Texas Department of Transportation

TxDOT Subgrantee Manual
Version 1.5
eGrants System

Aviation Division

PREFACE:

Background.

The Texas Department of Transportation (TxDOT) is implementing a new electronic grant management system called eGrants that will include most of the Fiscal Year 2017 grant projects.

The eGrants system will allow Airport Sponsors, Professional Consultants, Contractors, and Aviation staff to electronically process grant requests, procurement documents, contracts, contract compliance documents, payments, reimbursements and more!

We look forward to your participation in the new eGrants system. If you have any questions regarding the instructions in this manual or using the eGrants system, do not hesitate to contact the eGrants Help Desk.

AVN eGrants Help Desk:

- Hours of Operation : Monday through Friday 8:00 AM – 5:00 PM excluding state holidays E-Mail: AVN-EGRANTSHELP@TXDOT.GOV
- Phone Number: 1-800-687-4568

Thank you from TxDOT Aviation!

Definition of terms

The following are terms used often in this manual. Below are definitions and what they mean to the external eGrants user.

1. Parent Document - a form that can be viewed and edited within a process
2. Sub Document - a form that is a child of a parent document which can be viewed and edited within a process.
3. Document Instance – Created by TxDOT in order to allow external users to view and apply for opportunities such as RFQ/RFPs.
4. Subgrantee- Used to refer to any external user for the basis of operating in the eGrants application. Applicable to consultants, contractors and airport sponsor users.
5. TxDOT Project ID Number – This refers to the number given to identify a project in the system. Formerly called the TxDOT CSJ Number

Table of Contents

1. System Requirements

The eGrants System was designed so that the vast majority of computer users will be able to use the system with little or no changes to their computer environment. The four requirements that are mentioned below are common computer elements that should be already present on most machines.

The eGrants System requirements listed below can also be viewed on the system itself by clicking the "System Requirements" link from the system homepage.

1.a. Operating System

The eGrants System was designed for both of the most common computer operating systems - Windows and Macintosh. It has not been tested and is not supported on other operating systems such as Linux and Unix. Users accessing the system from a Macintosh environment are required to have MacOS 7.5 or higher running on a PowerPC processor. Windows users are required to have an operating system that is Windows 95 or higher.

1.b. World Wide Web Connection

The eGrants System is an Internet application. It is accessed via the Internet and was specifically designed for Internet usage.

1.c. Web Browser

This system was designed to be compatible with common up-to-date web browsers including Internet Explorer, Firefox, Safari, and Opera.

1.d. Adobe Acrobat Reader

Adobe Acrobat Reader is used to view PDF (Portable Document Format) documents. The system will automatically generate grant documents in PDF format using information that has been saved into the various narrative and budget pages. Using Adobe Acrobat Reader you may choose to view, print, or save these documents. If your computer is not equipped with Adobe Acrobat Reader, simply go to https://get.adobe.com/reader/ and download (this is a free download!).

2. eGrants Registration and Access Management

2.a. Requesting Access to eGrants

Subgrantee agencies seeking to request access to eGrants can choose to either contact an Aviation eGrants System Administrator (AVNSysA) or e-mail the Help Desk for initial consultation regarding eGrants access.

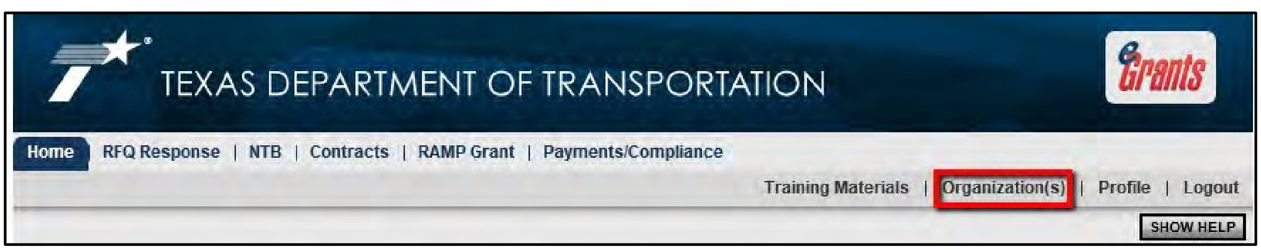
- **AVN eGrants Help Desk**:
  - Hours of Operation : Monday through Friday 8:00 AM – 5:00 PM excluding state holidays E-Mail: AVN-EGRANTSHELP@TXDOT.GOV
  - Phone Number: 1-800-687-4568

Once a subgrantee agency has formally requested access to eGrants via e-mail, an Aviation eGrants System Administrator (AVNSysA) will provide follow-up contact regarding access information.

2.b. Adding Members to Your Organization

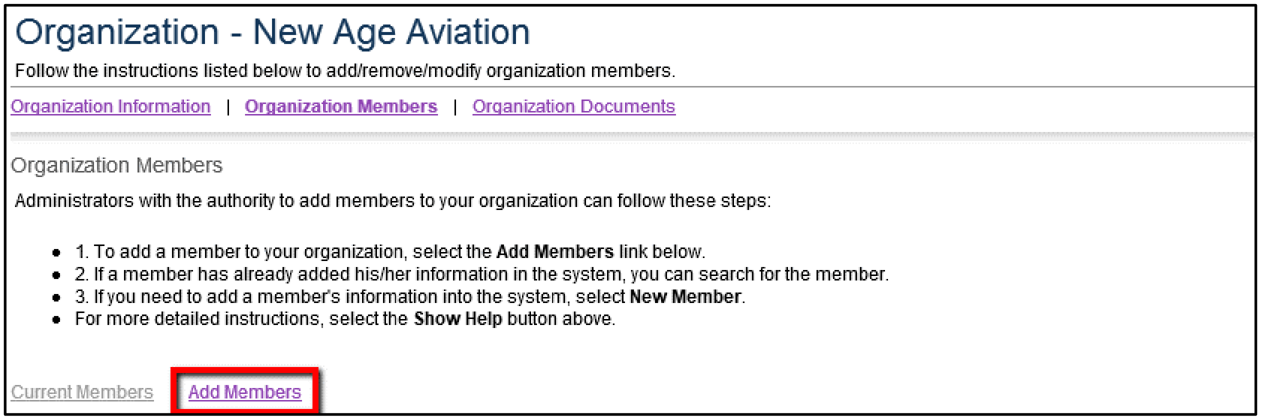
Once TxDOT has provided the subgrantee with eGrants access, the subgrantee may now login to eGrants and begin the process of managing their organization. Any adding of additional members to a subgrantee organization will be coordinated and executed by the initial Subgrantee Administrator given access to eGrants by TxDOT. A Subgrantee Administrator possesses permission to assign other Subgrantee Administrators, as well as Subgrantee Staff members to an organization. Please visit the "Security Role Assignment" section of this manual for detailed information regarding the different subgrantee security roles.

To begin adding members to a subgrantee organization in eGrants, first navigate to "Organization(s)", located in the top right corner of the page as pictured below.



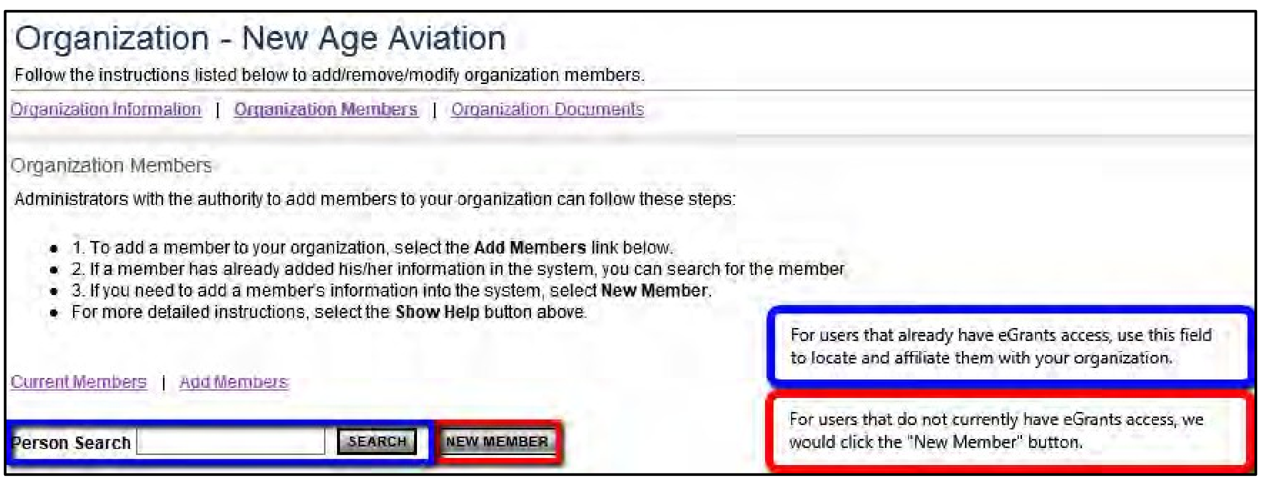
Next, click the purple link in the middle of the page that reads "Organization Members"

Once you have clicked the "Organization Members" hyperlink you will be brought to "Organization Members" page, where you will be presented with a summarized view of all the current organization members. From here, to continue with adding a new member to the organization, select the "Add Members" hyperlink located in the middle of the page.

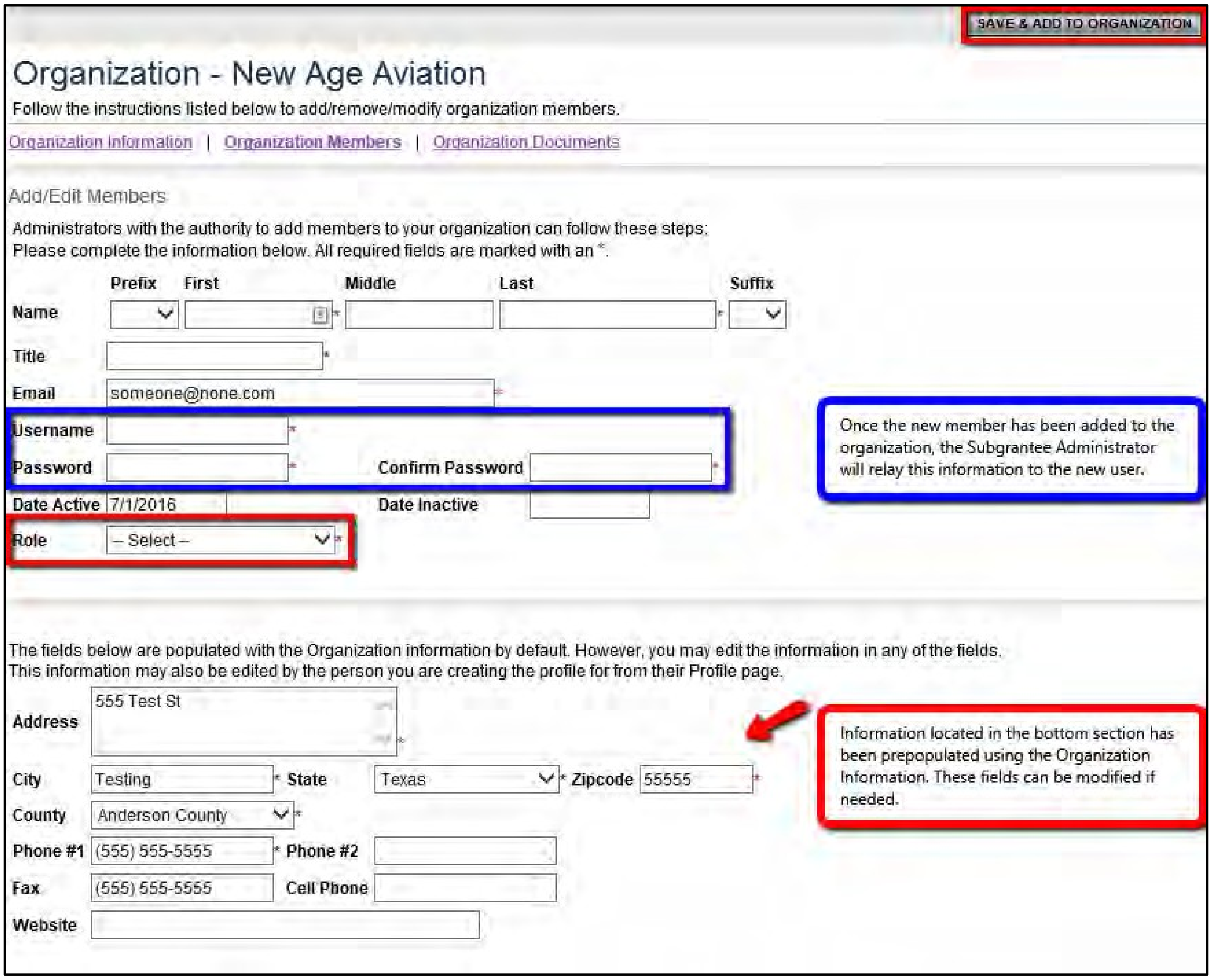


You will then be presented with a "Person Search" textbox where you can perform a search of other subgrantee users that already exist.

If the person you are attempting to add to your organization already possesses eGrants access, you can locate that user via the search box and affiliate them with your organization. However, if the person you are attempting to add to your organization DOES NOT currently have eGrants access, you will need to add them by clicking the "New Member" button, located to the right of the "Person Search" textbox, as pictured below.



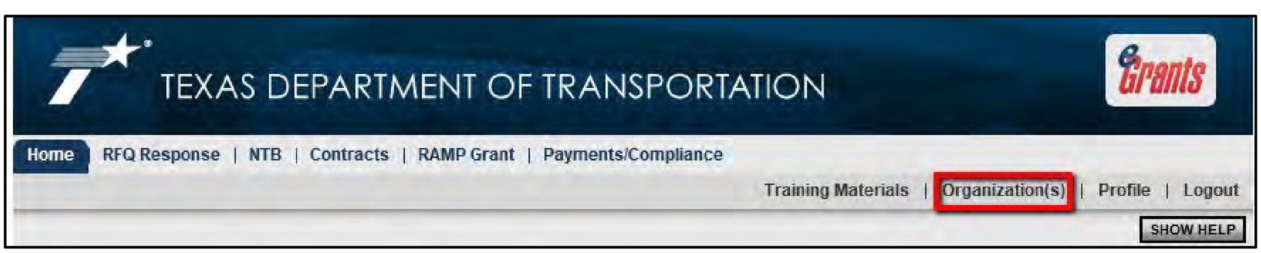
Once the "New Member" button has been clicked, the subgrantee user will be brought to the "Add/Edit Members" page where they will need to enter the information of the member they intend to add. When selecting "Role", please refer to the "Security Role Definitions (Grantee)" section of this manual. Once all appropriate information has been entered, the Subgrantee Administrator will select the "Save & Add to Organization" button, located in the top right of the page to complete the new member addition process.



Once the Subgrantee Administrator has completed adding the new member to the organization, the Subgrantee Administrator will need to communicate the appropriate login information to the newly added member.

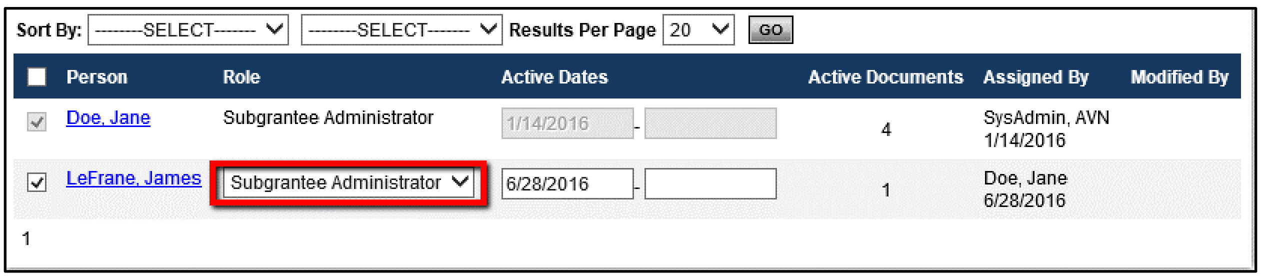
2.c. Changing an Organization Member's Security Role

To change the security role of a member belonging to a subgrantee organization, first navigate to the "Organization(s)" page.



Next, click the purple hyperlink "Organization Members" located in the middle of the page.

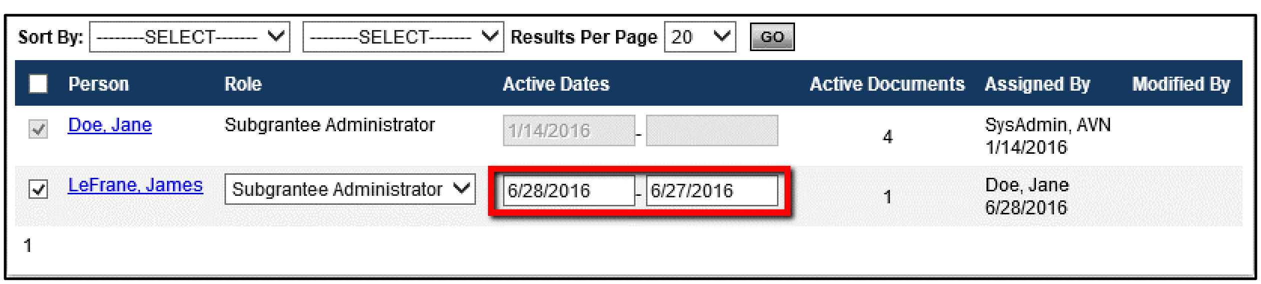
Once you have successfully navigated to the "Organization Members" page, locate the member of the organization which you intend to modify. Once you have located the intended member, select the appropriate role for that member via the "Role" drop-down-list. When you have finished all modifications, click the "Save" button in the top right of the page.



2.d. Deactivating Members in Your Organization

For varying reasons, it may be necessary to deactivate one or more members of your organization within eGrants. To do this, first navigate to the "Organization Members" section, as done in the previous sections.

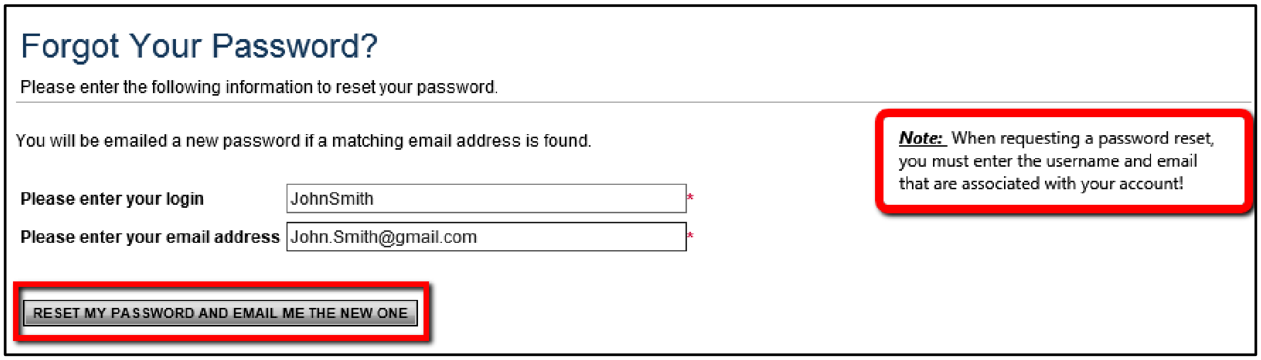
Among the list of current organization members, locate the member which you intend to deactivate. Once you have located the intended member, set an ending date for that member's "Active Dates". To instantly set a member to inactive, set the ending date for that member to a date in the past. Otherwise, enter a date in the future which the user will become inactive.



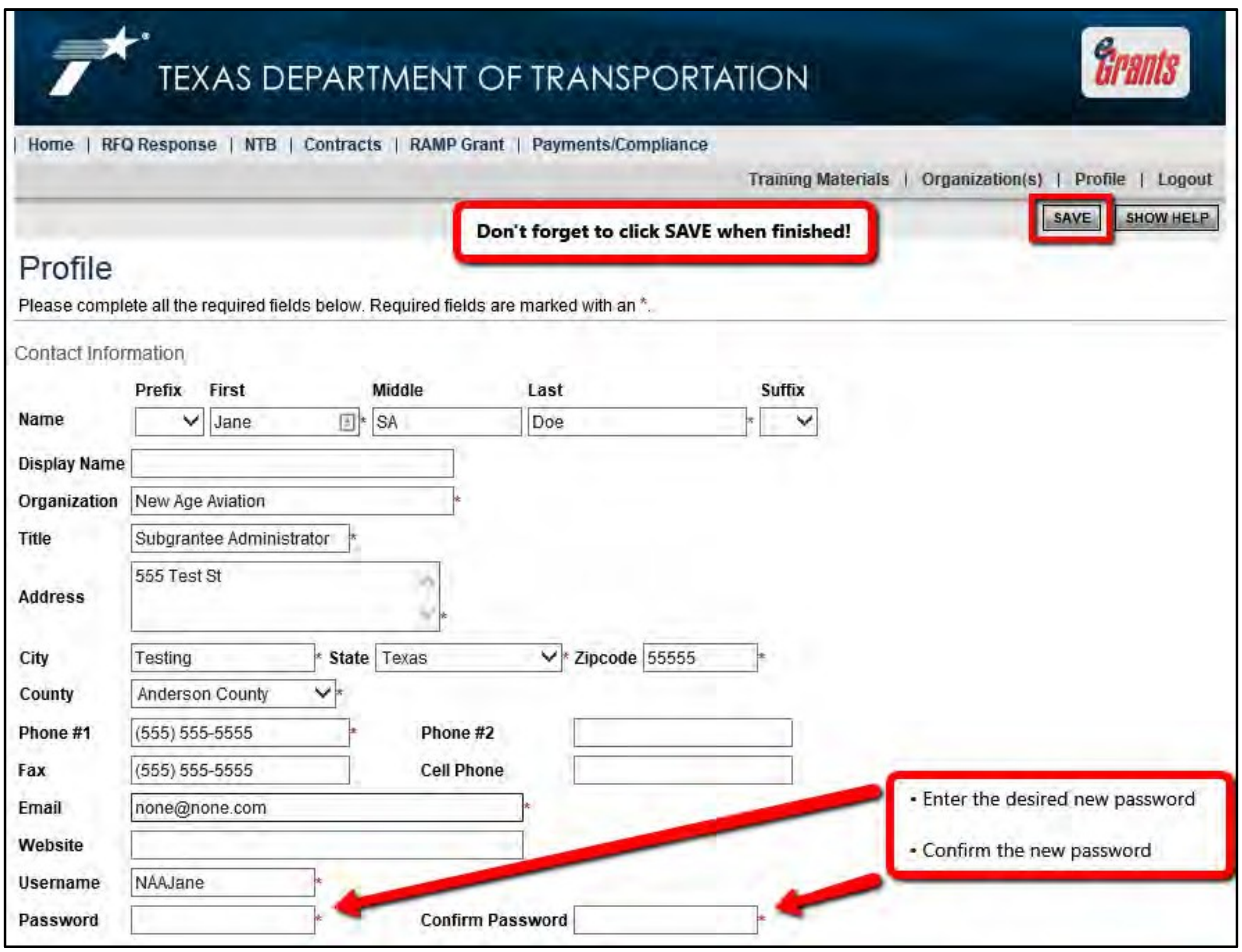
When you have completed adjusting active dates, click the “Save” button in the top right of the page to finalize all of the edits.

2.e. Requesting a Password Change

If you forget your password and are unable to access the system, you may request a new password by clicking the Forgot Password? hyperlink. This will redirect you to the password change page, titled "Forgot Your Password?" Enter in your username and email address, then click the "Reset My Password and Email Me the New One" button.



An email will be sent with a new password once you log in, you must change your password via your "Profile".



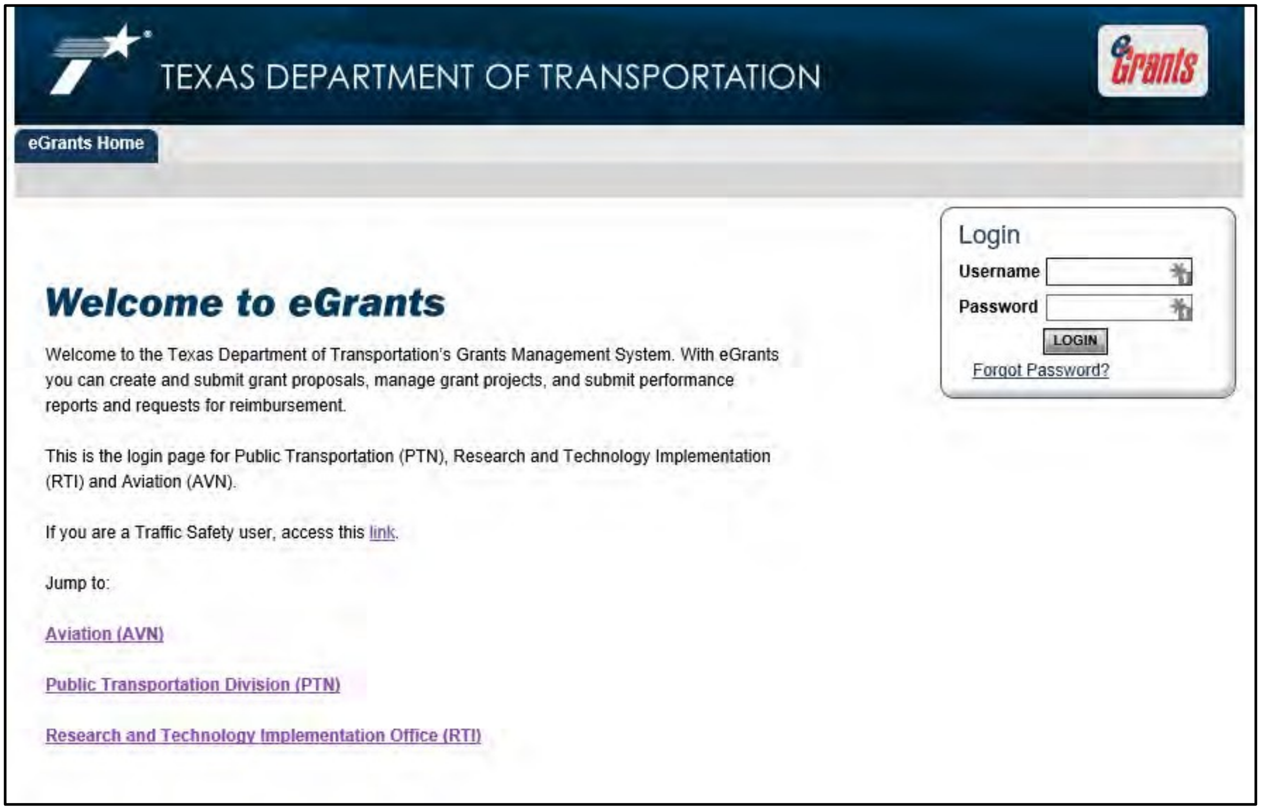
3. eGrants System Homepage

To access the eGrants System, type

https://apps2.dot.state.tx.us/apps/egrants2/

into the address bar of your web browser and hit "Enter".

The page you see should look like the image shown below.



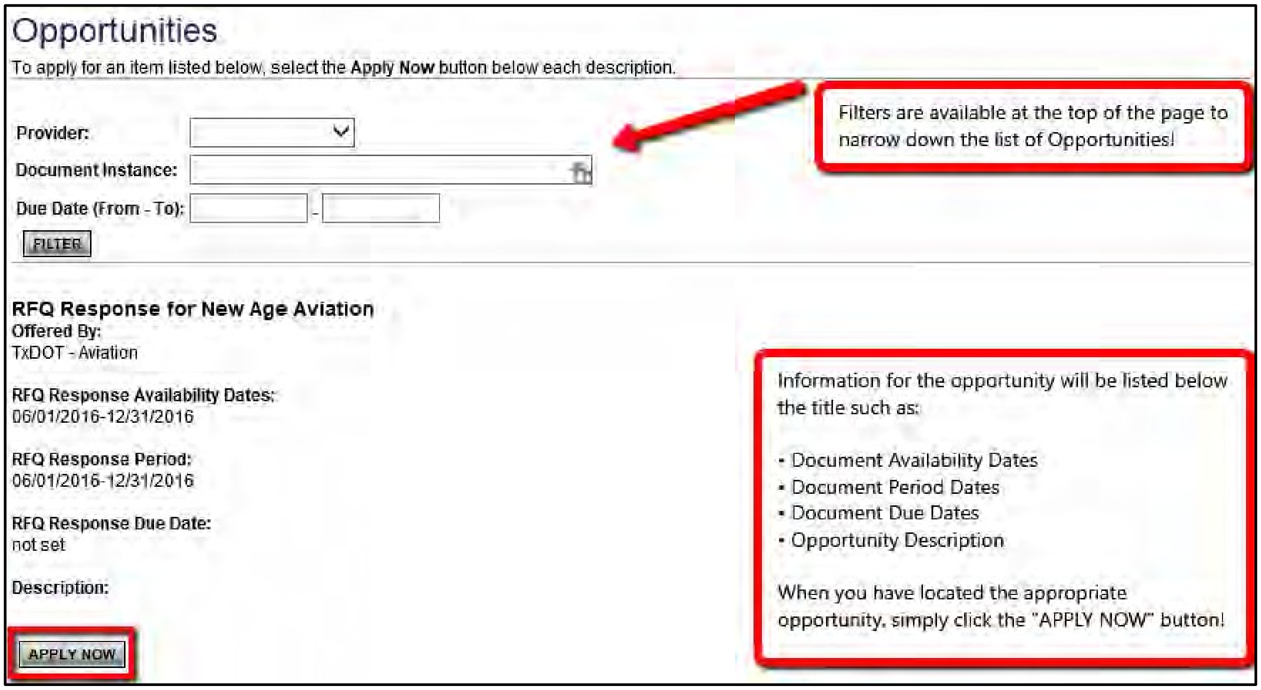
3.a. View Available Opportunities (viewable only to RFQ/RFP applicants)

In the "View Available Opportunities" section of your homepage, you will be able to respond to published RFQ/RFP solicitations. These solicitations will be posted to the TxDOT website.

