

Virginia Department of Rail and Public Transportation

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.

Work Assignment
All currently assigned work

Approaching Deadlines - Next 30 Days
This section displays the documents with due dates arriving in the next 30 days or overdue.

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

Recent Negotiations - Due Within 30 Days
This section displays the documents that you negotiated in the last 30 days.

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

Performance Report Site Visits

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

My Site Visits
Site Visits awaiting visit

My Site Visits
A list of site visits assigned to you appears below.

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

PR - REF/Freight Performance Report - Current Version

Annual Performance

Year: []

Units per Contract Agreement: []

Units of Measure: []

Actual Units for Performance Period: []

Difference: []

Annual Carloads: []

Number of Employees: []

Trucks Diverted: Auto-calculates after form is saved

Comments: []

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

Grant
List of all current Grants

Current Grants
All active grants are listed below

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Start Date	End Date	Grant Amount
23322	Editing	2023	Rail Project	Blue Ridge Railroad	RP-Rail Program	23320-Rail Grant Program	08/14/2022	01/30/2025	\$1,000,000.00
23335	Editing	2023	Rail Project	Blue Ridge Railroad	RP-Rail Program	7562-Performance Report	07/01/2023	06/30/2025	\$0.00

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

Site Visit Details

Site Visit is in compliance and is ready for Submission!

Component: PR - REF/Freight Performance Report
Complete? [checked]
Last Edited: Apr 25, 2025 1:43 PM - Wall Disney

Funding Opportunity

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.

Grant Components

Component: Performance Report Site Visits
Last Edited: Mar 31, 2025 10:45 AM - Rail Tester

General Information
Project Details & Performance Table
Performance Contract
Performance Report Site Visits

Click on **Performance Report Site Visits** component

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

Done!