

## Paper Signature Agreement Instructions

- TxDOT Traffic Safety eGrants system now offers Electronic Signatures as an option to electronically / digitally sign your grant agreement by both parties. See Instructions [here](#) for more information. You have to first choose your signature process (Electronic or Paper).
- You must read these instructions below for full details of the paper signature process.
- Once the current Subgrantee Administrator(s) receive the “**selected for Traffic Safety Funding**” email from TxDOT (egrantshelp@txdot.gov) you may start the Paper Signature Agreement Process.

### **Step 1. Subgrantee Administrator:** Choose to use the Paper Signature Agreement Process

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

B. On the Home page, under ; click .

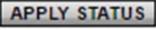
- *If you do not see your grant then you may not be on the grant as a user.*

C. Click the Grant ID (Name Column) in your task list. The current status will be Proposal Approved.

Name	Current Status
<a href="#">2017-TxDOT-G-1YG-0001</a>	Proposal Approved

D. On Grant Menu, under ; click .

E. To choose Paper Signature Process. Click the  under

<b>SUBGRANTEE PAPER SIGNATURE IN PROGRESS</b> Select this status if you want to print and sign the paper grant agreement 
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### **Step 2. Subgrantee Administrator:** Print, Sign and Deliver Paper Grant Agreement

A. On Grant Menu, under ; click .

B. At bottom of page; under  click [Paper Grant Agreement](#) to print Grant Agreement.  
• *Wait for the agreement to be created. (This may take a several seconds).*

C. Review entire Grant Agreement including Terms and Conditions & obtain authorized signature.

- *The Agreement **cannot** be altered in any way. (Date/ Received Stamps on grant are ok)*
- ***TxDOT can only sign and execute ONE original Grant Agreement and cannot sign multiple copies. This is per TxDOT Legal Department.***
- *Extra copies will not be returned and will be destroyed.*
- *By signing the Grant Agreement you are agreeing to the Terms and Conditions of the Grant.*
- *The Grant Agreement is not executed and legal until both parties sign the agreement.*

D. Deliver **only 1** original Grant Agreement with original signatures to your TxDOT Project Manager.

- *Original executed grants will not be returned to the subgrantee.*
- *TxDOT will keep the original copy of the executed grant.*
- *A scanned copy of the executed agreement will be uploaded to eGrants.*

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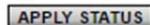
### Step 3. Subgrantee Administrator: Complete Paper Grant Agreement Process

A. On Grant Menu, under ; click .

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

#### SUBGRANTEE PAPER SIGNATURE COMPLETED

By selecting this status you have completed the paper signature agreement process (printed, signed, and delivered 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 paper signature agreement process (printed, signed, and delivered agreement to TxDOT)  
Click "I DO NOT AGREE", if you have **not** completed (printed, signed, delivered agreement to TxDOT) the paper signature agreement

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 paper signature of your grant. No further action is required.

- TxDOT will now review your agreement and 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 agreement you will receive an email from your project manager.

After TxDOT has signed and executed your Grant Agreement, you can print or save a copy for your records.

- *It may take several weeks to scan and upload in eGrants.*

• On Grant Menu, under ; click .

• At bottom of page; Under  click .

• Click the link to the Uploaded PDF

Paper Grant Agreement    DELETE

## Paper Signature Agreement Instructions

### Step 4. TxDOT Project Manager: Review and Deliver Grant Agreement for Signature

- Complete these steps only after you receive the signed Grant Agreement from the subgrantee.

A. On the Home page, under ; click .

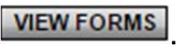
- If you do not see grant in My Tasks then the subgrantee has failed to change the status to Subgrantee Paper Signature Completed. Review the grant status in eGrants.

B. Click the Grant ID (Name Column) in your task list. The current status will be Subgrantee Paper Signature Completed.

Name	Current Status
<a href="#">2017-TxDOT-G-1YG-0001</a>	Subgrantee Paper Signature Completed

C. Review the Grant Agreement you received signed by the Subgrantee.

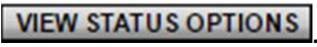
- Document must be original, no photo copies.
- The Agreement **cannot** be altered in any way. (Date/ Received Stamps on grant are ok)
- If corrections are required: return agreement and email Subgrantee for corrections.
- **TxDOT can only sign and execute ONE original Grant Agreement** and cannot sign multiple copies. This is per TxDOT Legal Department.
- Extra copies will not be returned and will be destroyed.
- TxDOT will keep the original copy of the executed grant.
- A scanned copy of the executed agreement will be uploaded to eGrants.

D. On Grant Menu, under ; click .

E. At bottom of page; under  click .

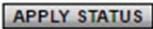
- Wait for the agreement to be created. (This may take a several seconds).

F. Verify the Grant Agreement matches the eGrants PDF and has not been altered.

G. On Grant Menu, under ; click .

- To verify agreement is correct and ready for TxDOT signature, Click  under:

PAPER AGREEMENT VERIFIED BY PROJECT MANAGER  
Click the button below to send this proposal to Verified by Project Manager.



H. Route Grant Agreement to appropriate TxDOT personnel to sign and execute agreement.

- Determine which category below the grant agreement falls into and follow steps:

1. **For District grants with an Amount Eligible for Reimbursement (TxDOT): < \$100,000:**

- Grant can be signed/executed by **District Engineer (DE)**.
- Mail 1 executed grant with signatures to TxDOT TRF-TS in Austin.

2. **For District grants with an Amount Eligible for Reimbursement (TxDOT): ≥ \$100,000:**

- Grant must be signed by **Division Director**. DE can sign grant but grant is not executed until Division Director signs.
- Mail 1 agreement with signatures to TxDOT TRF-TS in Austin for **Division Director** Signature.

3. **For all Statewide / Division grants (regardless of TxDOT amount):**

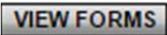
- Grant must be signed by **Division Director**.
- Route 1 agreement with signatures to TxDOT TRF-TS in Austin for Division Director Signature.

## Paper Signature Agreement Instructions

### Step 5. TxDOT eGrants Administrator: Award and Scan Grant Agreement

- A.** Receive the original signed executed Grant Agreement
- B.** Grant changed to **GRANT AWARDED** status
  - The Grant becomes effective on **10/01** or on the date of final signature of both parties, whichever is later.
  - Performance Reports and Request for Reimbursement cannot be created until grant is awarded
- C.** An email notification will be sent to Subgrantee Administrator and Project Manager that the grant has been executed and awarded with the executed start date of your grant
- D.** Scan and upload executed Grant Agreement into eGrants.
  - *This may take several weeks due to the volume of grant agreements received. The Subgrantee will not receive an email when agreement is uploaded.*

### Step 6. View / Download / Print the Executed Grant:

- On Grant Menu, under ; click .
- At bottom of page; Under  click .
- Click the link to the Uploaded PDF

Paper Grant Agreement	<input type="text"/>	Browse...	<input type="checkbox"/> DELETE
	<a href="#">687842-ExecutedGrantAgreement-Example.pdf</a>		