Weight Ratio (GVWR):	
Seating Capacity:	
Standing Capacity:	
Funding Type:	
Ownership Type:	
Vendor :	
Plate #:	

‘Vehicle Data’ form

- **Vehicle Type:** Select from the dropdown list
- **Manufacturer:** Type to search for manufacturer (i.e. Ford or Starcraft)
- **Model:** Enter the model name
- **Chassis:** Select the appropriate Chassis from the dropdown list
- **Fuel Type:** Select primary fuel type
- **Length:** Enter vehicle length
- **Length Units:** Enter Feet
- **Gross Vehicle Weight Ratio:** Enter (Source from the VIN Tag)
- **% Direct Capital Responsibility:** 100% (unless you share the asset with another agency)
- **Seating Capacity:** Enter number of seats
- **Standing Capacity:** Enter number of standing passengers
- **Funding Type:** Select the primary funding type
- **Ownership Type:** common selections are:
 - Owned Outright (Private or public entity)- City/County/entity or an MPO
- **Vendor:** Type to search
 - Sonny Merryman (if you bought your vehicle from them)
- **Plate #:** Enter the license plate number
- Click “Save Form”

Adding an Asset – Vehicle Data

- Review summary and click “Mark as Complete”, then “Next”

DRPT Asset
External User
Contract Signature Level 1, Contract
Signature Level 2, External Review

Vehicle Data

[✓ Mark as Complete](#) [Edit Form](#)

Vehicle Type: Minivan
Manufacturer: Braun
Model:
Chassis: Chrysler RU Platform (Chrysler Pacifica / Voyager)
Fuel Type: Gasoline
Length:
Length Units:
Gross Vehicle Weight Ratio (GVWR):
Seating Capacity: 5
Standing Capacity: 0
Funding Type: Urbanized Area Formula Program
Ownership Type: Owned outright by private entity
Vendor :
Plate #:

Last Edited By: DRPT Asset - Aug 20, 2026 2:42 PM [Edit Form](#)

[← Previous](#) [Next →](#)

Adding an Asset – Federal Award Info

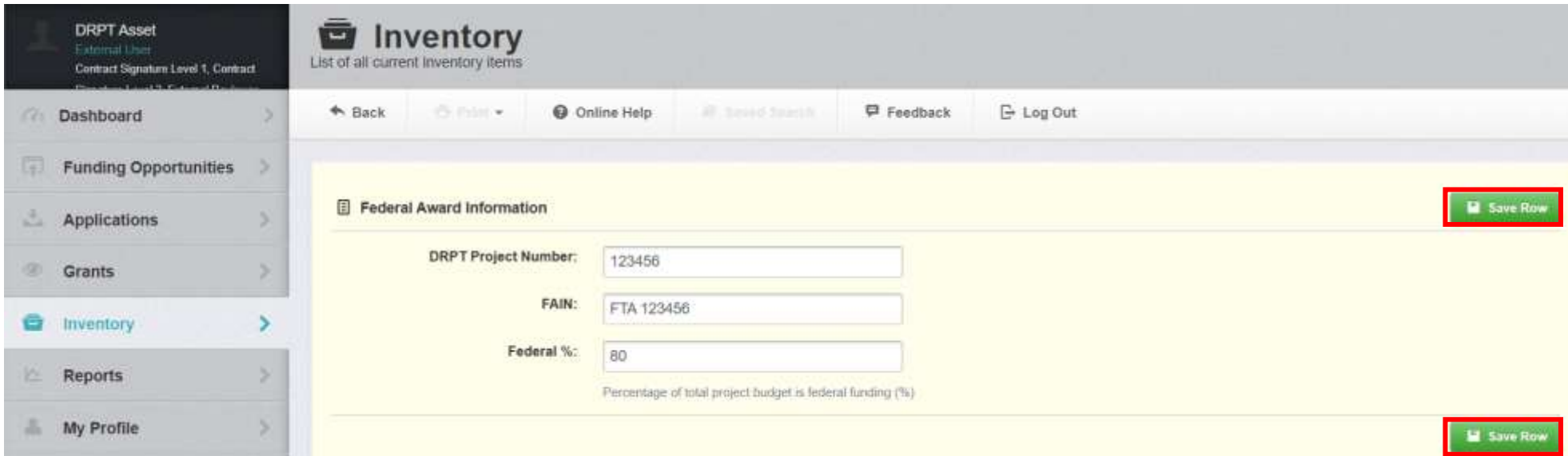
- To add the Federal Award Identification Number (FAIN), click “+ Add Entry”
 - **Note:** Federal Award information is primarily for Facilities. For any assets funded with 5311 and 5310 monies, the Federal Award Identification Number (FAIN) for vehicles and facilities can be found in the grant agreement for the grant that funded the project.

The screenshot displays the DRPT Asset system interface. On the left is a navigation menu with options: Dashboard, Funding Opportunities, Applications, Grants, Inventory (selected), Reports, and My Profile. The main content area shows the 'Inventory: 68079 - Test Vehicle for User Guide' details, including Unique Id: 9876543210, Title: Test Vehicle for User Guide, Status: Pending, Type: Revenue Vehicles, Program Area: Transit Program, and Funding Opportunity: 41564-Asset Inventory. Below this is the 'Federal Award Information' section, which includes a 'Current Version' tab and a 'Multi-List' table. The table has columns for DRPT Project Number, FAIN, and Federal %. A red box highlights the '+ Add Entry' button above the table. The table contains one row with DRPT Project Number 12345, FAIN FTA12345, and Federal % 80. Another red box highlights a '+ Add Entry' button at the bottom right of the table. The footer of the table shows 'Last Edited By: DRPT Asset - Aug 17, 2020 1:27 PM'.

