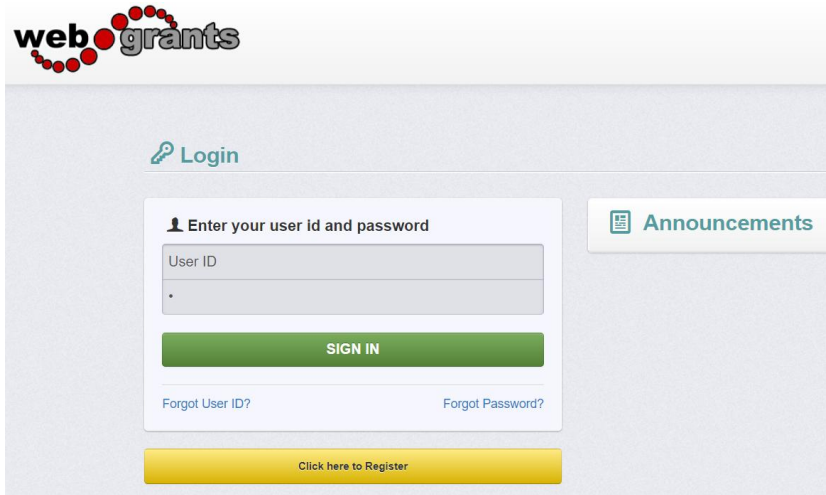


Grantee Instructions - Submitting a Status Report

Local Cooperatives

Status Reports are due **November 30th** annually. Reports submitted after that date will have a “Late” status and will be noted on future grant applications.

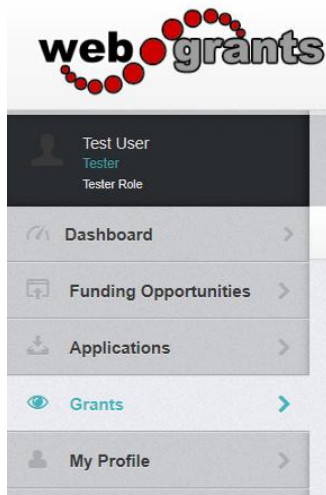
1. Login to WebGrants at <https://mtagr.webgrantscloud.com/index.do>



Note: Use the WebGrants Menu, not the Browser Menu to navigate the system.

WebGrants is compatible with many different browsers; please feel free to use the browser of your choice. Read the Instructions on the screen for navigating in the system.

2. From the **Side Menu**, click on **Grants**.



3. Select the Grant you would like to access in the Active Grant listing. Click **anywhere** on the grant to open.

Local Cooperative Status Report Instructions

Active Grants Closed Grants

Active Grants

All active grants are listed below.

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity
6874984321	Underway	2019	DTPi - 9-20-19	Grantee Organization	TEST-Test Program Area	2-Example Funding Opportunity

- Once you have selected the **Grant**, you will be directed to the Grant Components.
- Select **Status Reports** from the list of **Grant Components**.

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 18, 2025 10:28 AM - Greta Dige
Claims	
Plan of Work	
Status Reports	
Budget	
Revegetation Worksheet	
Other Attachments	
Contract Documents	
Weed Management Plan	
Contract Amendments	
Correspondence	
Funding Opportunity	-
Application	-

- Click anywhere on the status report shown with a Status of Editing.

Status Reports

Add Status Report

All status reports created for this grant appear below.

ID	Type	Status	Title	Reporting Period	Due Date	Last Submitted Date	Arrived
25099 - 001	Annual Report	Editing	Status Report	04/01/2025 - 11/30/2025			

*If there is not an existing report follow the steps below.

Click Add Status Report. New reports automatically open the General Information form and are ready to edit.

- Review the **Sub Type**. Select either **Annual** or **Final Report** if not selected already.

General Information - Status Report - Edit

Save Form

In the form below, complete all required fields. Enter the period of coverage for the information detailed on this report. Select the starting day and the ending day. All statuses and activity reported on this report should have occurred during this period of time.

Status*:

Sub Type*:

Title:

Report Dates*:

Local Cooperative Status Report Instructions

- Enter **Report Dates** (Start Date and End Date). Start date should always be 04/01/20XX and the end date should be 11/30/20XX of the current reporting year. Example: Start Date: 04/01/2025 End Date: 11/30/2025
- When complete, click **Save Form**.

General Information - Status Report - Edit Save Form

In the form below, complete all required fields. Enter the period of coverage for the information detailed on this report. Select the starting day and the ending day. All statuses and activity reported on this report should have occurred during this period of time.

Status*:
Sub Type*: Annual Report
Title: Status Report
Report Dates*: 04/01/2025 11/30/2025
Start Date End Date

- You will return to **Components** where reports forms are located; **jump to Step 8** to continue.

7. The report will open in a preview of the report. To edit, click **Edit Status Report** to get to Status Report component list.

Status Report Preview Attachments Alert History Map

Status Report Details Withdraw Copy Edit Status Report

25099 - FY 26 Local Coop Test - 2025
Status Report Details

Funding Opportunity:	Initial Submit Date:
140556-AGR Noxious Weed Trust Fund 2026 Local	Initially

8. Click on **Plan of Work** listed under Components.

Status Report Preview Attachments Alert History Map

Status Report Details Preview Status Report

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail. After completing this form, click "Save" and then click "Return to Components" to access the rest of the status report form(s) to be completed.

Status Report cannot be Submitted Currently
• Status Report components are not complete

Component	Complete?	Last Edited
General Information	✓	Sep 3, 2025 3:18 PM - Greta Test
Plan of Work		Sep 3, 2025 3:11 PM - Greta Test
Weed Control Treatment Report	-	
Status Report Documents	-	

9. Enter the requested data and click on **Save Form**.

- To edit items listed on a table, click the text of item to open and edit status.

10. Review form and if correct, click on **Mark as Complete**.

Status Report Test Form - Current Version Create New Version View Versions

Status Report Mark as Complete Edit Form

Text: test

Last Edited By: System Administrator - Feb 13, 2020 2:40 PM Edit Form

11. Repeat steps 8-10 for all forms.

Local Cooperative Status Report Instructions

12. If the status report is ready for submission (all forms have a green check), click on **Submit Status Report**.

Status Report Details

✓ Submit Status Report

✕ Withdraw

📄 Copy

🔍 Preview Status Report

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail. After completing this form, click "Save" and then click "Return to Components" to access the rest of the status report form(s) to be completed.

• Status Report is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Sep 3, 2025 3:18 PM - Greta Test
Plan of Work	✓	Sep 4, 2025 2:24 PM - Greta Test
Weed Control Treatment Report	✓	Sep 4, 2025 2:30 PM - Greta Test
Status Report Documents	✓	Sep 4, 2025 2:31 PM - Greta Test