

TxDOT TRAFFIC SAFETY INCENTIVE PROJECT INSTRUCTIONS

Note: Law Enforcement Agencies must **first** complete an **Incentive Grant Registration and Reporting** at the TxDOT Incentive Website <http://apps.dot.state.tx.us/apps/IncentiveApp/> . Law Enforcement Agencies **should not** attempt to Login to or create a New User eGrants account to complete the **Incentive Grant Registration and Reporting**. If a Law Enforcement Agency is notified that they are an Incentive Grant winner: then they will follow these instructions only after being notified by TxDOT.

Step 1. Subgrantee Administrator: Complete and Submit Incentive Grant

If you have not signed up as an eGrants User, now or in the past, you must complete the New User Form located on the eGrants Login Page to set up your organization in eGrants.

Once you receive an email confirmation that your New User account has been validated you can continue with the Incentive Grant process below.

If you have signed up in eGrants in the past but forgot your password, then you must use the Forgot Password feature in eGrants: <https://www.txdot.gov/apps/eGrants/eGrantsHelp/Instructions/ForgotPasswordInstructions.pdf>

The Incentive Grants will not be available in eGrants until Oct 1st of the year you were notified you were a winner. On or after Oct 1st you will be able to follow the instructions below to complete your grant process and process your Request for Reimbursement to receive your award amount

For any further information or help on your incentive grant; contact your Project Manager

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

B. On the Home page, under ; click .

- If you do not see your grant then you may not be on the grant as a user.

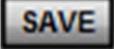
C. Click the Incentive ID (Name Column) . Current status = **Incentive Project Notified**.

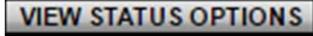
D. On Incentives Menu, under ; click .

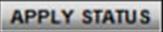
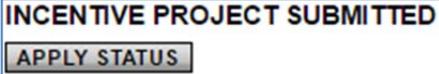
E. Click on the  link.

F. Complete and  the **PURCHASE REQUEST** page.

G. Click on the  link.

H. Complete and  the **COMPLIANCE REQUIREMENTS** page.

I. On Incentives Menu, under ; click .

J. Submit Incentive by clicking  to .

K. Enter the Legal Name & Payee Identification Number (PIN/TIN) See PIN/TIN Instructions https://www.txdot.gov/apps/eGrants/eGrantsHelp/Instructions/PIN_Instructions.pdf & Tutorial <https://www.txdot.gov/apps/eGrants/eGrantsHelp/Tutorial/PIN.wmv>

- Note: You cannot receive payment for the incentive without completing the above step **K**.

TxDOT TRAFFIC SAFETY INCENTIVE PROJECT INSTRUCTIONS

Step 2. TxDOT Project Manager: Approve Incentive

After subgrantee submits; Planner has to assign Project Manager before it will appear in 

A. On the Home page, under ; click .

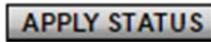
B. Click on the Incentive ID (Name Column) for review.

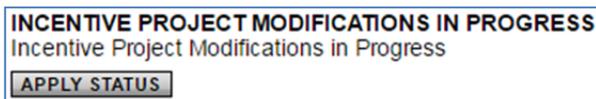
C. On Incentive Menu, under ; click .

D. Review **PURCHASE REQUEST** page.

• If passed your review:  to



• If needs modifications:  to

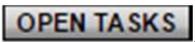


Step 3. Subgrantee Administrator: Complete Electronic Signature Authorization Form

TxDOT Traffic Safety now requires Electronic Signatures to electronically / digitally sign your Incentive Agreement. This means that both the Subgrantee's signature and TxDOT's signature of the Grant Agreement will be executed in the eGrants system by digital means.

There will be no Paper Agreement offered or accepted.

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

B. On the Home page, under ; click .

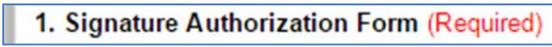
C. Click Grant ID (Name Column). Current status = **Incentive Project Approved**.

