
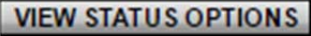
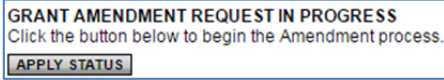



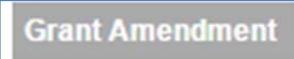



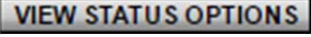



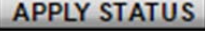




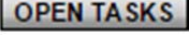






TxDOT: Traffic Safety (Subgrantee & TxDOT) Amendment Instructions

- ❖ TxDOT-Traffic Safety requires Electronic Signatures by Subgrantee and TxDOT to sign the amendment in the eGrants system. TxDOT-Traffic Safety will **not** accept a paper amendment. The Electronic Signature process for the amendment is included in these instructions (Step 7)
- ❖ Subgrantee must create a separate Amendment Request and Electronic Signature page and TxDOT must create a separate Amendment Response if there are multiple amendments.




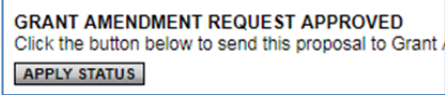

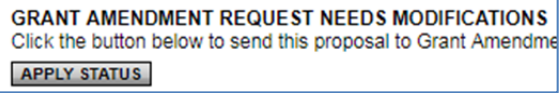

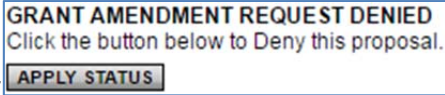
Step 1. Subgrantee Administrator: Create the Amendment Request

1. Login to TxDOT-Traffic Safety eGrants <https://www.txdot.gov/apps/egrants>
2. Grant Menu, under  section; Click 
 - **To Start the Amendment Process:** Click  under  then  on Agreement page.
3. Grant Menu, under  section; Click 
4. Bottom Page; under  section; Click [Amendment Request](#)
 - Complete and  the [Amendment Request](#) page **(Required)**.
 - If a previous Amendment was created; Click  to create new Amendment Request.
5. Grant Menu, under  section; Click 
 - **To Submit Amendment Request:** Click  under  then 
 - **NOTE:** You are only submitting an Amendment Request **not** the Amendment.
 - You cannot make changes to any other pages in the grant.
 - **To Cancel Amendment Request:** Click  under  then 
 - The grant will then return to **GRANT AWARDED**.










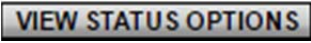
Step 2. TxDOT Project Manager: Approve the Amendment Request




1. Home page, under ; Click 
2. Click the Grant ID (Name Col) in task list. Status = **Grant Amendment Request Submitted**
3. Grant Menu, under  section; Click 
4. Bottom Page; under  section; Click [Amendment Request](#)
 - Review Amendment Request page to approve or deny subgrantee amendment request
5. Bottom Page; under  section; Click [Amendment Response](#)
 - Complete &  the [Amendment Response](#) page **(Required)**
 - If a previous Amendment was completed; Click  to create new Amendment Response.

TxDOT: Traffic Safety (Subgrantee & TxDOT) Amendment Instructions



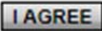
6. Grant Menu, under  section; click .
- **To Approve Amendment Request:** Click  under 
 - **NOTE:** You are only approving the Amendment Request **not** the Amendment.
 - After Request is Approved, Status= **Grant Amendment in Progress**
 - Subgrantee can now make changes to any pages in the Grant.
 - **If Amendment Request needs Modifications:** Click  under 
 - Review Amendment Response by Project Manager.
 - You need to make changes to [Amendment Request](#) page and resubmit the request.
 - **To Deny Amendment Request:** Click  under 
 - The Grant will then return to **Grant Awarded** status

