TxDOT: Traffic Safety (Subgrantee & TxDOT) Amendment Instructions

TxDOT-Traffic Safety requires Electronic Signatures by Subgrantee and TxDOT to sign the amendment in the eGrants system. TxDOT-Traffic Safety will not accept a paper amendment. The Electronic Signature process for the amendment is included in these instructions (Step 7).

Subgrantee must create a separate Amendment Request and Electronic Signature page and TxDOT must create a separate Amendment Response if there are multiple amendments.

**Step 1. Subgrantee Administrator:** Create the Amendment Request

1. Login to TxDOT-Traffic Safety eGrants [https://www.txdot.gov/apps/egrants](https://www.txdot.gov/apps/egrants)

2. Grant Menu, under section; Click .

   a. To Start the Amendment Process: Click under then on Agreement page.

3. Grant Menu, under section; Click .

4. Bottom Page; under section; Click .

   a. Complete and the page (Required).
   b. If a previous Amendment was created; Click to create new Amendment Request.

5. Grant Menu, under section; Click .

   a. To Submit Amendment Request: Click under then on Agreement page.
      - NOTE: You are only submitting an Amendment Request not the Amendment.
      - You cannot make changes to any other pages in the grant.
   b. To Cancel Amendment Request: Click under then on Agreement page.
      - The grant will then return to GRANT AWARDED.

**Step 2. TxDOT Project Manager:** Approve the Amendment Request

1. Home page, under ; Click .

2. Click the Grant ID (Name Col) in task list. Status = Grant Amendment Request Submitted

3. Grant Menu, under section; Click .

4. Bottom Page; under section; Click .

   a. Review Amendment Request page to approve or deny subgrantee amendment request

5. Bottom Page; under section; Click .

   a. Complete & the page (Required)
   b. If a previous Amendment was completed; Click to create new Amendment Response.
6. Grant Menu, under section; click .

- **To Approve Amendment Request**: Click under .
  - **NOTE**: You are only approving the Amendment Request not the Amendment.
  - After Request is Approved, Status = **Grant Amendment in Progress**
  - Subgrantee can now make changes to any pages in the Grant.

- **If Amendment Request needs Modifications**: Click under .

- **To Deny Amendment Request**: Click under .
  - The Grant will then return to **Grant Awarded** status

### Step 3. Subgrantee Administrator: Complete and Submit the Amendment

1. Home page, under ; Click .

2. Amendment will have 3 possible statuses:
   - **Amendment 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 3
   - **Amendment 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.
   - **Amendment Request is Denied**: Status = **Grant Awarded**.
     - Grant will **not** be in . See Grant Status History for **Grant Amendment Request Denied**
     - Review Amendment Response by Project Manager.
     - No Further action is needed.

3. Grant Menu, under section; Click .

4. Bottom page; under section ; Click .
   - Review Amendment Response by Project Manager.
   - Modify and **Save** only the pages as referenced in your Amendment Request. Any other changes are not allowed and amendment will be returned by the Project Manager for modifications

5. Grant Menu, under section; click .

- **To Submit Amendment**: Click under then .
  - **I AGREE** on Agreement page
  - Amendment will be sent to TxDOT for review.
To Cancel Amendment: Click **APPLY STATUS** under then **I AGREE** on Agreement page
- Subgrantee must reverse any changes made back to pre-amendment before status change.
- Grant will return to **GRANT AWARDED** status.
- No further action is needed.

**Step 4. TxDOT Project Manager:** Review the Submitted Amendment

1. Home page, under **My Tasks** section; Click **OPEN TASKS**.
2. Click the Grant ID (Name Col). Status = **Grant Amendment Submitted**.
3. Grant Menu, under **View, Edit and Complete Forms** section; Click **VIEW FORMS**.
4. Review all pages in grant for the indicated changes in the Amendment Request and any unauthorized changes to other pages.
   - **Note:** Subgrantee can make changes to **any page** while completing an Amendment.

   - **Note:** Grant Menu, under **section; Click **VIEW MODIFICATION HISTORY** to review all changes that have been made to grant.

5. Grant Menu, under **section; click **VIEW STATUS OPTIONS**
   - **To Approve Amendment:** Click **APPLY STATUS** under then **AMENDMENT REVIEW COMPLETE**.
     - Amendment will be sent to Programs Director for Review.
   - **If Amendment Needs Modifications:** Click **APPLY STATUS** under **GRANT AMENDMENT IN PROGRESS**.
     - Amendment will be returned to Subgrantee to make needed changes.

**Step 5. TxDOT Programs Director:** Review the Approved Amendment

1. Home Page, under **My Tasks** section; Click **OPEN TASKS**
2. Click the Grant ID (Name Col). Status = **Amendment Review Complete**.
3. Grant Menu, under **View, Edit and Complete Forms** section; Click **VIEW FORMS**.
4. Review all pages in grant for the indicated changes in the Amendment Request and any unauthorized changes to other pages.
   - **Note:** Subgrantee can make changes to any page while completing an Amendment.

