

Texas Department of Transportation

Routine Airport Maintenance Program (RAMP)

Quick Reference Guide (QRG)

RAMP Grant Quick Reference Guide

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RAMP Grant Period

- The RAMP grant period begins upon execution of the RAMP grant agreement.
- Grants may be executed as early as September 1, the first day of the State fiscal year.
- Eligible expenses must be incurred **and** invoiced between the grant execution date (the date of TxDOT signature) and August 31.
- Work performed before grant execution is not eligible for reimbursement; a new RAMP grant must be executed each State fiscal year before work begins.

Executing a RAMP Grant

- RAMP grants are executed through eGrants.
- To ensure timely processing, please do not mail or email partially executed grant documents to TxDOT. Additional copies are not required and may interfere with the electronic execution process.

To execute a RAMP Grant

- Navigate to eGrants. Login and open the "My Tasks" section on the "Home" tab. Any RAMP grants you are associated with will be listed here.
- Click on the name of the RAMP grant that is waiting to be executed; the status will be "Agreement Signature and Verification Required."
- After clicking on the name of the RAMP grant, hover over the "Forms Menu" link near the top of the screen, then click on "RAMP Grant Form."
- Scroll down to the "Acceptance of the Subgrantee" section and select a signing option; chose Option 1 for electronic signature (the electronic signature option does not include digital signatures applied through platforms like DocuSign) or chose Option 2 for handwritten and digital signature(s) (DocuSign).
    - **Option 1**: Select this option to apply electronic signature(s).
        - Once selected, additional designated representative fields will be displayed.
        - Populate the designated representative fields (all fields are required).

        - Click "**Save & Submit Signature**" to submit your grant to TxDOT for execution.
        - **A signed copy of the grant is not required to be uploaded under this option; your grant will be fully executed using only electronic signature(s) applied through eGrants.**
    - **Option 2**: Select this option for handwritten signatures and digital signatures applied through DocuSign or similar platforms.
        - Download a copy of the grant using the "Link to View and Download RAMP Grant" hyperlink.
        - After the grant has been signed by the Sponsor, select "Choose File" next to "Sponsor Signed Copy" and upload the signed document.
        - Click "**Save & Submit Signature**" to submit your grant to TxDOT for execution.
- **Important**: clicking "Save" will only save your progress. TxDOT will not be notified that your grant is ready for execution until you click "**Save & Submit Signature**." Please be sure to complete this step when you are ready to execute your grant.



Reimbursement Process

Important notes and tips

- Reimbursement requests may be submitted only for paid invoices. All work must be complete, and all goods must have been received before requesting reimbursement.
- Each reimbursement request must include the TxDOT Summary of Expenses form, the invoice(s), and proof of payment.
- Acceptable proof of payment includes:
    - Copy of a canceled check or check copy
    - Bank statement
    - Purchase order showing payment
    - Vendor invoice showing a paid status and zero balance due
    - Invoice showing payment by credit card

    - Printout from the sponsor's accounting system showing payment has been issued
- Sponsor-applied “PAID” stamps, markings, or accounting notes on an invoice do not constitute acceptable proof of payment.
- Each reimbursement request should only include one Summary of Expenses form. If there are additional invoices that do not fit on a single form, a separate reimbursement request must be submitted.
- Include all documentation necessary to support the work or purchase and demonstrate eligibility (e.g., exhibits showing where work was performed, correspondence with TxDOT, photographs of completed work, approval forms, or other relevant records).
- Please note that only one attachment is permitted per “Choose File” field. Selecting “Choose File” and uploading a new document will overwrite and replace any existing attachment.

