

WebGrants Asset Inventory

USER GUIDE – External

August 2026

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Getting Started

WebGrants is DRPT's online grants administration and management system. The Inventory module within WebGrants has replaced TransAM for all asset management functions. Effective September 1, 2026, public transportation asset inventories must be maintained within the WebGrants system.

The system can be assessed via the following URL: <https://grants.drpt.virginia.gov/>

A NOTE ON LANGUAGE

Lifecycle actions (mileage, service status, and condition, etc.) are now called Status Reports.

Accessing the Asset Inventory Module

1.1.1 Using the login credentials, log into WebGrants. Once logged in, you'll see the WebGrants main menu. The left-hand panel provides access to a Dashboard, Funding Opportunities, Applications, Grants, Inventory, Reports, and My Profile.

Work Assignment
All currently assigned work

Work Assignment | Calendar | Alerts | My Reviews | My Assessments | Document Repository

Back | Print | Online Help | Saved Search | Feedback | Log Out

Approaching Deadlines - Next 30 Days
View Overdue Approaching Deadlines

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
No data available in table							

Recent Negotiations - Due Within 30 Days

This section displays the documents that you negotiated in the last 30 days.

Due Date	Document Type	Sub Type/Round	ID	Status	Title	Organization	Program Area	Funding Opportunity
No data available in table								

Recent Correspondence - Within the Last 60 Days

Sent Date	Flag	From	To	Subject	Message
No data available in table					

1.1.2 Click "Inventory" to access the Asset Inventory module and view your organization's assets. All Vehicles and Facilities associated with your organization will be listed on this page.

Inventory
List of all current inventory items

Back | Print | Online Help | Saved Search | Feedback | Log Out

Search Criteria

Organization: Virginia Department of Rail and Public Transportation

Inventory List Add Monitoring Report Add Inventory

ID	Unique Id	Status	Type	Title	Program Area	Funding Opportunity	Organization	Acquisition Date	Disposal Date
41589	SALT16493A798056	Active	Equipment	Test SUV	Test Program Area	41579-Inventory Test	Virginia Department of Rail and Public Transportation	07/01/2025	
68057	Test080626	Active	Facility	Aug Revenue Vehicle Test	Transit Program	41594-Asset Inventory	Virginia Department of Rail and Public Transportation	08/06/2026	

Adding Org Staff to the Asset Inventory “Grant”

Following WebGrants logic, agency assets are tied to an Asset Inventory “grant”. Biannual Status Reports (previously referred to as lifecycle actions) need to occur at the “grant level” and are recorded against the relevant asset. As such, Organizations may need to add new grantee users to the Asset Inventory grant before they can submit status reports. This is done the same way that users are added to any actual grant in WebGrants.

1.2.1 To add organization staff to the Asset Inventory grant, click “Grants” and navigate to the “Asset Inventory Grant”.

The screenshot shows the 'Grant' page with a sidebar on the left containing menu items: Dashboard, Funding Opportunities, Applications, Grants (highlighted with a red box), Inventory, Reports, and My Profile. The main content area is titled 'Grant' and shows a list of 'Current Grants'. A table lists grants with columns: ID, Status, Year, Title, Organization, Program Area, Funding Opportunity, Start Date, End Date, and Grant Amount. The first row, ID 68066, is highlighted with a red box and shows a status of 'Underway'.

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

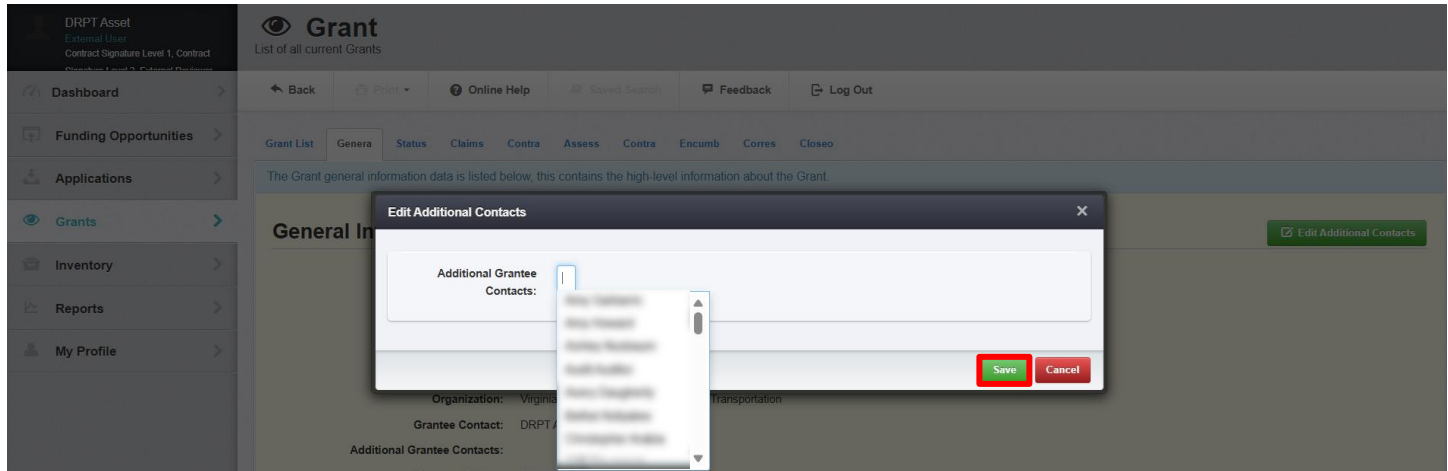
1.2.2 The Asset Inventory grant contains the same components as all other active grants. Click “General Information”