NOTE: Documents that are considered sub-documents to other documents (e.g. Request for Payment or Reimbursement) will not be located in the "View Available Opportunities" section, and will instead be available through the "Examine Related Items" section of the parent document.

eGrants restricts the ability for an organization to apply more than once. Once initiated by a member of your organization, the RFQ/RFP response opportunity will no longer be available to other members; however other members can view the saved response that is in process in eGrants before it submitted.

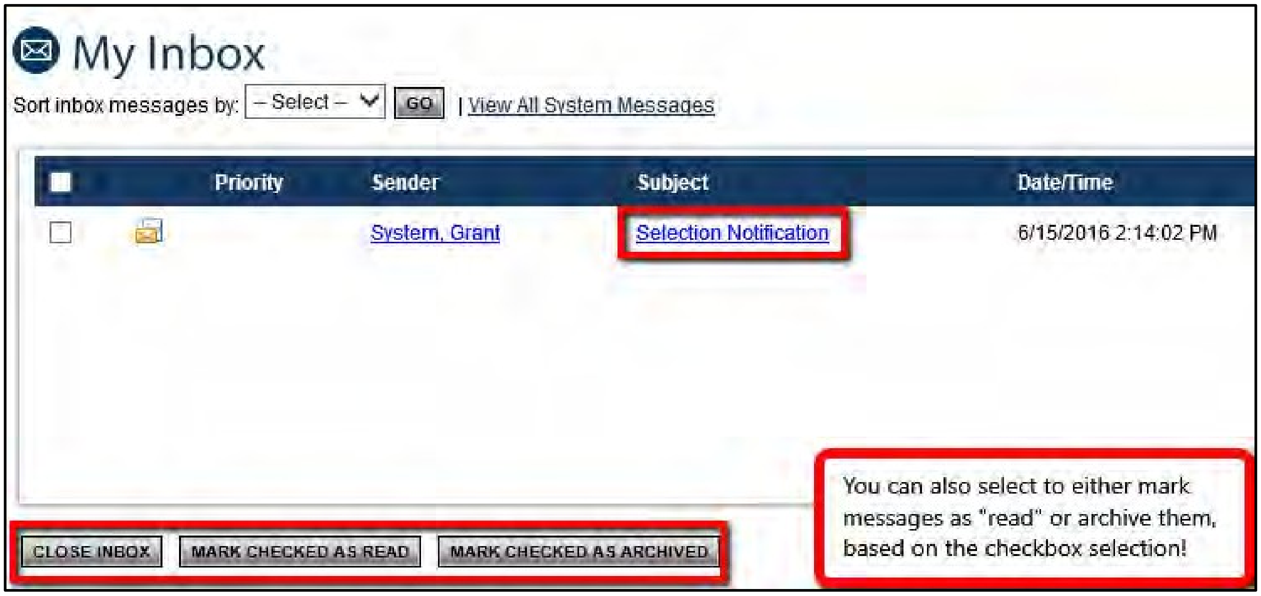
The screenshot below is a representation of the "Opportunities" menu.



3.b. My Inbox

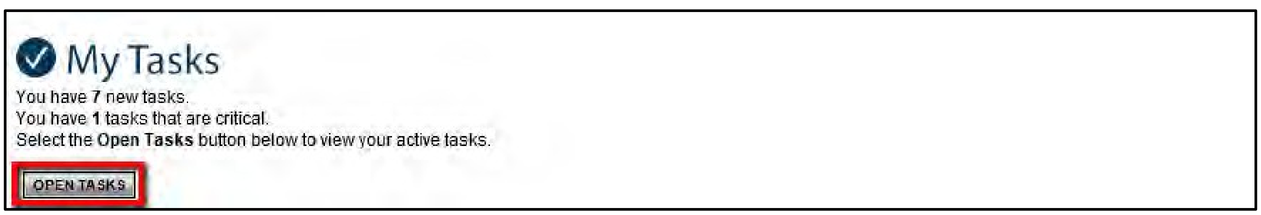
The "My Inbox" section of the homepage will display all system notifications that have been sent to you. Typically, these notifications will be messages sent based on another user's actions. To expand the "My Inbox" section, click on the "Open Inbox" button.

To read the full message, click on the subject line of the target message as displayed in the screenshot below.

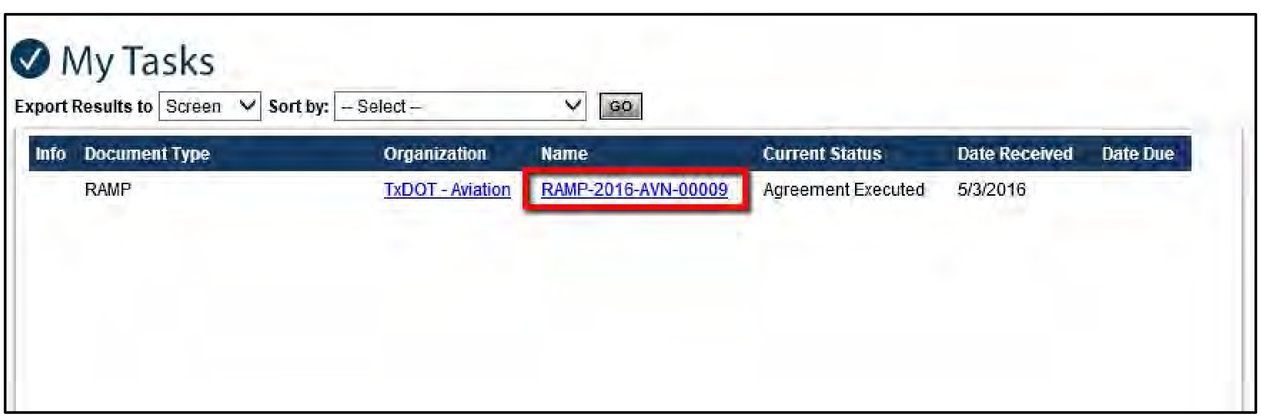


3.c. My Tasks

The "My Tasks" section of the homepage will display all documents that require your attention. Typically, unfinished opportunities or documents that require your attention for the next step in the process will display here. These documents will remain here until you have completed your task and changed the status of the document.



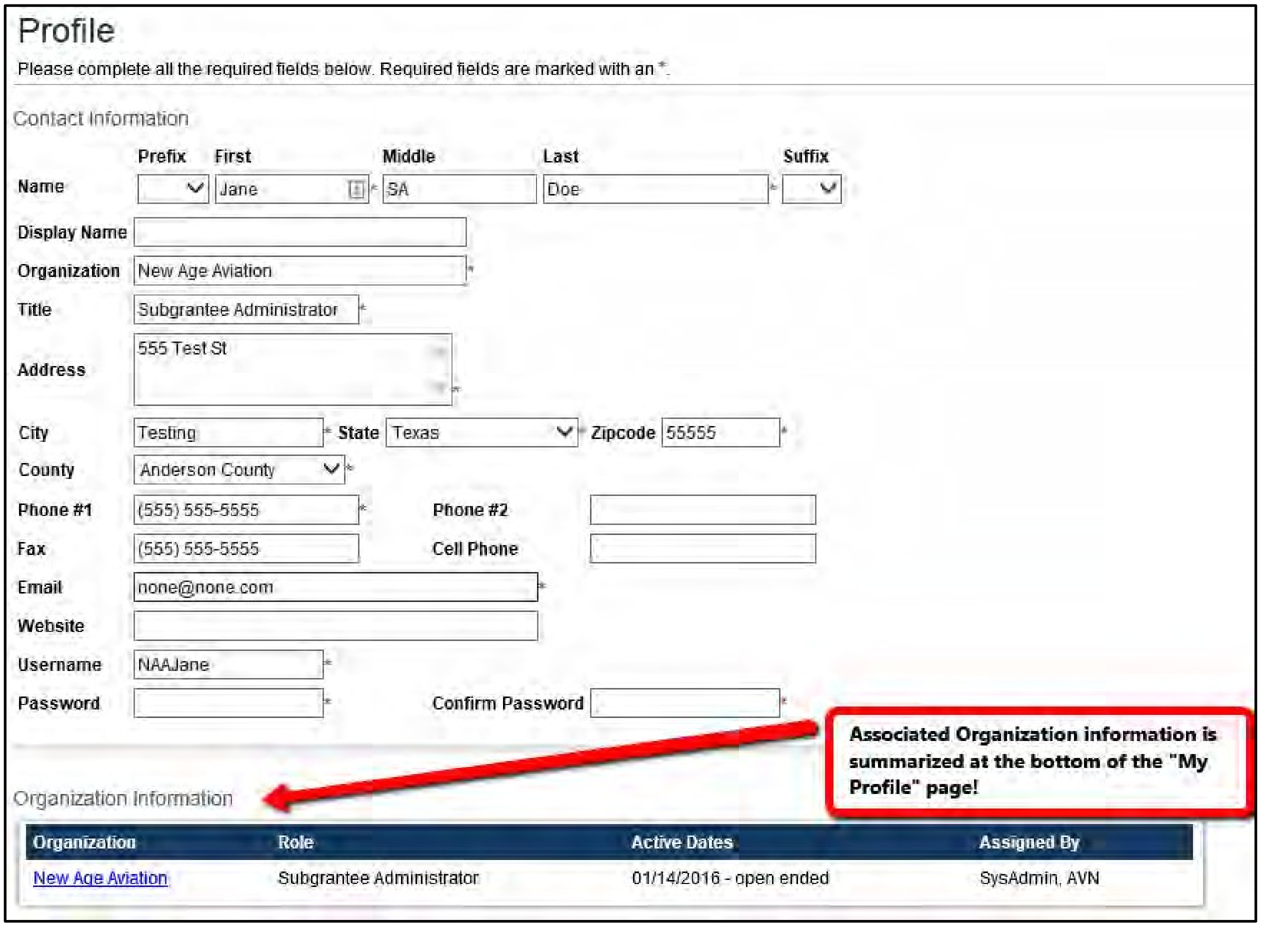
To navigate to the document menu of a task, click on the name of the target task as displayed in the picture below



3.d. User & Organization Management

3.d.1 Profile

The “Profile” page can be utilized to keep your user information up-to-date. To navigate to the “Profile” page, click on the “Profile” hyperlink located in the second navigation bar. Once you click this hyperlink, you will be redirected to the “Profile” page as indicated below.



It is important that the information on your “Profile” page is accurate. As you will read in other sections of this manual, various eGrants features operate based off this information. Failing to keep this information accurate may result in important communications being missed.

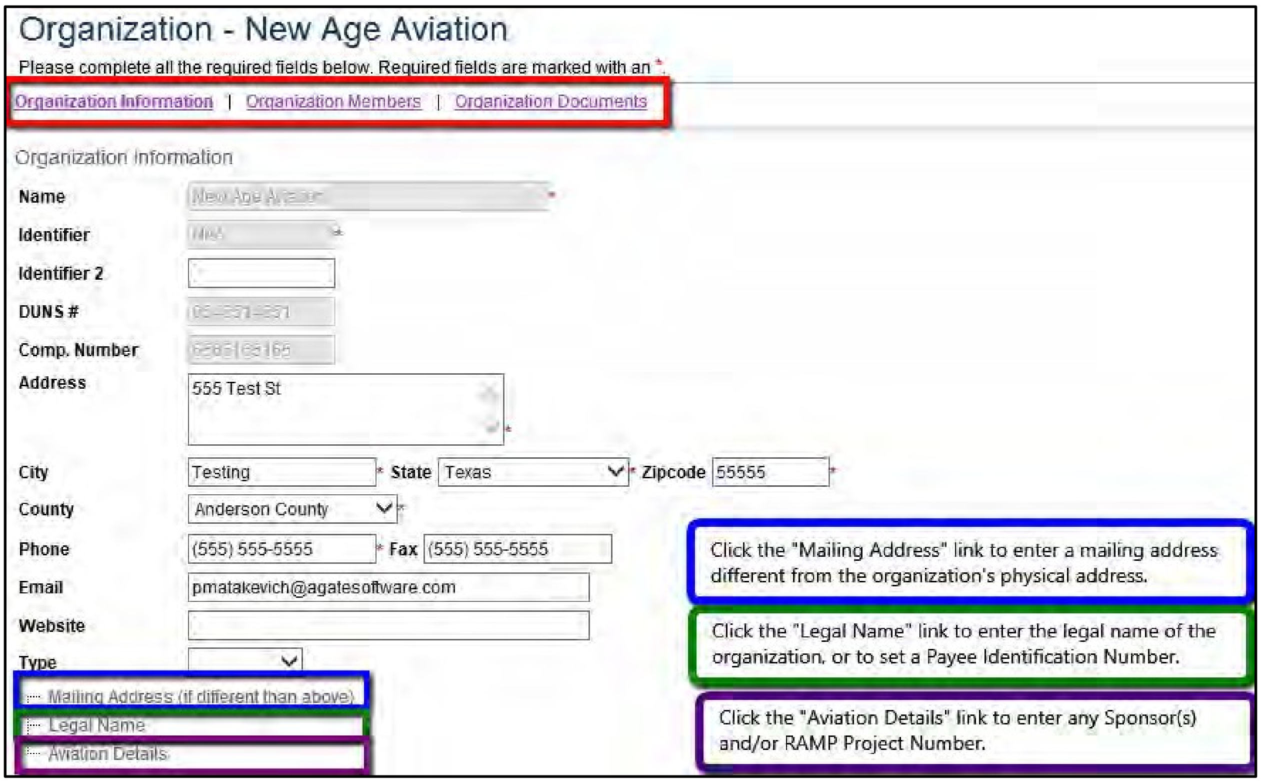
Particular opportunity forms have also been configured to utilize the information on your “Profile” page. If you encounter a scenario in which pre-populated data on a form is inaccurate, please be sure to check the “Profile” page and verify all of the information listed is up-to-date.

3.d.2 Organization(s)

The “Organizations(s)” page can be utilized to keep your organizations’ information up-to-date. To navigate to the “Organization(s)” page, click on the “Organization(s)” hyperlink located in the second navigation bar.

If you are a member of two or more organizations, you will be redirected to the “Organization(s)” page with a table of available organizations. Click on the name of the organization that you would like to modify. This will redirect you to the “Organization Information” page for that organization. If you are a member of only one organization, you will be redirected to the “Organization Information” page for that organization.

You can modify your organization’s contact information by entering data into the fields, then click the **SAVE** button.



By clicking the links at the bottom of the “Organization Information” page, you can edit your mailing address, legal name (and Payee Identification Number), and aviation details.

Please refer to the eGrants Registration and Access Management section of this manual for more details regarding how to manually add a user to an organization through the “Organization Members” menu.

The “Organization Documents” section will display a list of documents that are associated with a given organization.

Administrators will also have a menu selection for “Organization Document Availability” on a given organization’s page as well. This section will allow an administrator to see if a document is available for an organization, how many they are allowed, and will also allow for the administrator to set org-specific availability and due dates.

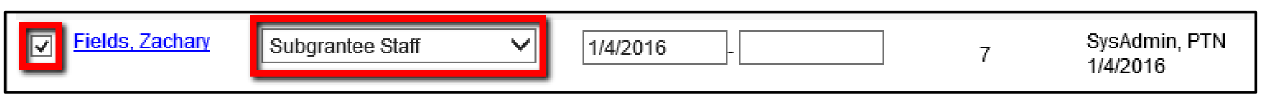
4. Security Role Assignment

The subgrantee should now have an account which is activated and affiliated with an appropriate organization. Please refer to Section 3. eGrants Registration and Access Management if this is not the case.

4.a. Subgrantee Security Role Assignment

Now that an organization has been created and a Subgrantee Administrator assigned to said organization, Subgrantee Staff members can now be also be added by the Subgrantee Administrator. This can be accomplished by following these steps:

1) After logging in as a Subgrantee Administrator, click the "Organization(s)" link.
2) Click the link for "Organization Members"
3) Locate the member whose security role you intend to modify
4) Select the appropriate "Role" in the drop down list
5) Check the box next to the user you whose role you intend to modify
6) Finally, click the "Save" button.



<u>NOTE</u>: Subgrantee Administrators can only set the following role assignments:

- ***Subgrantee Administrator***
- ***Subgrantee Staff***
  - ***Note: Subgrantee Staff can only set other subgrantee staff assignment***

4.b. Security Role Definitions (Sponsor and Vendor)

4.b.1 Subgrantee Administrator (SA)

A member of the subgrantee entity who has authority to create, sign and submit all documents on behalf of the entity. Could be an airport sponsor SA, professional services provider SA or construction contractor SA.

4.b.2 Subgrantee Staff (SS)

A member of the subgrantee entity who has authority to initiate and save specific documents, but cannot submit documents on behalf of the entity. Could be an airport sponsor SS, professional services SS or construction contractor SS.

4.b.3 Reviewer (REV)

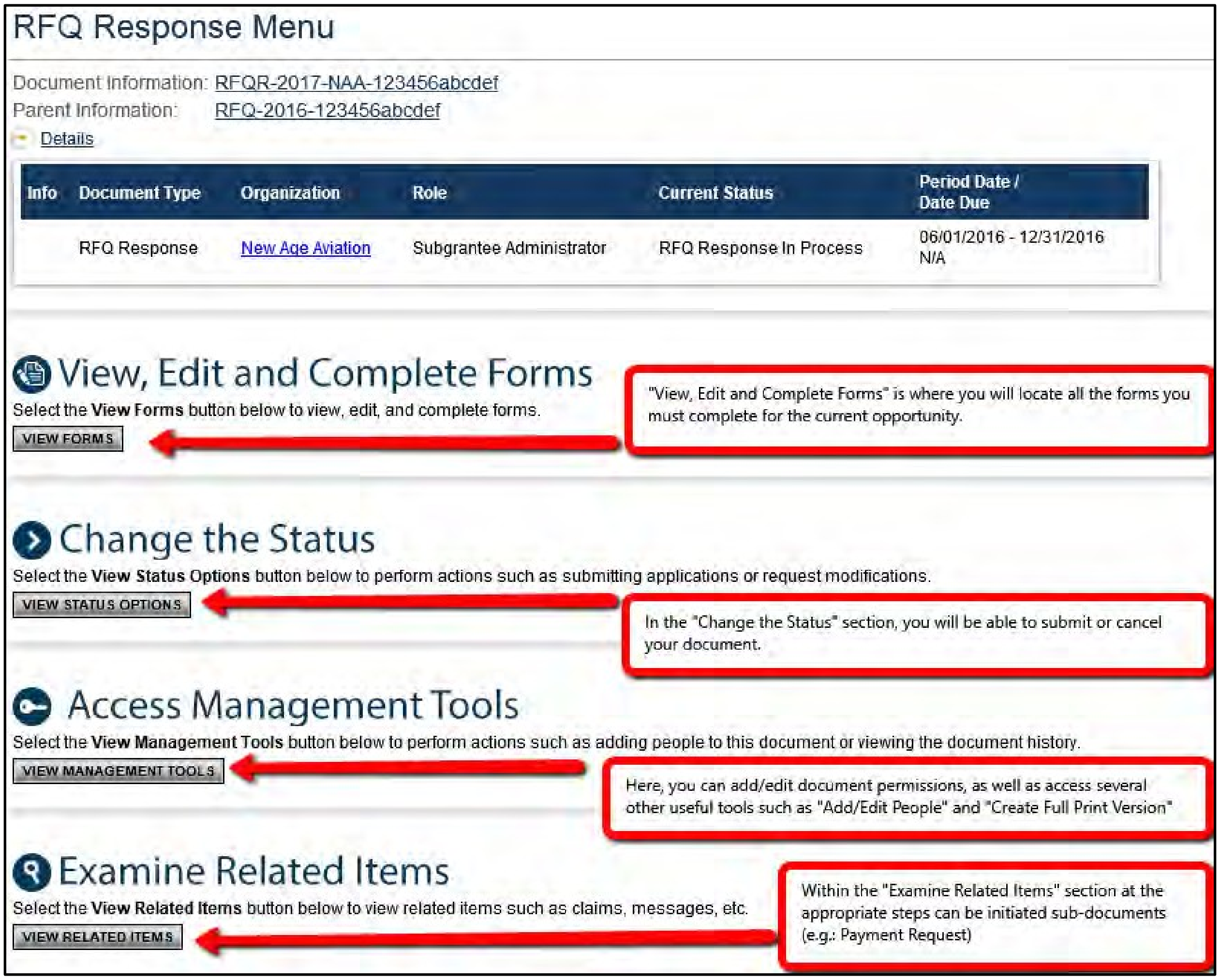
A role assigned to TxDOT staff or sponsor Subgrantee Administrators to serve on an RFQ/RFP selection panel.

5. Document Navigation

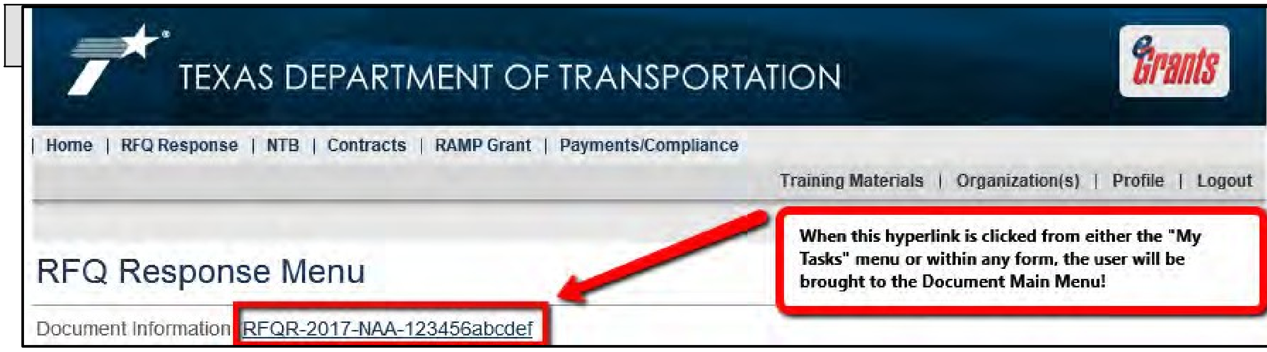
5.a. Document Main Menu

In this section, we will discuss how to navigate throughout documents within eGrants. There are four main areas of the document we will discuss in detail:

1) View, Edit, and Complete Forms
2) Change the Status
3) Access Management Tools
4) Examine Related Items



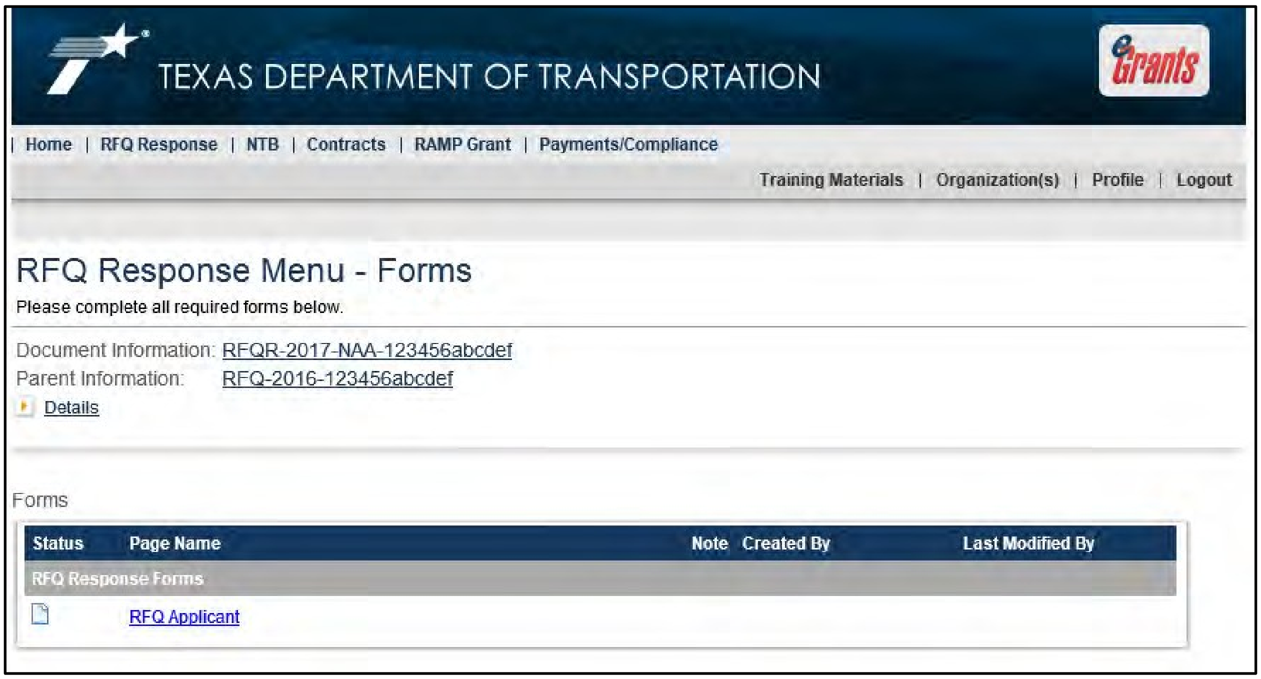
NOTE: Whenever you are within a document, towards the top of the page will be the "Document Identifier". Clicking the "Document Identifier" hyperlink will return you to the document main menu at any point! Please reference the screenshot below for the location of the "Document Identifier".



5.b. View, Edit and Complete Forms

In this section of the document, accessible by clicking the “View Forms” button, you will find the document “Forms” menu. Within the “Forms” menu will be the relevant forms you will need to complete in order to submit the document you are working on.

The screenshot below is an example of a “RFQ Response” forms menu:



To view any form, simply click the link within the “Forms” menu for that form. Forms that are related to each other will appear in the “Navigation Links” at the bottom of the page from within a particular form.

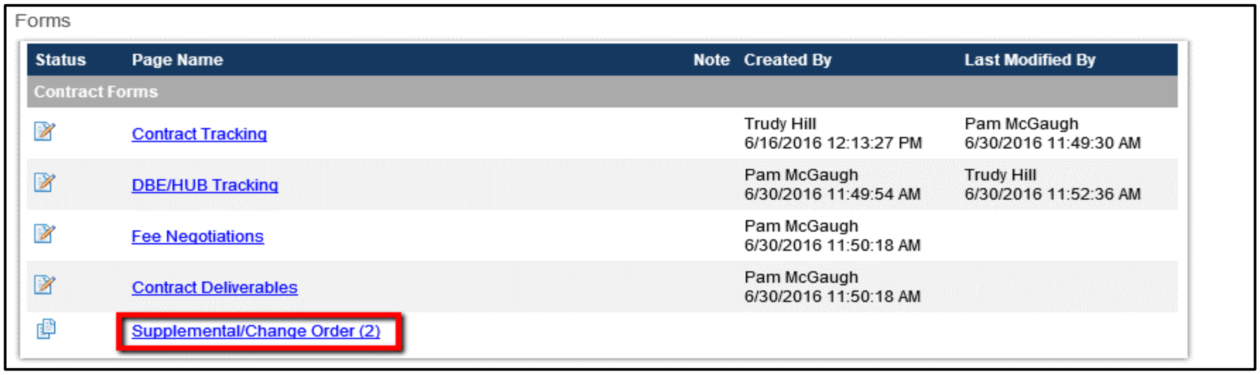
Located towards the top of all forms will be a “You are here:” line with links available that will take you back to the document main menu, and the “Forms” menu, respectively.

5.b.1 Multi-Page Forms (Used on Supplemental Agreements and Change Order Requests)

In certain circumstances, forms will have the ability to be created more than once. We call this a multi-narrative form. To create multiple versions of a form, first complete the form as you normally would, by entering information in the required fields. Once complete, if the form is multi-narrative, you will then have the option to click the “Add” button, and by doing so it will redirect you to a new version of the form. Once again, you must successfully complete this form. Once two or more forms are complete, you will have the ability to navigate between them using the drop down list that has appeared on the right hand side of the form

The “Forms” menu will also now reflect the fact that we have a multi-narrative form by displaying a parenthesis next to our form, with a number indicating how many have been created, as displayed below.

When you use a multi-narrative form for Supplemental Agreements or Change Orders, the form automatically takes the numbers from the previous form and calculates new contract amounts and puts those new numbers in the next form.



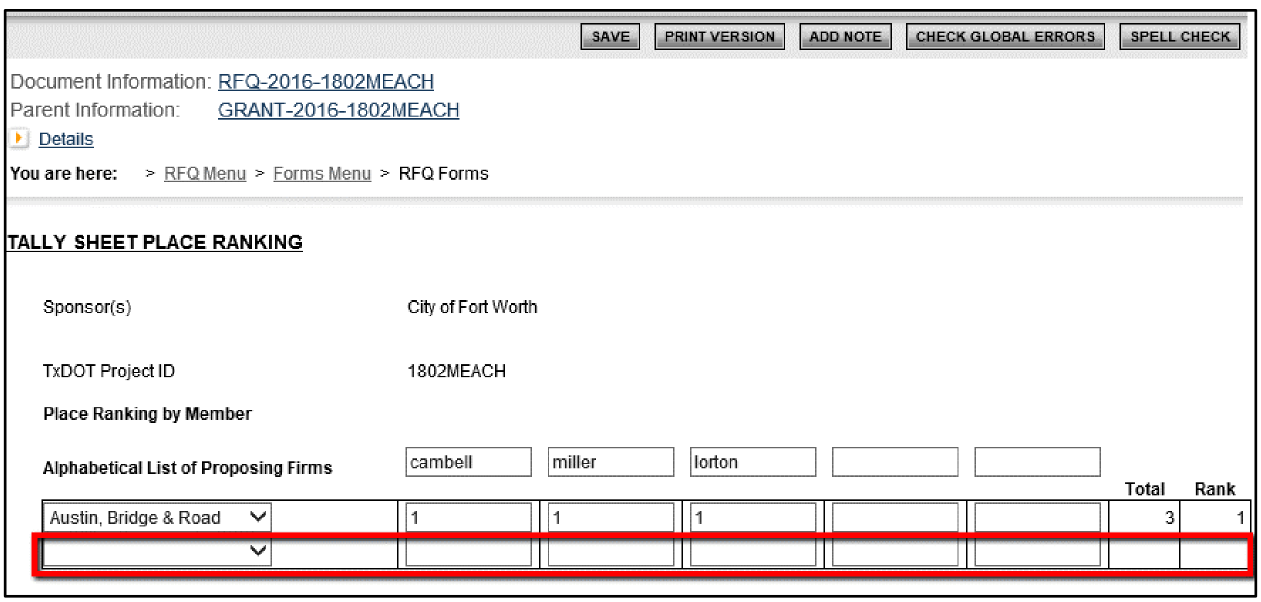
Forms

Status	Page Name	Note	Created By	Last Modified By
Contract Forms				
	Contract Tracking		Trudy Hill 6/16/2016 12:13:27 PM	Pam McGaugh 6/30/2016 11:49:30 AM
	DBE/HUB Tracking		Pam McGaugh 6/30/2016 11:49:54 AM	Trudy Hill 6/30/2016 11:52:36 AM
	Fee Negotiations		Pam McGaugh 6/30/2016 11:50:18 AM	
	Contract Deliverables		Pam McGaugh 6/30/2016 11:50:18 AM	
	Supplemental/Change Order (2)			

5.b.2 Repeatable Rows

In certain circumstances, forms will have fields that are repeatable. This means that once you have filled in the field and clicked the "Save" button, another field for that information will appear underneath the first field. You may also see this functionality arise in a table, where entering information into a row of a table will then cause the table to display a new row after save.