To submit a reimbursement request

- Navigate to eGrants, log in, and open the “My Tasks” section on the “Home” tab.
- Click the name of the RAMP grant for which you are submitting a reimbursement request.
- Hover over “Related Documents and Messages” near the top of the screen and select “Initiate a/an RAMP Grant Payment.”
- Click “I Agree” on the next screen.
- Hover over “Forms Menu” near the top of the screen and select “RAMP Grant Payment Form.”
- Select the appropriate Sponsor option from the drop-down menu in the “City, County, or Other Account No.” field.
- Select the applicable fiscal year from the drop-down menu in the “Fiscal Year” field; this should always match the State’s fiscal year of your RAMP grant.
- Select “AVN-NP” from the drop-down menu in the “Activity” field.
- Note: Selecting the box by “Check here if this is a Final Request” will prevent additional reimbursement requests from being submitted. Do not select this option unless you are requesting reimbursement for the remaining grant balance.
- Click the “Summary of Expenses Form” hyperlink to download the required form.
    - Enter the grant number at the top of the form (e.g., M2722EPAS).
    - Enter the RFR Number. For example, select 1 for your first reimbursement request of the fiscal year, 2 for your second request, and so on.
    - Enter the grant execution date. This date is displayed near the top of the payment request screen for reference.

    - List each invoice on a separate line of the Summary of Expenses form.
    - Each line must include the invoice date, vendor's name, brief description of the work or purchase, and the amount paid.
- Combine the completed Summary of Expenses form with invoices, proof of payment, and any other relevant information into a single PDF file.
- Return to the reimbursement request in eGrants and click "Choose File" next to "Invoices and Supporting Documentation."
- Attach the PDF containing the completed Summary of Expenses form and supporting documentation.
- Select the check box in the "Certification of Sponsor" section.
- Click "**Save & Submit**" to complete the reimbursement request.
- **Important**: clicking "Save" will only save your progress. TxDOT will not be notified that your reimbursement request is ready for review until you click "**Save & Submit**." Please be sure to complete this step when you are ready to submit your request.



Reimbursement review

- After you submit a reimbursement request, the TxDOT Aviation team will review the request. If any revisions are needed, the request will be returned to you in eGrants which will change the status back to "Payment / Contract Compliance In Process."
- You will receive an automated system email from eGrants that outlines the items requiring your attention.

Tips for resubmitting a reimbursement request

- Once a reimbursement request has been reviewed, adding additional invoices may slow the reimbursement process. Additional invoices should be submitted as a separate reimbursement request.
- Do not create a new reimbursement request for the updated/corrected reimbursement request. This can cause delays and slow the reimbursement process. Please use the original reimbursement request to make all necessary adjustments.
- If additional information is required to support eligibility, such as the location where work was performed, include it in the Item Purchased/Description of Work column of the Summary of Expenses form, annotate the invoice, or provide the information by email to the reviewer.

Resubmitting a reimbursement request

- Navigate to eGrants. Login and open the “My Tasks” section on the “Home” tab.
- Locate and click the name of the payment that was in the email you received; the status will be “Payment / Contract Compliance In Process.”
- Hover over the “Forms Menu” near the top of the screen, then click on “RAMP Grant Payment Form.”
- If your payment requires updates to the original attachment, click on the “Choose File” button where the current documentation is saved and replace that attachment.
- If additional documentation is required, attach it using one of the additional "Choose File" fields to ensure the original attachment remains on the reimbursement request.
- Once your reimbursement request is updated, click “**Save & Submit**” to complete your re-submission.



Reimbursement Request Status Guide

The table below describes the reimbursement request statuses in eGrants and explains what each status means for your reimbursement request.

Status	Explanation
Payment / Contract Compliance In Process	Reimbursement request has either been newly created by the Sponsor **or** returned to the Sponsor for additional information or corrections after TxDOT review.
Payment / Contract Compliance Submitted	Reimbursement request has been submitted to TxDOT by the Sponsor.
Payment / Contract Compliance In Director Review	Reimbursement request has completed Tier 1 review and is now undergoing Tier 2 review.
Payment / Contract Compliance Pending Export	Reimbursement request has completed all reviews and is being exported to our Finance Division for payment.
Payment Data Submitted	Reimbursement request has been received by the Finance Division and payment is in process.
Payment / Contract Compliance Complete	Payment has been issued.
Refund in Process	Repayment is due to TxDOT by the Sponsor.
Refund Submitted to PeopleSoft	Repayment from the Sponsor has been received by the Finance Division.
Refund Completed	The repayment process has been complete.

Contact us

For additional information, please email AVN_TxDOT_Aviation_Grants@txdot.gov or call (512) 416-4500.