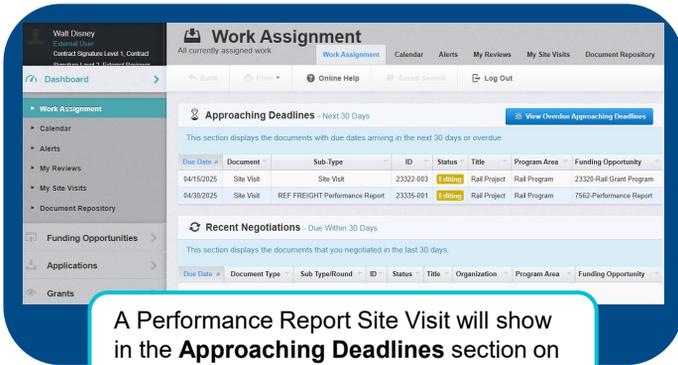


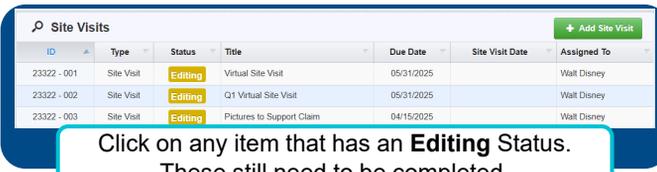
Virginia Department of Rail and Public Transportation

Complete a Site Visit

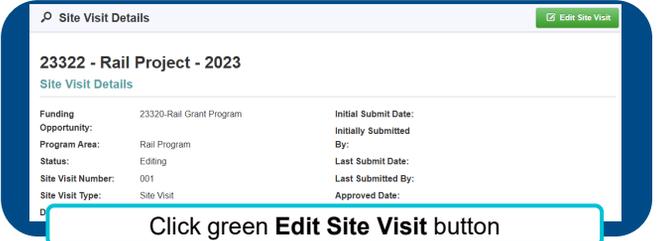
This process is initiated by a DRPT Program Manager. Each Site Visit is assigned individually to a Grantee contact associated with a project in WebGrants. A Site Visit may be required for different reasons; such as, a virtual progress report or needing additional information to support a claim.



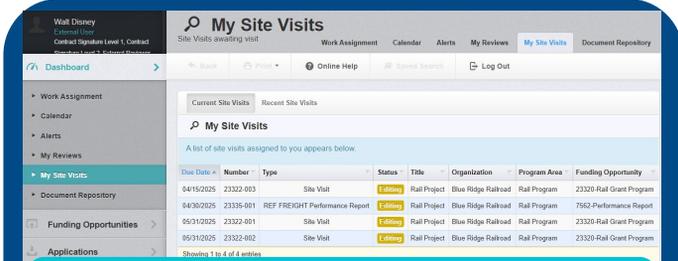
A Performance Report Site Visit will show in the **Approaching Deadlines** section on the Dashboard if due in the next 30 days



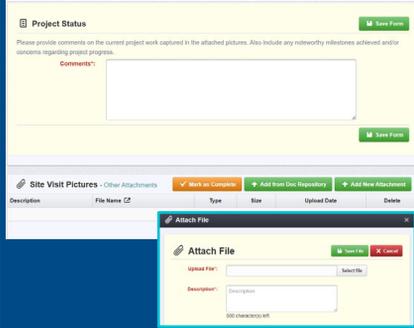
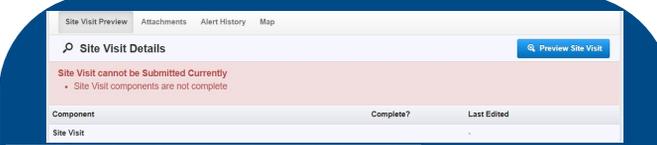
Click on any item that has an **Editing** Status. These still need to be completed.



Click green **Edit Site Visit** button

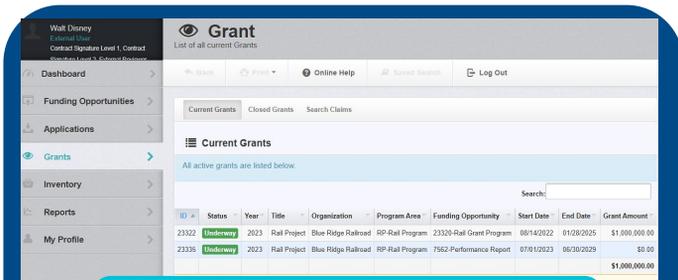


1. Click on **Dashboard** to show more menu options
2. Click on **My Site Visits** to show all site visits that need to be completed

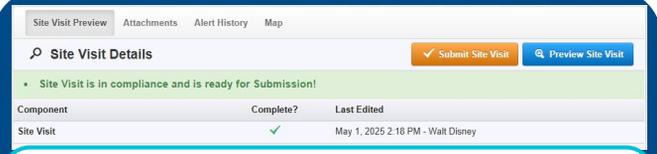


- Upload supplementary photos
1. Click **Add New Attachment** to upload files
 2. Click **Select File** to browse for a file
 3. Enter an appropriate title for the document in the **Description** area
 4. Click green **Save File** button

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



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



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.



Click on **Site Visits** component

The DRPT Program Manager will be notified and continue the Site Visit process.
Done!