DRPT Project Number	FAIN	Federal %
12345	FTA12345	80

Adding an Asset – Federal Award Info

- Enter the DRPT project number, the FAIN (Federal Award Identification Number), and the percentage of the federal share. Click “Save Row”.
 - Assets funded with 5310/5311 monies: The Federal Award Identification Number (FAIN) for vehicles and facilities can be found in the grant agreement for the grant that funded the project.



The screenshot displays the 'Inventory' section of the DRPT Asset system. The left sidebar contains navigation links: Dashboard, Funding Opportunities, Applications, Grants, Inventory (highlighted), Reports, and My Profile. The main content area is titled 'Inventory' with the subtitle 'List of all current Inventory items'. It includes a top navigation bar with links for Back, Print, Online Help, Saved Search, Feedback, and Log Out. The 'Federal Award Information' form is shown with the following fields: DRPT Project Number (123456), FAIN (FTA 123456), and Federal % (80). A note below the Federal % field states 'Percentage of total project budget is federal funding (%)'. Two 'Save Row' buttons are visible, one at the top right and one at the bottom right of the form, both highlighted with red boxes.

Federal Award Information	
DRPT Project Number:	123456
FAIN:	FTA 123456
Federal %:	80
Percentage of total project budget is federal funding (%)	

Adding an Asset – Federal Award Info

- To add additional federal awards, click “+ Add Entry”. Records can be edited by clicking the “Edit all Rows”, which will unlock each row.
- Once all information has been entered, click “Mark as Complete”

The screenshot displays the DRPT Asset system interface. On the left is a sidebar with navigation links: Dashboard, Funding Opportunities, Applications, Grants, Inventory (highlighted), Reports, and My Profile. The main content area shows details for 'Inventory: 70229 - Test Vehicle for User Guide'. Below this, there's a section for 'Federal Award Information - Current Version' with a 'Multi List' tab. A table lists federal awards with columns for DRPT Project Number, FAIN, and Federal %. The table contains one entry: DRPT Project Number 123456, FAIN FTA 123456, and Federal % 80. Above the table are buttons for 'Mark as Complete', '+ Add Entry', and 'Edit All Rows'. Below the table is a 'Last Edited By: DRPT Asset - Aug 28, 2025 1:37 PM' timestamp and another '+ Add Entry' button. Red boxes highlight the 'Mark as Complete', '+ Add Entry', and 'Edit All Rows' buttons in the top right, and the '+ Add Entry' button in the bottom right.

DRPT Asset
Contract Signature Level 1, Contract
Signature Level 2, Contract Signature

Inventory: 70229 - Test Vehicle for User Guide

Unique Id: 123456789
Title: Test Vehicle for User Guide
Status: Pending
Type: Revenue Vehicles
Program Area: Transit Program
Funding Opportunity: #1594-Asset Inventory

Inventory List | General | Asset | Vehicle | Federal | Inventory

Federal Award Information - Current Version

Use this form to catalog Federal Award Identification Numbers (FAIN) associated with the funding of an asset. If there are multiple FAINs associated with an asset, please enter all FAINs.

Federal Award Information - Multi List

DRPT Project Number	FAIN	Federal %
123456	FTA 123456	80

Last Edited By: DRPT Asset - Aug 28, 2025 1:37 PM

REMINDER: Once an asset has been created, please notify your DRPT Program Manager so they can switch the status from “Pending” to “Active”.

Questions?