To fully utilize a repeatable row, enter data into the fields available and then click the "Save" button. This will display a new field/row underneath the ones with entered data, as displayed in the image representation below. **Please note, the image below is just an example. The Firm in the example does not respond to RFQs.**



SAVE | PRINT VERSION | ADD NOTE | CHECK GLOBAL ERRORS | SPELL CHECK

Document Information: RFQ-2016-1802MEACH

Parent Information: GRANT-2016-1802MEACH

Details

You are here: > RFQ Menu > Forms Menu > RFQ Forms

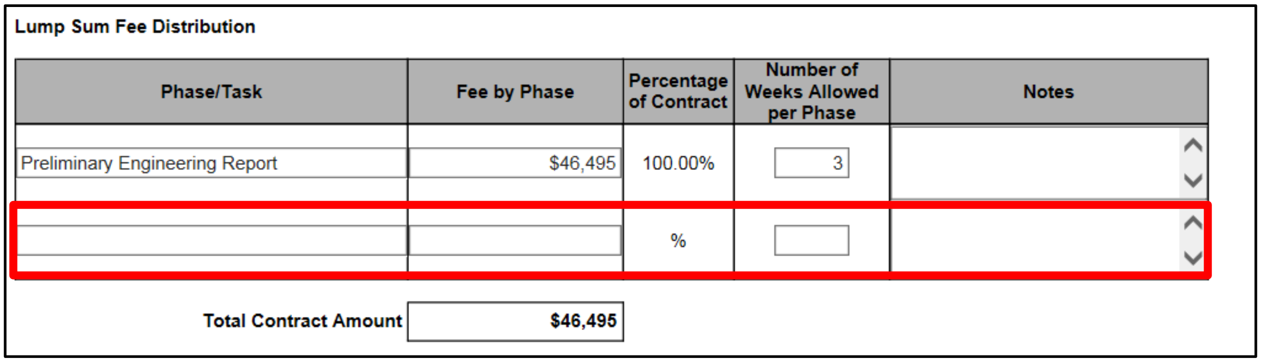
TALLY SHEET PLACE RANKING

Sponsor(s) City of Fort Worth

TxDOT Project ID 1802MEACH

Place Ranking by Member

Alphabetical List of Proposing Firms	cambell	miller	lorton			Total	Rank
Austin, Bridge & Road	1	1	1			3	1



Lump Sum Fee Distribution

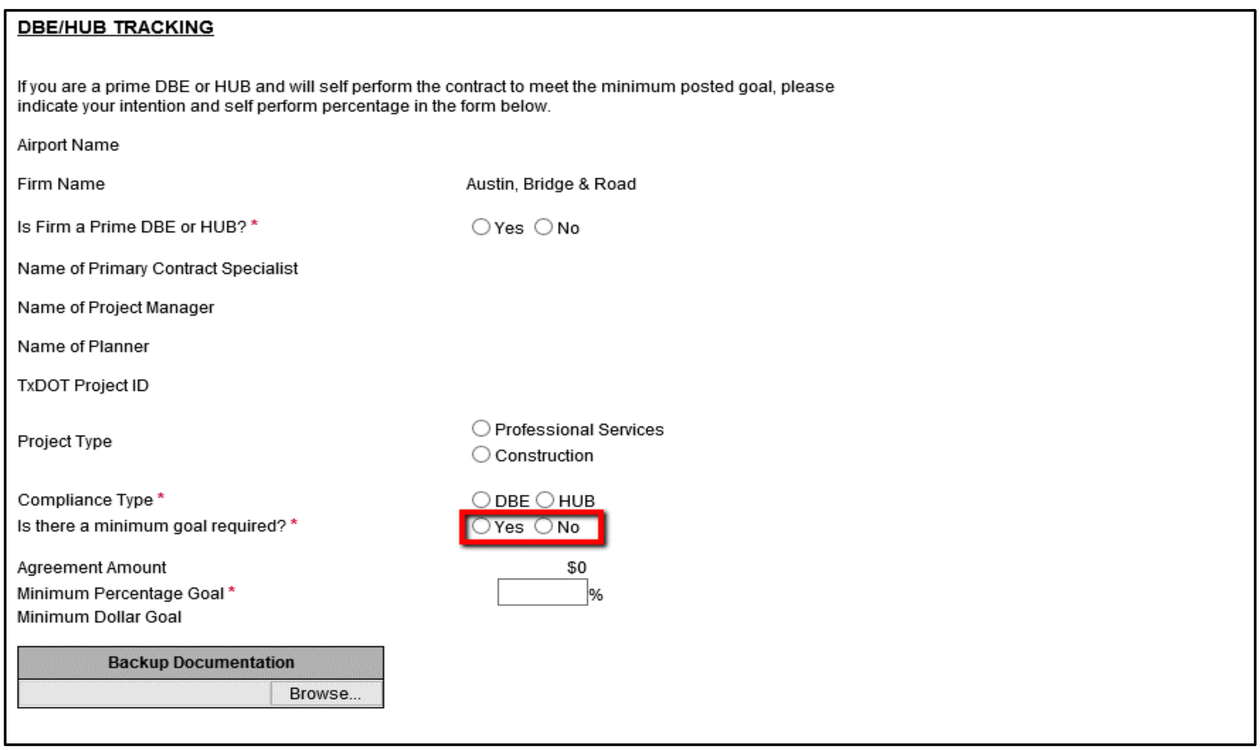
Phase/Task	Fee by Phase	Percentage of Contract	Number of Weeks Allowed per Phase	Notes
Preliminary Engineering Report	$46,495	100.00%	3	
		%		

Total Contract Amount **$46,495**

NOTE: On some forms, you will be presented with an pre-determined available number of rows, which may repeat with another set of available rows once the page is saved. This functions the same as regular repeatable fields, with the exception that it has been configured to repeat more than one row at a time for convenience.

5.b.3 Form Dependencies

Some forms may utilize what is known as dependency functionality. This means that other sections of the form will appear and become required based on selections you have previously made. In the example pictured below, we are presented with a question which happens to be a dependency question. This means that the answer we provide here will determine which sections of this form we will need to complete.



DBE/HUB TRACKING

If you are a prime DBE or HUB and will self perform the contract to meet the minimum posted goal, please indicate your intention and self perform percentage in the form below.

Airport Name

Firm Name Austin, Bridge & Road

Is Firm a Prime DBE or HUB? * ○ Yes ○ No

Name of Primary Contract Specialist

Name of Project Manager

Name of Planner

TxDOT Project ID

Project Type ○ Professional Services ○ Construction

Compliance Type * ○ DBE ○ HUB

Is there a minimum goal required? * ○ Yes ○ No

Agreement Amount $0

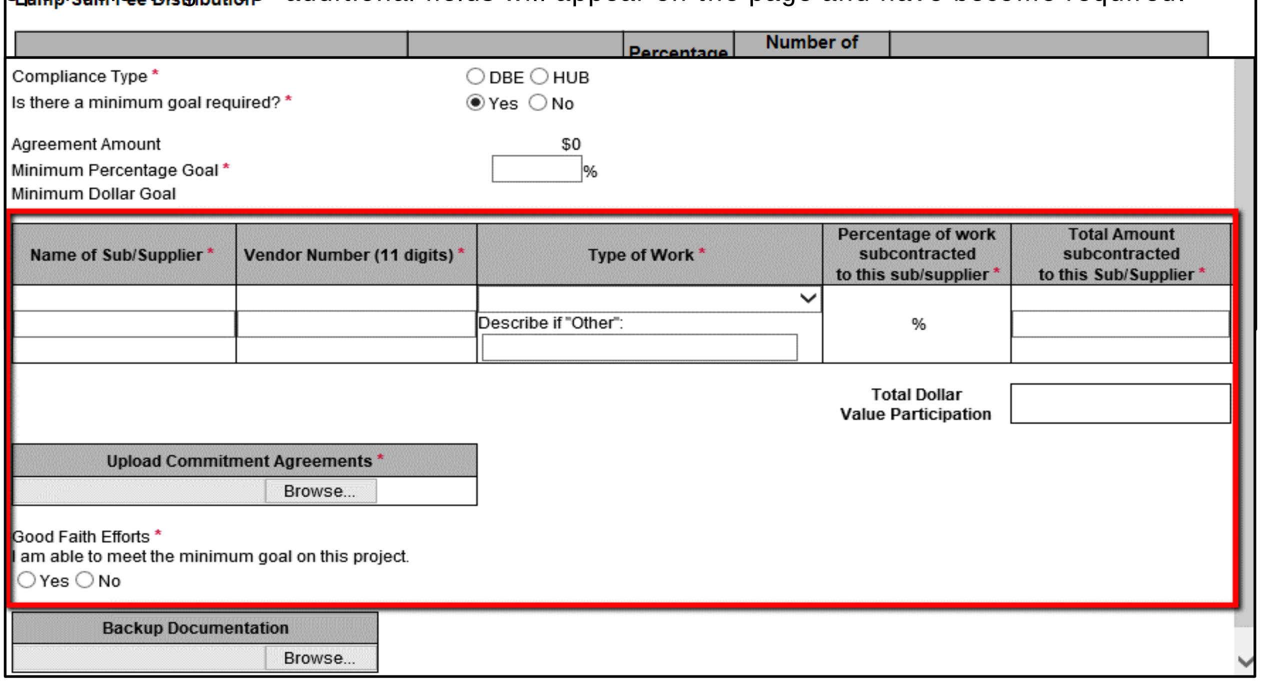
Minimum Percentage Goal * %

Minimum Dollar Goal

Backup Documentation

Browse...

Upon selecting "Yes" additional fields will appear on the page and have become required.



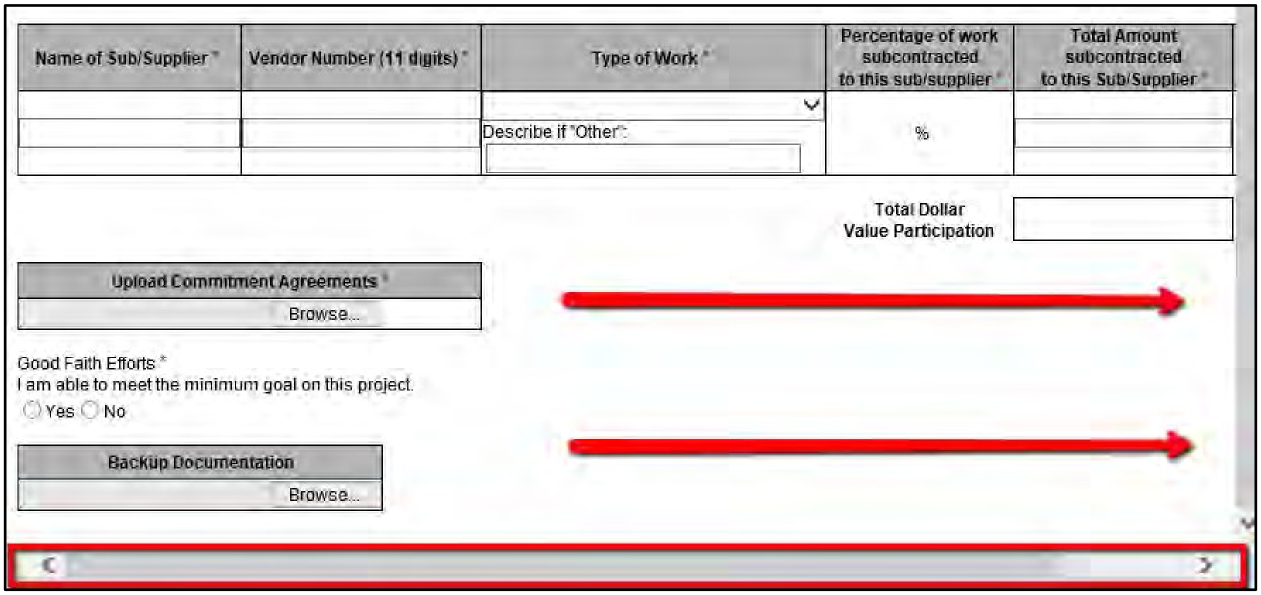
Some form dependencies will present entirely new sections, while others will simply flag another field already displayed on the page as required. An example of the latter would be select "Other" as an answer to a question and then being required to describe what "Other" is in another available field.

These dependencies have been implemented in such a way that the user is not required to know that a field is a dependency question. It is only important to note that answers to particular fields that ARE dependencies may require that you complete additional fields.

5.b.4 Scrollable Forms

Various forms within eGrants have been configured using horizontal tables, which at times, will require the user to scroll the page to enter all required information.

An example of this would be the "DBE/HUB Tracking" form, utilized in the "PSA/Design Contract" and "Construction Contract" templates. As pictured below, the horizontal table used to capture the DBE/HUB plan information on this page is wider than our current view. To complete all the required fields we will need to scroll our page appropriately so we have view of the fields.

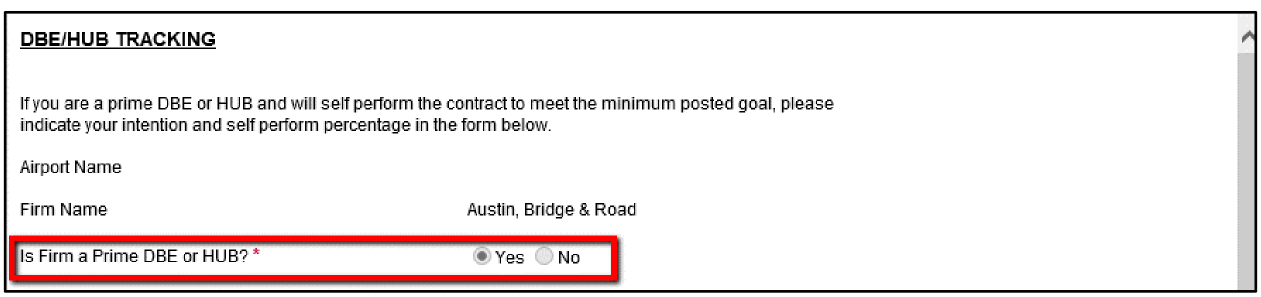


TIP: *Using the "TAB" key on your keyboard will automatically bring you to the next available field after the one you are currently in. You can also accomplish this with most PC mice by holding down the middle scroll wheel and moving the mouse in the direction you intend to scroll. Otherwise, you can simply use your mouse to drag the scroll bar located at the bottom of the form.*

5.b.5 Form Field-Level Permissions

Various forms configured within eGrants may use what is referred to as field-level-permissions. This means that certain fields on forms have been defined to only allow designated security roles the permission to edit. In some cases, this may be based on system security role, process status, or both.

The screenshot below is an example of a field that has been configured with field-level-permissions.

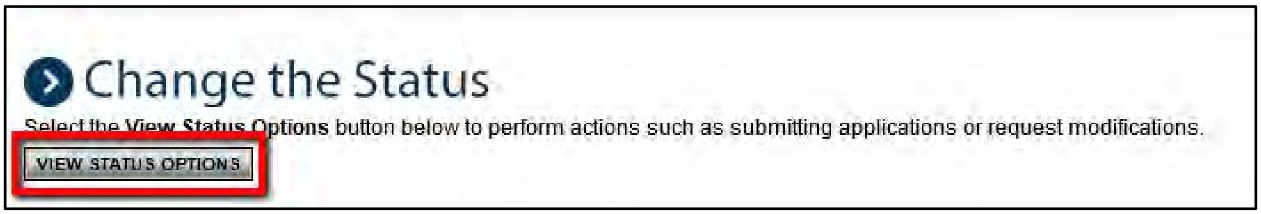


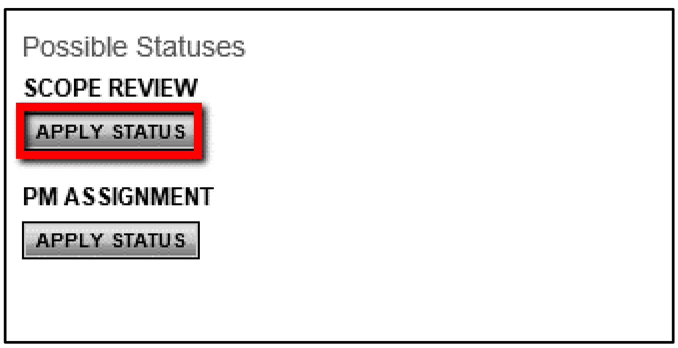
In this example ("DBE/HUB Tracking" form) only the Contract Specialist security role has permission to indicate whether or not the firm is a Prime DBE or HUB.

5.c. Change the Status

Once you have completed all of the forms available, you can submit and/or change the status of the document. By doing so, you will inform the next user in the process that you are complete with your task. From the document menu, click on the “View Status Options” button to navigate to the “Status Options” page.

It is important to note that once a document is submitted it will enter into a read-only status and cannot be changed!





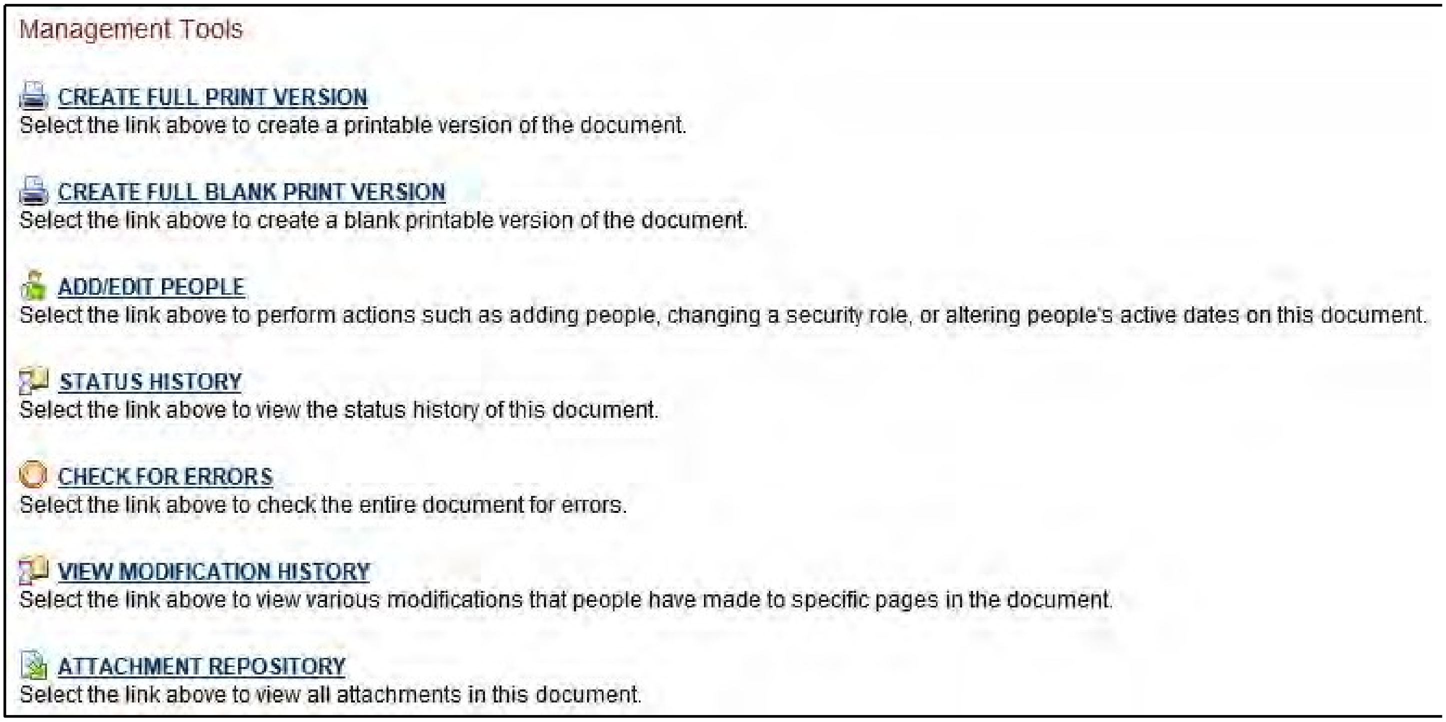
Here, you will find the available status change options. In our example screenshot we can choose to submit the preflight for scope review or PM assignment.

NOTE: If you believe there is a missing status option, most likely this is a result of security role mis-match. Who can change the status at a particular point is determined by security role.

5.d. Access Management Tools

The “Management Tools” page will list additional tools that are available to the user. These tools have different functions and are used to either view additional data specific to the document or to complete additional tasks.

To navigate to the “Management Tools” page, click the “View Management Tools” button that is located on document menu. This will redirect you to the “Management Tools” page.

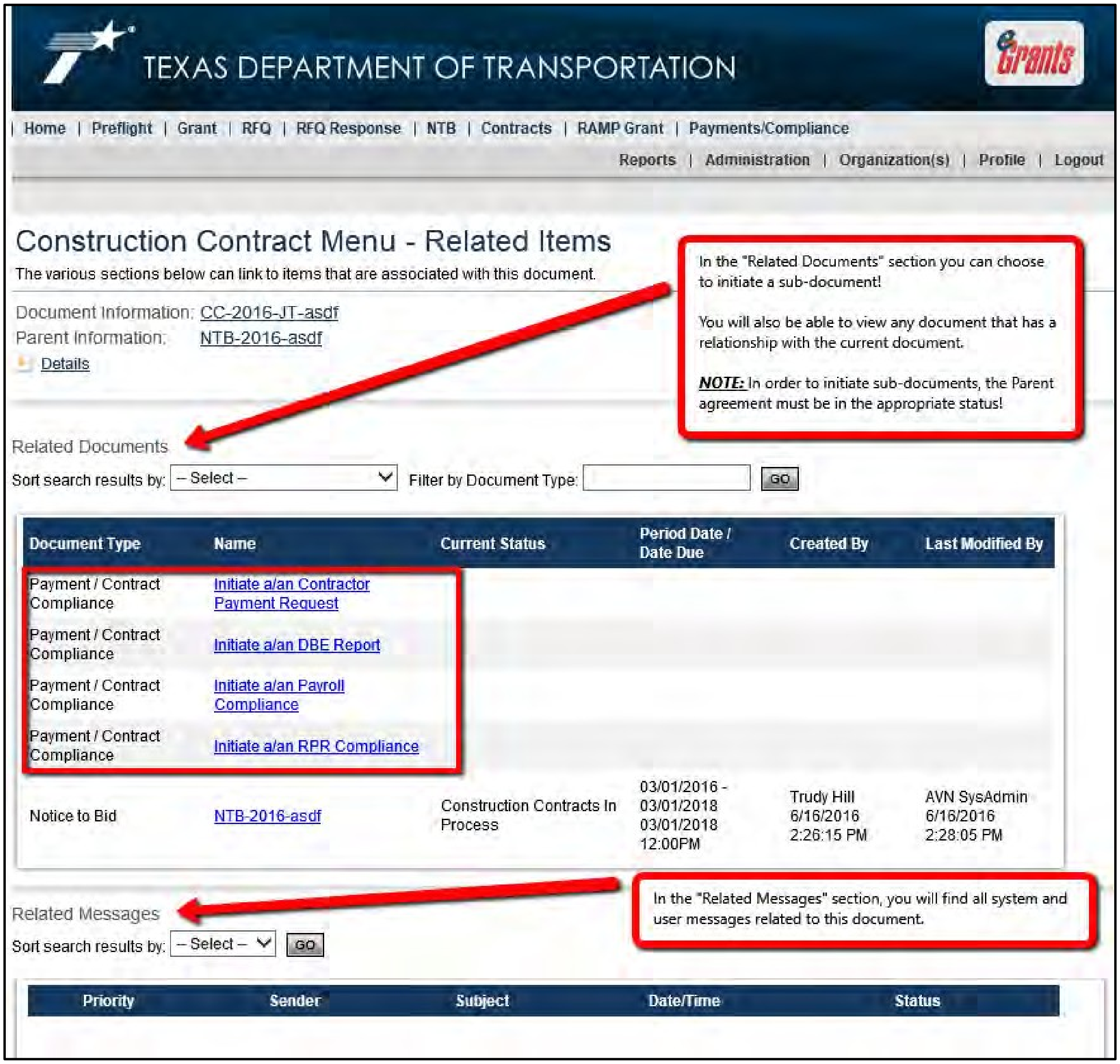


The add/edit people “Management Tools” is particularly useful, as it will control who has access to the document, what document-level security role they are given, and the dates which they are permitted access on the document. Listed below are some common uses of the “Management Tools” available on this page.

- ***Create Full Print Version*** – Creates a full copy of the document in a printable .pdf
- ***Create Full Blank Print Version*** – Creates a full-blank copy of the document in .pdf
- ***Add/Edit People*** – Controls document security-level, user access.
- ***Status History*** – Detailed view of previous status history of the document
- ***Check for Errors*** – Used to determine if any document errors exist on any forms.
- ***View Modification History*** – Detail of who has modified document and when.
- ***Attachment Repository*** – Detail of files attached to the document.

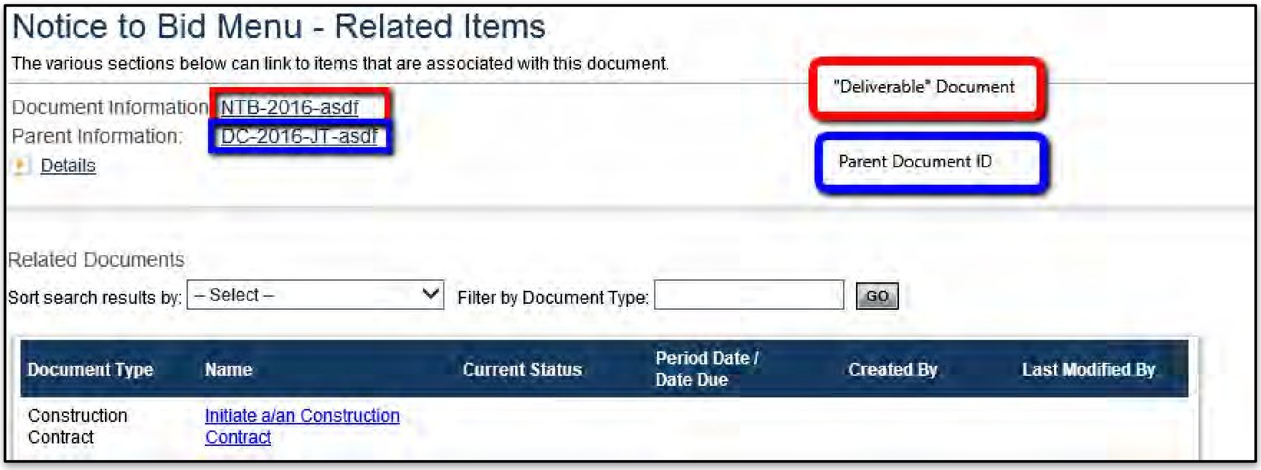
5.e. Examine Related Items

The "Examine Related Items" menu is of great importance. In this section, from various types of documents, you will be able to initiate sub-documents such as Payment Request and Compliance documents. You would also come to this location to view any related system messages that were sent in association with this document.



In the above screenshot, we have an contract that has reached the appropriate status to initiate sub-documents.

In the screenshot below, we have the view of an initiated "Notice to Bid" on the "Examine Related Items" menu. Please note the "Parent Document Identifier" is present (boxed in blue) and our parent Design Contract document tied to our "Notice to Bid" document is viewable.



5.f. Document Navigation Summary

5.f.1View, Edit and Complete Forms

The “Forms” menu will allow for you to view a list of navigational links that lead to PDF documents and forms that are within this opportunity. It will also provide additional information, such as an icon that displays a visual representation of the forms status. PDF documents either display an Adobe Acrobat Reader symbol or an Internet Explorer symbol. Hyperlinks to external locations will display an Internet Explorer symbol. The “Forms” menu will also display the name of the PDF/form, an icon if notes exists on the page, the name of the user whom created the page and when, and the name of the last user to modify the page and when.

5.f.2Change the Status

Once you have completed all of the forms available, you can submit and/or change the status of the document. By doing so, you will inform the next user in the process that you are complete with your task. From the document menu, click on the “View Status Options” button to navigate to the “Status Options” page.

5.f.3Access Management Tools

The “Management Tools” page will list additional tools that are available to the user. These tools have different functions and are used to either view additional data specific to the document or to complete additional tasks. To navigate to the “Management Tools” page, click the “View Management Tools” button that is located on document menu.

5.f.4Examine Related Items

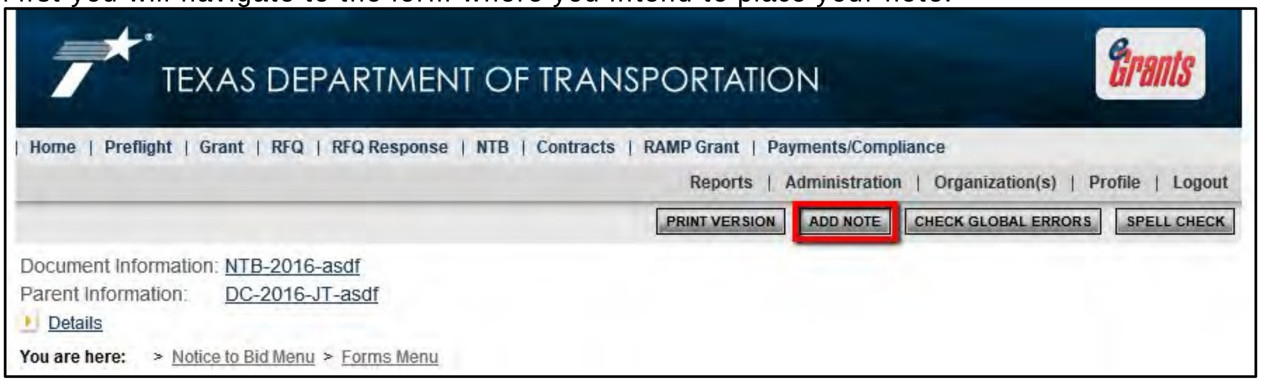
The “Examine Related Items” menu is of great importance. In this section, from an executed grant or an approved scholarship, you will be able to “Initiate a Request for Reimbursement”. You would also come to this location to view any related system messages that were sent in association with the document.

