








# Project Celebration Instructions

**Note: These Instructions are for TxDOT Staff only.** Project Celebration/Graduations are handled thru the local TxDOT Traffic Safety Specialist (TSS) not the TxDOT eGrants online system. Please **do not** request an eGrants User ID for Project Celebration/Graduations. High Schools or Project Celebration representatives can contact their local TSS thru this link <https://www.txdot.gov/apps/eGrants/eGrantsHelp/Contact.html> for information about Project Celebration/Graduation projects.

## Step 1. TxDOT Planner: Create Project Celebration Grant in eGrants

- a. Login to eGrants <https://www.txdot.gov/apps/egrants>
- b. Under  View Available Proposals click ; and then click  for Project Celebration.
- c. On the Project Celebrations Grant Menu, under  View, Edit and Complete Forms; click .
- d. Click on the [General Information](#) link. Complete and  the **GENERAL INFORMATION** page.
- e. On the Project Celebrations Grant Menu, under  Access Management Tools; click .
- f. Click the  [ADD/EDIT PEOPLE](#) link. Add Project Manager to grant.
  - **Note:** The TSS will actually be added as Subgrantee Administrator for Project Celebrations
- g. On the Grant Menu, under  Change the Status; click .
- h. Approve grant by clicking  under Possible Statuses; **PROJECT CELEBRATION APPROVED** STATUS.

## Step 2. TxDOT Project Manager/TSS: Enter School Information & Create Grant Agreement

- a. Login to eGrants <https://www.txdot.gov/apps/egrants>
  - **Note:** The Project Celebration Grants will NOT appear in your “My Tasks” sections of the Home page. You must use the Proposal/Grant Tab to goto your grants
- b. Click the  Tab on the Search Bar.
- c. In the Search Proposal/Grant, click ; click . This displays all your grants.
  - **Note:** You can also add criteria to filter your results: For Example; Enter the year in Year field and then enter -PC- in the **Proposal/Grant Name** field to return only Project Celebration grants for the current year.
- d. Click on the Project Celebration Grant ID (Name Column) in the Search results. (For ex [2012-PC-Tx-TxDOT-00001](#)).
  - **Note:** The status will be “Project Celebration in Progress”.
- e. On the Project Celebrations Menu, under  View, Edit and Complete Forms; click .
- Click on the [General Information](#) link. The **GENERAL INFORMATION** page includes the award amount for your District.
  - **Note:** You cannot change any information on this page.
- f. On the Project Celebrations Menu, under  View, Edit and Complete Forms; click .
- Click on the [School Information](#) link. Complete and  the **SCHOOL INFORMATION** page.
  1. Click the **Select the High School:** drop-down arrow and select the High School Name from the drop down list.  the page.
  2. Enter the School award amount in the **Enter the Amount Awarded to this School:** field.  the page.
  3. The name of the **School District:**, **High School Name:**, **High School Number:**, **Address:**, **City:**, **County:**, & **School District Payee Identification Number:** will auto populate on this page after you  the page.
    - **Note:** You can use this information to differentiate High Schools with duplicate names.
  4. This information will be used to auto populate the PC Grant Agreement.
  5. Click  to generate the grant agreement for the school just entered.
  6. The agreement (Word Format) consists of 5 pages. Discard the 1<sup>st</sup> page (cover page) and the 5<sup>th</sup> (last page). The official agreement is 3 pages in length (2<sup>nd</sup> thru 4<sup>th</sup> page).

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7. Get signatures from District Superintendent or District Superintendent Authorized Signature and the TxDOT/DE.
8. Scan and upload the executed **Project Celebration Agreement** to Signed Project Celebrations Agreement Upload field on this page. All 3 pages of the agreement must be uploaded.  the page.
9. Keep the original signed and executed hard copy of the grant on file at the district location. Do not send the executed grant to TRF-TS Austin.
10. To add another new school, click  and enter the next schools information on the newly created blank page. Repeat steps 1-9.

### Important Notes: Please Read

- Payment will only be made to the School District by Direct Deposit using the auto-generated **Payee Identification Number** that appears on eGrants on the **SCHOOL INFORMATION** page after the school name is selected and the page is saved and also appears in the Grant Agreement. Other **Payee Identification Numbers** will not be accepted.
- The Grant Agreement cannot be altered and to enter into this agreement the school must accept this payment method.
- When a school does not accept this payment method, a grant agreement will not be established.
- Payment will not be made to an individual School.
- Payment will not be issued by check.
- For further reference PINs instructions are available on eGrantsHelp <https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html>

### Step 3. TxDOT Project Manager/TSS: Create the Activities Report & RFR and Submit

- An RFR will not be processed without its accompanying Activity Report. The Activity Report is part of the RFR. You cannot submit the RFR without completing the Activity Report information on the RFR page in eGrants.
- You can only create and submit **one** RFR per school.

#### Create the PC RFR

- a. On the **Project Celebrations** Menu, under **Examine Related Items**; click .
- b. Under the Related Documents; click the [Initiate a Request For Reimbursement – Celebrations](#) link.
- c. Select  to create RFR; select  to cancel.
- d. On the **Request For Reimbursement - Celebrations Menu**, under **View, Edit and Complete Forms**; click .
- e. Click on the [Payments](#) link.
  1. Complete the **PAYMENTS** page.
  2. Click the Name of School drop-down arrow and select the High School Name from the drop down list.  the page
    - **Note:** After you select a school name and , the school name will no longer appear in drop-down list.
  3. Enter Date of Celebration and Number of Students.
  4. Scan (if needed) and upload the Schools Activity Report to the Attach Activity Report field and any other attachments provided to the Attachment 1, Attachment 2, etc. fields.
    - **Note:** Attachments must be less than 4MB.
  5. Amount Awarded to this School is automatically pulled from the School information page.
  6.  the **PAYMENTS** page.
- f. On the **Request For Reimbursement - Celebrations Menu**, under **Change the Status**; click .
- g.  under Possible Statuses; **RFR SUBMITTED OR RFR CANCELLED** status.
- h. To Create additional RFR/Activity Reports; follow steps a-g for each school.