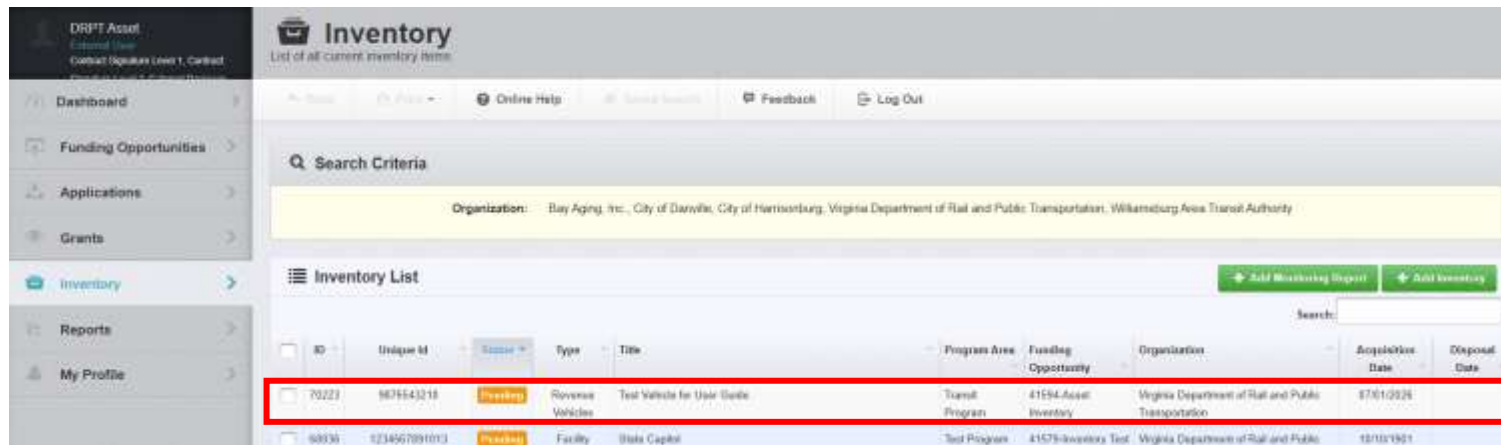
Session 2: Editing an Asset

Editing an Asset

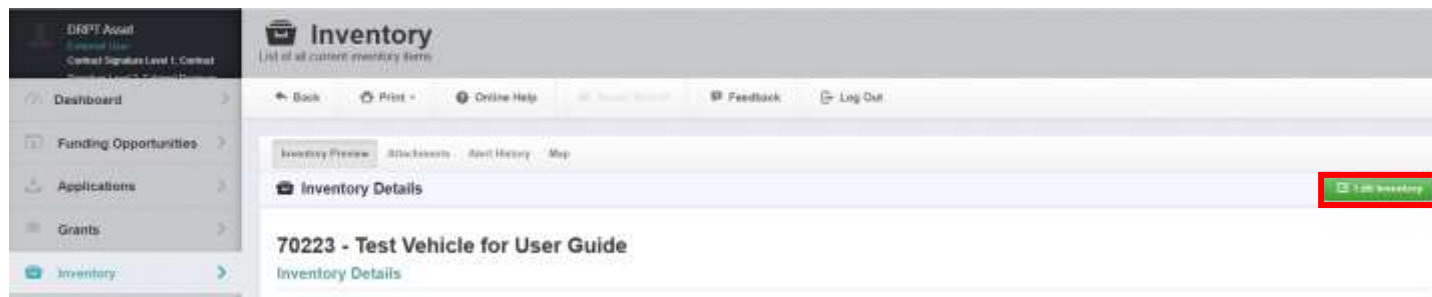
- All existing assets are in “Active” status
- Newly added assets are in “Pending” status until DRPT Program Managers change the status to “Active”
 - All new assets will be changed to “Active” status to preserve data retention and integrity of the asset records
- Only assets in “Pending” status can have their details edited by grantees
 - If you need to update an existing asset’s details, reach out to your Program Manager, and they can change the asset status from “Active” to “Pending”

Editing an Asset

- Navigate to the Asset Inventory and locate the pending asset



- Click on the asset row to bring up the asset details, then click “Edit Inventory”



Editing an Asset

- Select the inventory Component to edit by clicking on the row

The screenshot displays the DRPT Asset Inventory Management System interface. On the left is a sidebar with navigation links: Dashboard, Funding Opportunities, Applications, Grants, Inventory (highlighted), Reports, and My Profile. The main content area is titled 'Inventory' with a subtitle 'List of all current inventory items'. It shows details for 'Inventory: 70223 - Test Vehicle for User Guide' with fields for Unique Id, Title, Status (Pending), Type, Program Area, and Funding Opportunity. Below this is a tabbed interface with 'Inventory Preview' selected. A table titled 'Inventory Details' is highlighted with a red border, showing the following data:

Component	Complete?	Last Edited
General Information	✓	Aug 25, 2026 3:07 PM - DRPT Asset
Asset Details	✓	Aug 25, 2026 3:09 PM - DRPT Asset
Vehicles	✓	Aug 25, 2026 3:08 PM - DRPT Asset
Federal Award Information	✓	Aug 25, 2026 3:08 PM - DRPT Asset
Inventory Attachments		Aug 25, 2026 5:08 PM - DRPT Asset

A 'Preview Inventory' button is visible in the top right corner of the table area.

Editing an Asset

- Click “Edit Form” to begin editing asset information

The screenshot displays the DRPT Asset management system interface. On the left is a sidebar with navigation links: Dashboard, Funding Opportunities, Applications, Grants, Inventory (highlighted), Reports, and My Profile. The main content area is titled 'Inventory: 70229 - Test Vehicle for User Guide'. It shows details for a specific asset: Unique Id: 123456789, Title: Test Vehicle for User Guide, Status: Pending (highlighted in orange), Type: Revenue Vehicles, Program Area: Transit Program, and Funding Opportunity: 41594-Asset Inventory. Below this, there are tabs for 'Inventory List', 'General', 'Asset', 'Vehicle', 'Federal', and 'Inventory'. The 'General' tab is active, showing 'General Information - Inventory'. At the bottom right of this section, there is a green button labeled 'Edit Form' with a pencil icon, which is highlighted with a red rectangle.