   - **Note:** Grant Menu, under **section; Click **VIEW MODIFICATION HISTORY** to review all changes that have been made to grant.

5. Grant Menu, under **section; click **VIEW STATUS OPTIONS**
TxDOT: Traffic Safety (Subgrantee & TxDOT) Amendment Instructions

- **To Approve Amendment**: Click [APPLY STATUS] under [Amendment Programs Director Review Complete]
  - Amendment will be sent to TRF-Section Director.

- **If Amendment Needs Modifications**: Click [APPLY STATUS] under [Amendment Programs Director Returned]
  - Amendment will be returned to Project Manager to then return to Subgrantee

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**Step 6. TxDOT Section Director:** Review the Approved Amendment

1. Home Page, under [My Tasks]; Click [OPEN TASKS]
2. Click the Grant ID (Name Col). Status = Amendment Programs Director Review Complete
3. Grant Menu, under View, Edit and Complete Forms section; Click [VIEW FORMS]
4. Review all pages in grant for the indicated changes in the Amendment Request and any unauthorized changes to other pages.
   - **Note**: Subgrantee can make changes to any page while completing an Amendment.

   - **Note**: Grant Menu, under Change the Status section; Click [VIEW STATUS OPTIONS]

5. Grant Menu, under [My Tasks]; Click [APPLY STATUS]
   - To Approve Amendment: Amendment is approved. Sent to Subgrantee for electronic signature
   - If Amendment Needs Modifications: Amendment will be returned to Programs Director to return to Project Manager

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**Step 7. Subgrantee Administrator:** Start Electronic Signature Agreement Process

- TxDOT-Traffic Safety requires Electronic Signatures by Subgrantee and TxDOT to sign the grant amendment in the eGrants system. TxDOT-Traffic Safety will not accept a paper amendment.

- The Subgrantee Administrator’s User Name, Title (in eGrants), Date and Time when Electronic Signature Page gets saved is recorded as the official Subgrantee electronic signature of the organization for the amendment.

- Only active Subgrantee Administrator(s) listed on the current grant will be able to save the page. User(s) who are not active Subgrantee Administrator(s) on the grant or Subgrantee Staff will not be able to save the page and no save button will be available.

- The Subgrantee Administrator’s name recorded on the Electronic Signature page in eGrants must be one of the Subgrantee Administrator(s) listed on the Electronic Signature Authorization Form. They must match to be approved by TxDOT. (Name = Prefix, First, Middle Int., Last, Suffix)

1. Home page, under [My Tasks] section; Click [OPEN TASKS]
   - If you do not see your grant then you may not be on the grant as a subgrantee administrator.
2. Click the Grant ID (Name Col) in task list. Status = Amendment Approved
3. Grant Menu, under section; click

4. To start the Amendment Electronic Signature Process: Click under

Step 8. Subgrantee Administrator: Complete Electronic Signature Authorization Form

This step will include:
1. Print & complete the required Electronic Signature Authorization Form for the current Amendment.
2. Print a non-legal review copy of the grant Amendment.
3. Create a report of all active subgrantee administrator(s) for the current grant.

Definitions

Electronic Signature Authorization Form:
This form is required and lists the Authorizing Authority of the organization with their signature and the active Subgrantee Administrator(s) who have been given authorization by the Authorizing Authority to electronically sign grant agreements/amendments in eGrants on behalf of their organization for the Grant ID listed on the bottom of the form. The form must be delivered to the Authorizing Authority for your organization for completion and signature and uploaded to eGrants before electronically signing the grant.

Authorizing Authority:
An officer of the organization that has the full and complete authority to enter into the agreement on behalf of the organization. It would be same person who could sign a paper agreement in the past. They do not have to be a user in eGrants. If they are also an active Subgrantee Administrator on the grant and want to electronically sign the grant, then the Authorizing Authority would enter their name as Subgrantee Administrator in the “Authorized to Electronically Sign Grant Agreements and Amendments” section

Subgrantee Administrator(s):
Active Subgrantee Administrator(s) for the current grant who have been authorized by the Authorizing Authority in the Authorized to Electronically Sign Grant Agreements and Amendments section of the Electronic Signature Authorization Form to electronically sign the grant agreement/amendments in eGrants on behalf of their organization for the Grant ID listed on the bottom of the form. They have to be active on the Organization and the current grant in eGrants.

1. Grant Menu, under section; click

2. Bottom page; under section; click link

3. Print the Electronic Signature Authorization Form (PDF):

**NOTE:** If the information on the Electronic Signature Authorization Form that was used for the Grant Agreement has not changed you may upload that form again on the Amendment Electronic Signature Page. If any information has changed then you must complete and upload a new Electronic Signature Authorization Form for the Amendment.