6. Notes

eGrants allows for various documents to have notes attached to them. These notes may be used to communicate to other organization staff members or to TxDOT staff who are assigned to the document.

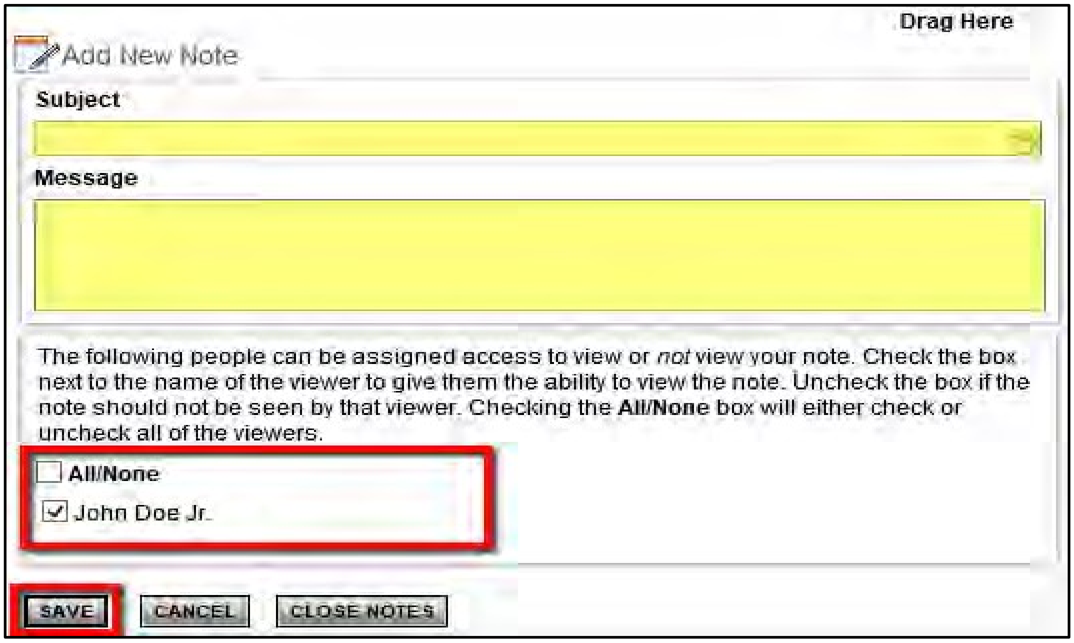
6.a. Adding and Editing Notes

First you will navigate to the form where you intend to place your note.



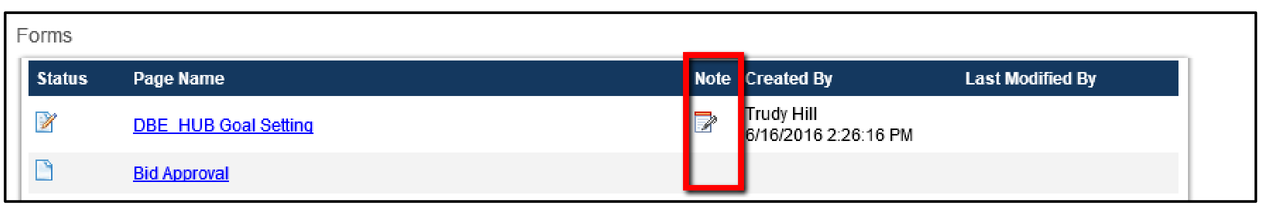
As depicted in the above screenshot, on the form you wish to place your notation on click the “Add Note” button.

1) Next, you will click the “Add a New Note” button.



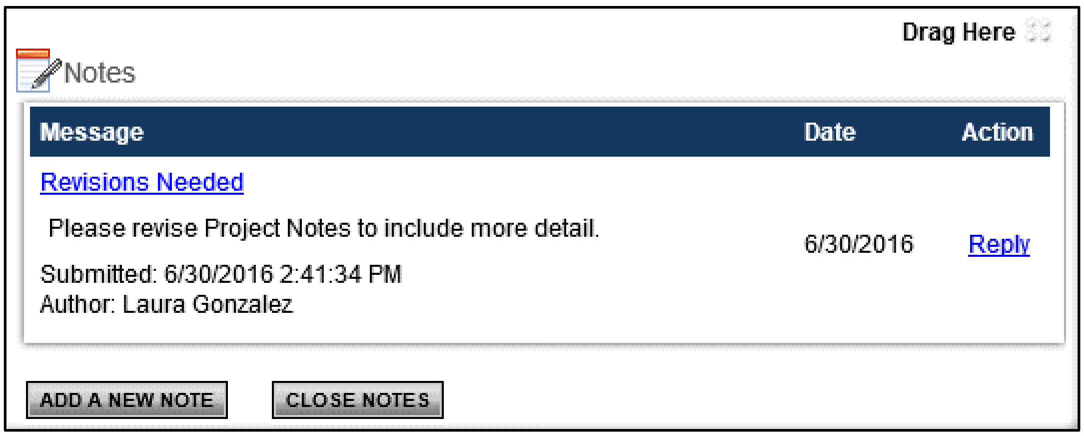
2) As depicted in the above screenshot:
   a. Highlighted in yellow are the subject and body of the notation.
   b. You can be selective in who has access to view the note you create:
      i. Check the box next to the people who CAN view the note.
      ii. Leave unchecked the people who should NOT be able to view.
   c. Lastly, click the “Save” button to finish adding your notation.

Once you have successfully added your note, it will be displayed in two locations. First, it will now display on the “Forms” menu that a particular form has viewable notes, as pictured below.

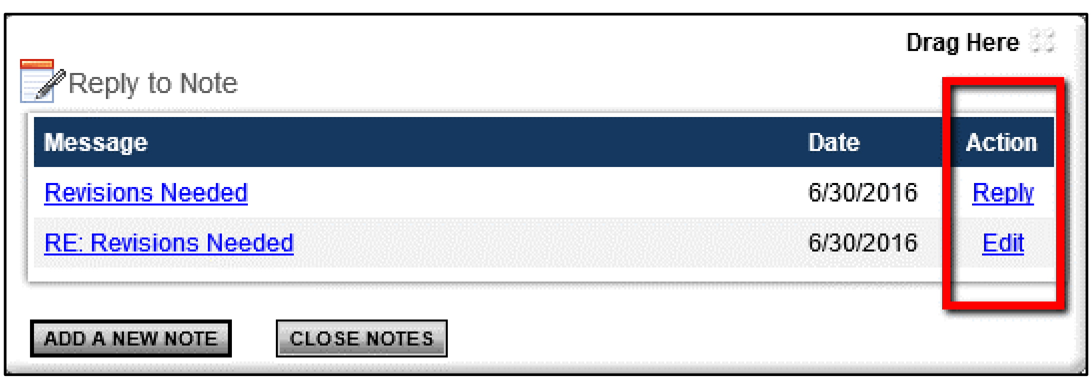


Secondly, the note will be displayed in the actual form itself.

Recipients of your notes will be able to view the date which the note was created, the author of the note, and also have the ability to reply to the note itself.



Just as the recipient of a note has the ability to reply, the author of a note has the ability to edit the note(s) they leave. To edit a note you have previously saved, simply view the note and click the "Edit" button.



In the above screenshot, we can either reply to a note left by another user or we can edit the reply we gave.

The same steps for creating a note apply to editing a note. Once "Edit" has been clicked, the note will open with the current subject and body. Once you have finished making the adjustments, click the “Save” button.

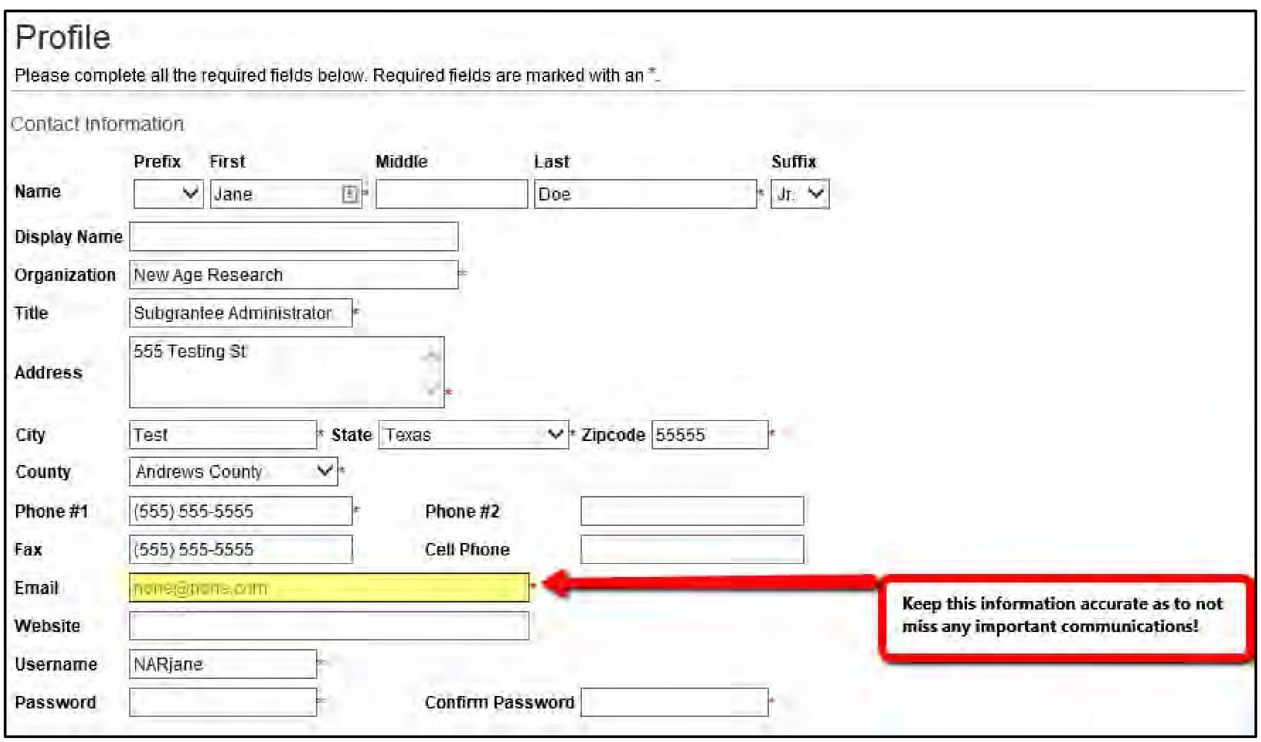
7. Automatic E-Mail Notifications

7.a. Automatic E-Mail Notifications

Automatic e-mail notifications may be sent to you periodically throughout the project or RAMP grant period. These messages will be sent via the system according to an automatic process or as the result of a user triggered event. These messages might accompany the creation of a document, the submission of a document, or a pending due date that is approaching. These messages are intended to help you know what is occurring in the system that pertains to you or your organization. These messages may also be sent by TxDOT personnel.

In order to receive these messages it is important that you include an active, frequently used e-mail address when creating your contact record in the system. If you provide an incorrect e-mail address or an address to an account that is either inactive or full, you will not be able to receive these important messages.

Keeping your profile information accurate is key to not missing important communications. To update your profile information, click “Profile” in the menu selections at the top of the page.

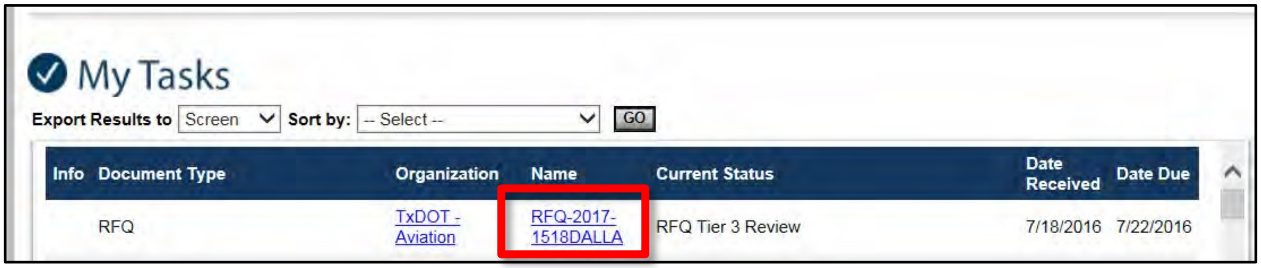


8. Request for Qualification Review (RFQ) (Airport Sponsor Only)

8.a. RFQ Tier 3 Review (Process also applies to RFPs)

Subgrantees may be required to perform a Tier 3 Review. When this happens, the person with either the Subgrantee Administrator role or the Subgrantee Staff role will receive an email notification that says, "Please log into system and review final draft RFQ for {txtProjectID}".

Once logged in, the RFQ document will be listed in the "My Tasks" section, and be searchable through the "RFQ" document search tab at the top of the page. The document will remain in that user's "My Tasks" section until the status is advanced out of that user's possession.

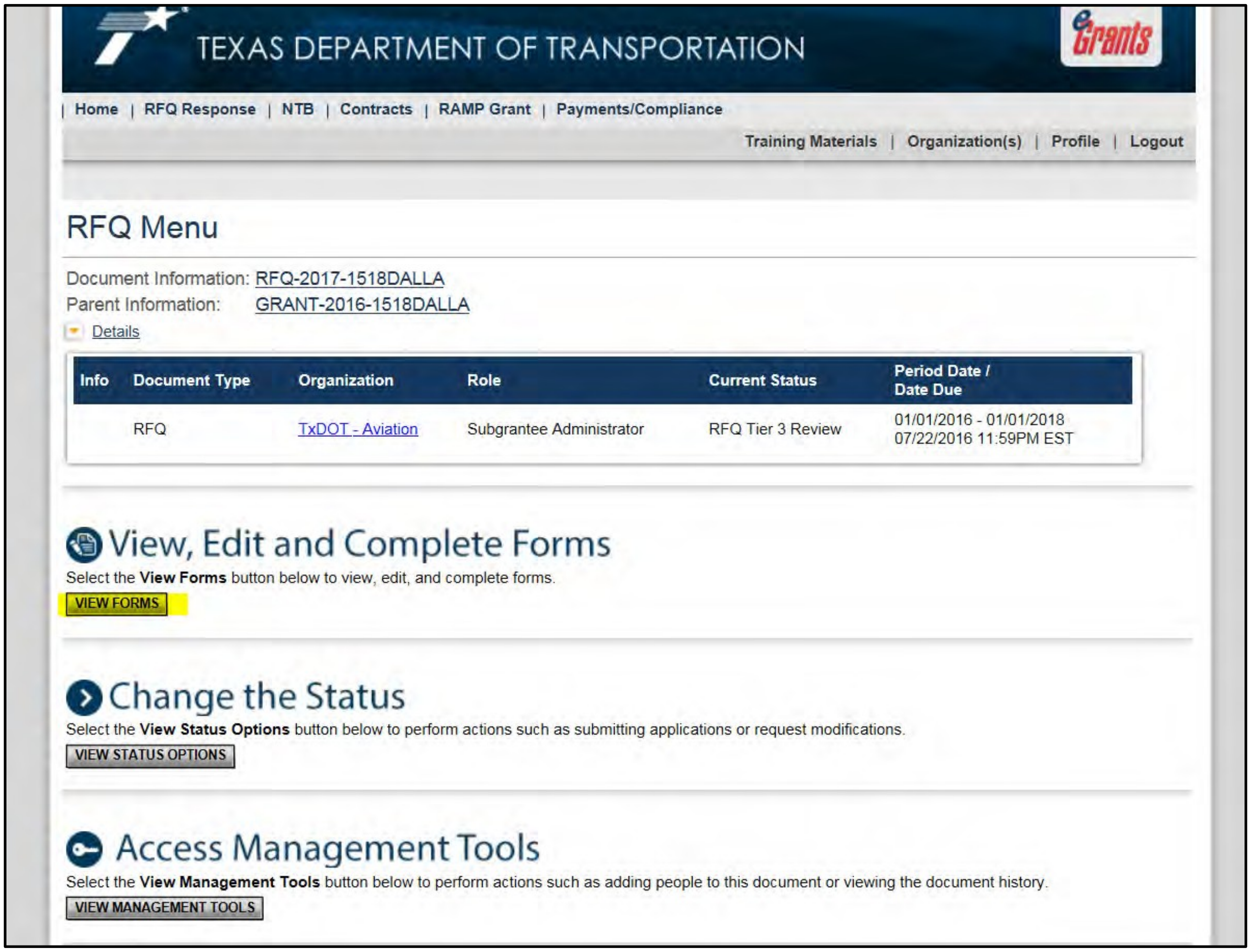


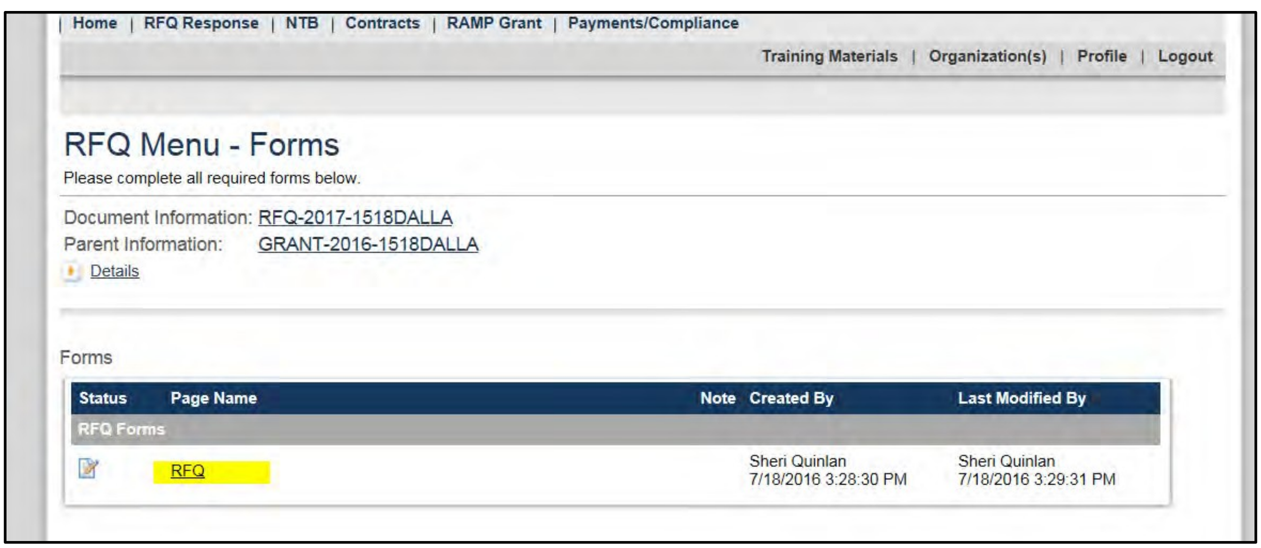
Request for Qualifications documents are designed to use the following naming convention:

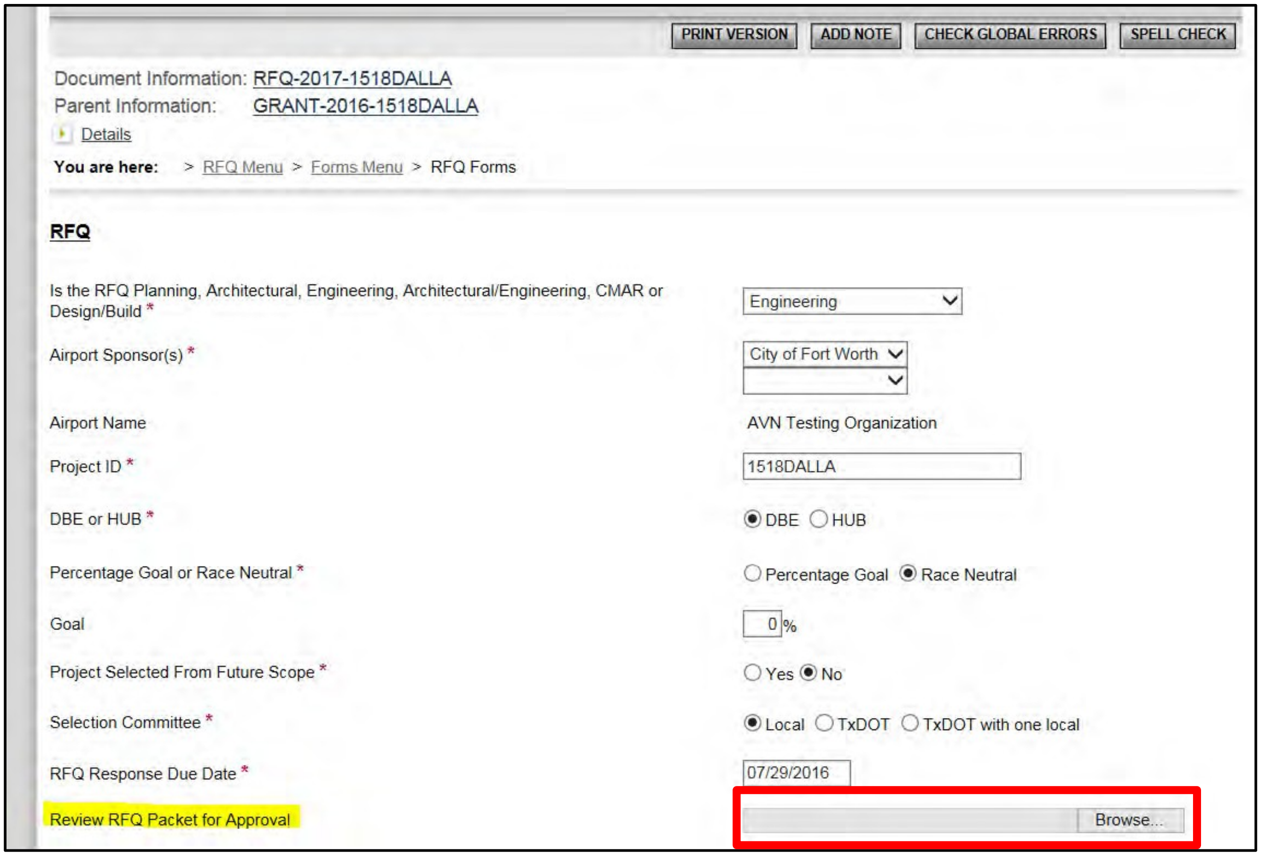
RFQ-20XX-OOO-XXXXX

In this case, the prefix of the identifier is used to identify the type of the document (RFQ). The second four digits represent the fiscal year of the document, the third part of the identifier in this case is the organization identifier, and the suffix will always be the Project ID from the Grant document

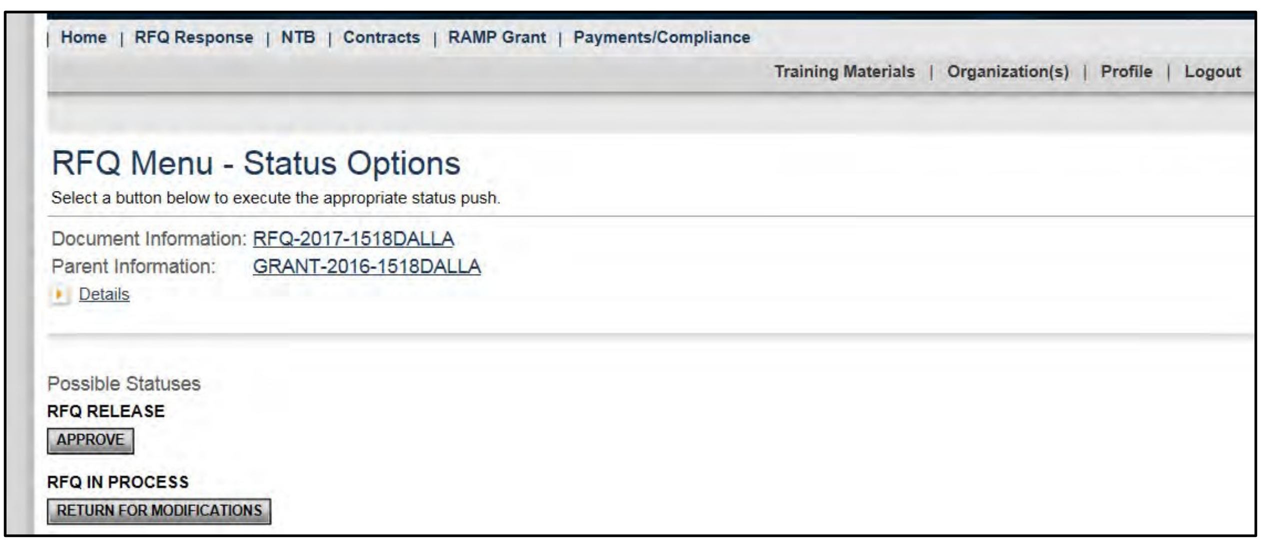
The Subgrantee must click the name of the document and then the "View Forms" button. The Subgrantee will review the "RFQ" form. The RFQ will be uploaded in Review RFQ packet for Approval.


TEXAS DEPARTMENT OF TRANSPORTATION
eGrants
| Home | RFQ Response | NTB | Contracts | RAMP Grant | Payments/Compliance
Training Materials | Organization(s) | Profile | Logout
RFQ Menu
Document Information: RFQ-2017-1518DALLA
Parent Information: GRANT-2016-1518DALLA
Details
Info | Document Type | Organization | Role | Current Status | Period Date / Date Due
RFQ | TxDOT - Aviation | Subgrantee Administrator | RFQ Tier 3 Review | 01/01/2016 - 01/01/2018 07/22/2016 11:59PM EST
View, Edit and Complete Forms
Select the View Forms button below to view, edit, and complete forms.
VIEW FORMS
Change the Status
Select the View Status Options button below to perform actions such as submitting applications or request modifications.
VIEW STATUS OPTIONS
Access Management Tools
Select the View Management Tools button below to perform actions such as adding people to this document or viewing the document history.
VIEW MANAGEMENT TOOLS


| Home | RFQ Response | NTB | Contracts | RAMP Grant | Payments/Compliance
Training Materials | Organization(s) | Profile | Logout
RFQ Menu - Forms
Please complete all required forms below.
Document Information: RFQ-2017-1518DALLA
Parent Information: GRANT-2016-1518DALLA
Details
Forms
Status | Page Name | Note | Created By | Last Modified By
RFQ Forms
RFQ | Sheri Quinlan 7/18/2016 3:28:30 PM | Sheri Quinlan 7/18/2016 3:29:31 PM



When the Subgrantee has completed the review of the form, the Subgrantee will navigate to the “Change the Status” section of the document menu by clicking the Document Information link or the RFQ Menu link at the top of the page and then the “View Status Options” button. Select RFQ Release to approve the RFQ or select RFQ in process (return for modifications) to return the document back to TxDOT.



Upon changing the status, the document will be removed from the user’s “My Tasks” section.

8.b. Process-Flow Snapshot

FROM	TO	ROLE	TYPE
• RFQ Tier 3 Review TxDOT will assign the REV role after this step is complete	• RFQ Release • RFQ in Process	• **SA** • **SA**	**MANUAL**

8.c. Reviewing RFQ/RFP responses (Sponsor or TxDOT selection committees only)

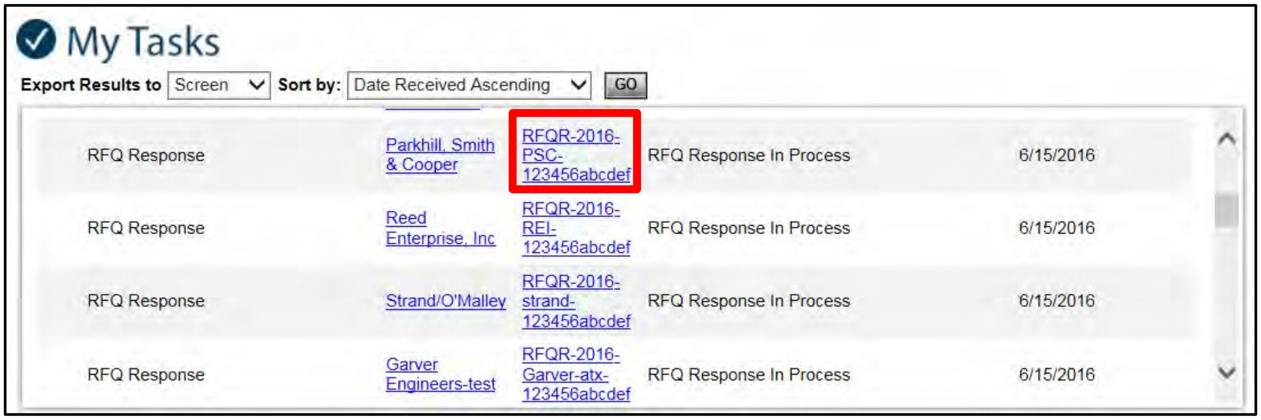
Subgrantees that choose to designate a local selection committee to rate and rank RFQ/RFP responses can view RFQ responses and submit final selection paperwork in eGrants. Depending on the selection committee, TxDOT will add the SA (usually the designated representative) or internal staff as Reviewers to the RFQ document. The Reviewer will receive a notification that says "*Please log into system and review responses to {RFQRconsultant name/txdot project id}. Please submit your response ratings within the system within three weeks from this email notice.*"

Once logged in, the RFQR documents will be listed in the "My Tasks" section, and be searchable through the "RFQR" document search tab at the top of the page. The document will remain in that user's "My Tasks" section until the status is advanced out of that user's possession.