Step 3. Subgrantee Administrator: Complete and Submit the Amendment


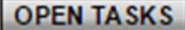

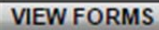
1. Home page, under ; Click .
2. Amendment will have 3 possible statuses:
 - **Amendment Request was Approved:** Status = **Grant Amendment In Progress**
 - Review Amendment Response by Project Manager.
 - You can now make changes to the grant. Proceed to part 3
 - **Amendment Request needs Modifications:** Status = **Grant Amendment Request Needs Modifications**
 - Review Amendment Response by Project Manager
 - You need to make changes to [Amendment Request](#) page and resubmit the request.
 - **Amendment Request is Denied:** Status = **Grant Awarded.**
 - Grant will **not** be in . See Grant Status History for **Grant Amendment Request Denied**
 - Review Amendment Response by Project Manager.
 - No Further action is needed.
3. Grant Menu, under  section; Click .
4. Bottom page; under section ; Click .
- Review Amendment Response by Project Manager.
- Modify and Resubmit Amendment Request if Project Manager requested
5. Modify and  only the pages as referenced in your Amendment Request. Any other changes are not allowed and amendment will be returned by the Project Manager for modifications
6. Grant Menu, under  section; click .

 - **To Submit Amendment:** Click  under  then  on Agreement page
 - Amendment will be sent to TxDOT for review.



TxDOT: Traffic Safety (Subgrantee & TxDOT) Amendment Instructions

- **To Cancel Amendment:** Click  under  then  on Agreement page
 - Subgrantee must reverse any changes made back to pre-amendment before status change.
 - Grant will return to **GRANT AWARDED** status.
 - No Further action is needed

Step 4. TxDOT Project Manager: Review the Submitted Amendment

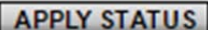

1. Home page, under  section; Click .
2. Click the Grant ID (Name Col). Status = **Grant Amendment Submitted**.
3. Grant Menu, under  section; Click .
4. Review all pages in grant for the indicated changes in the Amendment Request and any unauthorized changes to other pages.

- **Note:** Subgrantee can make changes to **any page** while completing an Amendment.


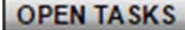

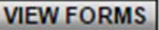
- **Note:** Grant Menu, under  section; Click  to review all changes that have been made to grant.

5. Grant Menu, under  section; click .



- **To Approve Amendment:** Click  under 
◦ Amendment will be sent to Programs Director for Review.

- **If Amendment Needs Modifications:** Click  under 
◦ Amendment will be returned to Subgrantee to make needed changes.

Step 5. TxDOT Programs Director: Review the Approved Amendment

1. Home Page, under  section; Click .
2. Click the Grant ID (Name Col). Status = **Amendment Review Complete**.
3. Grant Menu, under  section; Click .
4. Review all pages in grant for the indicated changes in the Amendment Request and any unauthorized changes to other pages.

- **Note:** Subgrantee can make changes to any page while completing an Amendment.

- **Note:** Grant Menu, under  section; Click  to review all changes that have been made to grant.

5. Grant Menu, under  section; click .

TxDOT: Traffic Safety (Subgrantee & TxDOT) Amendment Instructions

- **To Approve Amendment:** Click **APPLY STATUS** under **APPLY STATUS**
◦ Amendment will be sent to TRF-Section Director.

AMENDMENT PROGRAMS DIRECTOR REVIEW COMPLETE
Click the button below to send this amendment to Section Director

- **If Amendment Needs Modifications:** Click **APPLY STATUS** under **APPLY STATUS**
◦ Amendment will be returned to Project Manager to then return to Subgrantee

AMENDMENT PROGRAMS DIRECTOR RETURNED
Click the button below to send this amendment to Project Manager

Step 6. TxDOT Section Director: Review the Approved Amendment

1. Home Page, under **My Tasks**; Click **OPEN TASKS**.
2. Click the Grant ID (Name Col). Status = **Amendment Programs Director Review Complete**
3. Grant Menu, under **View, Edit and Complete Forms** section; Click **VIEW FORMS**.
4. Review all pages in grant for the indicated changes in the Amendment Request and any unauthorized changes to other pages.
 - **Note:** Subgrantee can make changes to any page while completing an Amendment.

Access Management Tools
Select the View Management Tools button below to perform actions

- **Note:** Grant Menu, under **VIEW MANAGEMENT TOOLS** section; Click **VIEW MODIFICATION HISTORY** to review all changes that have been made to grant.