DRPT Asset
External User
Contract Signature Level 1, Contract
Signature Level 2, Contract Signature Level 3

Dashboard >
Funding Opportunities >
Applications >
Grants >
Inventory >
Reports >
My Profile >

Inventory: 70229 - Test Vehicle for User Guide

Unique Id: 123456789
Title: Test Vehicle for User Guide
Status: Pending
Type: Revenue Vehicles
Program Area: Transit Program
Funding Opportunity: 41594-Asset Inventory

Inventory List General Asset Vehicle Federal Inventory

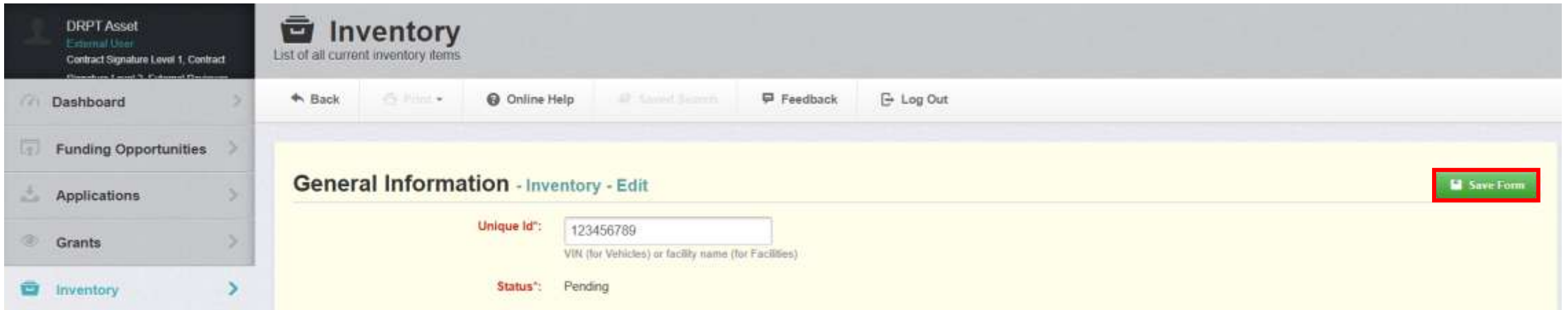
General Information - Inventory

Id: 70229
Unique Id: 123456789
VIN (for Vehicles) or facility name (for Facilities)

Edit Form

Editing an Asset

- Edit the information in the form fields and then click “Save Form”



The screenshot shows the 'Inventory' section of the DRPT Asset management system. The left sidebar contains navigation links: Dashboard, Funding Opportunities, Applications, Grants, and Inventory (highlighted). The top header displays the user as 'DRPT Asset External User' with 'Contract Signature Level 1, Contract Signature Level 2, External User'. The main content area is titled 'Inventory' with the subtitle 'List of all current inventory items'. Below this is a navigation bar with links for Back, Print, Online Help, Saved Searches, Feedback, and Log Out. The 'General Information - Inventory - Edit' form is displayed, featuring a 'Unique Id' field with the value '123456789' and a note 'VIN (for Vehicles) or facility name (for Facilities)'. The 'Status' is set to 'Pending'. A green 'Save Form' button is located in the top right corner of the form area.

DRPT Asset
External User
Contract Signature Level 1, Contract
Signature Level 2, External User

Inventory
List of all current inventory items

Back Print Online Help Saved Searches Feedback Log Out

General Information - Inventory - Edit

Unique Id: 123456789
VIN (for Vehicles) or facility name (for Facilities)

Status: Pending

Save Form

Editing an Asset

- Saving will return you to the Inventory Details window. From there, click into any inventory component to repeat this process and make additional edits.

DRPT Asset
Funding User
Contract Signature Level 1, Contract
Details on DRPT Asset Inventory

Inventory
List of all current inventory items

Back | Home | Online Help | Asset Search | Feedback | Log Out

Inventory: 70229 - Test Vehicle for User Guide

Unique ID: 123456789
Title: Test Vehicle for User Guide
Status: Pending
Type: Revenue Vehicles
Program Area: Transit Program
Funding Opportunity: 41594-Asset Inventory

Inventory Preview | Attachments | Asset History | Map

Inventory Details

Component	Complete?	Last Edited
General Information	✓	Aug 26, 2026 11:52 AM - DRPT Asset
Asset Details		Aug 26, 2026 10:16 AM - DRPT Asset
Vehicles		-
Federal Award Information		-
Inventory Attachments		-

Preview Inventory

REMINDER: Once all edits have been completed, please notify your DRPT Program Manager so they can switch the status from “Pending” to “Active”.

Session 3: Status Reports

Status Reports

- The WebGrants Inventory Status Reports module replaces the lifecycle action capability in TransAM.
- This module is how grantees will report biannual asset updates (Mileage, Service Status, Condition, etc).
- Reporting is done through an asset inventory “shell grant”

REMINDER: Agency staff completing Status Reports must be associated with the Asset Inventory “Grant”.

Status Report Types

- In addition to the three required* Status Report fields, there are six optional fields that can be used for asset tracking, if desired.

Status Report	Description
Mileage*	Current odometer reading
Service Status – Vehicle & Facilities*	Indicates whether an asset is In-Service, Out-of-Service, Spare, Disposed
Condition – Facilities only*	TERM Condition Rating (1-5)
Replacement Status	Used to note whether an asset has been replaced by a newer one
Maintenance History	Documents maintenance activity and history
Location Update	Documents where the vehicle is stored when not in service
Rebuild/Rehab	Required when an asset undergoes rebuild/rehab
Record Final Disposition	Documents when a vehicle is disposed of or sold
Remove Asset	Used to remove an asset from WebGrants



Status Reports

- To access status reports, click “Grants” and navigate to your “Asset Inventory Grant”