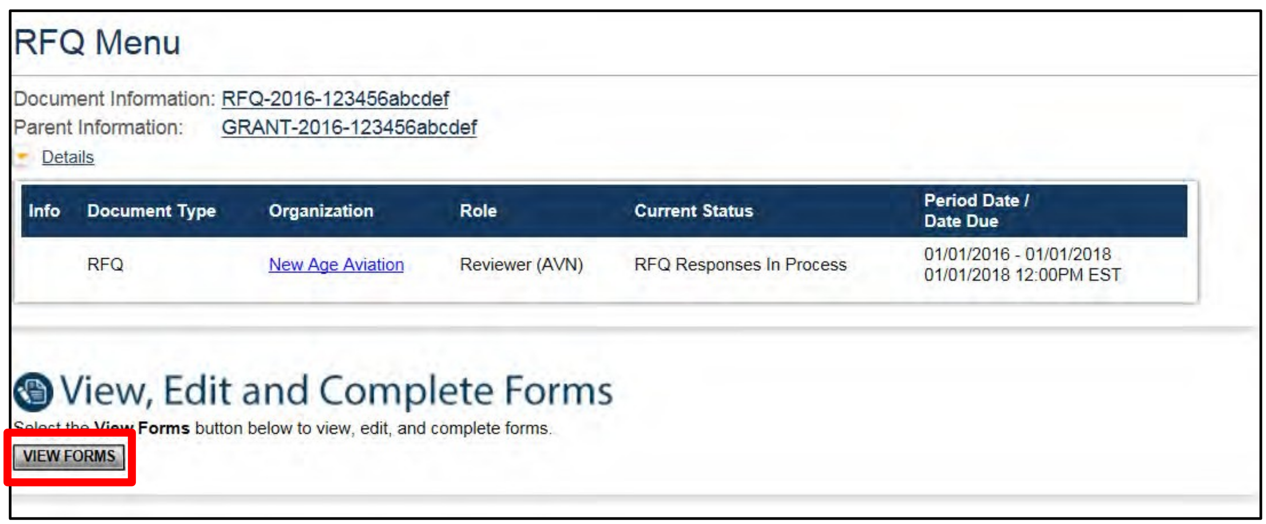
8.d. Scoring and Submitting RFQ/RFP selection committee paperwork (Sponsor or TxDOT selection committees only)

The Reviewer will download ranking and rating forms from a link on the tally sheet. The tally sheet place ranking form is a sub-document of the RFQ/RFP document within eGrants. These forms should be used to review and rank the RFQ/RFP responses outside of eGrants. The committee should complete these in paper first and then give all paperwork to the committee chair person. The chairperson will scan all documents in PDF and post them into eGrants. The documents may be posted as one or multiple PDFs files. The tally sheet will be entered directly into an eGrants form.

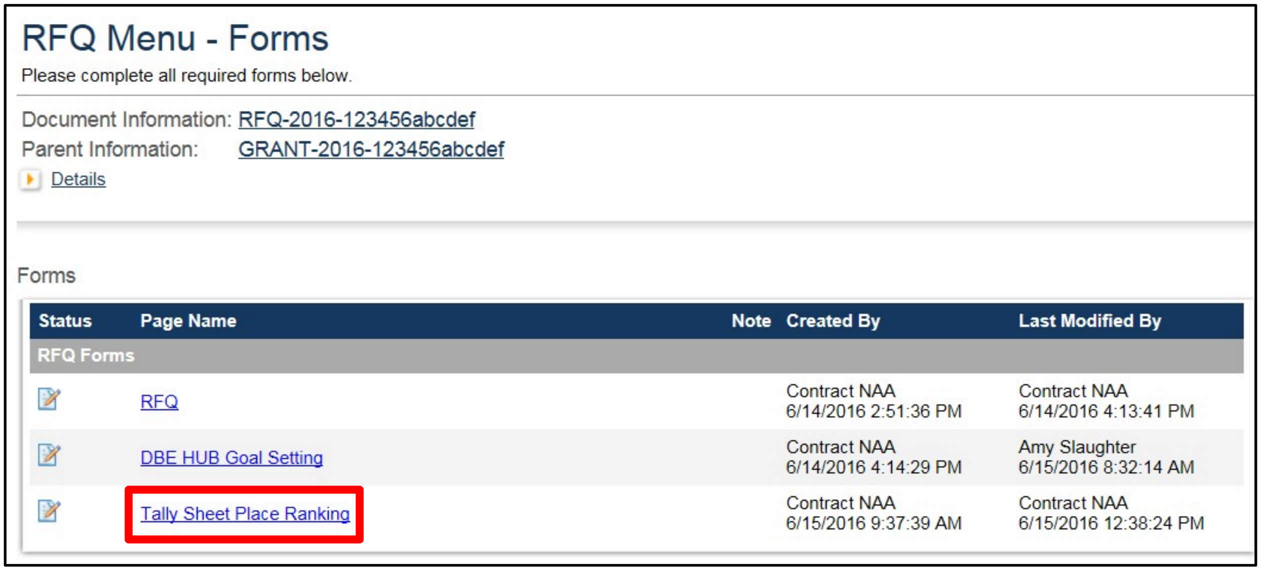
To navigate to the Tally sheet, the Reviewer will log in and the RFQR documents will be listed in the "My Tasks" section. Select one of these documents and navigate to the RFQ/RFP parent document for this response.



Select to View, Edit and Complete Forms from the RFQ Menu.

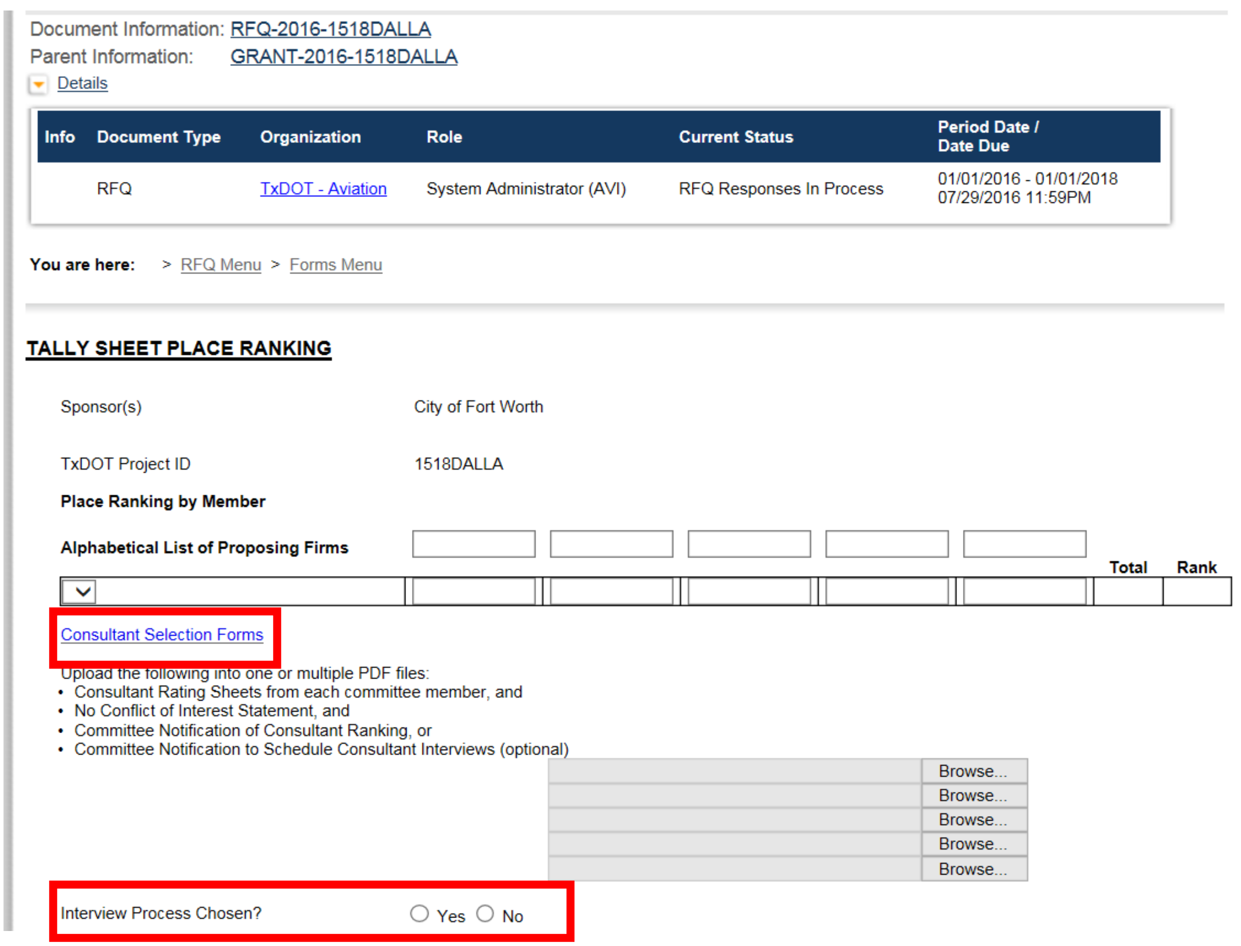


Select the Tally Sheet Place Ranking Form.

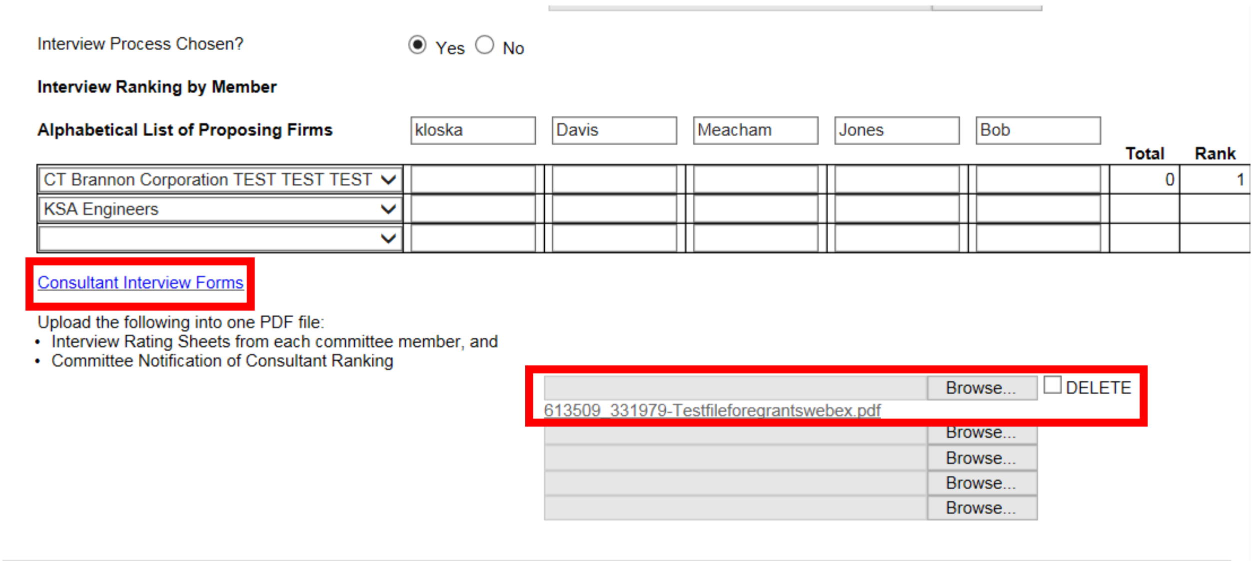


This is where the Reviewers will download the consultant selection forms, enter the tally sheet place ranking and upload copies of rating and ranking, no conflict of interest statements, etc.

Please note, the List of Proposing Firms will be completed along with the names of the committee members by TxDOT and will be ready for you to simply insert the final ranking.



At this time select whether or not an interview process will be initiated. If interviews are requested, a new tally sheet and consultant interview forms link appears. Reviewers will need to upload the rating sheets for the interview process.



Please contact TxDOT if you decide to interview and your contract specialist will notify all respondents of the RFQ status.

9. RFQ/RFP Response (Professional Services Providers and/or Contractors for Design Build and CMAR projects)

9.a. Initiating an RFQ/RFP Response document

Subgrantee Administrators (SA) can initiate the RFQ/RFP Response through the "View Available Opportunities" section on their home page. Once initiated, it will be searchable through the "RFQ Response" document search tab at the top of the page and will also be listed in the user's "My Tasks" section. The document will remain in that user's "My Tasks" section until the status is advanced out of that user's possession.

RFQ Response documents are designed to use the following naming convention:

RFQR-20XX-OOO-XXXXX

In this case, the prefix of the identifier is used to identify the type of the document (RFQR). The second four digits represent the fiscal year of the document, the third part of the identifier in this case is the organization identifier, and the suffix will always be the Project ID from the RFQ document.

The SA will complete the "RFQ Applicant" form. When the SA has completed the form, the SA will save and **submit the response** from the page or navigate to the "Change the Status" section of the document menu by clicking the Document Information link or the RFQ Response Menu link at the top of the page and then the "View Status Options" button.

The SA will submit its RFQ/RFP response by selecting "submit response" (RFQ in CS Review). The SA may decide to cancel by selecting Cancel Response (RFQ Response Cancelled).

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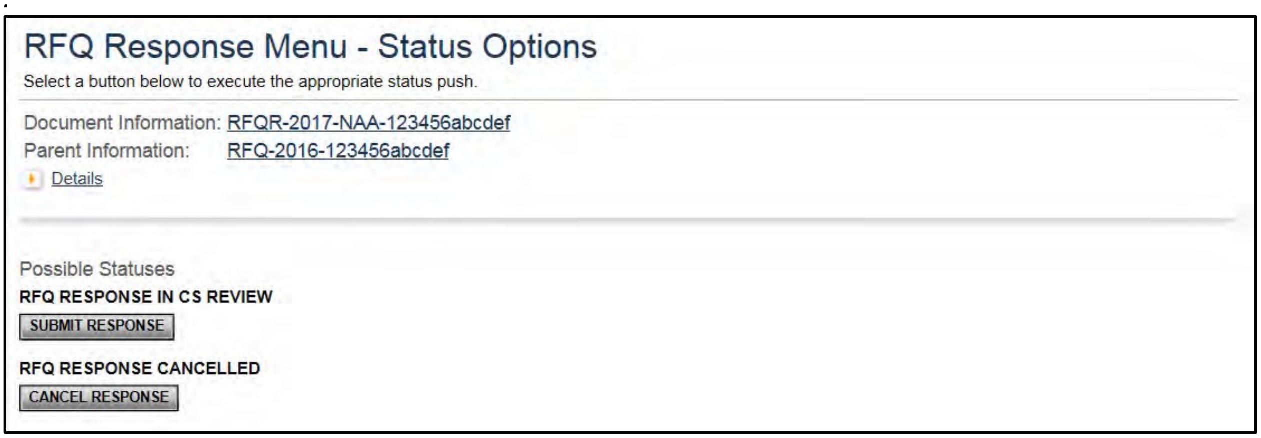


A confirmation email will be sent to the SA when either of these statuses is selected. If submitted, the notification will say *Your RFQ Response for {TxDOT Project ID} has been successfully submitted.*

If cancelled the system provides an error check, requiring a reason for the canceled response, before allowing the SA to move forward with canceling the response. If cancelled, the notification will say *Your RFQ Response for {TxDOT Project ID} has been cancelled*

Upon changing the status, the document will be removed from the user's "My Tasks" section.

9.b. Reviewing RFQ/RFP responses (Sponsor and TxDOT selection committees only)

Please see Section 8.c and 8.d for this step

9.c. Process-Flow Snapshot

FROM	TO	ROLE	TYPE
• RFQ Response in Process *SA receives email when RFQ response is submitted/cancelled* **SA receives email if their response is selected for an interview /SA's not selected for an interview will receive a selection notification* ***SA receives email when the provider is selected*	• RFQ Response in CS Review • RFQ Response Cancelled	• **SA** • **SA**	**MANUAL**

• ***Please note***:

- TxDOT Aviation will continue to advertise RFQs and RFPs in the *Texas Register* and post all RFQ/RFP solicitations to the TxDOT website. Respondents will now upload their responses to these solicitations into eGrants instead of mailing or hand delivering.
- A separate quick user guide specifically for RFQ/RFP responses will be available along with a quick NEW USER guide in order for new organizations and users to gain access to eGrants.
- Once the Selection process has been complete, SAs will receive an email alerting them to go to the TxDOT website or to log into eGrants to view the status of their response. The notifications are below. Responses not selected will have a *response not selected* status in eGrants. Responses selected or selected for interview will indicate that same status in the system. Keep checking your document status in eGrants to see the status of responses.
- If the sponsor has chosen to designate a local selection committee, it will only have access to the RFQ responses when the responses are in the eGrants status of "RFQ response in selection panel review." The RFQ Responses will not be viewable to the sponsors after this status.

*Interview Notification Email:

Interviews will be conducted for TxDOT Project ID {name of project}. Please view the TxDOT website for results or log into system to review document status.

Respondents not selected for an Interview will receive the Selection Notification email.

**Selection Notification Email for Respondents:

The provider has been selected for TxDOT Project ID {name of project}. Please view the TxDOT website for results or log into system to review document status.

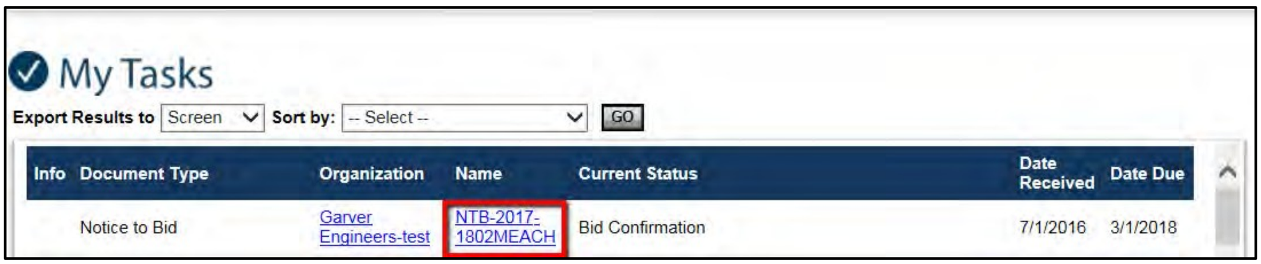
Respondents will receive this message if their response document is selected, not selected or not selected for an interview. This is a general notification alerting the respondent to view the document status in eGrants or on the TxDOT website.

10. Notice to Bid
(Design Consultants Only During the Bidding Phase)

10.a. Reviewing a Notice to Bid schedule

Subgrantee Administrators (SA) will be required to review a “Notice to Bid” schedule. When this happens, the SA will receive an email notification that says, “{PersonName} requests your approval for the bid schedule for {ProjectID}. Please follow link to log in to eGrants to approve proposed bid schedule.”

Once logged in, the Notice to Bid (NTB) document will be listed in the “My Tasks” section, and be searchable through the “NTB” document search tab at the top of the page. The document will remain in that user’s “My Tasks” section until the status is advanced out of that user’s possession.

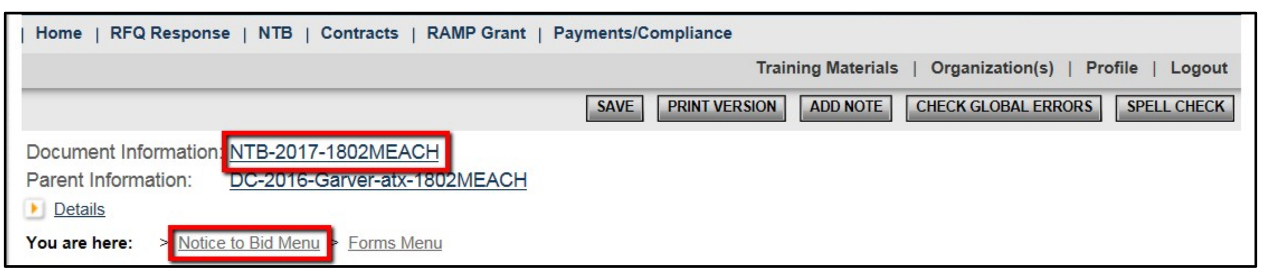


Notice to Bid documents are designed to use the following naming convention:

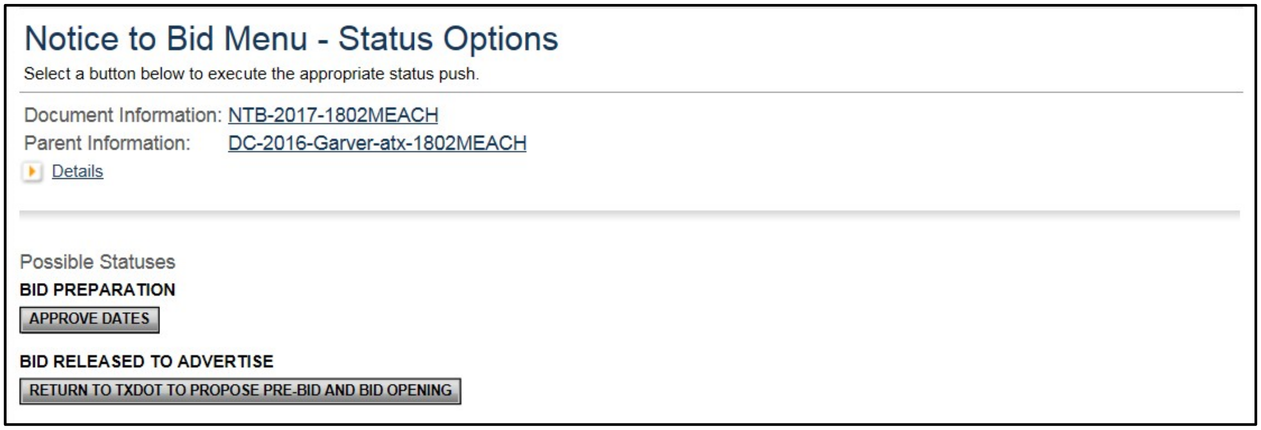
NTB-20XX-OOO-XXXXX

In this case, the prefix of the identifier is used to identify the type of the document (NTB). The second four digits represent the fiscal year of the document, the third part of the identifier in this case is the organization identifier, and the suffix will always be the Project ID from the parent document.

The SA will access and make edits to the “Bid Advertisement Dates” form. When the SA has completed the edits on the form, the SA will navigate to the “Change the Status” section of the document menu by clicking the Document Information link or the Notice to Bid Menu link at the top of the page and then the “View Status Options” button.



The SA will change the status to either Approve Dates suggested by TxDOT (Bid Preparation) or Return the form to TxDOT to propose alternate bid dates (Bid Released to Advertise) by clicking the appropriate button below the status.

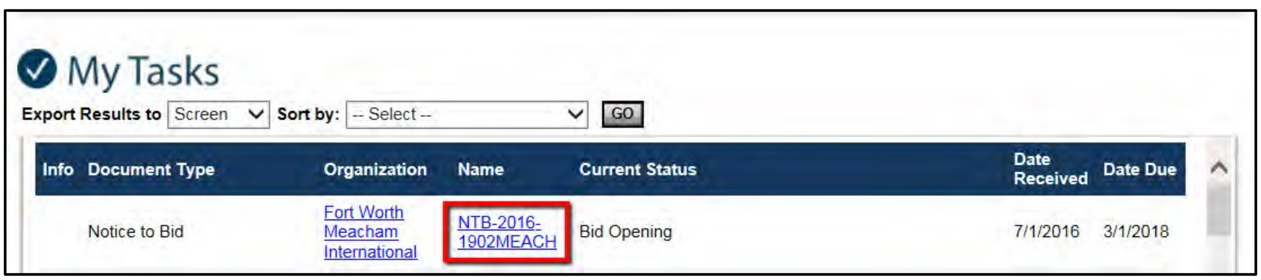


Upon changing the status, the document will be removed from the user's "My Tasks" section.

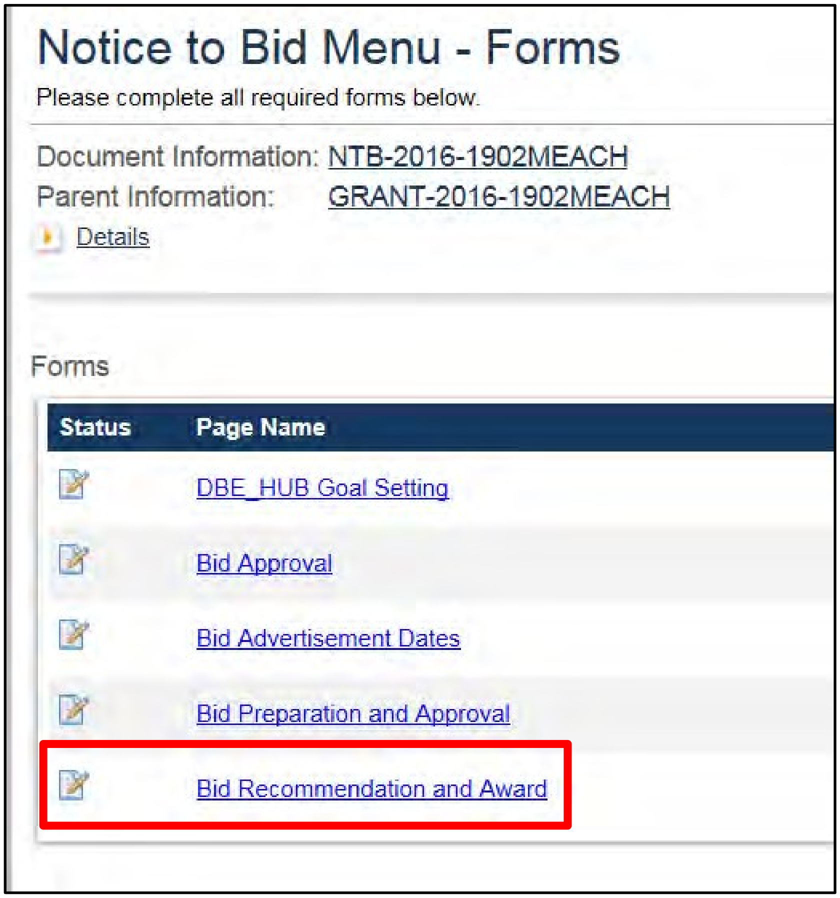
10.b. Completing a bid at Bid Opening

Subgrantee Administrators (SA) will be required to upload bid results after the "Bid Opening". The SA will receive an email notification that says, "Please follow the link to log into eGrants to post bid tabulations and award recommendation.

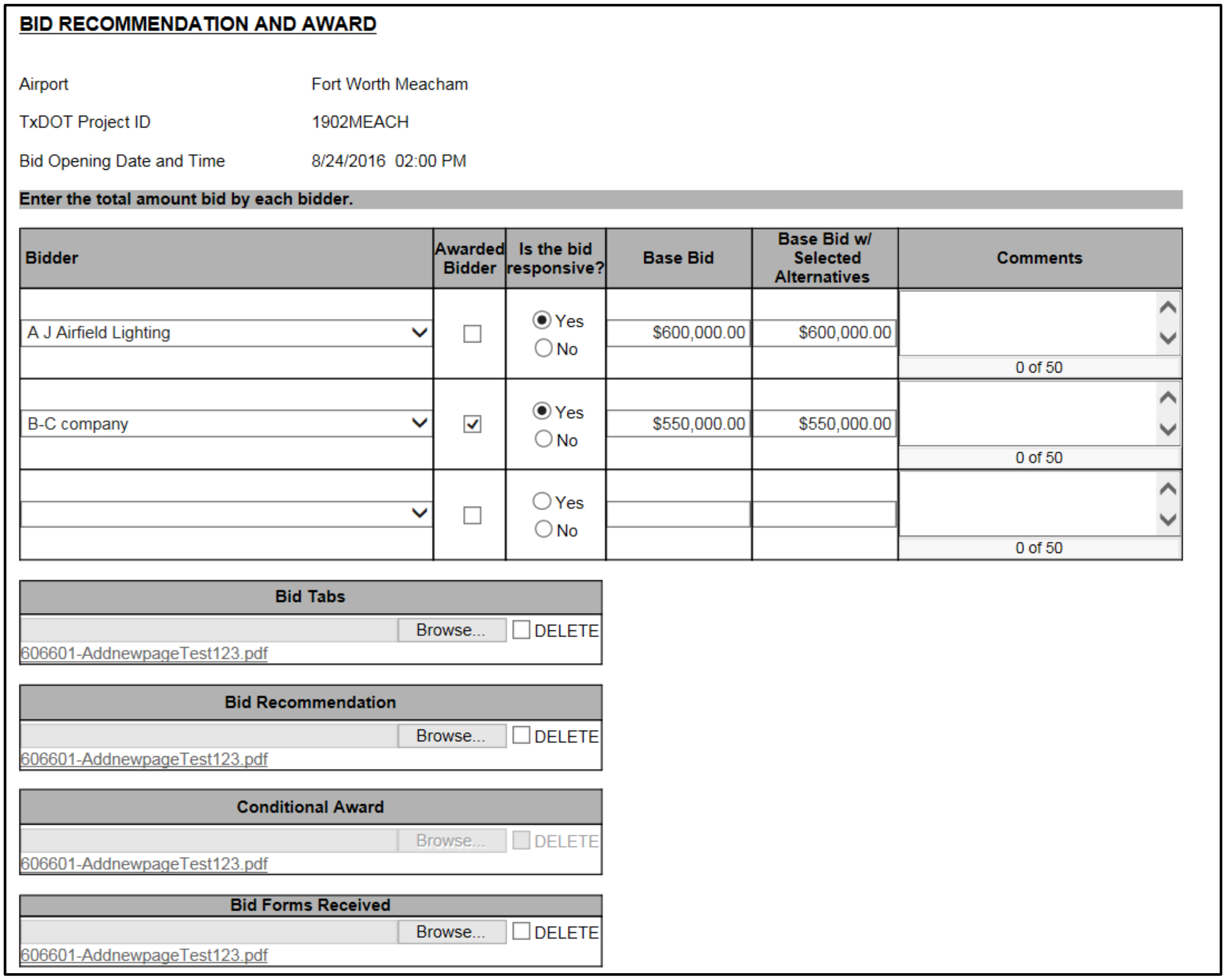
Once logged in, the Notice to Bid (NTB) document will be listed in the "My Tasks" section, and be searchable through the "NTB" document search tab at the top of the page. The document will remain in that user's "My Tasks" section until the status is advanced out of that user's possession.