The screenshot shows the details for grant '68066 - Asset Test Grant - 2026'. The status is 'Underway'. The page lists details for Program Area, Funding Opportunity, Organization, Grantee Contact, and Program Officer. Below this is a section titled 'Grant Components' which lists 'General Information' and 'Status Reports'. The 'General Information' component is highlighted with a red box and shows a last edit date of 'Aug 10, 2026 1:49 PM - DRPT Inventory'.

1.2.3 Click “Edit Additional Contacts”

The screenshot shows the 'General Information' page for grant 68066. The page displays grant details such as Grant Number, Title, Status, Year, and Program Area. A button labeled 'Edit Additional Contacts' is highlighted with a red box in the top right corner of the main content area.

1.2.4 From the dropdown, select all staff that are involved in Status Reports (lifecycle action updates) and click “Save”.



WebGrants Asset Status

In WebGrants, “Status” refers to the inventory record status and not the service status of the actual asset. Records in “Active” status can be viewed but not edited. If an asset needs correcting due to errors or omissions, please contact your Program Manager and they can enable editing by switching the status from “Active” to “Pending”.

New assets created in WebGrants are in “Pending” status until a DRPT Program Manager updates them to “Active.” Assets should remain “Active” status unless newly created or being edited. After adding or updating an asset, email your Program Manager to return the status 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

Adding an Asset

The following section outlines step-by-step instructions for adding a new asset within the WebGrants Inventory module. For detailed field information and guidance on what to select when adding a new asset, please see the [Appendix](#).

General Information

2.1.1 Navigate to the “Inventory” module and click “Add Inventory” to open the Inventory Creation Wizard.

The screenshot shows the DRPT Asset web application interface. On the left is a sidebar with navigation links: Dashboard, Funding Opportunities, Applications, Grants, **Inventory** (highlighted with a red box), Reports, and My Profile. The main content area is titled 'Inventory' and lists all current inventory items. At the top right of the main area, there are two buttons: 'Add Monitoring Report' and 'Add Inventory' (highlighted with a red box). Below these buttons is a search bar. The 'Inventory List' table contains the following data:

ID	Unique Id	Status	Type	Title	Program Area	Funding Opportunity	Organization	Acquisition Date	Disposal Date
41589	SALTL16493A798056	Active	Equipment	Test SUV	Test Program Area	41579-Inventory Test	Virginia Department of Rail and Public Transportation	07/01/2025	
68057	Test080626	Active	Facility	Aug Revenue Vehicle Test	Transit Program	41594-Asset Inventory	Virginia Department of Rail and Public Transportation	08/06/2026	

2.1.2 Enter all required information and click “Save Inventory”

The screenshot shows the 'Inventory Creation Wizard - Step: 1' form. The 'Inventory - General Information' section contains the following fields:

- Select asset type:** A dropdown menu with 'Revenue Vehicles' selected.
- Unique Id:** A text input field containing '9876543210'. A note below the field states: 'If the asset is a vehicle, enter the VIN. If it's a facility, use the facility name. This is a label.'
- Title:** A text input field containing 'Test Vehicle for User Guide'.

A 'Save Inventory' button is located at the top right of the form, highlighted with a red box.

2.1.3 Select the “41594-Asset Inventory” Funding Opportunity and click “Save Inventory”. After saving, return to the Inventory List to ensure that the asset was successfully created.

