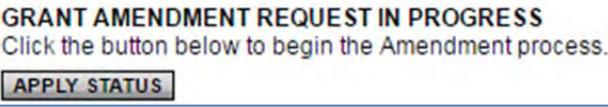


Amendment Agreement Instructions

Step 1. Subgrantee Administrator: Create Amendment Request

A. Login to TxDOT Traffic Safety eGrants <https://www.txdot.gov/apps/egrants>

B. On Grant Menu, under  **Change the Status**; click **VIEW STATUS OPTIONS**.

C. Click **APPLY STATUS** under  **APPLY STATUS**.

D. On Grant Menu, under  **View, Edit and Complete Forms**; click **VIEW FORMS**.

E. Under **Grant Amendment** Click **Amendment Request**. Complete and **SAVE** the request page.

- If a previous Amendment Request was created; Click **ADD** to create new Amendment Request.

F. On Grant Menu, under  **Change the Status**; click **VIEW STATUS OPTIONS**.

- **Submit Request:** **APPLY STATUS** to  **APPLY STATUS**
 - You are only submitting an Amendment Request **not** Amendment.
 - You cannot make changes to any other pages in the grant.

- **Cancel Request:** **APPLY STATUS** to  **APPLY STATUS**
 - The grant will then return to **GRANT AWARDED**.

Step 2. TxDOT Project Manager: Approve Amendment Request

A. On the Home page, under  **My Tasks**; click **OPEN TASKS**.

B. Click on Grant ID (Name Column) in task list. Current Status = Grant Amendment Request Submitted.

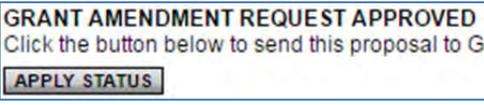
C. On Grant Menu, under  **View, Edit and Complete Forms**; click **VIEW FORMS**.

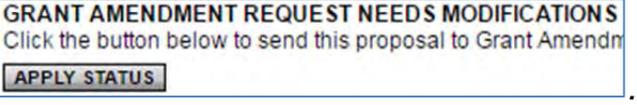
D. Under **Grant Amendment** Click **Amendment Request**. Review request page.

E. Click **Amendment Response**. Complete & **SAVE** the **AMENDMENT RESPONSE** page.

- If a previous Amendment Response created; Click **ADD** to create new Amendment Response.

F. On Grant Menu, under  **Change the Status**; click **VIEW STATUS OPTIONS**.

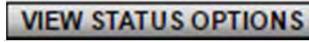
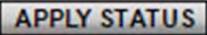
- **Approve Request:** **APPLY STATUS** to  **APPLY STATUS**.
 - You are only approving Amendment Request **not** Amendment.
 - After Request is Approved, Status= **GRANT AMENDMENT IN PROGRESS**.
 - Subgrantee can now make changes to any pages in the Grant.

- **Request needs Modifications:** **APPLY STATUS** to  **APPLY STATUS**.

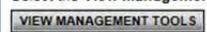
- **Deny Request:** **APPLY STATUS** to  **APPLY STATUS**.
 - The Grant will then return to **GRANT AWARDED**

Amendment Agreement Instructions

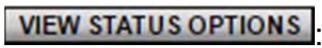
Step 3. Subgrantee Administrator: Complete and Submit Amendment

- A. On the Home page, under ; click .
- B. Click Grant ID (Name Column) of the Grant.
- Request was Approved: Status = **Grant Amendment In Progress**
 - Review Amendment Response by Project Manager.
 - You can now make changes to the grant. Proceed to part C.
 - Request needs Modifications: Status = **Grant Amendment Request Needs Modifications**
 - Review Amendment Response by Project Manager.
 - You need to make changes to  page and resubmit the request.
 - Request is Denied: Status = **Grant Awarded**.
 - Grant will not be in . See Status History for **Grant Amendment Request Denied**.
 - Review Amendment Response by Project Manager.
 - No Further action is needed
- C. On Grant Menu, under ; click .
- D. Under  Click . Review Response by Project Manager.
- E. Modify and  only the pages as referenced in the Amendment Request.
- F. On Grant Menu, under ; click .
- Submit Amendment:**  to 
◦ Amendment will be sent to Project Manager.
- Cancel Amendment:**  to 
◦ All changes made will be discarded and grant will revert back to pre-amendment data.
◦ Grant will return to **GRANT AWARDED** status.
◦ No Further action is needed

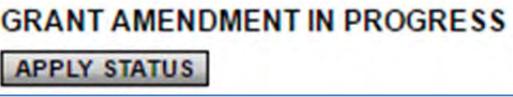
Step 4. TxDOT Project Manager: Review Submitted Amendment

- A. On the Home page, under ; click .
- B. Click Grant ID (Name Column). Current status = **Grant Amendment Submitted**.
- C. On Grant Menu, under ; click .
- D. Review all pages in grant for the indicated changes in the Amendment Request and any unauthorized changes to other pages.
- Subgrantee can make changes to any page while completing an Amendment.
 - You can use  under   section to see all changes that have been made to grant.