The screenshot displays the DRPT Asset Grants interface. On the left is a navigation sidebar with the following items: Dashboard, Funding Opportunities, Applications, Grants (highlighted with a red box), Inventory, Reports, and My Profile. The main content area is titled 'Grant' with the subtitle 'List of all current Grants'. It includes a top navigation bar with links for Back, Print, Online Help, Saved Search, Feedback, and Log Out. Below this, there are tabs for Current Grants, Closed Grants, and Search Claims. The 'Current Grants' section is active, showing a list of grants. A search bar is located on the right side of the table. The table has columns for ID, Status, Year, Title, Organization, Program Area, Funding Opportunity, Start Date, End Date, and Grant Amount. One grant is listed: ID 68066, Status Underway, Year 2026, Title Asset Test Grant, Organization Virginia Department of Rail and Public Transportation, Program Area TP-Transit Program, Funding Opportunity 41594-Asset Inventory, and Grant Amount \$0.00. The 'Grants' menu item and the first row of the table are highlighted with red boxes.

DRPT Asset
External User
Contract Signature Level 1, Contract
Signature Level 2, External Reviewer

Grant
List of all current Grants

Back Print Online Help Saved Search Feedback Log Out

Current Grants Closed Grants Search Claims

Current Grants

All active grants are listed below.

Search:

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Start Date	End Date	Grant Amount
68066	Underway	2026	Asset Test Grant	Virginia Department of Rail and Public Transportation	TP-Transit Program	41594-Asset Inventory			\$0.00
									\$0.00

Status Reports

- The Asset Inventory grant contains the same components as all other active grants. Click “Status Reports”

The screenshot displays the DRPT Asset user interface. On the left is a sidebar with navigation links: Dashboard, Funding Opportunities, Applications, Grants (highlighted), Inventory, Reports, and My Profile. The main content area is titled '68066 - Asset Test Grant - 2026'. It shows the following details:

- Status: Underway
- Program Area: Transit Program
- Funding Opportunity: 41594-Asset Inventory
- Organization: Virginia Department of Rail and Public Transportation
- Grantee Contact: DRPT Asset
- Program Officer: Wood Hudson
- Total Project Awarded Amount:

Below the details is a section titled 'Grant Components' with a 'Preview Grant' button. It contains the text: 'The grant forms appear below. Your grant award details are saved here, as well as many forms which may be used to manage your grant.'

Component	Last Edited
General Information	Aug 17, 2026 11:03 AM - DRPT Asset
Status Reports	
Claims	

The 'Status Reports' row in the table is highlighted with a red border.

Status Reports

- Click “Add status Report”

The screenshot displays the 'Grant' management system interface. On the left is a sidebar with navigation links: Dashboard, Funding Opportunities, Applications, Grants (highlighted), Inventory, Reports, and My Profile. The top header shows the user 'DRPT Asset' and the 'Grant' title. Below the header is a toolbar with Back, Print, Online Help, Search, Feedback, and Log Out buttons. The main content area shows details for '68066 - Asset Test Grant - 2026', including its status 'Underway', program area 'Transit Program', funding opportunity '41594-Asset Inventory', organization 'Virginia Department of Rail and Public Transportation', grantee contact 'DRPT Asset', and program officer 'Wood Hudson'. Below this, a 'Status Reports' section is visible, featuring a red-bordered button labeled '+ Add Status Report'. A table lists existing status reports for this grant.

ID	Type	Status	Title	Reporting Period	Due Date	Last Submitted Date	Arrived
68066 - 001	Mileage	Submitted	Test Mileage	-		Aug 7, 2026 2:21 PM	
68066 - 002	Mileage	Submitted	mileage test	-	08/07/2026	Aug 10, 2026 1:24 PM	Late
68066 - 003	Condition Rating	Submitted	condition test	-		Aug 10, 2026 1:26 PM	

Status Reports

- From the dropdown, select a lifecycle action and click “Save Form”. Enter Today’s date in the Due Date field.

The screenshot shows the 'Grant' system interface. On the left is a sidebar with navigation links: Dashboard, Funding Opportunities, Applications, Grants (selected), Inventory, Reports, and My Profile. The main content area is titled 'General Information - Status Report - Edit'. It contains three fields: 'Status' (set to 'Editing'), 'Sub Type' (a dropdown menu with 'Mileage' selected), and 'Due Date' (empty). A red box highlights the 'Save Form' button in the top right corner of the form area.

Status Report
Mileage*
Service Status – Vehicle & Facilities*
Condition – Facilities only*
Replacement Status
Maintenance History
Location Update
Rebuild/Rehab
Record Final Disposition
Remove Asset

Status Reports

- In the Status Reports module, click “Action Details”

The screenshot displays the 'Status Report: 036' interface. On the left is a sidebar with navigation links: Dashboard, Funding Opportunities, Applications, Grants (highlighted), Inventory, Reports, and My Profile. The main content area shows the report details for 'Status Report: 036', which is in 'Editing' status. The details include: Grant Title (68066 - Asset Test Grant), Program Area (Transit Program), Funding Opportunity (41594-Asset Inventory), Reporting Period (-), Status Report Type (Mileage), and Submitted By (-). Below this is a tabbed interface with 'Status Report Preview' selected. The 'Status Report Details' section shows a message: 'Status Report cannot be Submitted Currently' with a sub-message 'Status Report components are not complete'. At the top right of this section are buttons for 'Withdraw', 'Copy', and 'Preview Status Report'. Below the message is a table with three columns: Component, Complete?, and Last Edited.