The screenshot shows the 'Inventory Creation Wizard - Step: 2' form. The 'Inventory - General Information' section contains the following field:

- Funding Opportunity:** A dropdown menu with '41594-Asset Inventory' selected.

A 'Save Inventory' button is located at the top right of the form, highlighted with a red box.

Asset Details

When an asset is initially created within the Asset Inventory module, it only includes the General Information (see 2.3 and 2.4). The following section provides instructions for adding Asset Details (i.e. Type, Subtype, Purchase information, etc.) for a new asset.

2.2.1 Click on the asset within the Inventory List

ID	Unique Id	Status	Type	Title	Program Area	Funding Opportunity	Organization	Acquisition Date	Disposal Date
68079	9876543210	Pending	Revenue Vehicles	Test Vehicle for User Guide	Transit Program	41594-Asset Inventory	Virginia Department of Rail and Public Transportation	08/10/2026	

2.2.2 Click "Edit Inventory"

68079 - Test Vehicle for User Guide

Inventory Details

Id:	68079	Program Area:	Transit Program
Unique Id:	9876543210	Funding Opportunity:	41594-Asset Inventory
Title:	Test Vehicle for User Guide	Acquisition Date:	08/10/2026
Type:	Revenue Vehicles	Disposal Date:	
Status:	Pending		

2.2.3 Click into the "Asset Details" component

Inventory: 68079 - Test Vehicle for User Guide

Unique Id: 9876543210
Title: Test Vehicle for User Guide
Status: Pending
Type: Revenue Vehicles
Program Area: Transit Program
Funding Opportunity: 41594-Asset Inventory

Component	Complete?	Last Edited
General Information	✓	Aug 10, 2026 3:48 PM - DRPT Inventory
Asset Details		Aug 10, 2026 3:49 PM - DRPT Inventory
Vehicles		Aug 10, 2026 4:09 PM - DRPT Asset

2.2.4 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
Purchase Level 2, External Purchase

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**

2.2.5 Once all asset information is entered, click “Save Form”

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

Asset Data

External ID: User Guide Vehicle

Class: Vehicle
FTA Asset Class

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

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

Year of Manufacture: 2024
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

Save Form

2.2.6 To continue adding additional asset information, click “Next”

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

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, 2026 1:07 PM **Edit Form**

Previous **Next**

2.2.7 Click “Edit Form” to begin adding additional asset data

Note: the fields in this form are dependent on whether Vehicle or Facility Class was selected in the Asset Details form.

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

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

This form captures Vehicle specific asset information. When adding a new Vehicle asset, please complete as many of the fields as applicable.

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 #:

Edit Form

2.2.8 Once all asset data has been entered and saved, click “Mark as Complete”. If you need to add federal award information or attach a file, click “Next”. If not, click “Mark as Complete”. This completes the creation of a new asset within the Asset Inventory module.

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

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

Vehicle Data

Vehicle Type: Minivan
Manufacturer: Braun
Model:
Chasses: 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 #:

Mark as Complete Edit Form

Last Edited By: DRPT Asset - Aug 20, 2026 2:42 PM Edit Form

Previous Next

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

Federal Award Information

Note: For 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.

2.3.1 To add Federal Award Information, click “+ Add Entry”

Inventory: 68079 - Test Vehicle for User Guide

Unique Id: 9876543210
 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** Invent

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 %
12345	FTA12345	80

Last Edited By: DRPT Asset - Aug 17, 2026 1:27 PM

+ Add Entry **Edit All Rows**

2.3.2 Enter the DRPT Project Number, FAIN (Federal Award Identification Number), and the Federal share percentage and click “Save Row”. This returns you to the Federal Award Information tab.

Inventory
List of all current inventory items

Back Print Online Help Saved Search Feedback Log Out

Federal Award Information

DRPT Project Number: 123456

FAIN: FTA 123456

Federal %: 80

Percentage of total project budget is federal funding (%)

Save Row

2.3.3 To add additional federal awards, click “+ Add Entry”. Records can be edited by clicking the “Edit all Rows”, which will unlock each row.

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 Genera Asset Vehicl Federa Invent

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 26, 2026 1:37 PM

2.3.4 If you'd like to add an attachment to the asset, click “Next”. If not, click “Mark as Complete”. This completes the creation of a new asset within the Asset Inventory module.

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 Genera Asset Vehicl Federa Invent

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 26, 2026 1:37 PM

Previous Next

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

Inventory Attachments

Currently, users are able to add one attachment to an asset however the ability to add multiple attachments can be included in future enhancements based on grantee needs and feedback.