Amendment Agreement Instructions

E. On Grant Menu, under ; click .

- **Approve Amendment:**  to .
 - Amendment will be sent to Programs Director.

- **Needs Modifications:**  to .

Step 5. TxDOT Programs Director: Review Amendment

A. Amendments approved by Project Manager will appear in ; click .

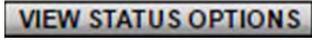
B. Click Grant ID (Name Column). Current status = **Amendment Review Complete**.

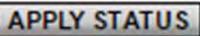
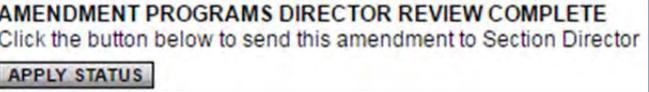
C. On Grant Menu, under ; click .

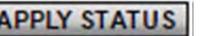
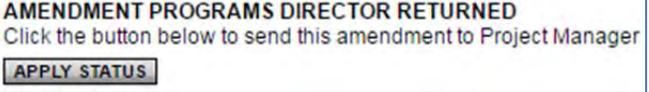
D. Review all pages in grant for the indicated changes in the Amendment Request and any unauthorized changes to other pages.

- Subgrantee can make changes to any page while completing an Amendment.

- You can use  under  section to see all changes that have been made to grant.

E. On Grant Menu, under ; click .

- **Approve Amendment:**  to .

- **Needs Modifications:**  to .

Step 6. TxDOT Section Director: Review Amendment

A. Amendments approved by Programs Director will appear in ; click .

B. Click Grant ID (Name Column). Current status = **Amendment Programs Director Review Complete**

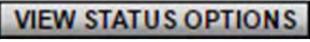
C. On Grant Menu, under ; click .

D. Review all pages in grant for the indicated changes in the Amendment Request and any unauthorized changes to other pages.

- Subgrantee can make changes to any page while completing an Amendment.

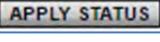
- You can use  under  section to see all changes that have been made to grant.

Amendment Agreement Instructions

E. On Grant Menu, under ; click .

Approve Amendment:  to 
o Amendment is Approved. Sent to Subgrantee for signature

AMENDMENT SECTION DIRECTOR REVIEW COMPLETE
Click the button below to Approve this amendment

• **Needs modifications:**  to 
o Amendment will be returned to Programs Director.

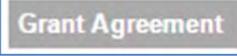
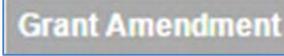
AMENDMENT SECTION DIRECTOR RETURNED
Click the button below to send this amendment to Programs Director

Step 7. Subgrantee Administrator: Sign (Electronic or Paper) Grant Agreement

- TxDOT Traffic Safety eGrants system now offers Electronic Signatures as an option to electronically / digitally sign your grant Amendment by both parties.
- If original Grant Agreement was executed using Paper Signature you may use Electronic Signature for the Amendment. This is highly recommended.

A. Electronic Signature, follow Instructions

<https://www.txdot.gov/apps/eGrants/eGrantsHelp/Instructions/eSignature.pdf> with notations:

1) Replace  with 

2) Replace [Electronic Grant Agreement Signature Page](#) with [Electronic Amendment Agreement Signature Page](#)

3) Replace [Executed Grant Agreement](#) with [Executed Grant Amendment Agreement](#)

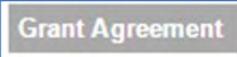
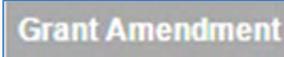
4) **Step 1.** part **C.** Current Status will be **Amendment Approved**

5) **Step 2.**

- If your Signature Authorization Form that was uploaded with the Grant Agreement has not changed then upload the same form to this page.
- If any information on the form has changed or you are switching from Paper Signature to Electronic Signature; then you need to upload a new form.

B. Paper Signature, follow Instructions

<https://www.txdot.gov/apps/eGrants/eGrantsHelp/Instructions/PaperSignature.pdf> with notations:

1) Replace  with 

2) Replace [Paper Grant Agreement](#) with [Print Grant Amendment Agreement](#)

3) Replace [Executed Grant Agreement](#) with [Executed Grant Amendment Agreement](#)

4) **Step 1.** part **C.** Current Status will be **Amendment Approved**