Component	Complete?	Last Edited
General Information	✓	Aug 18, 2026 12:11 PM - DRPT Asset
Action Details		Aug 18, 2026 12:11 PM - DRPT Asset
Mileage		-

Status Reports

- Click “Edit Form”

The screenshot displays the DRPT Asset Status Reports interface. On the left is a sidebar with navigation links: Dashboard, Funding Opportunities, Applications, Grants (selected), Inventory, Reports, and My Profile. The main content area shows a summary of the grant details:

- Grant Title: 68066 - Asset Test Grant
- Program Area: Transit Program
- Funding Opportunity: 41594-Asset Inventory
- Reporting Period: -
- Status Report Type: Mileage
- Submitted By: -

Below this is a tabbed interface with 'Report List', 'General', 'Action', and 'Mileage' tabs. The 'Action' tab is active, showing 'Action Details - Current Version'. The 'Action Details' section includes a form with a red 'Asset*' label and a 'Comments' field with the placeholder text 'Add any comments'. Two 'Edit Form' buttons are visible: one in the top right corner of the form area (highlighted with a red box) and another at the bottom right. At the bottom of the interface are 'Previous' and 'Next' navigation buttons.

Status Reports

- From the dropdown, select the asset you're updating and click "Save Form".
 - To help you select the appropriate asset, run the **Assets – Lifecycle Compliance Report – External** (details in Session 4). This report provides descriptions of the assets and the VINs that can be cross-referenced.
- Add comments and click "Save Form"
- **Reporting is only required for Active assets**

The screenshot displays a web application interface for managing DRPT assets. On the left is a navigation sidebar with links to Dashboard, Funding Opportunities, Applications, Grants, Inventory, Reports, and My Profile. The main content area is titled 'DRPT Asset' and shows a 'Status Report: 038'. Below this, there are fields for 'Grant Title', 'Program Area', 'Funding Opportunity', 'Reporting Period', 'Status Report Type', and 'Submitted By'. A section labeled 'Action Details' contains a list of assets. The first asset, '88079-8576543210-Test Vehicle for User Guide-Active', is selected and highlighted in blue. Below the list, there is a 'Comments' field and a green 'Save Form' button, which is highlighted with a red rectangle.

Status Reports

- To enter the lifecycle action data, click “Mark as Complete” and then “Next”

The screenshot displays the DRPT Asset Status Report interface. On the left is a sidebar with navigation links: Dashboard, Funding Opportunities, Applications, Grants (highlighted), Inventory, Reports, and My Profile. The main content area shows the 'Status Report Status' as 'Editing'. Below this, details for the report are listed: Grant Title (68066 - Asset Test Grant), Program Area (Transit Program), Funding Opportunity (41594-Asset Inventory), Reporting Period (-), Status Report Type (Mileage), and Submitted By (-). A tabbed interface below shows 'Report List', 'General', 'Action' (selected), and 'Mileage'. The 'Action Details' section is active, showing 'Asset: 68079-9876543210-Test Vehicle for User Guide' and a 'Comments' field. Two buttons, 'Mark as Complete' and 'Edit Form', are visible in the top right of the action details section. At the bottom of the page, 'Previous' and 'Next' navigation buttons are present, with the 'Next' button highlighted by a red box.

DRPT Asset
External User
Contract Signature Level 1, Contract
Contract Level 3, Contract Owner

Dashboard >
Funding Opportunities >
Applications >
Grants >
Inventory >
Reports >
My Profile >

Status Report Status: **Editing**

Grant Title: 68066 - Asset Test Grant
Program Area: Transit Program
Funding Opportunity: 41594-Asset Inventory
Reporting Period: -
Status Report Type: Mileage
Submitted By: -

Report List General **Action** Mileage

Action Details - Current Version

Action Details **Mark as Complete** **Edit Form**

Asset: 68079-9876543210-Test Vehicle for User Guide
Comments:
Add any comments

Last Edited By: DRPT Asset - Aug 18, 2026 12:43 PM **Edit Form**

Previous **Next**

Status Reports

- Click “Edit Form”

The screenshot displays the DRPT Asset Status Report interface. On the left is a sidebar with navigation links: Dashboard, Funding Opportunities, Applications, Grants (highlighted), Inventory, Reports, and My Profile. The main content area shows the 'Status Report Status' as 'Editing'. Below this, details for the report are listed: Grant Title (68066 - Asset Test Grant), Program Area (Transit Program), Funding Opportunity (41594-Asset Inventory), Reporting Period (-), Status Report Type (Mileage), and Submitted By (-). A tabbed interface shows 'Report List', 'General', 'Action', and 'Mileage' (selected). The 'Mileage - Current Version' section contains a 'Mileage Details' form. The form has a label 'Current Mileage*' and a description 'Enter current mileage rounded to the nearest whole mile'. A red box highlights the 'Edit Form' button in the top right corner of the form. Another 'Edit Form' button is visible at the bottom right of the form area. A 'Previous' button is located at the bottom left of the page.