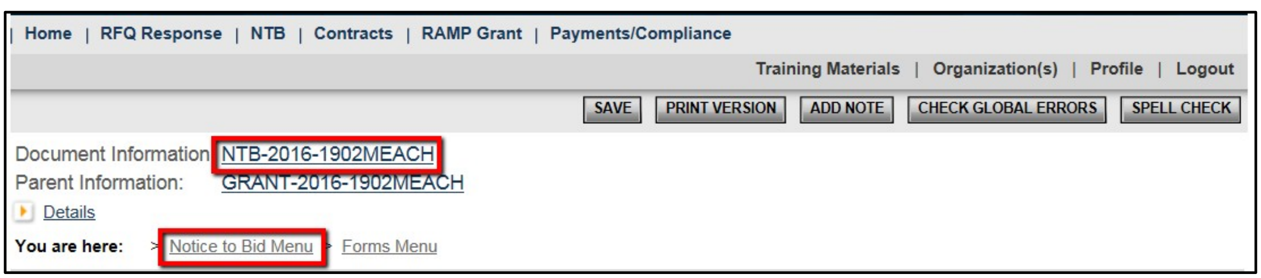
The SA will access and complete the "Bid Recommendation and Award" form.



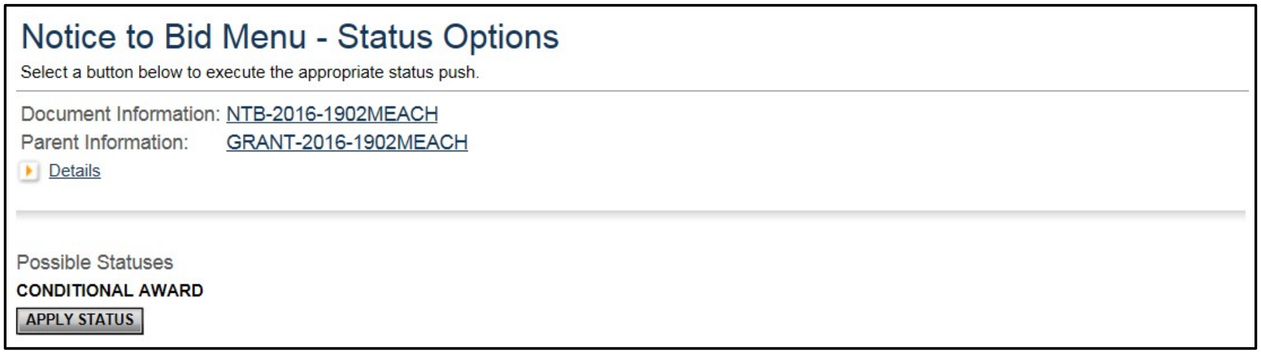
At this time the SA will complete all fields except the conditional award. The TXDOT project manager will post this document in the next step.



When the SA has completed the form, the SA will save and navigate to the "Change the Status" section of the document menu by clicking the Document Information link or the Notice to Bid Menu link at the top of the page and then the "View Status Options" button.



The SA will change the status to "Conditional Award" by clicking the "Apply Status" button below the status.



Upon changing the status, the document will be removed from the user's "My Tasks" section.

10.c. Process-Flow Snapshot

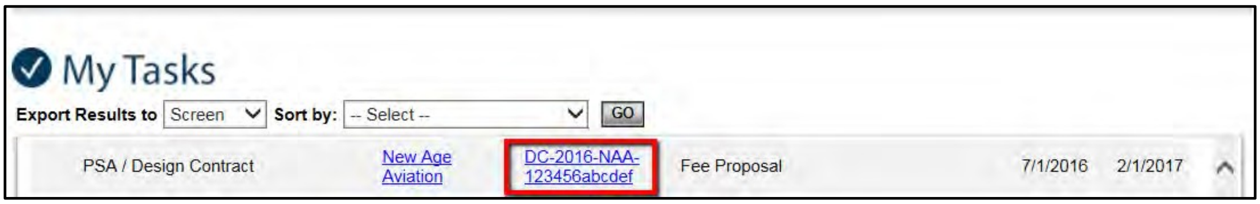
FROM	**TO**	**ROLES**	**TYPE**
• Bid Confirmation	• Bid Preparation • Bid Released to Advertise	• **SA** • **SA**	**MANUAL**
• Bid Opening	• Conditional Award	• **SA**	**MANUAL**

11. PSA/Design Contract (Consultants Only)

11.a. Review a Design Contract and propose a fee

Subgrantee Administrators (SA) will be required to review a draft of the "Design Contract" document and propose their fees. When this happens, the SA will receive an email notification that says, "Please follow the link to log in to eGrants and submit your proposed fees for {ProjectID} within two weeks from this email notice."

Once logged in, the Design Contract document will be listed in the "My Tasks" section, and be searchable through the "Contracts" document search tab at the top of the page. The document will remain in that user's "My Tasks" section until the status is advanced out of that user's possession.

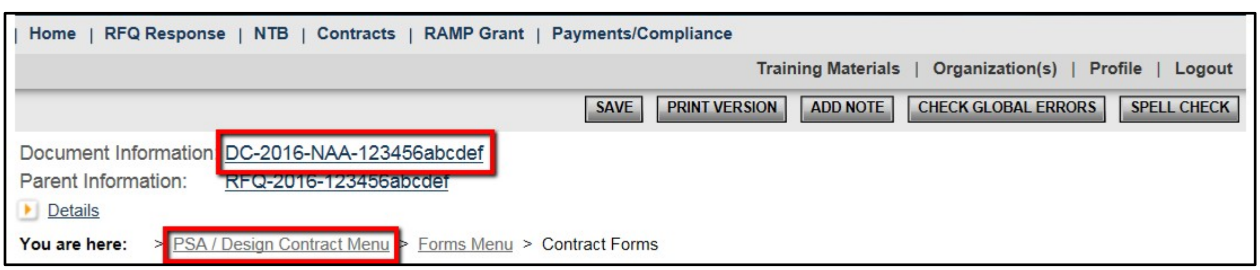


Design Contract documents use the following naming convention:

DC-20XX-OOO-XXXXX

In this case, the prefix of the identifier is used to identify the type of the document (DC). The second four digits represent the fiscal year of the document, the third part of the identifier in this case is the organization identifier, and the suffix will always be the Project ID from the Grant document.

The SA will access and complete edits on the Fee Negotiations form. When the SA has completed the form, the SA will navigate to the "Change the Status" section of the document menu by clicking the Document Information link or the PSA / Design Contract Menu link at the top of the page and then the "View Status Options" button.



The SA will change the status to "Fee Negotiation" by clicking the "Apply Status" button below the status.

Upon changing the status, the document will be removed from the user's "My Tasks" section.

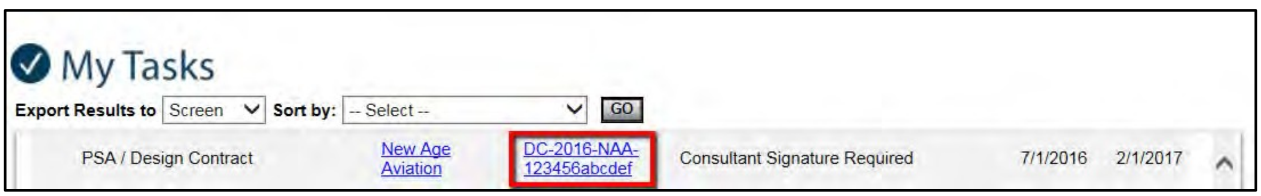
The TxDOT Project Manager reviews the fee proposal and either approves it by moving it forward or returns it to the consultant for revision. If the document is returned by the Project Manager to the SA, the item will again appear in the SA user's task list and a new email will be sent requesting the SA to propose fees. When the SA logs into the system to view the fee negotiations form, a note will be indicated next to the document, which suggests that the Project Manager would like the SA to revise its fees. There may also be a file attached in the form which may contain markups to the SA's fee backup documentation. The negotiation process can continue back and forth within eGrants until the fees are accepted by the Project Manager. Only TxDOT and the Consultant will have access to this process. Sponsors will not be able to view this form.

11.b. Contract signing and submit DBE plan, if applicable

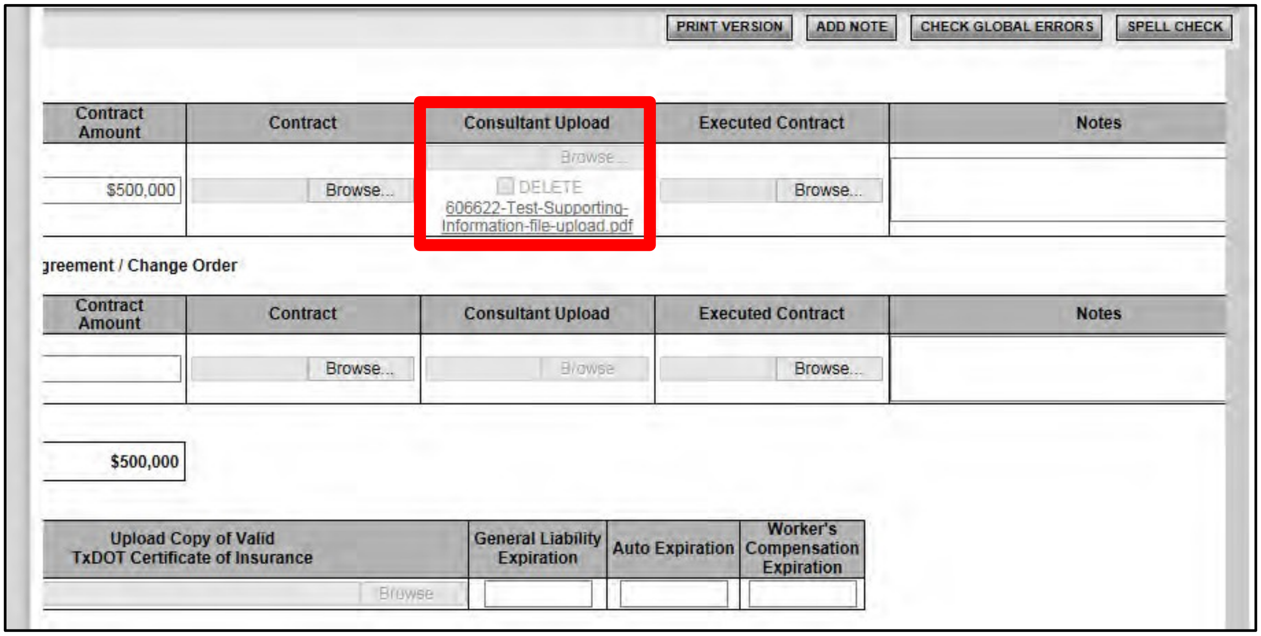
Construction Contractors should refer to this section as it is the same process when completing a construction contract

Subgrantee Administrators (SA) will be required to sign contracts, submit a DBE plan and insurance certificates, if applicable, for a "Design Contract" document. When this happens, the SA will receive an email notification that says, "The Contract for is ready for your signature in the eGrants system. Please follow the link to log in to approve contract within two weeks from this email notice. Please follow instructions on the attached acceptance letter regarding DBE/HUB and insurance, if applicable.

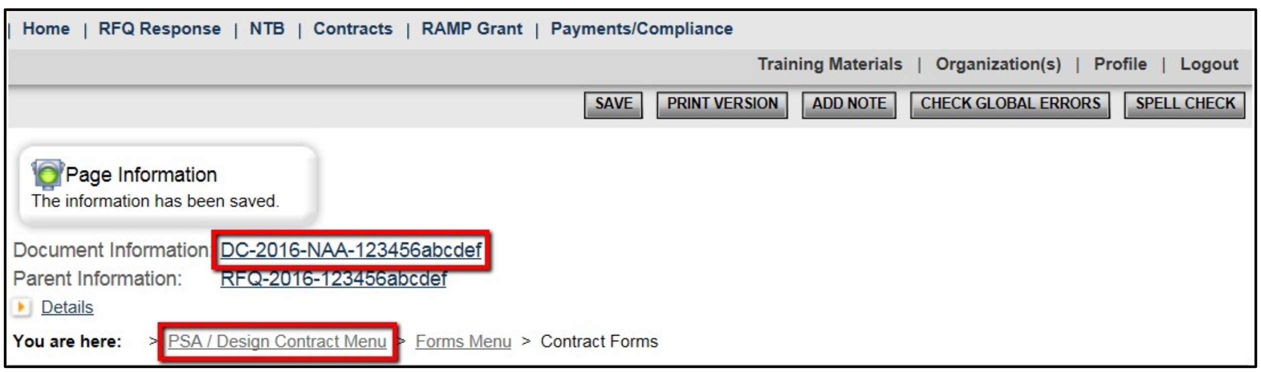
Once logged in, the Design Contract document will be listed in the "My Tasks" section, and be searchable through the "Contracts" document search tab at the top of the page. The document will remain in that user's "My Tasks" section until the status is advanced out of that user's possession.



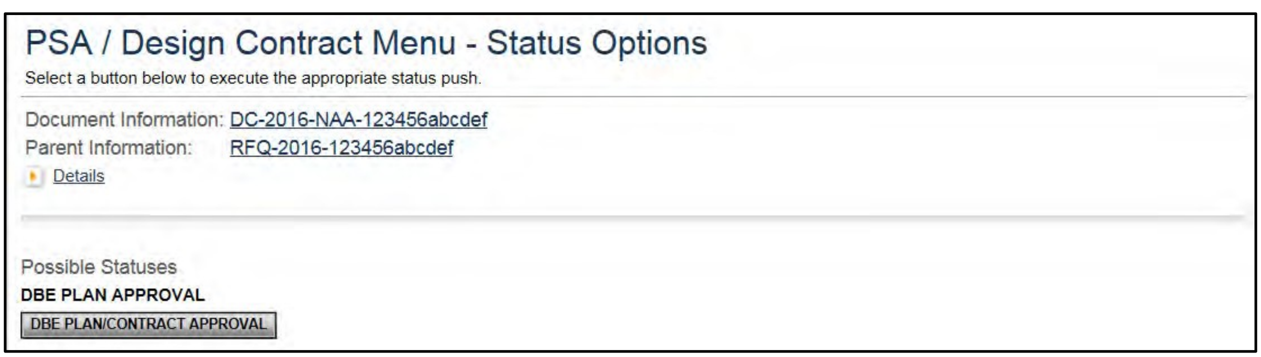
The SA will download the contract in the Contract Tracking form and will complete edits to the DBE/HUB Tracking form. The SA will upload a signed PDF of the contract to the Contract Tracking Form and update their insurance certificate.



When the SA has completed the form, the SA will save the page navigate to the "Change the Status" section of the document menu by clicking the Document Information link or the PSA / Design Contract Menu link at the top of the page and then the "View Status Options" button.



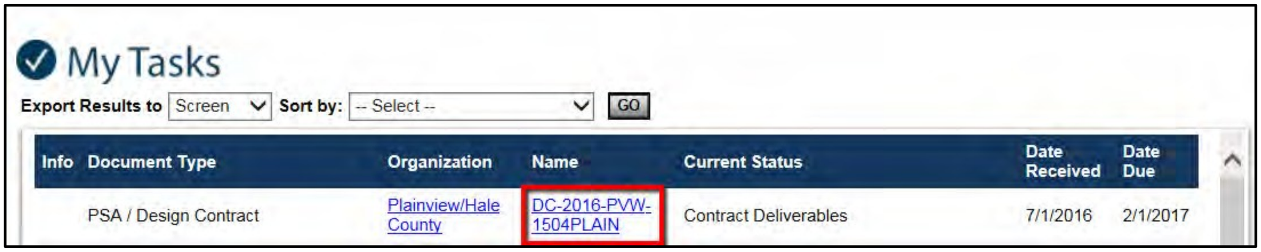
The SA will change the status to "DBE Plan Approval" by clicking the "DBE Plan/Contract Approval" button below the status.



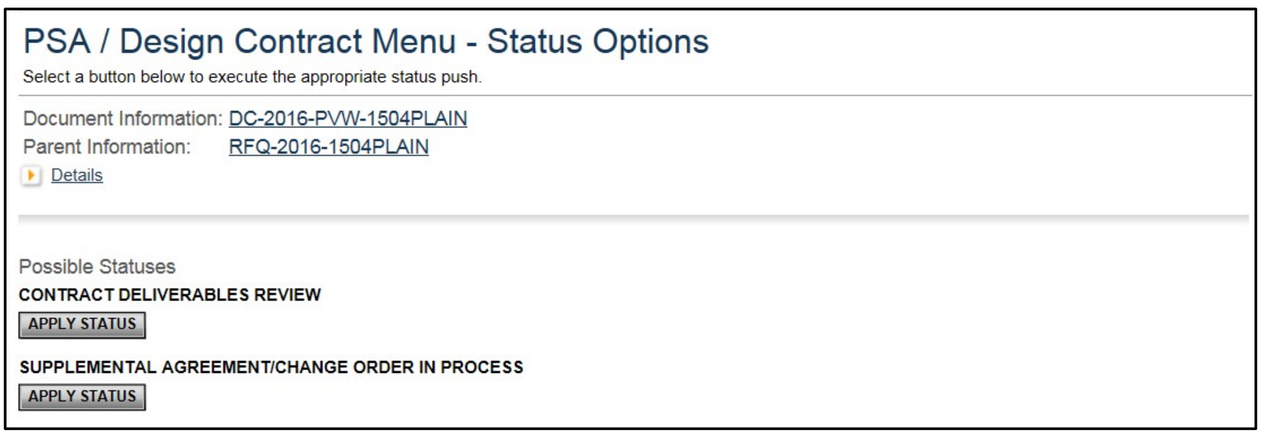
Upon changing the status, the document will be removed from the user's "My Tasks" section.

11.c. Initiating a Supplemental Agreement/Change Order

Initiating a Supplemental Agreement/Change Order (SA/CO) for a Design Contract is done through a process step change or push status change. This is unlike the process for initiating sub-document, e.g. a Payment Request.

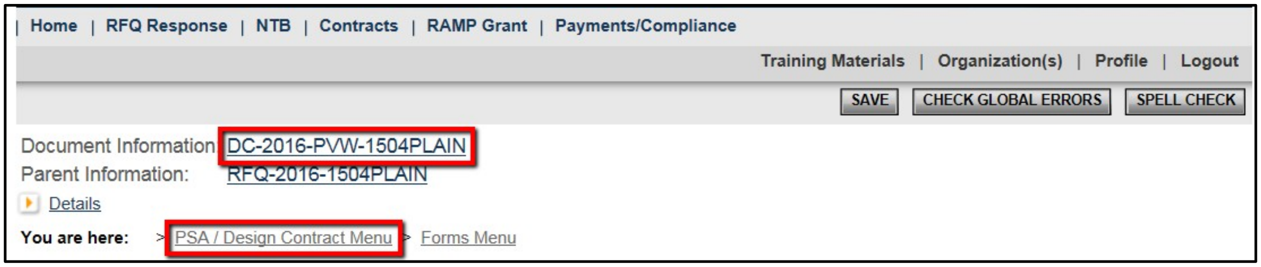


The Design Contract must be at the "Contract Deliverables" status. At this status, only the Subgrantee Administrator can view and apply the "Supplemental Agreement/Change Order in Process" status change. **The SA must change the status to "Supplemental Agreement/Change Order in Process" before completing the Supplemental Agreement/Change Order form.**

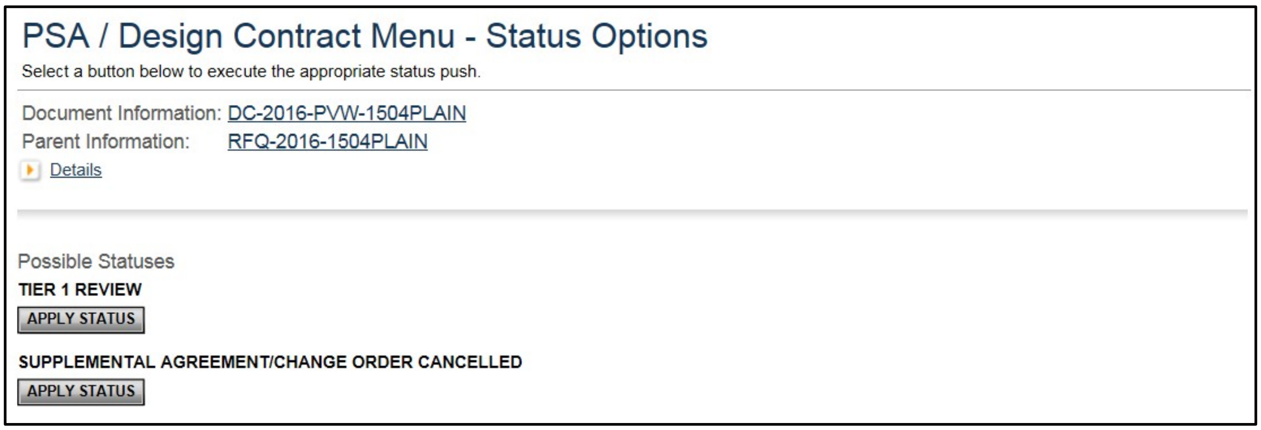


Once the status is changed, the Design Contract document will remain in the Subgrantee Administrator's "My Tasks" section until the status is advanced out of that user's possession.

The SA will complete the Supplemental Agreement/Change Order Request Form after changing the status to Supplemental Agreement/Change Order in Process. Users are required to complete all required fields before they are permitted to change the status. When the SA has completed the form, the SA will navigate to the "Change the Status" section of the document menu by clicking the Document Information link or the PSA / Design Contract Menu link at the top of the page and then the "View Status Options" button.



The SA will change the status to “Tier 1 Review” by clicking the “Apply Status” button below the status. The SA will also have the option to cancel the SA/CO. Tier 1 Review will be pushed to the Project Manager, who will either return to the SA for modifications or approve and will push it forward. If the SA/CO is approved, the user will be notified when it is ready for signature per Section 11.d



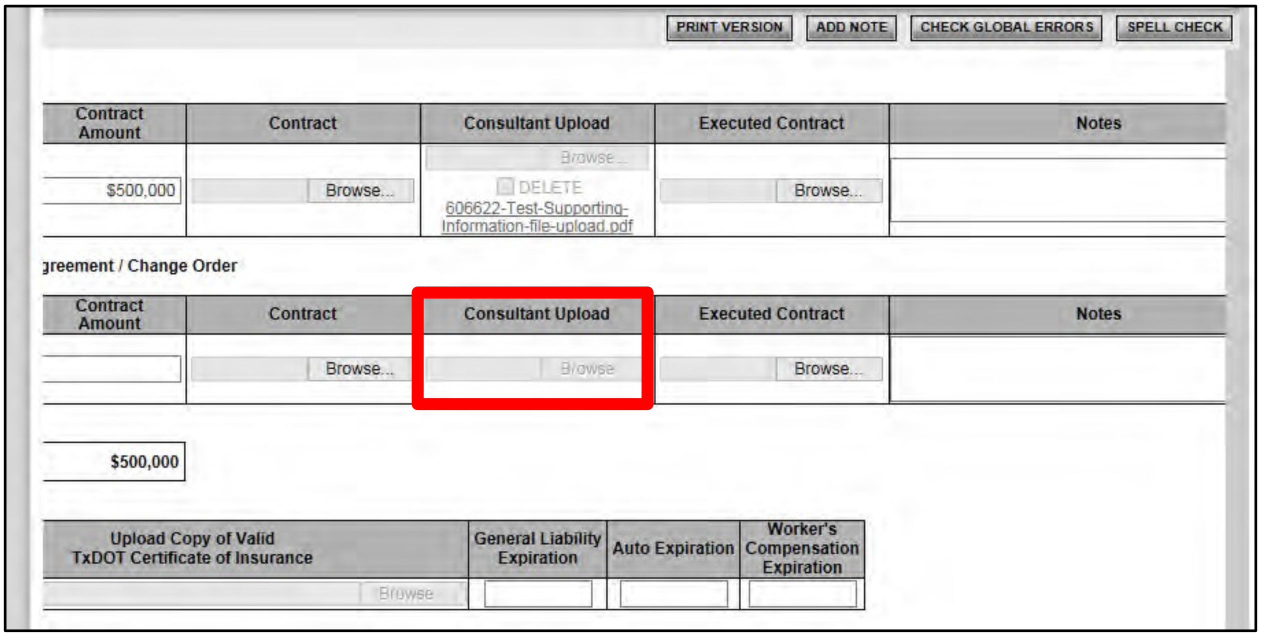
Upon changing the status, the document will be removed from the user’s “My Tasks” section. Tier 1 Review will be pushed to the Project Manager, who will either return to the SA for modifications or approve and will push it forward. If the SA/CO is approved, the user will be notified when it is ready for signature per Section 11.

11.d. Accepting a Supplemental Agreement/Change Order

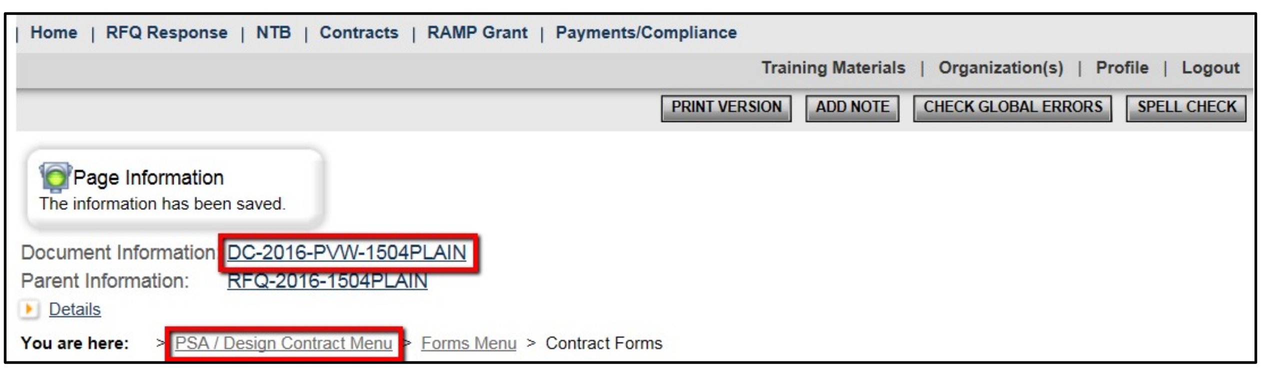
Subgrantee Administrators (SA) will be required to accept a Supplemental Agreement/Change Order for a “Design Contract” document. When this happens, the SA will receive an email notification that says, “A supplemental agreement/change order {ProjectID} is ready for your signature in the eGrants system. Please follow link to log in to eGrants to approve the contract change.”

Once logged in, the Design Contract document will be listed in the “My Tasks” section, and be searchable through the “Contracts” document search tab at the top of the page. The document will remain in that user’s “My Tasks” section until the status is advanced out of that user’s possession.

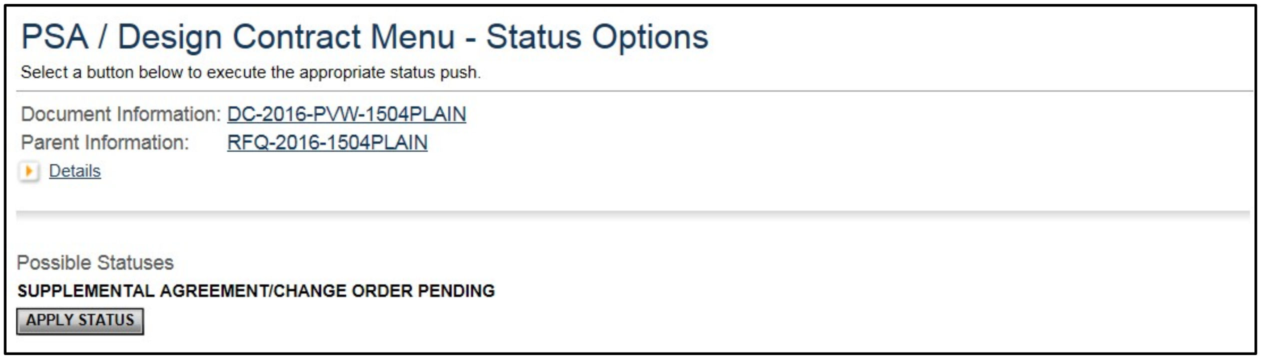
The SA will download the SA/CO contract in the Contract Tracking form.



When the SA has completed the edits to the form, the SA will navigate to the “Change the Status” section of the document menu by clicking the Document Information link or the PSA / Design Contract Menu link at the top of the page and then the “View Status Options” button.



The SA will change the status to “Supplemental Agreement/Change Order Pending” by clicking the “Apply Status” button below the status.



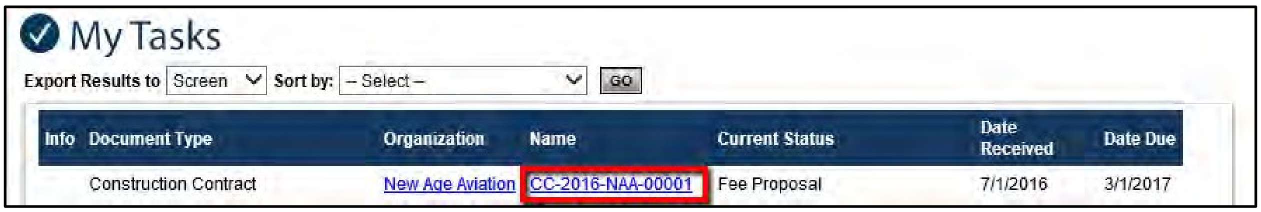
Upon changing the status, the document will be removed from the user's "My Tasks" section.

12. Construction Contract / MGMT Construction Contract Consultants and Contractors

12.a. Initiating a Construction Contract document

The contracts for the Consultant performing construction management and the Contractor will be discussed in this section. The term “contractor” is used in this section to refer to either contracting party.