- In the section: Click the link to download and print form.
4. Print or Type Name & Title of the **Authorizing Authority** and have them sign and date in the “Authorizing Authority” section of the form.
   - **Note:** The Ordinance or Resolution number is optional and not required by TxDOT.

**Ex: Completed Authorizing Authority section of form by the Authorizing Authority**

5. Print or Type name(s) of the active **Subgrantee Administrator(s)** and their Title (in eGrants) listed on the current **grant** in the “Authorized to Electronically Sign Grant Agreements and Amendments” section of the form.
   - A minimum of 1 and maximum of 3 active Subgrantee Administrator(s) on the grant can be entered on the form in this section.

**Ex: Authorized Subgrantee Administrators listed on Electronic Signature Authorization Form**

6. Print a review copy (non-legal) of the Grant Amendment Agreement:
   - In the **2. Review Grant Agreement** (For review purpose only, not legal document) section; click the [Click here to download](#) link to print a review (non-legal) copy of the Grant Amendment.
   - This is for review purposes only and is not a legal document. The appropriate people (Authorizing Authority, City Councils, etc.) can review the entire Grant Amendment including Terms and Conditions.
   - **Note:** After amendment is executed a copy of agreement including the electronic signatures by both parties will be available.
7. Create a report of all active subgrantee administrator(s) for the current grant:
   - In the section; click the link. A new page will open.
   - Click the button in the top right hand corner of new page to create a report of all active Subgrantee Administrator(s) and their Titles (in eGrants) listed on the current grant.
   - If a user(s) does not appear on report, then they are not listed as an active Subgrantee Administrator on current grant. Review these instructions on how to add/edit users in eGrants: [https://www.txdot.gov/apps/eGrants/eGrantsHelp/Instructions/AddEditUsers.pdf](https://www.txdot.gov/apps/eGrants/eGrantsHelp/Instructions/AddEditUsers.pdf)

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**Step 9. Subgrantee Administrator: Complete Electronic Signature for Amendment**

1. Grant Menu, under section; click

2. Bottom of page; Under section; click

   - **Note:** If a previous Amendment was completed; Click to create a new Electronic Signature Page for the new amendment

3. Click the or button next to and upload the completed & signed scanned Electronic Signature Authorization Form.
   - **See NOTE:** Step 8: part 3

4. Click the check box under Subgrantee Signature to agree to terms of the electronic signature process.
   - **Ex:** Check box checked for electronic signature process

5. Click the button at top of page to save page and electronically sign the grant amendment.
   - **Ex:** Completed Electronic Signature Page w/ signature & uploaded Electronic Signature Authorization Form

   - **Note:** to be approved by TxDOT. Name on electronic Signature page in eGrants must match one of the names on the Electronic Signature Authorization Form.
Example of Valid Electronic Signature and Authorization Form

Ex A: Subgrantee Electronic Signature recorded on Electronic Amendment Signature page in eGrants

Ex B: Authorized Subgrantee Administrators listed on Electronic Signature Authorization Form

- Example A: Name on Electronic Signature Page = Mr. Test M SubAdmin Sr.
- Example B: One of Names on Form (Box 1) = Mr. Test M SubAdmin Sr.
- Name in eGrants matches one name on form so electronic signature is valid.
- Note that the Authorizing Authority is also listed on Example B: form (Box 3). They can also electronically sign the grant in eGrants if they are an active subgrantee administrator on the grant.

Step 10. Subgrantee Administrator: Submit Electronically Signed Amendment

1. Grant Menu, under section; click 

2. To submit your Electronically Signed Grant Amendment to TxDOT, Click under.

3. Then Click on the Agreement page.

- Your grant status is now and you have completed the electronic signature of the amendment. No further action is required.
- If there is a problem with subgrantee's electronic signature, amendment will be returned by TxDOT & notified by email and Project Manager of grant will contact subgrantee with details for the return.
Step 11. TxDOT: Review and Electronically Sign and Execute Grant Agreement

1. TxDOT will review subgrantees electronic signature and Electronic Signature Authorization Form

2. TxDOT will electronically sign and execute the grant amendment in eGrants

   **Ex: Executed Grant Amendment with Subgrantee and TxDOT Electronic Signature**

   ![Electronic Grant Amendment Agreement Signature Page]

3. Amendment will be changed to Grant Awarded status.

Step 12. Subgrantee Administrator: Print copy of Executed Grant Amendment

1. Grant Menu, under **View, Edit and Complete Forms** section; click **VIEW FORMS**.

2. Bottom of page; Under **Grant Amendment** section; click **Executed Grant Amendment Agreement** link.

3. Print or Save a copy of executed grant amendment. (Click link once, not multiple times)

4. The signature page of Grant Amendment will show the Electronic Signatures of both parties.

   **Ex: Copy of Executed Grant Amendment showing electronic signatures of both parties**

   ![Signature Page of Executed Grant Amendment]