2.4.1 To attach a file, click “Edit Form” or click “Mark as Complete” to skip this step.

The screenshot shows the DRPT Asset Inventory Attachments page. The left sidebar contains navigation links: Dashboard, Funding Opportunities, Applications, Grants, Inventory (selected), Reports, and My Profile. The main content area displays the 'Inventory: 70223 - Test Vehicle for User Guide' with details: Unique Id: 9876543210, Title: Test Vehicle for User Guide, Status: Pending, Type: Revenue Vehicles, Program Area: Transit Program, and Funding Opportunity: 41594-Asset Inventory. Below this, the 'Inventory Attachments - Current Version' section shows a 'Documents' tab. Under 'Documents', there is a 'Document 1:' field. To the right of the document list are two buttons: 'Mark as Complete' (orange) and 'Edit Form' (green). The 'Edit Form' button is highlighted with a red box. At the bottom right, there is a timestamp 'Last Edited By: DRPT Asset - Aug 25, 2026 3:15 PM' and another 'Edit Form' button, also highlighted with a red box.

2.4.2 Select a file, then click “Save Form” and “Mark as Complete”.

The screenshot shows the DRPT Asset Inventory Attachments page after a file has been attached. The left sidebar is the same. The main content area displays the same inventory details. In the 'Inventory Attachments - Current Version' section, the 'Documents' tab is active. Under 'Documents', the 'Document 1:' field now shows 'TEST.png'. To the right of the document list are two buttons: 'Mark as Complete' (orange) and 'Edit Form' (green). The 'Mark as Complete' button is highlighted with a red box. At the bottom right, there is a timestamp 'Last Edited By: DRPT Asset - Aug 25, 2026 5:08 PM' and an 'Edit Form' button.

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

Editing an Asset

All assets that were created in TransAM have been imported into WebGrants with an “Active” status. Assets are only editable when in “Pending” status. If an asset is in “Active” status but needs to be edited, please contact your DRPT Program Manager. For more information on Asset Status, please see the [WebGrants Asset Status](#) section of this document.

3.1 To edit an asset in “Pending” status, navigate to the Asset Inventory module and locate the “Pending” record. Click on the asset to bring up the asset details.

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

Inventory
List of all current inventory items

Back Print Online Help Saved Search Feedback Log Out

Search Criteria

Organization: Bay Aging, Inc., City of Danville, City of Harrisonburg, Virginia Department of Rail and Public Transportation, Williamsburg Area Transit Authority

Inventory List + Add Monitoring Report + Add Inventory

Search:

ID	Unique Id	Status	Type	Title	Program Area	Funding Opportunity	Organization	Acquisition Date	Disposal Date
70223	9876543210	Pending	Revenue Vehicles	Test Vehicle for User Guide	Transit Program	41594-Asset Inventory	Virginia Department of Rail and Public Transportation	07/01/2026	
68036	1234567891013	Pending	Facility	State Capitol	Test Program	41579-Inventory Test	Virginia Department of Rail and Public Transportation	10/10/1901	

3.2 Click “Edit Inventory”

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

Inventory
List of all current inventory items

Back Print Online Help Saved Search Feedback Log Out

Inventory Preview Attachments Alert History Map

Inventory Details Edit Inventory

70223 - Test Vehicle for User Guide
Inventory Details

3.3 From the Inventory Details window, select the inventory component to edit

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

Inventory
List of all current inventory items

Back Print Online Help Saved Search Feedback Log Out

Inventory: 70223 - Test Vehicle for User Guide

Unique Id: 9876543210
Title: Test Vehicle for User Guide
Status: Pending
Type: Revenue Vehicles
Program Area: Transit Program
Funding Opportunity: 41594-Asset Inventory

Inventory Preview Attachments Alert History Map

Inventory Details Preview Inventory

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

3.4 Click “Edit Form” to begin editing asset information

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

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

3.5 Once all edits have been made, click “Save Form”

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

Dashboard

Funding Opportunities

Applications

Grants

Inventory

Reports

My Profile

Inventory

List of all current inventory items

Back

Print

Online Help

Saved Search

Feedback

Log Out

General Information - Inventory - Edit

Unique Id: 123456789

VIN (for Vehicles) or facility name (for Facilities)

Status: Pending

Save Form

3.6 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
External User
Contract Signature Level 1, Contract
Creation Level 2, External Program

Dashboard

Funding Opportunities

Applications

Grants

Inventory

Reports

My Profile

Inventory

List of all current inventory items

Back

Print

Online Help

Saved 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

Alert History

Map

Inventory Details

Preview Inventory

Component	Complete?	Last Edited
General Information	✓	Aug 26, 2026 11:02 AM - DRPT Asset
Asset Details		Aug 26, 2026 10:16 AM - DRPT Asset
Vehicles		-
Federal Award Information		-
Inventory Attachments		-

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

DRPT Connects

14

Status Reports (Lifecycle Actions)

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, and Condition).