D. On Incentive Menu, under ; click .

E. At bottom under  click [Electronic Signature Authorization Form \(INC_CIOT\)](#).

F. On this page **ELECTRONIC SIGNATURE AUTHORIZATION FORM**

- Print the required Signature Authorization Form
- Print a non-legal review copy of your grant agreement
- Create a report of all subgrantee administrators listed for the current grant.

G. ; click  to print the Required **Signature Authorization Form**.

- This form identifies the person(s) who have the authority to electronically sign grant agreements and amendments in eGrants for the Grant ID listed at the bottom of the form.
- Only Subgrantee Administrators currently listed on the grant can be listed on the form under the **Authorized to Electronically Sign Grant Agreements and Amendments** section.
- A maximum of 3 Subgrantee Administrators can be listed on the form.
- Only one form per grant can be completed.
- Print the name of the Subgrantee Administrators and their title as it appears in eGrants. The names on the form and the names in eGrants must match exactly.

TxDOT TRAFFIC SAFETY INCENTIVE PROJECT INSTRUCTIONS

- The **Signature Authorization Form** must be printed, completed and delivered to the Authorizing Authority for your organization for signature before electronically signing your grant in eGrants.
- The Authorizing Authority is an officer of the organization that has the full and complete authority to enter into the agreement on behalf of the organization.
- They would be the same person who could normally sign a paper agreement.
- They will be authorizing the Subgrantee Administrators listed on the form for the Grant ID listed at the bottom of the form to have complete authority to electronically sign the grant agreement and amendments and enter into an agreement on behalf of the organization.
- If the Authorizing Authority is also a subgrantee administrator that will be signing the grant then the Authorizing Authority will add their name to Subgrantee Administrator section.

H. **2. Review Grant Agreement** (For review purpose only, not legal document) click [Click here to download](#) to print a review copy of the Grant Agreement.

- Review entire Grant Agreement including Terms and Conditions & obtain authorized signature.
- This is a copy of the grant agreement for review purposes only and is not a legal document.
- You can print this out to give to people in your organization to review the grant agreement, submit to commission meetings, etc.
- You will be able to print out a copy of the legal agreement after the grant has been executed.

I. **3. List of Authorized Subgrantee Administrators who have access to this grant** click [Click here to download](#) to create a list of active Subgrantee Administrators on the current grant.

- If a Subgrantee Administrator is not listed on the grant or their role is not Subgrantee Administrator, then that must be corrected prior to electronic signature.
- Review the <https://www.txdot.gov/apps/eGrants/eGrantsHelp/Instructions/AddEditUsers.pdf> to add or edit users.

Step 4. Subgrantee Administrator : Complete Electronic Signature

A Subgrantee Administrator that has been given authorization listed on the uploaded Signature Authorization Form can now electronically sign the grant agreement in the eGrants system on behalf of their organization.

A. On Incentive Menu, under [View, Edit and Complete Forms](#); click **VIEW FORMS**.

B. At bottom; Under **Grant Agreement** click [Electronic Grant Agreement Signature Page](#).

C. Upload the completed and signed **Signature Authorization Form**.

D. Check the check box under **Subgrantee Signature** **By checking this box,**

E. Click **SAVE** to save page and electronically sign the grant agreement.

- The user name, organization Title, and Time Stamp are recorded as the electronic signature.

ELECTRONIC GRANT AGREEMENT SIGNATURE PAGE

Subgrantee Signature
 By checking this box, I agree to use electronic signatures. Furthermore, I confirm that I have signature authority to execute this document and it is an electronic representation of my signature for all purposes when I use it on documents, including legally binding contracts—just the same as a pen-and-paper signature.

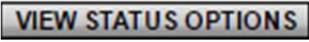
Upload Signed Signature Authority Form DELETE*

[687183-AuthorizationForm-Example.pdf](#)

Name Test SubAdmin	Title Project Administrator	Date Aug 18 2016 10:08AM
------------------------------	---------------------------------------	------------------------------------

TxDOT TRAFFIC SAFETY INCENTIVE PROJECT INSTRUCTIONS

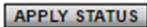
Step 5. Subgrantee Administrator: Submit Electronically Signed Agreement to TxDOT.

