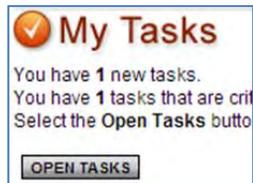


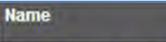
Grant Agreement (General and STEP) Instructions

Step 1. Subgrantee Administrator: Print, Sign and Mail Grant Agreement

- A. Once you receive your Approval email from TxDOT (eGrantsHelp) you may start the Grant Agreement Process.
- **Note:** Only current active Subgrantee Administrators and Project Managers will receive the email.
- B. Login to eGrants <https://www.txdot.gov/apps/egrants>



- C. On the Home page, under ; click .

- D. Click on the Grant ID (Name Column)  in your task list. The current status will be PROPOSAL APPROVED.

Info	Document Type	Organization	Name	Current Status
General		Texas Department of Transportation	2014-TxDOT-G-1YG-0198	Proposal Approved



- E. On the Grant Menu, under; ; click .

- F. Click on the [Print Grant Agreement](#)  link.

- Wait for the grant agreement to be created. (This may take a several seconds).
- If an Open/Save/Cancel Pop-Up appears:

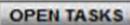


- G. Print out the PDF document of your Grant Agreement.
- H. Review the entire grant agreement including the Terms and Conditions & obtain necessary signature(s).
- **Note:** By signing the Grant Agreement you are agreeing to the Terms and Conditions of the Grant.
 - **Note:** The Grant Agreement is not executed and legal until both parties sign the agreement.
- I. Mail only ONE original Grant agreement with original signatures to your TxDOT Project Manager.
- TxDOT will only execute ONE original agreement.
 - TxDOT will not accept multiple copies. Extra copies will not be returned and will be destroyed.
 - Original executed grants will not be returned to the subgrantee. TxDOT will keep the original copy of the executed grant. See Step 4. For instructions on how to download a scanned copy of the executed grant.

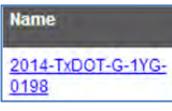
Step 2. TxDOT Project Manager: Review and have Grant Agreement Executed (signed)

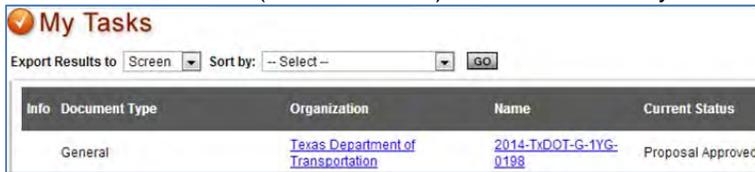
Note: Complete the following steps only after you receive the signed grant agreement from the subgrantee.



- A. On the Home page, under ; click .

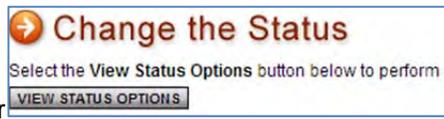
Grant Agreement (General and STEP) Instructions

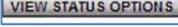
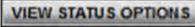
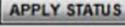
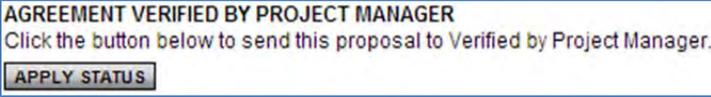
- B. Click on the **Grant ID** (Name Column)  in your task list. The status will be **PROPOSAL APPROVED**.



Info	Document Type	Organization	Name	Current Status
General		Texas Department of Transportation	2014-TxDOT-G-1YG-0198	Proposal Approved

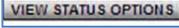
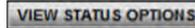
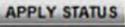
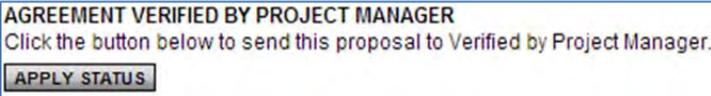
- C. Determine which category below your grant agreement falls into and follow the applicable steps:
1. [For local projects with an Amount Eligible for Reimbursement: < \\$100,000: Traffic Safety Specialists shall:](#)
 - a. Review the Grant Agreement document signed by the Subgrantee.
 - Document must be original, no copies.
 - Verify printed document matches eGrants document and is signed.
 - If corrections required to the agreement document: return the document to Subgrantee for corrections.
 - If printed document matches eGrants document and is signed:



- b. On the **Grant** Menu, under ; click 
 - Under Possible Statuses:  to **AGREEMENT VERIFIED BY PROJECT MANAGER STATUS**.

