TxDOT: Traffic Safety Grant Termination Instructions – v. 7/17/20

1. Start Termination & Submit Request: Subgrantee Administrator or TxDOT Project Manager

   A. Login to eGrants https://www.txdot.gov/apps/egrants

   B. Navigate to the grant that needs termination by using the [Proposal/Grant] Search Tab to find the grant

      1) Enter the Grant ID in the [Proposal/Grant Name]
      2) Click the Grant ID in Search Results
      3) Status of Grant must be *"Grant Awarded"*

   C. On the Grant Menu, under [Change the Status] section; click [VIEW STATUS OPTIONS]

      1) Change status to
       GRANT CLOSE OUT INITIATE
       Click the button below to send this proposal to Agreement Grant Close Out Initiate.
       [APPLY STATUS]

       • Note: Cancel Request by changing status to
       GRANT CLOSE OUT CANCELED
       [APPLY STATUS]

   D. Complete and [SAVE] the [Grant Termination Request Page]. Under the [Grant Termination] section.

      1) Enter the Date of Termination here:
       Date of Termination: (last day to incur expenses)
       • No expenses will be reimbursed for work completed after this date

      2) Enter the Reason for Termination here:
       Reason for Termination — 0 of 5000

      3) Any supporting documents can be upload here:
       Supporting Documentation (if any): [Choose File] No file chosen
       • These can include a termination letter, emails, etc.

   E. Submit the Grant Termination Request:

      a) On the Grant Menu, under [Change the Status]; click [VIEW STATUS OPTIONS]
       GRANT CLOSE OUT SUBMITTED
       Click the button below to send this proposal to Grant Close Out Submitted.
       [APPLY STATUS]
      b) Change status to:

2. Review Request/Submit Response/Approve Request: TxDOT Project Manager

   A. Login to eGrants https://www.txdot.gov/apps/egrants

      1) Grants with Termination Request that have been submitted will appear in [✓ My Tasks]
      2) Status of Grant will be *"Grant Close Out Submitted"*

   B. Review the [Grant Termination Request Page] Under the [Grant Termination] section.

   C. Complete and [SAVE] the [Grant Termination Response Page]

      Note: Complete this page even if you initiated termination & completed the [Grant Termination Response Page]

      1) Before you approve the termination request, Enter your response here:
       Response — 0 of 5000

      2) Any supporting documents can be upload here **Supporting Documentation (if any):** [Choose File]
       • This may include emails, correspondence, etc. related to the termination

   D. Approve Grant Termination Request;

      1) On the Grant Menu, under [Change the Status]; click [VIEW STATUS OPTIONS]
       GRANT CLOSE OUT APPROVED
       Click the button below to send this proposal to Grant Close Out Approved.
       [APPLY STATUS]
      2) Change status to

3. <u>**Finalize Termination: TxDOT Project Manager:**</u>

- **Make sure all outstanding PR/RFRs have been submitted and approved before the next step of finalizing the Termination.**
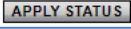- **After the Termination is Finalized no new PR/RFRs can be created**

A. Login to eGrants https://www.txdot.gov/apps/egrants

1) Grants with Termination Request that have been submitted will appear in ✔ My Tasks
2) *Status of Grant will be "Grant Close Out Approved"*

B. On the Grant Menu, under ⊙ Change the Status ; click **VIEW STATUS OPTIONS**

> **GRANT CLOSE OUT FINALIZED**
> Click the button below to send this proposal to Grant Close Out Finalized.
>
> **See important Notes below before Finalizing:**
> Note: Subgrantee must submit any outstanding PRs & RFRs
> Note: All PRs & RFRs submitted must be approved: Status "PR Approved" & "RFR Approved"
>
> **APPLY STATUS**

1) Change status to

4. <u>**Terminating the Grant and Closing Out: TxDOT Section Director**</u>

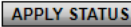**A.** Login to eGrants https://www.txdot.gov/apps/egrants

1) Grants with Termination Requests that have been Finalized will appear in ✔ My Tasks
2) *Status of Grant will be "Grant Close Out Finalized"*
3) *All Outstanding PR/RFRs should have been submitted and approved.*
4) *No New PR/RFRs can be created*

B. Review the Grant Termination Request Page and Grant Termination Response Page and any supporting attachments included on each page

C. Approve the Grant Termination:

1) On the Grant Menu, under ⊙ Change the Status ; click **VIEW STATUS OPTIONS**

> **GRANT YEAR CLOSED**
> Click the button below to send this proposal to Grant Closed.
> **APPLY STATUS**

2) Change status to

D. Termination of the Grant is Completed. Status is Grant Year Closed