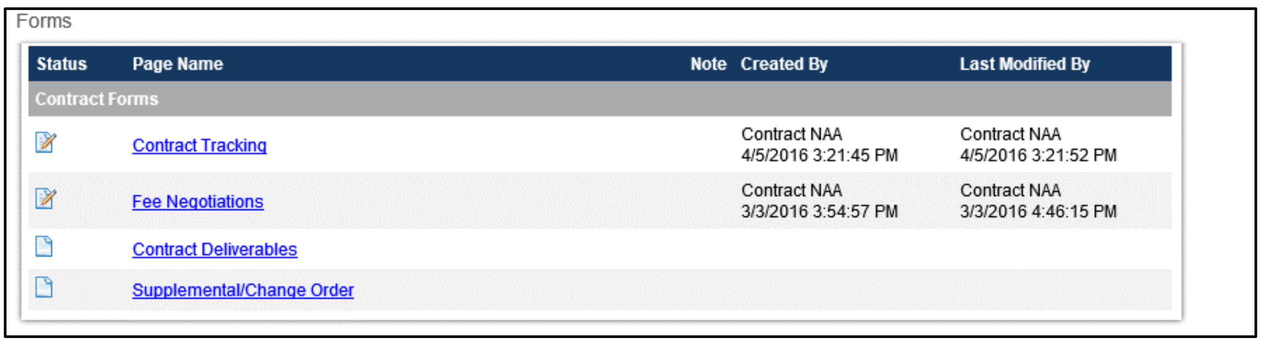
Both the Construction and Construction Management contract documents will be initiated by TxDOT. For Consultants, when the document reaches the process step “Fee Proposal” the Subgrantee Administrator can then access the document via the “My Tasks” section of your homepage. Simply click the “Open Tasks” button and click the target document identifier of the task. This is similar to the process outlined in 11.a. Please note, Construction Contractors should ignore this step and skip to 12.a.1


My Tasks

Export Results to Screen Sort by: – Select – GO

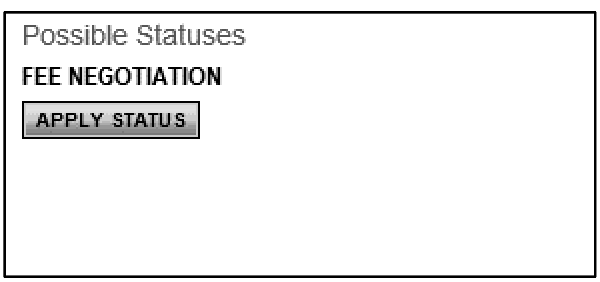
Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	Construction Contract	New Age Aviation	CC-2016-NAA-00001	Fee Proposal	7/1/2016	3/1/2017

From there, your first step will be to visit the “Forms Menu” in order to propose fees.


Forms

Status	Page Name	Note	Created By	Last Modified By
Contract Forms				
	Contract Tracking		Contract NAA 4/5/2016 3:21:45 PM	Contract NAA 4/5/2016 3:21:52 PM
	Fee Negotiations		Contract NAA 3/3/2016 3:54:57 PM	Contract NAA 3/3/2016 4:46:15 PM
	Contract Deliverables			
	Supplemental/Change Order			

Once you have proposed fees, you will visit the “Change the Status” section of the document main menu.



When in the “Change the Status” section of the document menu, available status change options will be displayed. Refer to the “Process-Flow Snapshot” in this section to review the document process-flow.

The TxDOT Project Manager will review the proposed fees and either return to the SA for modification or approve. When the document reaches the process step “Contractor Signature Required” the Subgrantee Administrator will receive an email notification that says “the Contract for is ready for your signature in the eGrants system. Please follow link to log into eGrants to approve contract within two weeks from this email notice. Please follow instructions on the attached acceptance letter regarding DBE/HUB and insurance, if applicable." The SA can again access the document via the "My Tasks" section of your homepage. Simply click the "Open Tasks" button and click the target document identifier of the task. In this process step you will download the contract in the Contract Tracking Section, (Review the steps in Section 11. Once you have signed the contract, the SA will push the document to "DBE Plan Approval".

Construction Contract documents are designed to use the following naming convention:

CC-20XX-OOO-XXXXX

In this case, the prefix of the identifier is used to identify the type of the document (CC). The second four digits represent the fiscal year of the document, the third part of the identifier in this case is the organization identifier, and the suffix will always be the Project ID from the NTB document.

Users will enter the Forms Menu and complete the Contract Tracking, DBE/HUB Tracking, Fee Negotiations, Contract Deliverables, and Supplemental/Change Order forms. Users are required to complete all required fields before they are permitted to change the status.

Following the completion of all requirements at each process step, the user will navigate to the "Change the Status" section of the document menu. This will continue until the Construction Contract document advances through the statuses to "Contract Closed".

12.a.1 Construction Contractors

You may refer to the same user guide in Section in 11.b in order to download your contract and complete your insurance and DBE/HUB requirements.

When the document reaches the process step "Contractor Signature Required" the Subgrantee Administrator will receive an email notification that says "the Contract for is ready for your signature in the eGrants system. Please follow link to log into eGrants to approve contract within two weeks from this email notice. Please follow instructions on the attached acceptance letter regarding DBE/HUB and insurance, if applicable."

The SA can again access the document via the "My Tasks" section of your homepage. Simply click the "Open Tasks" button and click the target document identifier of the task. Once you have signed the contract, the SA will push the document to "DBE Plan Approval".

12.b. Initiating a Supplemental Agreement/Change Order

Initiating a Supplemental/Change Order for a Construction Contract is a process step change unlike the process for initiating sub-document, e.g. a Design Contract.

The Construction Contract must be at the "Construction in Process" status. At this status, only the Subgrantee Administrator can view and apply the "Supplemental Agreement/Change Order in Process" status change.

Once the status is changed, the Construction Contract document will remain in the Subgrantee Administrator's "My Tasks" section. The document will remain in that user's "My Tasks" section until the status is advanced out of that user's possession.

Users will enter the Forms Menu and complete the Supplemental Agreement/Change Order Request Form. Users are required to complete all required fields before they are permitted to change the status.

Following the completion of all requirements at each process step, the user will navigate to the "Change the Status" section of the document menu. This will continue until the construction contract advances through the statuses and returns to "Construction in Process".

12.c. Process-Flow Snapshot

FROM	TO	ROLE	TYPE
• Fee Proposal	• Fee Negotiation	• **SA**	**MANUAL**
• Contractor Signature Required	• DBE Plan Approval	• **SA**	**MANUAL**
• Construction in Process ** SA/CO INITIATION STEP ** * CONTRACTOR PYMT INITIATION STEP *	• SACO in Process	• **SA**	**MANUAL**
• Construction Closeout in Process * CONTRACTOR PYMT INITIATION STEP *	• Construction Complete	• **SA**	**MANUAL**
• SA/CO in Process	• Tier 1 Review • SA/CO Cancelled	• **SA** • **SA**	**MANUAL**
• SA/CO for Acceptance	• SA/CO Pending	• **SA**	**MANUAL**

13. Compliance Documents

13.a. Initiating a Compliance document

The following documents will be submitted through this process

RPR Compliance which includes:

- Weekly RPR Reports during Construction
- SW3P Reports
- Wage Rate Interviews
- Commercially Useful Function (CUF) Reviews
- Any other documents not specifically mentioned

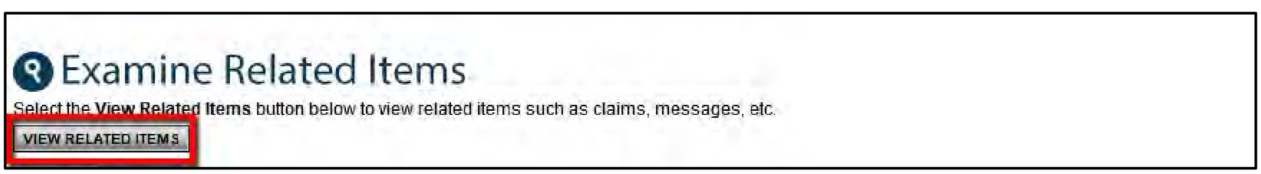
Construction Contractor Certified Payroll

DBE/HUB reports during Design or Construction

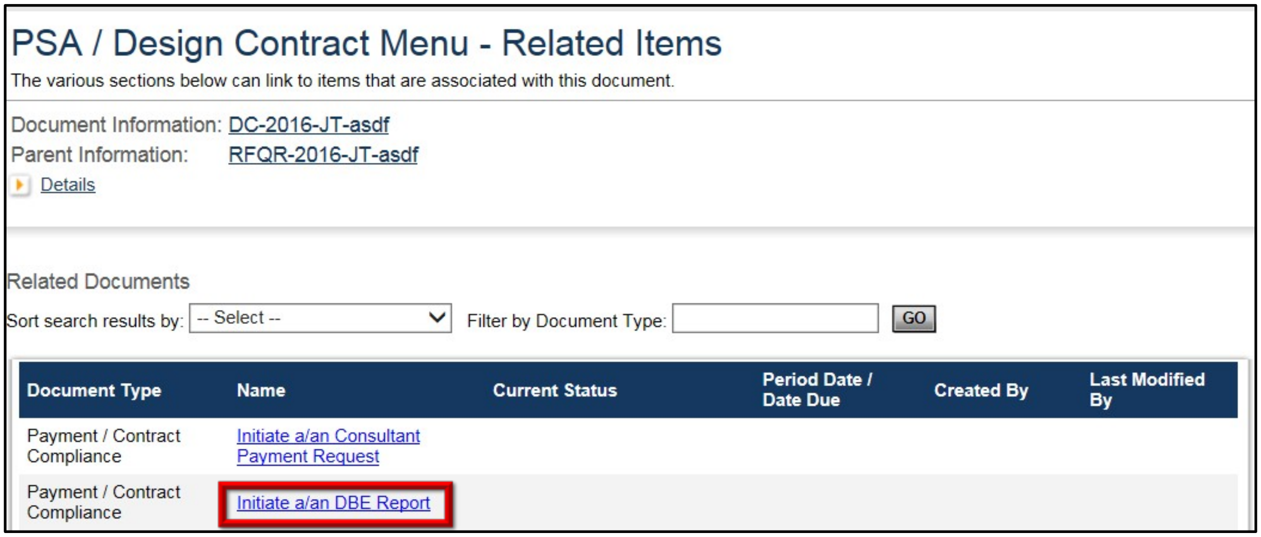
In order to initiate a "Contract Compliance" document, you must first have either a Design Contract document or a Construction Contract document at the one of the following process steps as marked in the table below:

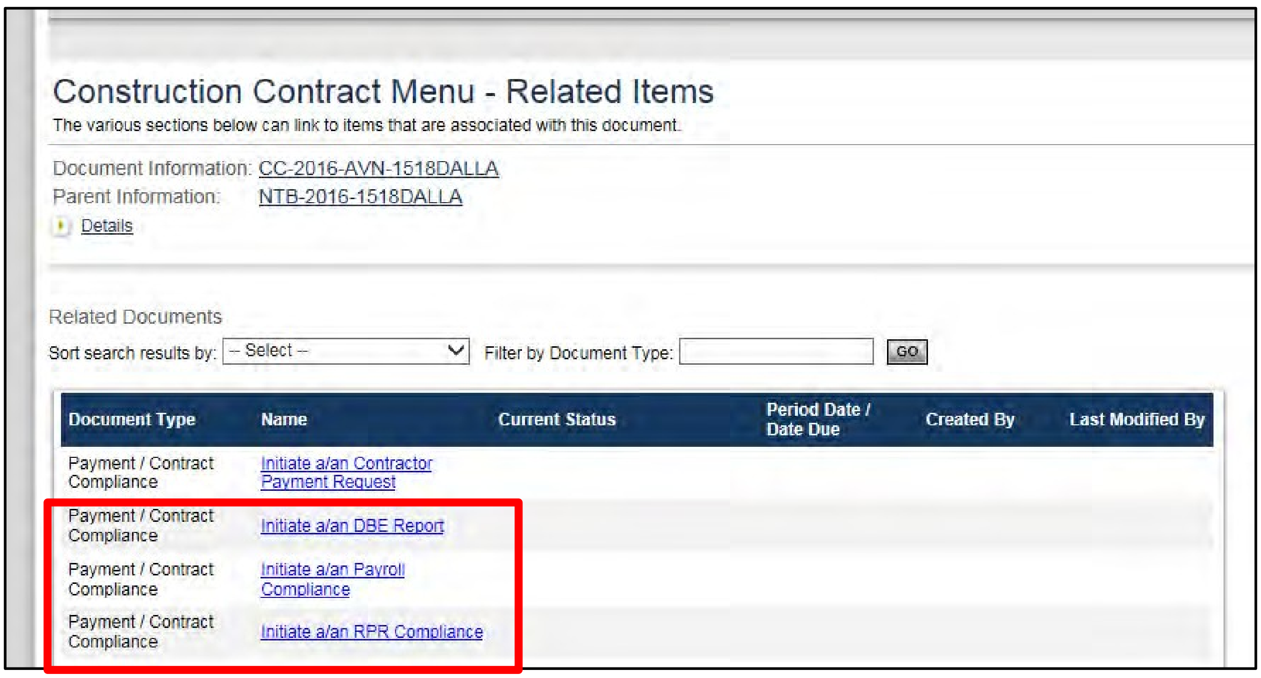
	Design	Construction		
Process Step	DBE Report	DBE Report	Payroll Comp	RPR Comp
Contract Deliverables	X			
Contract Deliverables Review	X			
Construction In Process		X	X	X
Construction Complete		X		
Construction Closeout In Process		X		
Supplemental Agreement/Change Order In Process	X	X	X	X
Tier 1 Review	X	X	X	X
Tier 2 Review	X	X	X	X
Supplemental Agreement/Change Order for Acceptance	X	X	X	X
Supplemental Agreement/Change Order Pending	X	X	X	X
Supplemental Agreement/Change Order Director Sig	X	X	X	X

Once you have navigated to a document in the appropriate process step, navigate into the "Examine Related Items" menu.

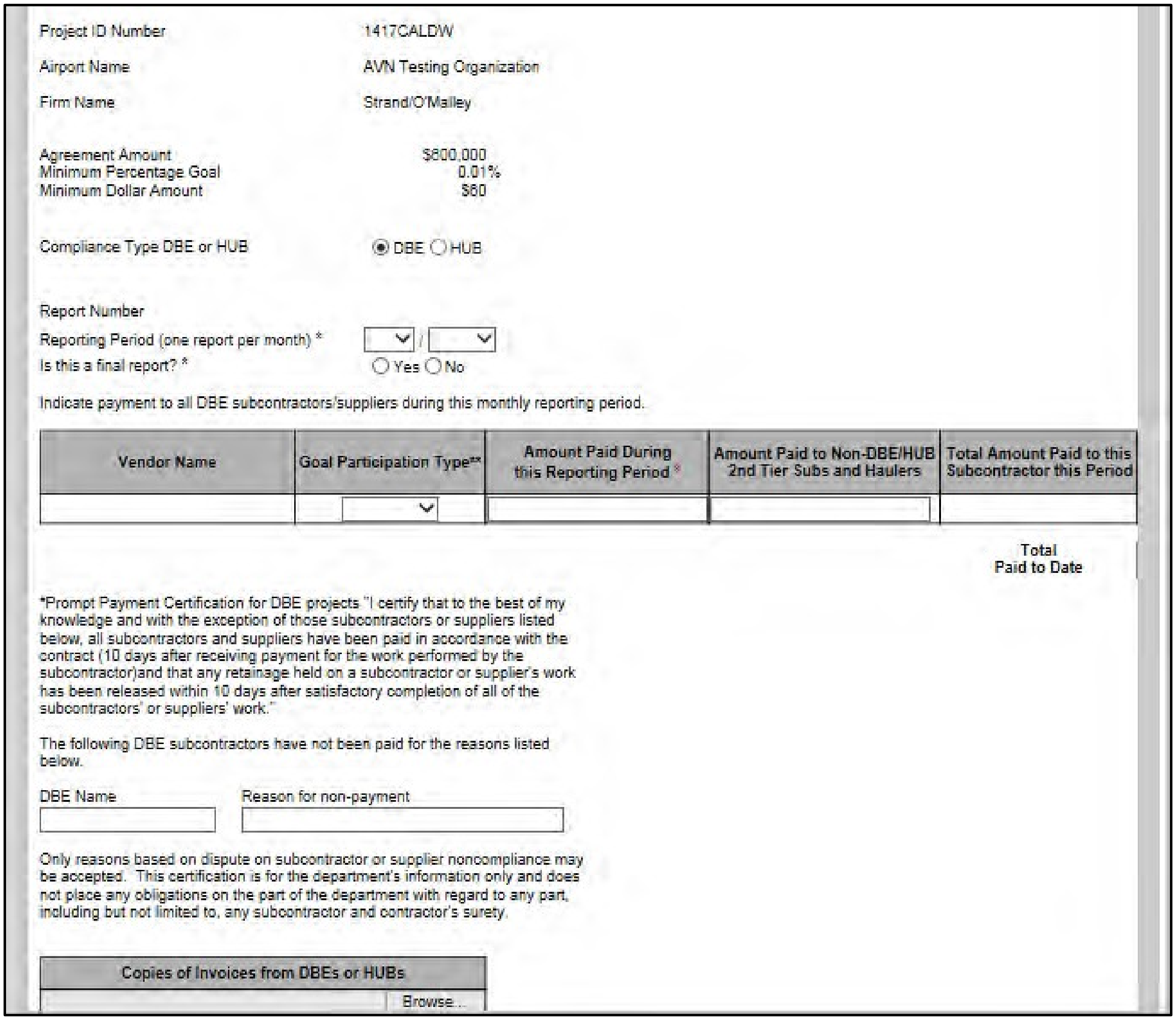


Within the "Related Documents" section on the Construction Contract Menu - Related Items page or the PSA / Design Contract Menu - Related Items page, you will find hyperlinks that when clicked will initiate the appropriate document, as displayed in the image below. Please note that TxDOT Staff, and Subgrantee Administrator security users have permission to initiate this sub-document.





The example below is what the subgrantee (consultant or contractor) will complete if Initiate a DBE/HUB Report is selected. **For DBE/HUB reports, the Aviation Division will set up hard coded monthly instances for every month of the year.** The user must save and submit the document.



Project ID Number 1417CALDW

Airport Name AVN Testing Organization

Firm Name Strand/O'Malley

Agreement Amount $800,000
Minimum Percentage Goal 0.01%
Minimum Dollar Amount $80

Compliance Type DBE or HUB ◉ DBE ○ HUB

Report Number

Reporting Period (one report per month) *

Is this a final report? * ○ Yes ○ No

Indicate payment to all DBE subcontractors/suppliers during this monthly reporting period.

Vendor Name	Goal Participation Type**	Amount Paid During this Reporting Period *	Amount Paid to Non-DBE/HUB 2nd Tier Subs and Haulers	Total Amount Paid to this Subcontractor this Period

Total
Paid to Date

*Prompt Payment Certification for DBE projects "I certify that to the best of my knowledge and with the exception of those subcontractors or suppliers listed below, all subcontractors and suppliers have been paid in accordance with the contract (10 days after receiving payment for the work performed by the subcontractor)and that any retainage held on a subcontractor or supplier's work has been released within 10 days after satisfactory completion of all of the subcontractors' or suppliers' work."

The following DBE subcontractors have not been paid for the reasons listed below.

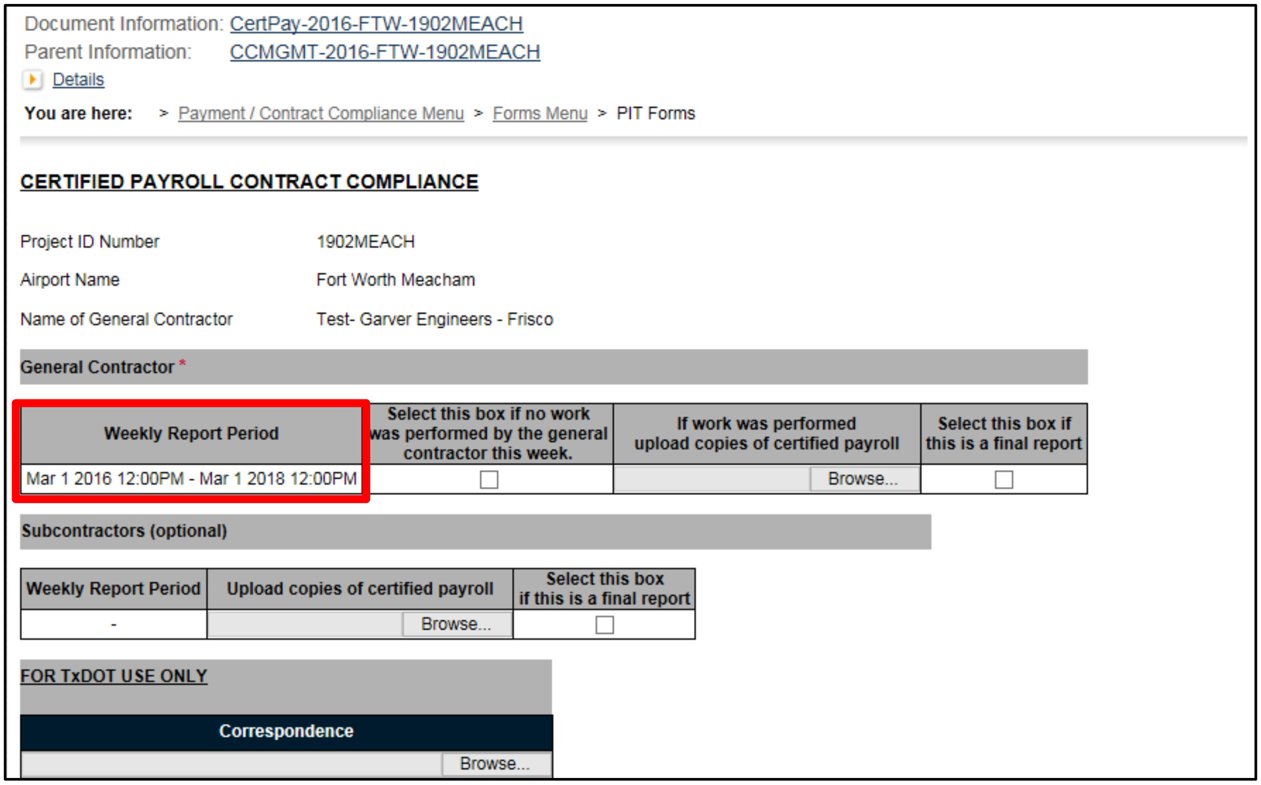
DBE Name Reason for non-payment

Only reasons based on dispute on subcontractor or supplier noncompliance may be accepted. This certification is for the department's information only and does not place any obligations on the part of the department with regard to any part, including but not limited to, any subcontractor and contractor's surety.

Copies of Invoices from DBEs or HUBs

Browse...

The example below is what the subgrantee (contractor) will complete if Initiate a Payroll Compliance is selected. **For Payroll Compliance, the Aviation Division will set up hard coded weekly instances for every week of the year beginning on Saturday and ending on Friday.** Contractors are not required to alter their payroll to conform to the hard coded week ending date. The user must save and submit this document.


Document Information: CertPay-2016-FTW-1902MEACH
Parent Information: CCMGMT-2016-FTW-1902MEACH
Details
You are here: > Payment / Contract Compliance Menu > Forms Menu > PIT Forms

CERTIFIED PAYROLL CONTRACT COMPLIANCE

Project ID Number 1902MEACH
Airport Name Fort Worth Meacham
Name of General Contractor Test- Garver Engineers - Frisco

General Contractor *

Weekly Report Period	Select this box if no work was performed by the general contractor this week.	If work was performed upload copies of certified payroll	Select this box if this is a final report
Mar 1 2016 12:00PM - Mar 1 2018 12:00PM	☐	Browse...	☐

Subcontractors (optional)

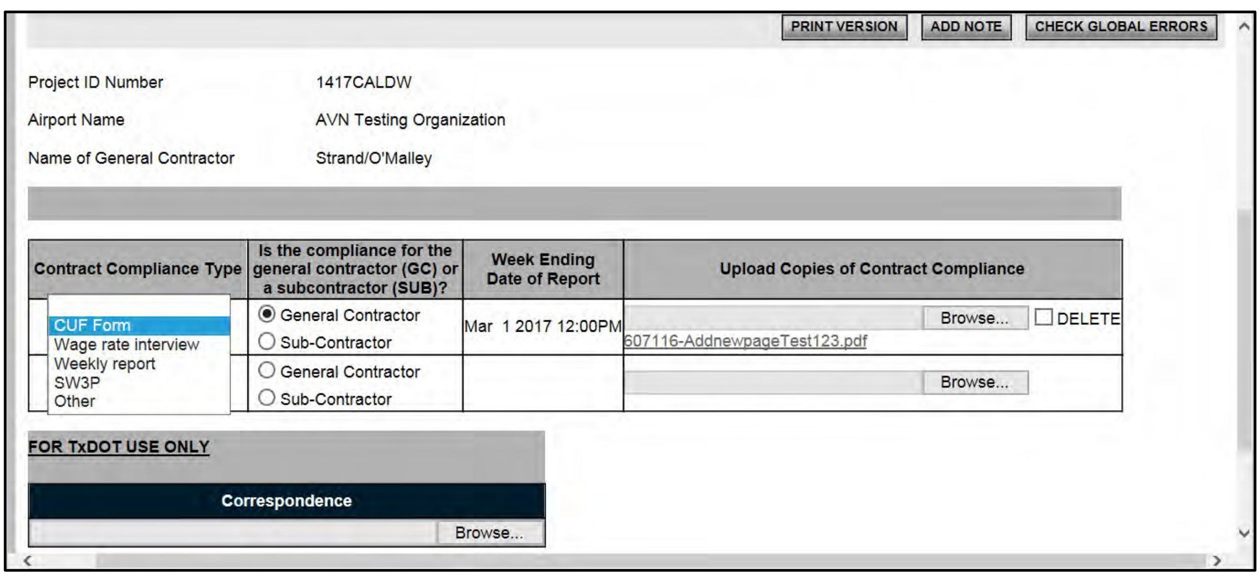
Weekly Report Period	Upload copies of certified payroll	Select this box if this is a final report
-	Browse...	☐

FOR TxDOT USE ONLY

Correspondence

Browse...

The example below is what the RPR or consultant submitting on behalf of the RPR will see when Initiate a/an RPR Compliance is selected. **For RPR Compliance, the Aviation Division will set up hard coded weekly instances for every week of the year beginning on Saturday and ending on Friday.** The user must save and submit this document.


PRINT VERSION ADD NOTE CHECK GLOBAL ERRORS

Project ID Number 1417CALDW
Airport Name AVN Testing Organization
Name of General Contractor Strand/O'Malley

Contract Compliance Type	Is the compliance for the general contractor (GC) or a subcontractor (SUB)?	Week Ending Date of Report	Upload Copies of Contract Compliance
CUF Form Wage rate interview Weekly report SW3P Other	◉ General Contractor ○ Sub-Contractor	Mar 1 2017 12:00PM	Browse... ☐ DELETE 607116-AddnewpageTest123.pdf
	○ General Contractor ○ Sub-Contractor		Browse...

FOR TxDOT USE ONLY

Correspondence

Browse...

Once initiated, the Contract Compliance document will be listed in the Related Items' "Related Documents" section, will be searchable through the "Payments/Compliance" document search tab at the top of the page, and will also be listed in the user's "My Tasks" section. The document will remain in that user's "My Tasks" section until the status is advanced out of that user's possession.

Contract Compliance documents are designed to use the following naming convention:

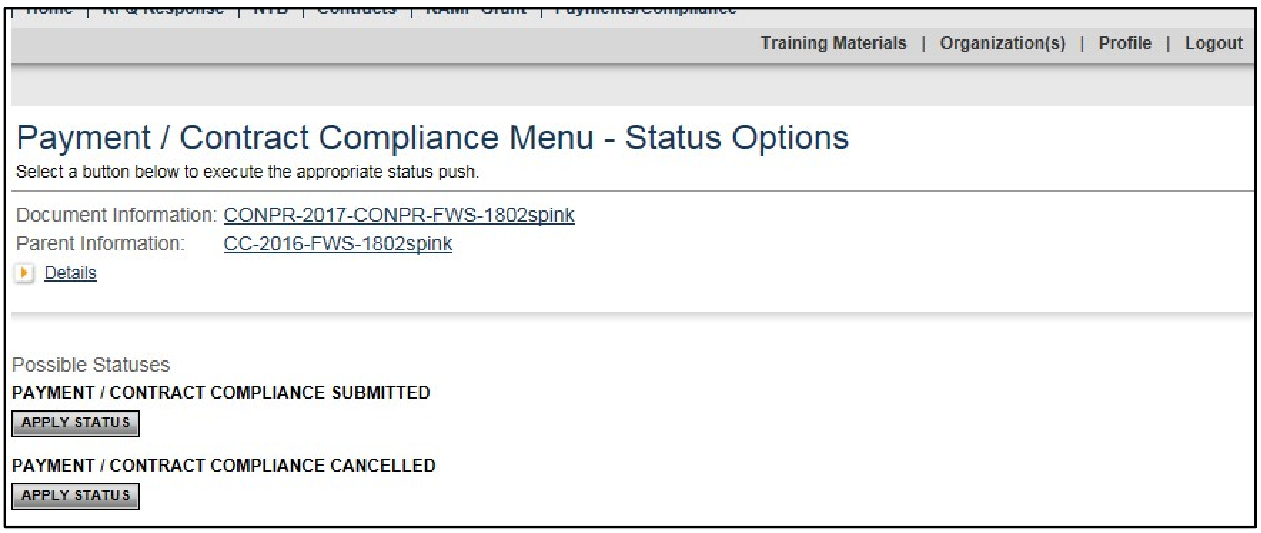
DBE Report = DBE-20XX-OOO-XXXXX
Payroll Compliance = CertPAY-20XX-OOO-XXXXX
RPR Compliance = RPR-20XX-OOO-XXXXX

In this case, the prefix of the identifier is used to identify the type of the document (DBE, CertPAY, or RPR). The second four digits represent the fiscal year of the document, the third part of the identifier in this case is the organization identifier, and the suffix will always be the Project ID from the parent document.

Users will enter the Forms Menu and complete the DBE/HUB Monthly Report, Certified Payroll Contract Compliance, or RPR Compliance forms. Users are required to complete all required fields before they are permitted to change the status.

Following the completion of all requirements at each process step, the user will **save and submit** each document. The user may also navigate to the "Change the Status" section of the document menu. This will continue until the Contract Compliance document advances through the statuses to "Payment/Contract Compliance Accepted".

The user must **save and submit** the form or navigate to the status option page to change the status to "submitted".