Assets must be in “Active” status in order to complete Status Reports. DRPT Program Managers will switch all assets to “Active” ahead of required biannual updates, however, if an asset is in “Pending” status but you’d like to complete a Status Update outside of the designated reporting window, please contact your DRPT Program Manager. For more information on Asset Status, please see the [WebGrants Asset Status](#) section of this document.

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

Note: biannual asset updates must be completed within the Grants module. **Agency staff completing Status Reports must be associated with the Asset Inventory Grant.** For guidance on associating a staff member with a grant, please see the [Adding Org Staff to the Asset Inventory “Grant”](#) section of this document.

Biannual Mileage, Service Status, and Condition Reporting

Per DRPTs [Grant Administration Procedures \(Purple Book\)](#), all recipients of state capital assistance funding are required to update mileage, service status, and condition for all assets biannually (July 15 and January 15).

The following example demonstrates how to complete a mileage Status Report, but the same steps apply to all Status Report fields.

4.1 To begin a Status Report, click “Grants” and navigate to the “Asset Inventory Grant”

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

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

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

68066 - Asset Test Grant - 2026

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:

Grant Components

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.

Preview Grant

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

4.3 Click “+ Add Status Report”

68066 - Asset Test Grant - 2026

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:

Grant List Genera Status Claims Contra Assess Contra Encumb Corres Closeo

Status Reports

All status reports created for this grant appear below.

+ Add Status Report

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

4.4 From the dropdown, select a Status Report type, enter today's date in the "Due Date" field, and click "Save Form".

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

Grant
List of all current Grants

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

Back Print Online Help Saved Search Feedback Log Out

General Information - Status Report - Edit

Status: Editing

Sub Type: Mileage

Due Date:

Save Form

4.6 Click "Edit Form"

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

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

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 Genera Action **Mileag**

Action Details - Current Version

Action Details

Asset:

Comments: Add any comments

Edit Form Edit Form

Previous Next

4.7 From the dropdown, select the asset you're updating and click "Save Form"

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

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

Back Print Online Help

Status Report: 038

Status Report Status:
Grant Title:
Program Area:
Funding Opportunity:
Reporting Period:
Status Report Type:
Submitted By:

Action Details - Current Version

Action Details

Asset: 68079-9876543210-Test Vehicle for User Guide-Active

Comments:

Save Form

4.8 To enter action details, click “Mark as Complete” and then “Next”

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

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 Genera Action Mileag

Action Details - Current Version

Action Details

Asset*: 68079-9876543210-Test Vehicle for User Guide

Comments:

Add any comments

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

Mark as Complete Edit Form

Previous Next

4.9 To begin entering Status Report data, click “Edit Form”

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

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 Genera Action Mileag

Mileage - Current Version

Mileage Details

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

Edit Form

Edit Form

4.10 Enter the Status Report data and click “Save Form” and then “Mark as Complete”

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

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

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: -

Report List Genera Action Mileag

Mileage - Current Version

Mileage Details

Current Mileage*: 5267 Enter current mileage rounded to the nearest whole mile

Mark as Complete Edit Form

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

The screenshot shows the 'Grant' application interface. On the left is a sidebar with navigation links: Dashboard, Funding Opportunities, Applications, Grants (selected), Inventory, Reports, and My Profile. The main header area includes the user profile 'DRPT Asset' and the 'Grant' title 'List of all current Grants'. Below the header is a navigation bar with links: Back, Print, Online Help, Saved Search, Feedback, and Log Out. The main content area displays 'Status Report: 038' with a yellow background. It 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, and Submitted By: -. Below this is a tabbed interface with 'Status Report Preview' selected. A red box highlights the 'Submit Status Report' button in the top right corner. Other buttons include 'Withdraw', 'Copy', and 'Preview Status Report'. A green banner states 'Status Report is in compliance and is ready for Submission!'. Below this is a table with three columns: Component, Complete?, and Last Edited.