5. Grant Menu, under **Change the Status**; Click **VIEW STATUS OPTIONS**

- **To Approve Amendment:** Click **APPLY STATUS** under **APPLY STATUS**
◦ Amendment is approved. Sent to Subgrantee for electronic signature

AMENDMENT SECTION DIRECTOR REVIEW COMPLETE
Click the button below to Approve this amendment

- **If Amendment Needs Modifications:** Click **APPLY STATUS** under **APPLY STATUS**
◦ Amendment will be returned to Programs Director to return to Project Manager



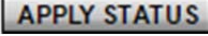


AMENDMENT SECTION DIRECTOR RETURNED
Click the button below to send this amendment to Project Manager

Step 7. Subgrantee Administrator: Start Electronic Signature Agreement Process

- ❖ TxDOT-Traffic Safety requires Electronic Signatures by Subgrantee and TxDOT to sign the grant amendment in the eGrants system. TxDOT-Traffic Safety will **not** accept a paper amendment.
- ❖ The Subgrantee Administrator's User Name, Title (in eGrants), Date and Time when Electronic Signature Page gets saved is recorded as the official Subgrantee electronic signature of the organization for the amendment.
- ❖ Only active Subgrantee Administrator(s) listed on the current grant will be able to save the page. User(s) who are not active Subgrantee Administrator(s) on the grant or Subgrantee Staff will not be able to save the page and no save button will be available.
- ❖ The Subgrantee Administrator's name recorded on the Electronic Signature page in eGrants must be one of the Subgrantee Administrator(s) listed on the Electronic Signature Authorization Form. They must match to be approved by TxDOT. (Name = Prefix, First, Middle Int., Last, Suffix)

1. Home page, under **My Tasks** section; Click **OPEN TASKS**.
 - *If you do not see your grant then you may not be on the grant as a subgrantee administrator.*
2. Click the Grant ID (Name Col) in task list. Status = **Amendment Approved**

TxDOT: Traffic Safety (Subgrantee & TxDOT) Amendment Instructions

- Grant Menu, under  section; click 
- To start the Amendment Electronic Signature Process:** Click  under  then  on Agreement page

Step 8. Subgrantee Administrator: Complete Electronic Signature Authorization Form

This step will include:

- Print & complete the required *Electronic Signature Authorization Form* for the current Amendment.
- Print a non-legal review copy of the grant Amendment.
- Create a report of all active subgrantee administrator(s) for the current grant.

Definitions

Electronic Signature Authorization Form:


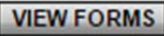


This form is required and lists the **Authorizing Authority** of the organization with their signature and the active **Subgrantee Administrator(s)** who have been given authorization by the **Authorizing Authority** to electronically sign grant agreements/amendments in eGrants on behalf of their organization for the Grant ID listed on the bottom of the form. The form must be delivered to the Authorizing Authority for your organization for completion and signature and uploaded to eGrants before electronically signing the grant.



Authorizing Authority:

An officer of the organization that has the full and complete authority to enter into the agreement on behalf of the organization. It would be same person who could sign a paper agreement in the past. They do not have to be a user in eGrants. **If they are also an active Subgrantee Administrator on the grant and want to electronically sign the grant, then the Authorizing Authority would enter their name as Subgrantee Administrator in the “Authorized to Electronically Sign Grant Agreements and Amendments” section**

Subgrantee Administrator(s):

Active Subgrantee Administrator(s) for the current grant who have been authorized by the **Authorizing Authority in the Authorized to Electronically Sign Grant Agreements and Amendments** section of the **Electronic Signature Authorization Form** to electronically sign the grant agreement/amendments in eGrants on behalf of their organization for the Grant ID listed on the bottom of the form. They have to be active on the Organization and the current grant in eGrants.


- Grant Menu, under  section; click 
- Bottom page; under  section; click  link
- Print the **Electronic Signature Authorization Form (PDF)**:
NOTE: If the information on the **Electronic Signature Authorization Form** that was used for the Grant Agreement has not changed you may upload that form again on the Amendment Electronic Signature Page. If any information has changed then you must complete and upload a new **Electronic Signature Authorization Form** for the Amendment.

- In the  section: Click the  link to download and print form.

TxDOT: Traffic Safety (Subgrantee & TxDOT) Amendment Instructions

4. Print or Type Name & Title of the **Authorizing Authority** and have them sign and date in the "Authorizing Authority" section of the form.
 - **Note:** The Ordinance or Resolution number is optional and not required by TxDOT.

