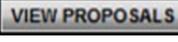
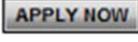
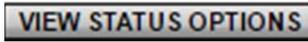
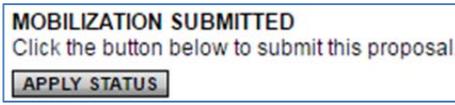


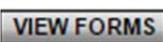
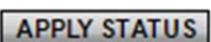
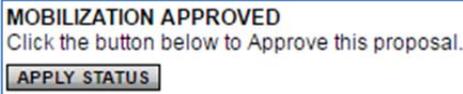
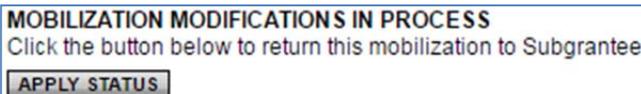
## Mobilization (IDM & CIOT) Instructions

### Step 1. Subgrantee Administrator: Create and submit Mobilization Grant

- A. Login to eGrants <https://www.txdot.gov/apps/egrants>
- B. Under  **View Available Proposals** click ; and then click .
- C. On Mobilization Menu, under ; click .
- D. Complete and  all the applicable pages on the Forms section.
- E. Enter the Legal Name & Payee Identification Number (PIN/TIN) See PIN/TIN Instructions [https://www.txdot.gov/apps/egrants/eGrantsHelp/Instructions/PIN\\_Instructions.pdf](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 Mobilization without completing the above step D.*
- F. On Mobilization Menu, under ; click .
- G. Submit Mobilization by clicking  to 

### Step 2. TxDOT Project Manager: Approve Mobilization Grant

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

- A. Login to eGrants <https://www.txdot.gov/apps/egrants>
- B. On the Home page, under ; click .
- C. Click Grant ID (Name Column). Status = **Mobilization Funding Assignment Complete**.
- D. On Mobilization Menu, under ; click .
- E. Review the grant pages.
  - *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 Mobilization 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 = **Mobilization Approved**.
- D. On Mobilization Menu, under ; click .

## Mobilization (IDM & CIOT) Instructions

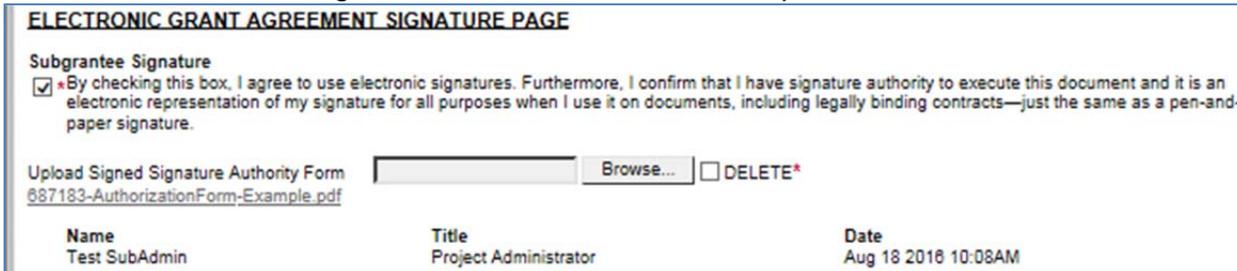
- E. At bottom of page; under [Grant Agreement](#) click [Electronic Signature Authorization Form](#).
- F. On this page **ELECTRONIC SIGNATURE AUTHORIZATION FORM**
- *Print the required Signature Authorization Form*
  - *Print a non-legal review copy of your grant agreement*
  - *Create a report of all subgrantee administrators listed for the current grant.*
- G. [1. Signature Authorization Form \(Required\)](#); click [Click here to download](#) 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.
  - 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.

## Mobilization (IDM & CIOT) Instructions

### Step 4. Subgrantee Administrator : Complete Electronic Signature

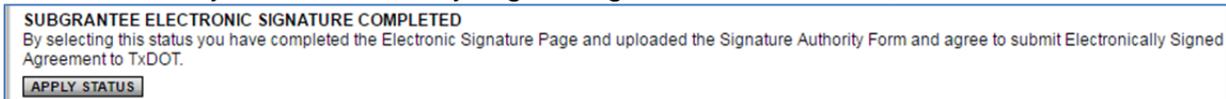
A Subgrantee Administrator that has been given authorization listed on the uploaded Signature Authorization Form can now electronically sign the grant agreement in the eGrants system on behalf of their organization.

- A. On Mobilization Menu, under **View, Edit and Complete Forms**; click **VIEW FORMS**.
- B. At bottom of page; 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.



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

- A. On Mobilization Menu, under **Change the Status**; click **VIEW STATUS OPTIONS**.
- B. To submit your Electronically Signed Agreement to TxDOT, Click the **APPLY STATUS** under.



- C. Then Click **I AGREE** on the **Agreement** page.



- D. Your grant status is now **Subgrantee Electronic Signature Completed** 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.

## Mobilization (IDM & CIOT) Instructions

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

- On Mobilization Menu, under ; click .
- At bottom of page; Under  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 via email*
  - *TRF-TS Director will sign and Execute the Mobilization Grant.*
  - *The Executed Grant Agreement will be created after execution of grant.*