

CIOT Mobilization Instructions

1. Subgrantee completes the Mobilization pages
 - a. Login into eGrants using your "Subgrantee Administrator" login.
 - b. Click on "Create New STEP - CIOT"
 - c. This will open up a set of pages on the Right Hand side
 - d. Complete all the applicable pages
 - e. Change the status by selecting "Mobilization Submitted" and click the Change Status button.

2. Project Manager reviews the Mobilization application.
 - a. Login into eGrants
 - b. Mobilization Projects that have been assigned by the Planner will appear on your Active Documents listing.
 - c. Click on a particular Mobilization project for review.
 - d. If the project needs modifications, change the status by choosing "Mobilization Modifications In Process".
OR
If the project does not need modifications and passed your review and approval, change the status by choosing "Mobilization Approved".
OR
If the project does not need modifications and passed your review but you would still like the TRF-TS (Programs Director/Section Director) to review, change the status by choosing "Mobilization Project Manager Review Complete".
After TRF-TS have completed their review and if any changes have to be made, the project will be sent back to the Project Manager with appropriate notes. Otherwise if no changes are required, the Project will be pushed to Mobilization Approved" by the Section Director.
 - e. A notification will be sent to the Subgrantee Administrator, Planner and the Project Manager informing them about the approved project.

3. Subgrantee Administrator prints the Mobilization Agreement PDF and completes the signature pages.

4. Subgrantee Administrator sends the completed package to their TxDOT Project Manager (Traffic Safety Specialists).

5. Subgrantee Administrator logs into eGrants and changes the status to "Mobilization Subgrantee Signature Complete".

6. Project Manager (Traffic Safety Specialists) shall review the Mobilization Grant Agreement document signed by the Subgrantee. If any discrepancies are noticed, send them back to the Subgrantee for corrections. If no discrepancies are found, Project Manager logs into eGrants and changes the status to "Mobilization Notification to DE/Division Director".

7. For local projects with TxDOT amount less than \$100,000.00, the Project Manager (Traffic Safety Specialists) shall get the District Engineer signature and send the completed package with original signatures to TRF-TS.
OR
For local projects with TxDOT amount greater than or equal to \$100,000.00, the Project Manager (Traffic Safety Specialists) shall send the package to TxDOT Traffic Operations for the Division Director signature.

8. TRF-TS Section Director shall send a notification to the Subgrantee, Planner and Project Manager informing them about execution of the Grant.

9. TRF-eGrants Administrator will scan the agreement when received and upload it into eGrants and then changes the status to "Grant Awarded".