Ex: Completed Authorizing Authority section of form by the Authorizing Authority

Authorizing Authority	
The signatory of the Subgrantee hereby represents and warrants that she/he is an officer of the organization for which she/he has executed this agreement and that she/he has full and complete authority to enter into the agreement on behalf of the organization. I authorize the person(s) listed under the section "Authorized to Electronically Sign Grant Agreements and Amendments" to enter into an agreement on behalf of the organization.	
Name:	JOHN Q. MAYOR
Title:	MAYOR, TEXASVILLE, TX
Signature:	
Date:	8-1-2017
Under the authority of Ordinance or Resolution Number (if applicable)	

5. Print or Type name(s) of the active **Subgrantee Administrator(s)** and their Title (in eGrants) listed on the current **grant** in the "Authorized to Electronically Sign Grant Agreements and Amendments" section of the form.
 - A minimum of 1 and maximum of 3 active Subgrantee Administrator(s) on the grant can be entered on the form in this section.

Ex: Authorized Subgrantee Administrators listed on Electronic Signature Authorization Form

Authorized to Electronically Sign Grant Agreements and Amendments		
List Subgrantee Administrators who have complete authority to enter into an agreement on behalf of the organization.		
	Print Name of Subgrantee Administrator in TxDOT Traffic Safety eGrants	Title
1.	MR. TEST M SUBADMIN SR	PROJECT ADMINISTRATOR
2.	JOHN E. SMITH	CHIEF OF POLICE
3.	JOHN Q. MAYOR	MAYOR - TEXASVILLE, TX

6. Print a review copy (non-legal) of the Grant Amendment Agreement:
 - In the **2. Review Grant Agreement (For review purpose only, not legal document)** section; click the [Click here to download](#) link to print a review (non-legal) copy of the Grant Amendment.
 - This is for review purposes only and is not a legal document. The appropriate people (Authorizing Authority, City Councils, etc.) can review the entire Grant Amendment including Terms and Conditions.
 - **Note:** After amendment is executed a copy of agreement including the electronic signatures by both parties will be available.

TxDOT: Traffic Safety (Subgrantee & TxDOT) Amendment Instructions

7. Create a report of all active subgrantee administrator(s) for the current grant:

- In the **3. List of Authorized Subgrantee Administrators who have access to this grant** section; click the **Click here to download** link. A new page will open.
- Click the **EXECUTE** button in the top right hand corner of new page to create a report of all active Subgrantee Administrator(s) and their Titles (in eGrants) listed on the current grant.

Ex: Subgrantee Administrator Report for current grant

Subgrantee Administrator	Title	Phone
Mr. Test M SubAdmin Sr.	Project Administrator	(512) 416-3213

- If a user(s) does not appear on report, then they are not listed as an active Subgrantee Administrator on current grant. Review these instructions on how to add/ edit users in eGrants: <https://www.txdot.gov/apps/eGrants/eGrantsHelp/Instructions/AddEditUsers.pdf>

Step 9. Subgrantee Administrator: Complete Electronic Signature for Amendment

1. Grant Menu, under **View, Edit and Complete Forms** section; click **VIEW FORMS**
2. Bottom of page; Under **Grant Amendment** section; click **Electronic Grant Amendment Agreement Signature Page** link
 - **Note:** If a previous Amendment was completed; Click **ADD** to create a new Electronic Signature Page for the new amendment
3. Click the **Browse...** or **Choose File** button next to **Upload Signed Signature Authority Form** and upload the completed & signed scanned **Electronic Signature Authorization Form**.
4. Click the check box under **Subgrantee Signature** to agree to terms of the electronic signature process.

See NOTE: Step 8: part 3

Ex: Check box checked for electronic signature process

Subgrantee Signature
<input checked="" type="checkbox"/> By checking this box,

5. Click the **SAVE** button at top of page to save page and electronically sign the grant amendment.
- #### Ex: Completed Electronic Signature Page w/ signature & uploaded Electronic Signature Authorization Form

ELECTRONIC GRANT AMENDMENT AGREEMENT SIGNATURE PAGE		
Subgrantee Signature		
<input checked="" type="checkbox"/> 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 765478-2018AuthorityForm.pdf	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="DELETE"/>
Name Mr. Test M SubAdmin Sr.	Title Project Administrator	Date Sep 26 2017 10:31AM

Note: to be approved by TxDOT. Name on electronic Signature page in eGrants must match one of the names on the Electronic Signature Authorization Form.