DRPT Asset
External User
Contract Signature Level 1, Contract
Contract Level 2, Contract Signature

Dashboard >
Funding Opportunities >
Applications >
Grants >
Inventory >
Reports >
My Profile >

Status Report Status: **Editing**

Grant Title: 68066 - Asset Test Grant
Program Area: Transit Program
Funding Opportunity: 41594-Asset Inventory
Reporting Period: -
Status Report Type: Mileage
Submitted By: -

Report List General Action **Mileage**

Mileage - Current Version

Mileage Details

Current Mileage*: Enter current mileage rounded to the nearest whole mile

Edit Form

Edit Form

Previous

Status Reports

- Enter the status report data and click “Save Form”

The screenshot displays the DRPT Asset Status Report interface. The left sidebar contains navigation links: Dashboard, Funding Opportunities, Applications, Grants (highlighted), Inventory, Reports, and My Profile. The top navigation bar includes links for Back, Home, Online Help, Saved Searches, Feedback, and Log Out. The main content area shows the 'Status Report: 038' details, including Status Report Status (Editing), Grant Title (68066 - Asset Test Grant), Program Area (Transit Program), Funding Opportunity (41594-Asset Inventory), Reporting Period (-), Status Report Type (Mileage), and Submitted By (-). Below this, the 'Mileage - Current Version' section is visible. The 'Mileage Details' section contains a 'Current Mileage' input field with the value '5267' and a 'Save Form' button. A red box highlights the input field, and another red box highlights the 'Save Form' button.

DRPT Asset
External User
Contract Signature Level 1, Contract
Signature Level 2, External Review

Back Home Online Help Saved Searches Feedback Log Out

Status Report: 038

Status Report Status: **Editing**

Grant Title: 68066 - Asset Test Grant

Program Area: Transit Program

Funding Opportunity: 41594-Asset Inventory

Reporting Period: -

Status Report Type: Mileage

Submitted By: -

Mileage - Current Version

Mileage Details

Current Mileage: Enter current mileage rounded to the nearest whole mile

Save Form

Save Form

Status Reports

- Click “Mark as Complete”

The screenshot displays the DRPT Asset Status Report interface. On the left is a sidebar with navigation links: Dashboard, Funding Opportunities, Applications, Grants (highlighted), Inventory, Reports, and My Profile. The main content area is titled 'Status Report: 038' and shows the following details:

- Status Report Status: **Editing**
- Grant Title: 68066 - Asset Test Grant
- Program Area: Transit Program
- Funding Opportunity: 41594-Asset Inventory
- Reporting Period: -
- Status Report Type: Mileage
- Submitted By: -

Below the details is a tabbed interface with 'Report List', 'General', 'Action', and 'Mileage' tabs. The 'Mileage' tab is active, showing 'Mileage - Current Version'. Under 'Mileage Details', there is a 'Current Mileage*' field with the value 5267 and a note 'Enter current mileage rounded to the nearest whole mile'. To the right of this field are two buttons: '✓ Mark as Complete' (highlighted with a red box) and '✎ Edit Form'. At the bottom right, it says 'Last Edited By: DRPT Asset - Aug 18, 2026 12:49 PM' with another '✎ Edit Form' button.

Status Reports

- To finish, click “Submit Status Report” and once the confirmation box appears, click “Submit”.

The screenshot shows the DRPT Asset Grants system interface. On the left is a sidebar with navigation links: Dashboard, Funding Opportunities, Applications, Grants (selected), Inventory, Reports, and My Profile. The main content area is titled 'Grant' and shows details for 'Status Report: 038'. The status is 'Editing'. The details include: Grant Title: 68060 - Asset Test Grant, Program Area: Transit Program, Funding Opportunity: 41594-Asset Inventory, Reporting Period: -, Status Report Type: Mileage, and Submitted By: -. Below this, there are tabs for 'Status Report Preview', 'Attachments', 'Alert History', and 'Map'. The 'Status Report Details' section shows a green message: 'Status Report is in compliance and is ready for Submission!'. At the bottom, there is a table with columns 'Component', 'Complete?', and 'Last Edited'. The 'Submit Status Report' button is highlighted with a red box.

Component	Complete?	Last Edited
General Information	✓	Aug 16, 2026 12:37 PM - DRPT Asset
Action Details	✓	Aug 16, 2026 12:43 PM - DRPT Asset
Mileage	✓	Aug 16, 2026 12:49 PM - DRPT Asset

Questions?



Session 4: Inventory Reports

Inventory Reports

- Asset Inventory reports are available via the Reports module. Within this module, you can run built-in reports to extract asset inventory data. The following reports are available:
 - *Assets – Lifecycle Compliance Report – External*
- DRPT is developing additional reports for:
 - Extracting all asset-related data
 - Summary reports for:
 - Vehicles
 - Facilities