A. On Incentive Menu, under ; click .

B. To submit your Electronically Signed Agreement to TxDOT, Click the  under.

SUBGRANTEE ELECTRONIC SIGNATURE COMPLETED

By selecting this status you have completed the Electronic Signature Page and uploaded the Signature Authority Form and agree to submit Electronically Signed Agreement to TxDOT.



C. Then Click  on the **Agreement** page.

Agreement

Please make a selection below to continue.

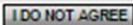
Click "I AGREE" if you have completed the Electronic Signature Page and uploaded the Signature Authority Form and agree to submit Electronically Signed Agreement to TxDOT.

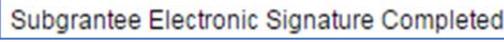
Click "I DO NOT AGREE", if you have not completed the Electronic Signature Page and uploaded the Signature Authority Form.

If you would like to include notes about this status change, please supply them below.

0 of 2000

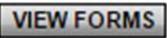




D. Your grant status is now  and you have completed the electronic signature of your grant. No further action is required.

- TxDOT will now review and then electronically sign and execute your grant agreement.
- Your Grant will be changed to Grant Awarded status.
- You will receive an email that your grant has been executed and awarded with the executed start date of your grant.
- If there is a problem with your electronic signature you will receive an email from your project manager.

After TxDOT has electronically signed and execute your grant agreement, you can print or save a copy for your records

➤ On Incentives Menu, under ; click .

➤ At bottom of page; Under  click .

➤ Click 

➤ Print or Save a PDF of the grant agreement. The signature page of the grant agreement will show the two electronic signatures (Subgrantee and TxDOT)

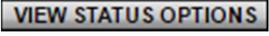
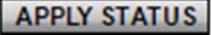
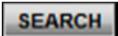
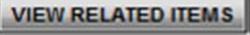
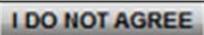
Step 6. TxDOT Project Manager: Review the Agreement

A. Review the Authorization Form and the Electronic Signature Page.

- Please follow the TxDOT Electronic Signature Review Instructions provided to you
- TRF-TS Director will sign and Execute the Incentive Grant.
- The Executed Grant Agreement will be created after execution of grant.

TxDOT TRAFFIC SAFETY INCENTIVE PROJECT INSTRUCTIONS

Step 7. Subgrantee Administrator: Create Incentive RFR

- A.** After Incentive is executed/awarded: an email confirmation will be sent & status = Incentive Project Awarded
- B.** Purchase the approved item(s). Complete a Request For Reimbursement (RFR) to be reimbursed for purchase.
- *Subgrantees may create an additional RFR for a total of 2 RFRs per incentive. Only 2 RFRs will be allowed per grant*
- C.** On the Home page, under ; click .
- D.** Click on the Request for Reimbursement ID (Name Column) in your task list. Status = RFR In Progress.
- E.** On Request For Reimbursement Menu, under ; click .
- F.** Click on the  link.
- G.** Complete and  the **EQUIPMENT (400)** page only. Do not save other pages.
- H.** Click on the  link.  the **RFR SUMMARY** page.
- I.** On Request For Reimbursement Menu, under ; click .
- J.** To submit the RFR: Under Possible Statuses: Click  to RFR SUBMITTED status.
- K.** Request for Reimbursement will be reviewed and if approved by Project Manager and a payment will be issued.
- L.** To create an additional RFR (second) follow the instructions below:
- Click the  Tab on the Search Bar.
 - In the Search Proposal/Grant, click ; click . This displays all your grants
 - **Note:** You can also add criteria to filter your results: For Example; Enter the year in **Year** field and then enter **-INC-** in the **Proposal/Grant Name** field to return only Incentive grants for the current year.
 - Click on the Incentives Grant ID (Name Column) in the Search results. (Ex [2017-TxDOT-INC-001](#)).
 - On the Incentives Menu, under ; click .
 - Under the Related Documents; click the [Initiate a Request For Reimbursement – Incentives](#) link.
 - Select  to create RFR; select  to cancel.
 - Follow Instructions above: Step 7: C-J to submit the second RFR.