 - **Note:** By applying this status you are verifying the agreement is correct and ready for TxDOT signature.
- c. Route to District Engineer for signature.
- d. Mail only **ONE** original executed Grant with original signatures to TxDOT TRF-TS in Austin.

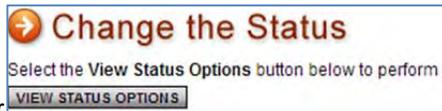
2. [For local projects with an Amount Eligible for Reimbursement: ≥ \\$100,000: Traffic Safety Specialists shall:](#)
 - a. Review the Grant Agreement document signed by the Subgrantee.
 - Document must be original, no copies.
 - Verify printed document matches eGrants document and is signed.
 - If corrections required to the agreement document: return the document to Subgrantee for corrections.
 - If printed document matches eGrants document and is signed:



- b. On the **Grant** Menu, under ; click 
 - Under Possible Statuses:  to **AGREEMENT VERIFIED BY PROJECT MANAGER STATUS**.

 - **Note:** By applying this status you are verifying the agreement is correct and ready for TxDOT signature.
- c. Mail only **ONE** original subgrantee signed agreement with original signatures to TxDOT TRF-TS in Austin for Division Director Signature.

3. [For all statewide/division projects - TRF-TS Project Manager shall:](#)
 - a. Review the Grant Agreement document signed by the Subgrantee.
 - Document must be original, no copies.
 - Verify printed document matches eGrants document and is signed.
 - If corrections required to the agreement document: return the document to Subgrantee for corrections.
 - If printed document matches eGrants document and is signed:

Grant Agreement (General and STEP) Instructions



- b. On the **Grant** Menu, under **VIEW STATUS OPTIONS**; click **VIEW STATUS OPTIONS**.
- Under Possible Statuses: **APPLY STATUS** to **AGREEMENT VERIFIED BY PROJECT MANAGER** STATUS.

The image shows a status selection screen with the text "AGREEMENT VERIFIED BY PROJECT MANAGER" and "Click the button below to send this proposal to Verified by Project Manager." Below this text is a button labeled "APPLY STATUS".
- c. Route only ONE original subgrantee signed grant agreement with original signatures to TxDOT TRF-TS in Austin for Division Director Signature.

Step 3. TxDOT eGrants Administrator: Award and Scan Grant Agreement

- A. Receive the original signed executed Grant Agreement
- Change Grant Agreement start date in eGrants if required.
 - Note:** The Grant becomes effective on **10/01** or on the date of final signature of both parties, whichever is later.
- B. Under Possible Statuses: **APPLY STATUS** to **GRANT AWARDED** STATUS.
- Note:** Performance Reports and Request for Reimbursement will not be created until grant is awarded.
- C. An email notification will be sent to Subgrantee Administrator and Project Manager..
- D. Scan and upload executed Grant Agreement into eGrants.
- Note:** This may take several weeks from time of receiving the grant agreement to scan and upload to eGrants due to the volume of grant agreements received. The Subgrantee will not receive an email when agreement is uploaded.

Step 4. View / Download / Print the Executed Grant (All Users):

Note: It may take several weeks from time of receiving the grant agreement to scan and upload agreement in eGrants due to the volume of grant agreements received. The Subgrantee will not receive an email when agreement is uploaded.

- A. Click **Proposal/Grant** tab. In Search Proposal/Grant, click **CLEAR**; click **SEARCH**. Click Grant ID in search results.
- B. On the Grant Menu, under **View, Edit and Complete Forms**; click **VIEW FORMS**.
- C. Click on the [Executed Grant Agreement](#) link. Click the [File name.pdf](#) link under **Grant Agreement** field.