Inventory Reports

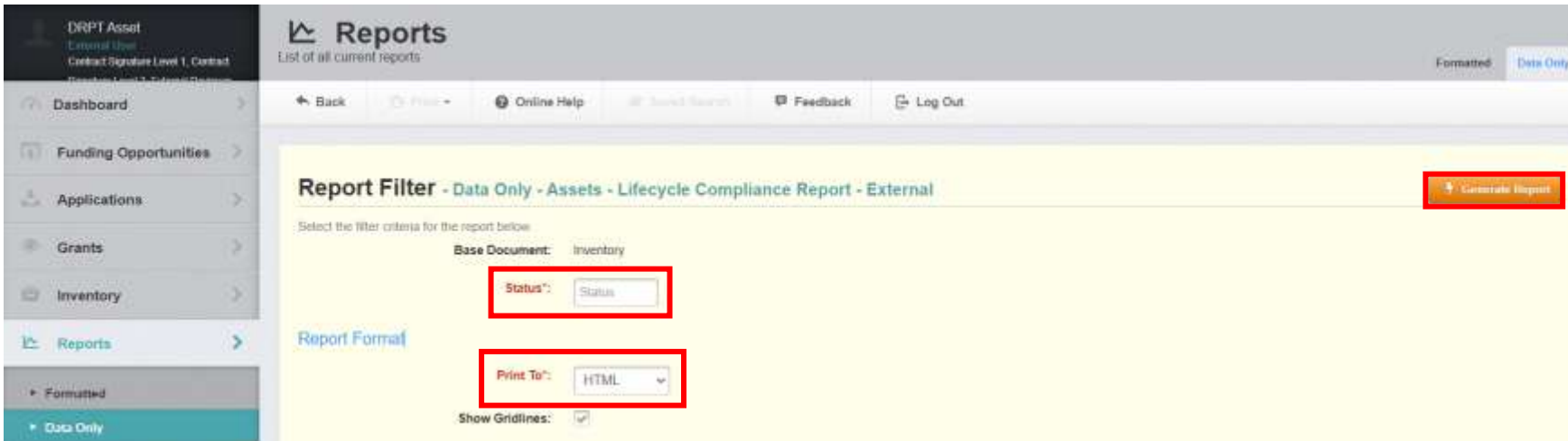
- Click “Reports” to access the module and run reports on your organization’s assets
- Select “Data Only” and click on **Asset – Lifecycle Compliance Report – External**

The screenshot shows the DRPT Asset Reports interface. The left sidebar contains a menu with items: Dashboard, Funding Opportunities, Applications, Grants, Inventory, Reports, Formatted, and Data Only. The 'Reports' item is highlighted with a red box. The 'Data Only' filter is also highlighted with a red box. The main content area shows the 'Data Only Reports' section with a search bar and a table of reports. The table has columns: Report, Base Document, Program Areas, and Access. The first row is 'Assets - Lifecycle Compliance Report - External' with 'Inventory' as the Base Document, 'Transit Program' as Program Areas, and 'External' as Access. The second row is 'TestExtReportExternal' with 'Grant' as the Base Document, 'All' as Program Areas, and 'External' as Access. The 'Assets - Lifecycle Compliance Report - External' row is highlighted with a red box. The table shows 1 to 2 of 2 entries.

Report	Base Document	Program Areas	Access
Assets - Lifecycle Compliance Report - External	Inventory	Transit Program	External
TestExtReportExternal	Grant	All	External

Data Reports

- **Status** dropdown: select Active and Pending
- **Print To** dropdown: select either HTML or “CSV/Excel”
 - For a quick view of assets in your web browser, select “HTML”
 - For an offline spreadsheet, select “CSV/Excel”
- Click “Generate Report”
 - If you selected CSV/Excel, the report will be exported to your Downloads folder



The screenshot displays the 'Reports' section of the DRPT Asset management system. The left sidebar contains navigation links: Dashboard, Funding Opportunities, Applications, Grants, Inventory, Reports, Formatted, and Data Only. The main content area is titled 'Reports' and 'List of all current reports'. It features a 'Report Filter' section for 'Data Only - Assets - Lifecycle Compliance Report - External'. The filter criteria include 'Base Document' (Inventory), 'Status' (dropdown menu), 'Report Format' (dropdown menu), and 'Show Gridlines' (checkbox). The 'Status' dropdown is currently set to 'Status', and the 'Report Format' dropdown is set to 'HTML'. A red box highlights the 'Generate Report' button in the top right corner of the filter section.

Questions?



Grantee Checklist

- ✓ WebGrants Go Live is September 1
- ✓ Make sure your asset manager (or the user who will be maintaining your asset inventory) has access to WebGrants
 - ✓ If needed, please add the new user to your Organizational Profile
 - Once added, work with your PM to have the user added to the appropriate asset inventory grant
- ✓ Add new assets that have entered service since May 2026
 - ✓ Create records for new vehicles.
Tip: Use a smartphone to take a photo of the vehicle VIN tag located on the driver door or "B-pillar"
- ✓ Submit Status Reports (Lifecycle Actions) for all In-Service and Spare assets by September 30
 - ✓ Mileage (odometer reading)
 - ✓ Service Status (In Service, Out of Service, Spare, Disposed)
 - ✓ Condition (TERM Scale for Facilities)
 - ✓ Update and submit any disposition of assets since May 2026
Tip: Run the Assets – Lifecycle Compliance Report – External Report. It provides a snapshot of your current fleet and the previously reported status and mileage.

**YOUR
TRAINING**

**IS
COMPLETE**

Training Resources

- [WebGrants page](#) on DRPT's website
 - User Guide & Grantee Checklist
 - Recorded Training and Slides (to be posted)
- **Office Hours** (Click to sign up)
 - [Small Urban](#): 9/10/26 @ 1:00pm
 - [Rural](#): 9/11/26 @ 9:30am
 - [5310](#): 9/11/26 @ 11:00am
 - [Large Urban](#): 9/15/26 @ 3:00pm
 - [5310 and Small Urban](#) (Round II): 9/23/26 @ 11:00am
 - [Small and Large Urban](#) (Round II): 9/24/26 @ 11:00am
- Reach out to us or your PM – we're here to help!



