



TxDOT:Traffic Safety Subgrantee Electronic Signature Instructions

- ❖ TxDOT-Traffic Safety requires Electronic Signatures by Subgrantee and TxDOT to sign the grant agreement in the eGrants system. TxDOT-Traffic Safety will **not** accept a paper agreement.
- ❖ 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.
- ❖ 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)

Step 1. Subgrantee Administrator: Start Electronic Signature Agreement Process

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

2. Home page, under  **My Tasks** section; click .
• *If you do not see your grant then you may not be on the grant as a subgrantee administrator.*

3. Click the Grant ID (Name Col) in task list. Current status = **Proposal Approved**.

Example: Grant ID listed in My Tasks

Name	Current Status
2017-TxDOT-G-1YG-0001	Proposal Approved


4. Grant Menu, under  **Change the Status** section; click 

5. To start the Electronic Signature Process. Click  under

SUBGRANTEE ELECTRONIC SIGNATURE IN PROGRESS
Select this Status to electronically/digitally sign the grant agreement



then  on Agreement page.

❖ **Note:** If you want to Withdraw your Proposal Click  under

PROPOSAL WITHDRAWN



then  on Agreement page.

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Step 2. Subgrantee Administrator: Complete Electronic Signature Authorization Form

This step will include:

1. Print and complete the required *Electronic Signature Authorization Form* for the current grant.
2. Print a non-legal review copy of the grant agreement.
3. 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.

1. Grant Menu, under  section; click 

2. Bottom page; under  section; click

 link

3. Print the **Electronic Signature Authorization Form (PDF):**

- In the  section:

click the  link to download and print form.

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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.

Example: 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:	JOHN Q. MAYOR
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.

Example: 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

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6. Print a review copy (non-legal) of the Grant 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 Agreement.
- ❖ 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 Agreement including Terms and Conditions.
- ❖ **Note:** After grant is executed a copy of agreement including the electronic signatures by both parties will be available.

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.

Example: Subgrantee Administrator Report for current grant





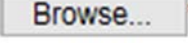
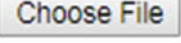
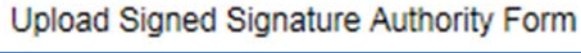
Results		
Subgrantee Administrator	Title	Phone
Mr. Test M SubAdmin Sr.	Project Administrator	(512) 416-3213

- ❖ *If a user(s) does not appear on report then they are not listed as an active Subgrantee Administrator on the current grant. Review these instructions on how to add/ edit users in eGrants:*

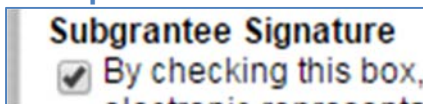
<https://www.txdot.gov/apps/eGrants/eGrantsHelp/Instructions/AddEditUsers.pdf>

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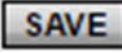
Step 3. Subgrantee Administrator : Complete Electronic Signature

1. Grant Menu, under  **View, Edit and Complete Forms** section; click 
2. Bottom of page; Under  section; click  link
3. Click the * or  button next to  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.

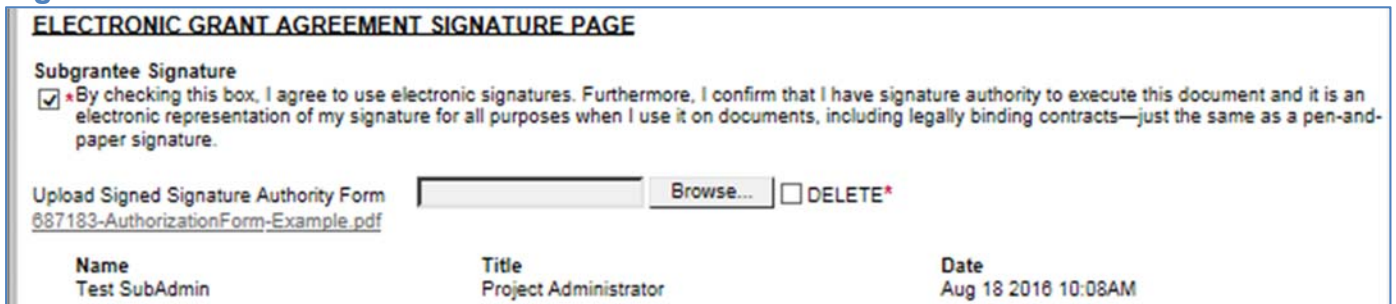
Example: Check box checked for electronic signature process



Subgrantee Signature
 By checking this box,


5. Click the  button at top of page to save page and electronically sign the grant agreement.

Example: Completed Electronic Signature Page w/ signature & uploaded Electronic Signature Authorization Form



ELECTRONIC GRANT 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  DELETE*

[687183-AuthorizationForm-Example.pdf](#)

Name	Title	Date
Test SubAdmin	Project Administrator	Aug 18 2016 10:08AM

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.

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Example of Valid Electronic Signature and Authorization Form

Example A: Subgrantee Electronic Signature recorded on Electronic Signature page in eGrants

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

Example 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.**

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Step 4. Subgrantee Administrator: Submit Electronically Signed Agreement

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

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**

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

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Step 5. 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 agreement in eGrants

Example: Executed Grant Agreement with Subgrantee and TxDOT Electronic Signature

ELECTRONIC GRANT 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

[754109-2018AuthorityForm-Sample.pdf](#)


Name	Title	Date
Test SubAdmin	Project Administrator	Jul 17 2017 3:11PM

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	Jul 21 2017 2:27PM

3. Grant will be changed to Grant Awarded status.
4. Email will be sent to Subgrantee Administrator(s) and Project Manager that grant has been executed with the executed start date of your grant.

Step 6. Subgrantee Administrator: Print copy of Executed Grant Agreement

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

Example: Copy of Executed Grant Agreement 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