Component	Complete?	Last Edited
General Information	✓	Aug 18, 2026 12:37 PM - DRPT Asset
Action Details	✓	Aug 18, 2026 12:43 PM - DRPT Asset
Mileage	✓	Aug 18, 2026 12:49 PM - DRPT Asset

This screenshot shows the same 'Grant Status Report' page as the previous one, but with a 'Please confirm' dialog box overlaid in the center. The dialog box has a title bar 'Please confirm' and a close button 'X'. The text inside reads: 'Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.' At the bottom of the dialog are two buttons: 'Cancel' and 'Submit' (highlighted in red). The background content is dimmed, showing the same navigation, header, and status report details as before.

Inventory Reports

Asset Inventory reports are available within via the Reports module. Within this module, you can run built-in reports to extract asset inventory data. At this time, one report is available but additional reports can be configured based on grantee needs and feedback:

- **Assets – Lifecycle Compliance Report – External**
 - VIN, Model, Year of Manufacture, Service Status, Mileage, In Service Date, Last Lifecycle Action, Lifecycle Action Date

5.1 Click “Reports” > “Data Only” to access the module and run reports on your organization's assets.

Work Assignment
All currently assigned work

Work Assignment | Calendar | Alerts | My Reviews | My Assessments | Document Repository

Back | Print | Online Help | Saved Search | Feedback | Log Out

Approaching Deadlines - Next 30 Days [View Overdue Approaching Deadlines](#)

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
No data available in table							

Recent Negotiations - Due Within 30 Days

This section displays the documents that you negotiated in the last 30 days.

Due Date	Document Type	Sub Type/Round	ID	Status	Title	Organization	Program Area	Funding Opportunity
08/15/2026	Status Report	Maintenance History	68066-017	Submitted	Asset Test Grant	Virginia Department of Rail and Public Transportation	Transit Program	41594-Asset Inventory

5.2 Click “Assets – Lifecycle Compliance Report – External”

Reports
List of all current reports

Formatted | Data Only

Back | Print | Online Help | Saved Search | Feedback | Log Out

Data Only Reports

Search:

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

Showing 1 to 2 of 2 entries

5.3 To export all non-disposed vehicles, select “Active” and “Pending” in the Status dropdown.

5.4 Select the report format in the Print To dropdown.

- For a quick view of assets in your web browser, select “HTML”
- For an offline spreadsheet, select “CSV/Excel”

5.5 Click “Generate Report”. If you selected CSV/Excel, the report will be exported to your Downloads folder.

The screenshot shows the DRPT Asset Reports interface. The left sidebar contains navigation links: Dashboard, Funding Opportunities, Applications, Grants, Inventory, Reports (selected), Formatted, and Data Only. The main content area is titled "Reports" and "List of all current reports". It includes a "Report Filter" section for "Data Only - Assets - Lifecycle Compliance Report - External". The filter criteria are: Base Document: Inventory, Status: Status (highlighted with a red box), Report Format: HTML (highlighted with a red box), and Show Gridlines: checked. A "Generate Report" button is located in the top right corner of the filter section.

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

Reports
List of all current reports

Formatted Data Only

Back Print Online Help Saved Search Feedback Log Out

Report Filter - Data Only - Assets - Lifecycle Compliance Report - External Generate Report

Select the filter criteria for the report below.

Base Document: Inventory

Status: Status

Report Format: HTML

Show Gridlines: ☒

Appendix

Field Details – General Information

Inventory - General Information

1

Type

Type

Asset Type

2

Unique Id

Placeholder

VIN (for Vehicles) or facility name (for Facilities)

3

Title

Name of the Asset (i.e. Starcraft Allstar BOC or West Street Parking Lot)

4

Description

Description of the Asset (i.e. Gillig Low Floor 40' bus but can be left blank)

5

Organization*

Virginia Department of Rail and Public Transportation

6

Acquisition Date

Date on which the agency legally obtains title, ownership, or control of an asset. Note: this is not

7

Disposal Date

Leave blank

- 1. **Type:** Asset type (Facility, Service Vehicle, Revenue Vehicle)
- 2. **Unique Id:** VIN (for vehicles) or facility name (for facilities)
- 3. **Title:** Name of the asset (i.e. Starcraft Allstar BOC or West Street Parking Lot)
- 4. **Description:** Description of the asset (i.e. Gillig Low Floor 40' bus but can be left blank)
- 5. **Organization:** agency the asset is associated with (automatically populated)
- 6. **Acquisition Date:** date of which the agency legally obtained title, ownership or control of asset. Note: this is not the In-Service Date.
- 7. **Disposal Date:** N/A – leave blank