TxDOT: Traffic Safety (Subgrantee & TxDOT) Amendment Instructions

Example of Valid Electronic Signature and Authorization Form

Ex A: Subgrantee Electronic Signature recorded on Electronic Amendment Signature page in eGrants

Name Mr. Test M SubAdmin Sr.	Title Project Administrator	Date Jul 21 2017 3:04PM
--	---------------------------------------	-----------------------------------

Ex B : Authorized Subgrantee Administrators listed on Electronic Signature Authorization Form

Authorized to Electronically Sign Grant Agreements and Amendments
List Subgrantee Administrators who have complete authority to enter into an agreement on behalf of the organization.

	Print Name of Subgrantee Administrator in TxDOT Traffic Safety eGrants	Title
1.	MR. TEST M SUBADMIN SR	PROJECT ADMINISTRATOR
2.	JOHN E. SMITH	CHIEF OF POLICE
3.	JOHN Q. MAYOR	MAYOR - TEXASVILLE, TX

- Example A: Name on Electronic Signature Page = Mr. Test M SubAdmin Sr.
- Example B: One of Names on Form (Box1) = Mr. Test M SubAdmin Sr.
- Name in eGrants matches one name on form so electronic signature is valid.
- **Note that the Authorizing Authority is also listed on Example B: form (Box 3). They can also electronically sign the grant in eGrants if they are an active subgrantee administrator on the grant.**

Step 10. Subgrantee Administrator: Submit Electronically Signed Amendment

1. Grant Menu, under ▶ Change the Status section; click VIEW STATUS OPTIONS
2. To submit your Electronically Signed Grant Amendment to TxDOT, Click APPLY STATUS under.

AMEND-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

APPLY STATUS

3. Then Click I AGREE 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

I AGREE I DO NOT AGREE

Amend-Subgrantee Electronic Signature Completed

- ❖ Your grant status is now Amend-Subgrantee Electronic Signature Completed and you have completed the electronic signature of the amendment. No further action is required.
- ❖ If there is a problem with subgrantees electronic signature, amendment will be returned by TxDOT & notified by email and Project Manager of grant will contact subgrantee with details for the return.

TxDOT: Traffic Safety (Subgrantee & TxDOT) Amendment Instructions

Step 11. TxDOT: Review and Electronically Sign and Execute Grant Agreement

1. TxDOT will review subgrantees electronic signature and Electronic Signature Authorization Form
2. TxDOT will electronically sign and execute the grant amendment in eGrants

Ex: Executed Grant Amendment with Subgrantee and TxDOT Electronic Signature

ELECTRONIC GRANT AMENDMENT 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 No file chosen
[765478-2018AuthorityForm.pdf](#)


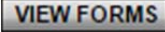


Name	Title	Date
Mr. Test M SubAdmin Sr.	Project Administrator	Sep 26 2017 10:31AM

TxDOT 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.

Name	Title	Date
Test TRF-Section Director	TRF-Section Director	Sep 26 2017 10:41AM

3. Amendment will be changed to Grant Awarded status.

Step 12. Subgrantee Administrator: Print copy of Executed Grant Amendment

1. Grant Menu, under  **View, Edit and Complete Forms** section; click .
2. Bottom of page; Under  section; click  link.
3. Print or Save a copy of executed grant amendment. (Click link once, not multiple times)
4. The signature page of Grant Amendment will show the Electronic Signatures of both parties.

Ex: Copy of Executed Grant Amendment showing electronic signatures of both parties

Subgrantee Signature
X 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.

Name: Mr. Test M SubAdmin Sr.
Title: Project Administrator
Date: Jul 21 2017 3:04PM

TxDOT Signature
X 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.

Name: Test TRF-Section Director
Title: TRF-Section Director
Date: Jul 24 2017 2:19PM