13.b. Process-Flow Snapshot

FROM	TO	ROLE	TYPE
• Payment/Contract Compliance in Process	• Payment/Contract Compliance Submitted • Payment/Contract Compliance Cancelled	• **SA** • **SA**	**MANUAL**

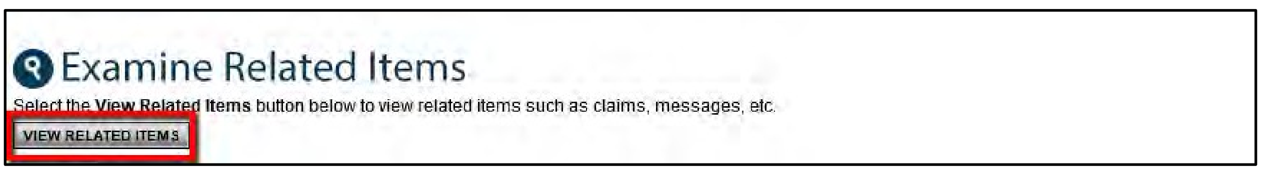
14. Payment Request Documents

14.a. Initiating a Payment Request document

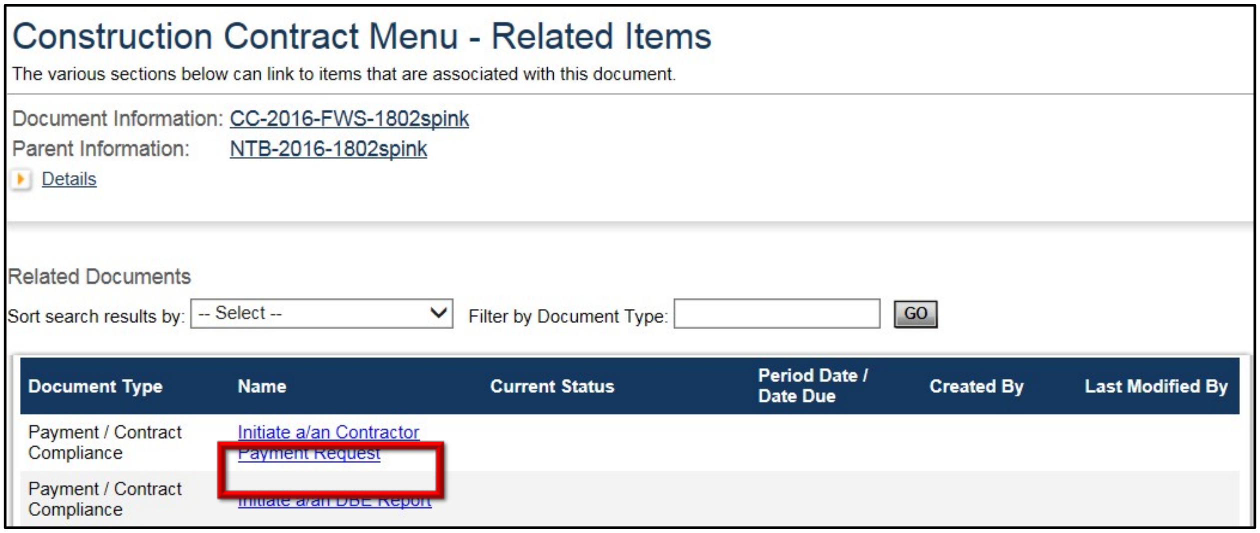
In order to initiate a “Payment Request” document, you must first have either a Grant document, Construction Contract document, or a Design Contract document at the one of the following process steps as marked in the table below:

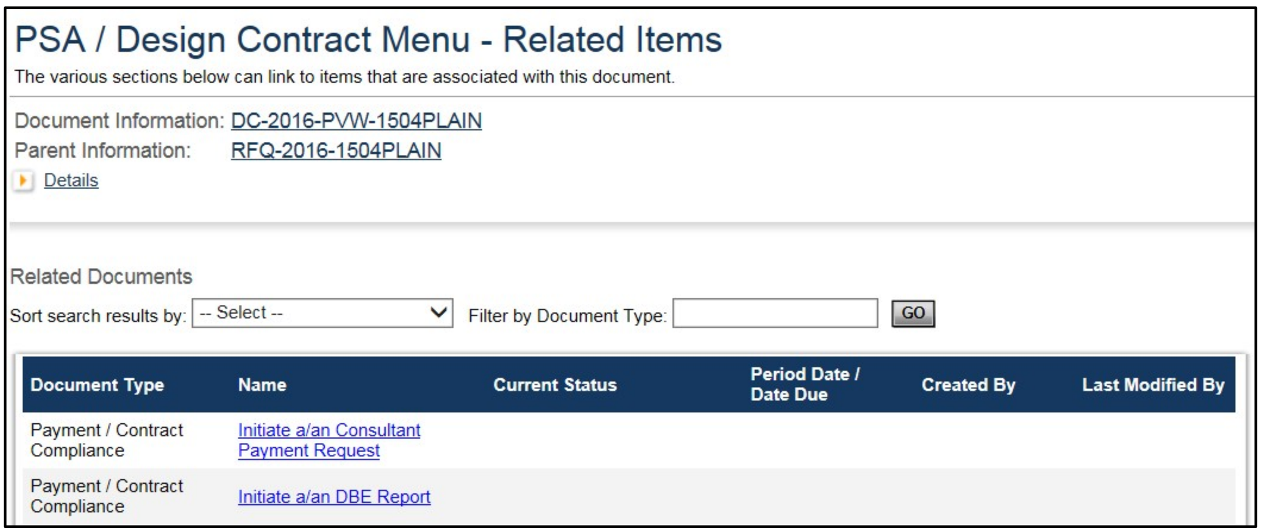
Process Step	Construction	Design
	Contractor/Construction Management Payment Request	Consultant Payment Request
Grant Information Drafted		
Grant Information Reviewed and Billed		
Grant Closeout In Process		
Construction In Process	X	
Construction Complete	X	
Construction Closeout In Process	X – for consultant only	
Contract Deliverables		X
Contract Deliverables Review		X

Once you have navigated to a document in the appropriate process step, navigate into the “Examine Related Items” menu.



Within the “Related Documents” section on the Grant Menu - Related Items page, Construction Contract Menu - Related Items page, or the PSA / Design Contract Menu - Related Items page, you will find hyperlinks that when clicked will initiate the appropriate document, as displayed in the image below. Please note that only the Contract Specialist (AVN), Grant Manager (AVN), and Subgrantee Administrator security users have permission to initiate this sub-document.





Once initiated, the Payment Request document will be listed in the Related Items' "Related Documents" section, will be searchable through the "Payments/Compliance" document search tab at the top of the page, and will also be listed in the user's "My Tasks" section. The document will remain in that user's "My Tasks" section until the status is advanced out of that user's possession.

Payment Request documents are designed to use the following naming convention:

> Generic Payment Request = GPR-20XX-OOO-XXXXX (These payments can only be initiated by TxDOT. Copies will be available to sponsors)
> Contractor Payment Request = CONPR-20XX-OOO-XXXXX
> Consultant Payment Request = CPR-20XX-OOO-XXXXX
> Construction MGMT Payment Request = MGMTPR-20XX-OOO-XXXXX

In this case, the prefix of the identifier is used to identify the type of the document (GPR, CONPR, CPR, or MGMTPR). The second four digits represent the fiscal year of the document, the third part of the identifier in this case is the organization identifier, and the suffix will always be the Project ID from the parent document.

Users will enter the Forms Menu and complete the Request for Reimbursement for Aviation Services, Request for Payment for Construction Services, or Request for Payment for Aviation Professional Services forms. Users are required to complete all required fields before they are permitted to change the status.

Following the completion of all requirements at each process step, the user will **save and submit** the document or navigate to the "Change the Status" section of the document menu. This will continue until the Contract Compliance document advances through the statuses to "Payment Request Complete". Please note that only one payment may be in process at a time. When the payment has reached the status of Pending Export, the user may initiate another request. **The previous payment history will not reflect the adequate amount until Pending Export status is reached.**

14.b. Process-Flow Snapshot

FROM	TO	ROLE	TYPE
• Payment/Contract Compliance in Process	• Payment/Contract Compliance Submitted • Payment/Contract Compliance Cancelled	• **SA** • **CS, SA**	**MANUAL**

15. RAMP Agreement

15.a. Verifying a RAMP Document

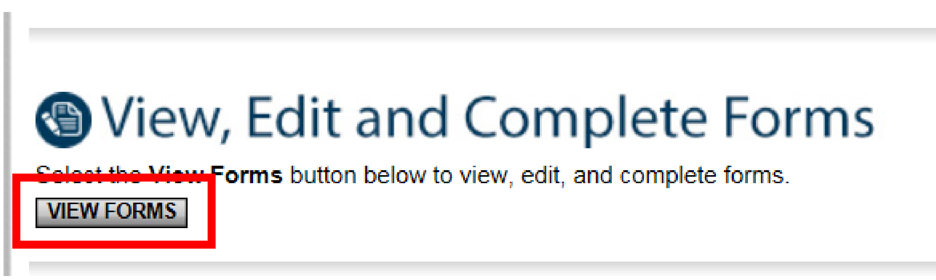
A RAMP grant document will be initiated by a TxDOT Contract Specialist who will then change the status to process step “Agreement Signature and Verification Required”. The Subgrantee Administrator will receive notification by e-mail that the grant is ready for execution – this same notification will be in “Your Notifications” when signing into eGrants. The notification in eGrants will have a direct link to your RAMP grant document, or it can be accessed in the “My Tasks” section of your homepage. Click the “Open Tasks” button and click the target document identifier of the task.

RAMP Grant Project ID’s are designed to use the following naming convention:

M 17 DD ALPH (M1702ALNC)

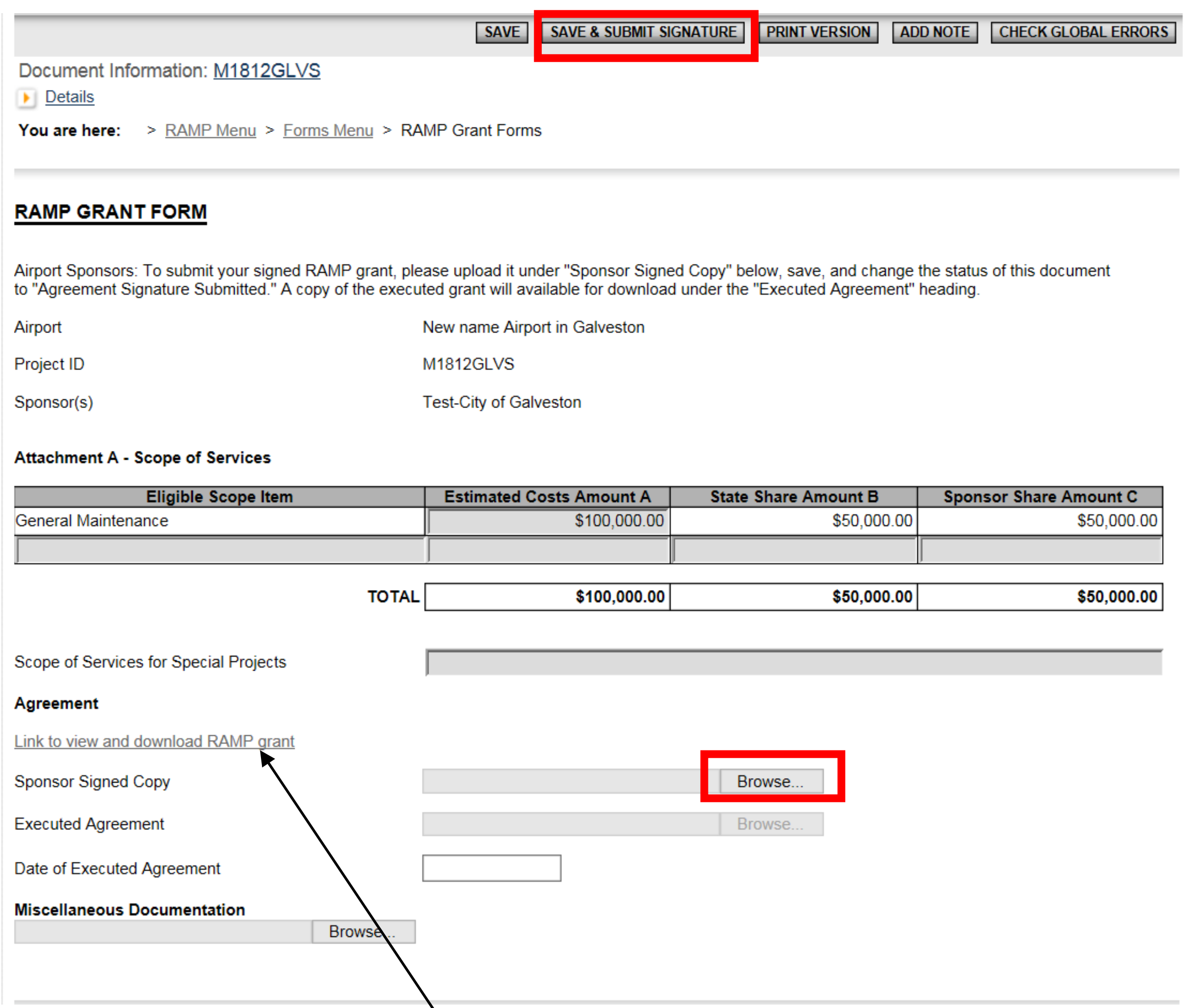
M identifies the type of the document (RAMP). The second two digits represent the fiscal year of the document, DD indicates the TxDOT District where the airport is located, and ALPH is the unique four letter identifier for the airport

Then click on the “View Forms” button



Then click on the RAMP Grant Form which will display the RAMP grant information

Verify that the grant estimated costs are correct and that any special projects outside of General Maintenance items are included.

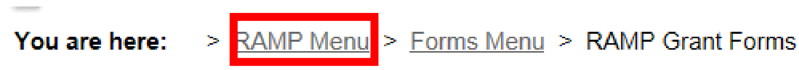


Link to view PDF of grant

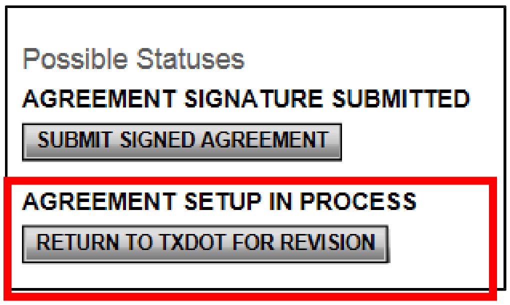
If the grant information is correct, click on the link below the Attachment A – Scope of Services to view and download RAMP grant. Open the document and print a copy to have signed. When the document is fully executed by your entity, scan and upload it using the browse box to the right of "Sponsor Signed Copy" below the download link. Then click "save and submit signature" on the top menu bar. **An error will fire if you try to save and submit without having anything uploaded in the Sponsor signed Copy field.**

After the signed grant is submitted, it will be reviewed and executed by TxDOT. The Subgrantee Administrator will receive notification by e-mail that the grant has been executed and amendments or payments can now be initiated under the grant.

If the grant needs modification for different funding or projects, click on the RAMP menu to "CHANGE the STATUS":



From the Document menu Click on "VIEW STATUS OPTIONS:

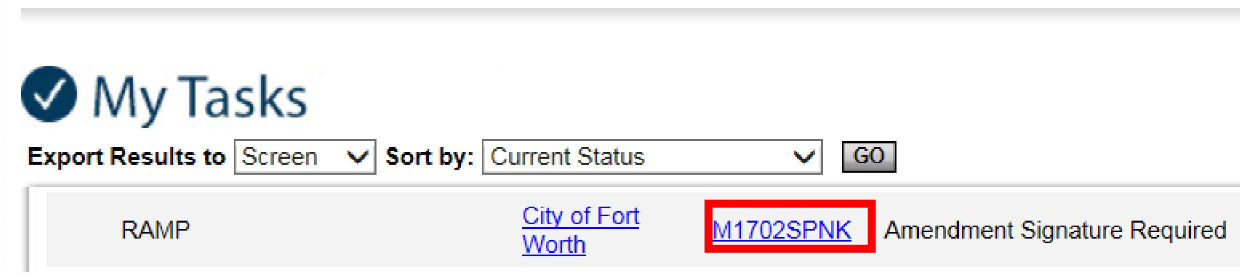


If the grant needs modification click on "RETURN TO TXDOT FOR REVISION"

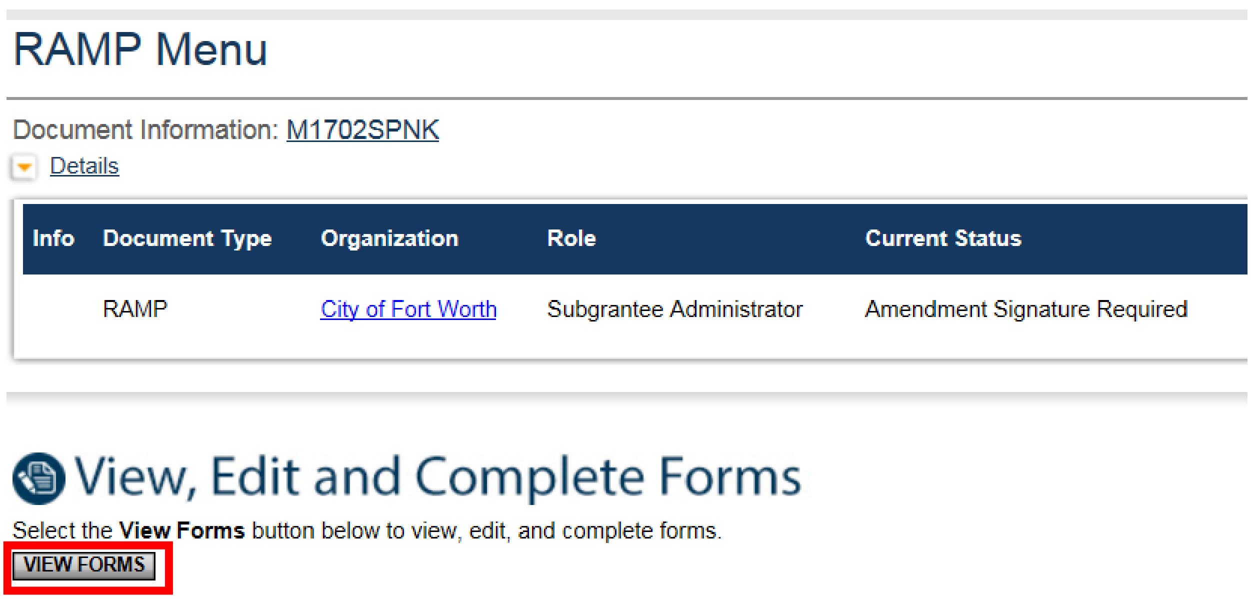
15.b. Amending a RAMP Agreement

When an amendment is requested by the Subgrantee Administrator, the TxDOT Contract Specialist will initiate an amendment to the RAMP grant. The amendment requirements will be entered and the status will be changed to “Amendment Signature Required” and the Subgrantee Administrator will receive a notification e-mail.

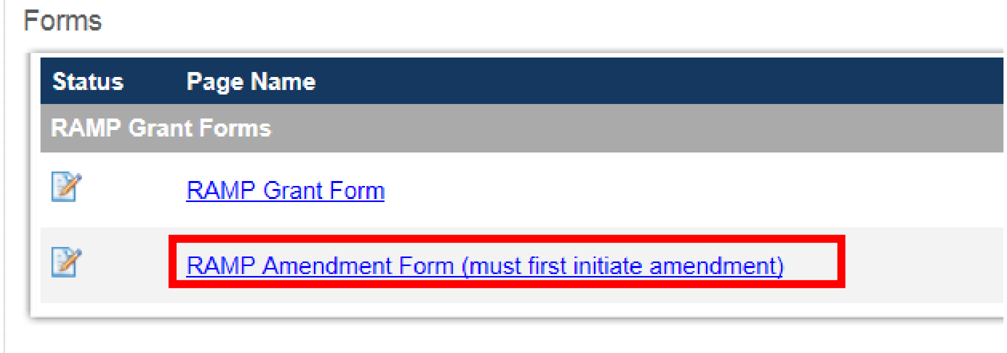
The Subgrantee Administrator can then access the amendment document either by the link in the message, or by clicking the target document identifier in the “My Tasks” section of your homepage.



Click on view forms



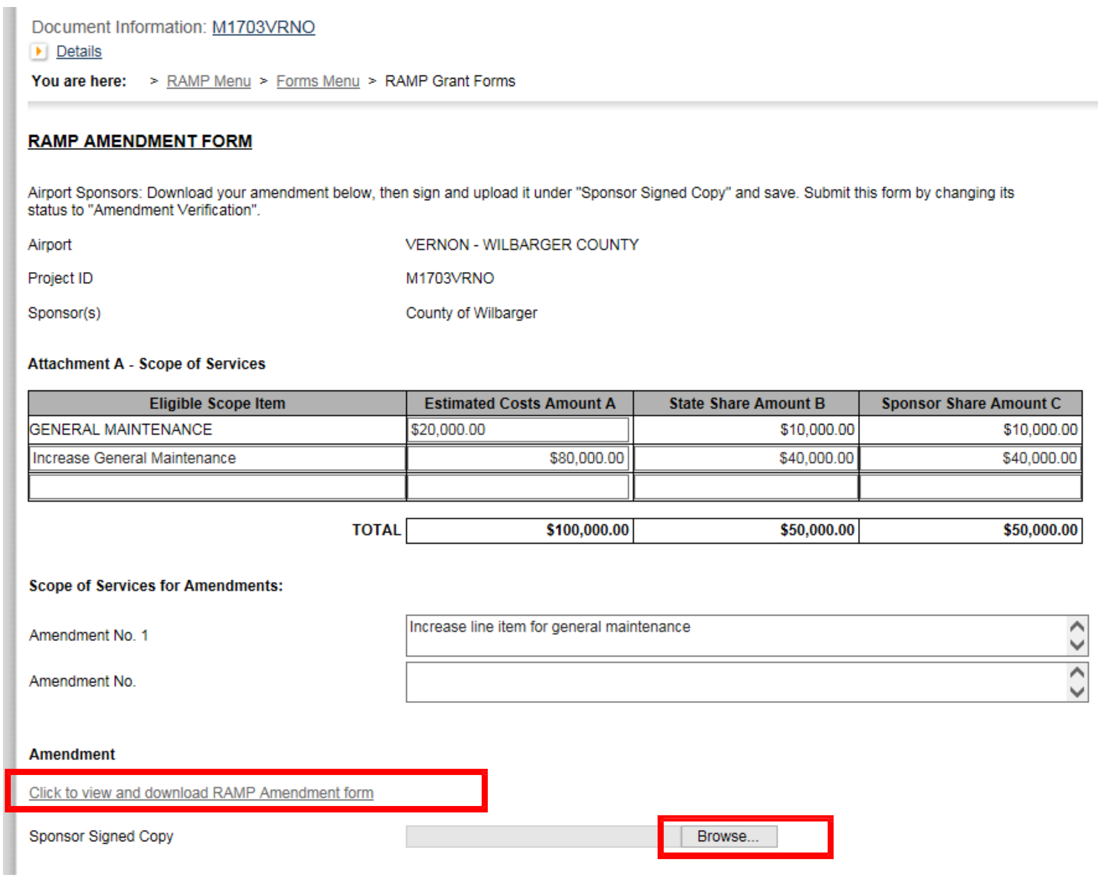
Click on RAMP Amendment Form



Forms

Status	Page Name
RAMP Grant Forms	
	RAMP Grant Form
	RAMP Amendment Form (must first initiate amendment)

Click on the link to download the amendment. Choose to "Save as" when the amendment file pops up. Print, sign and post your signed document to the sponsor signed copy field. Use the Browse button to locate your signed amendment file on your computer.



Document Information: M1703VRNO

Details

You are here: > RAMP Menu > Forms Menu > RAMP Grant Forms

RAMP AMENDMENT FORM

Airport Sponsors: Download your amendment below, then sign and upload it under "Sponsor Signed Copy" and save. Submit this form by changing its status to "Amendment Verification".

Airport VERNON - WILBARGER COUNTY

Project ID M1703VRNO

Sponsor(s) County of Wilbarger

Attachment A - Scope of Services

Eligible Scope Item	Estimated Costs Amount A	State Share Amount B	Sponsor Share Amount C
GENERAL MAINTENANCE	$20,000.00	$10,000.00	$10,000.00
Increase General Maintenance	$80,000.00	$40,000.00	$40,000.00
TOTAL	$100,000.00	$50,000.00	$50,000.00

Scope of Services for Amendments:

Amendment No. 1 Increase line item for general maintenance

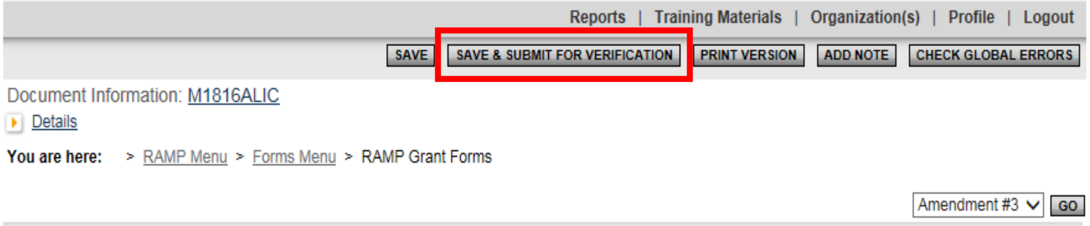
Amendment No.

Amendment

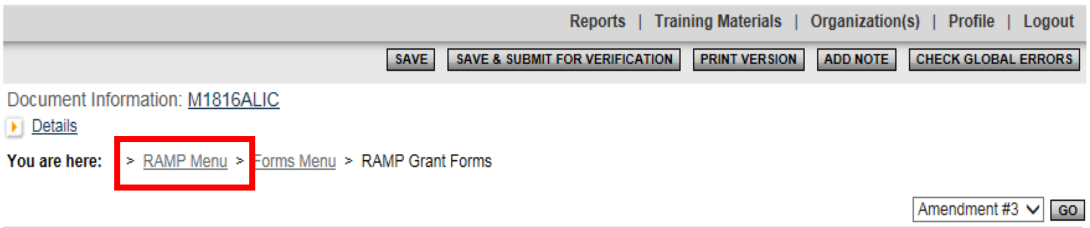
Click to view and download RAMP Amendment form

Sponsor Signed Copy Browse...

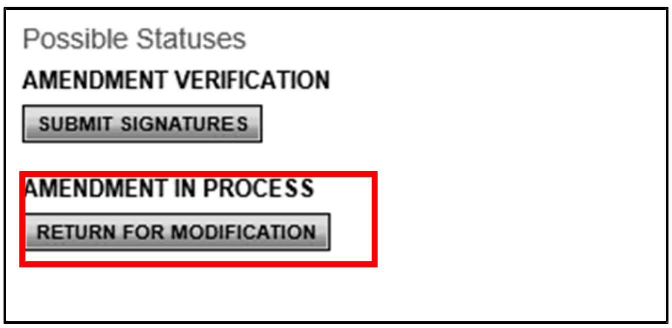
Once the amended agreement has been signed and uploaded, save and submit for verification to send the signed form back to TxDOT.



If the amendment needs to be changed before signature, click on the RAMP menu link.



Click on “VIEW STATUS OPTIONS” and choose to “RETURN FOR MODIFICATION”.



15.c Process-Flow Snapshot

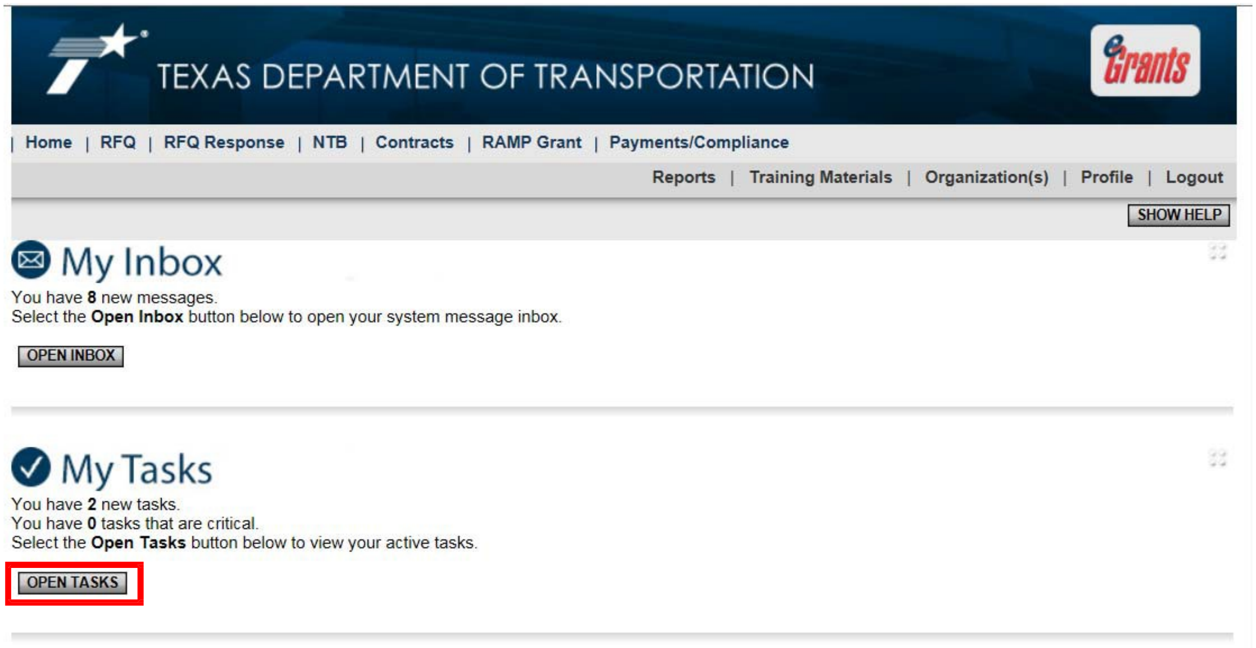
FROM	**TO**	**ROLE**	**TYPE**
• Agreement Signature and Verification Required	• Agreement Setup in Process • Agreement Signature Submitted	• **SA** • **SA, CS**	**MANUAL**
• Amendment Signature Required	• Amendment Verification	• **SA**	**MANUAL**

16. RAMP Payment

16.a. Initiating a RAMP Payment

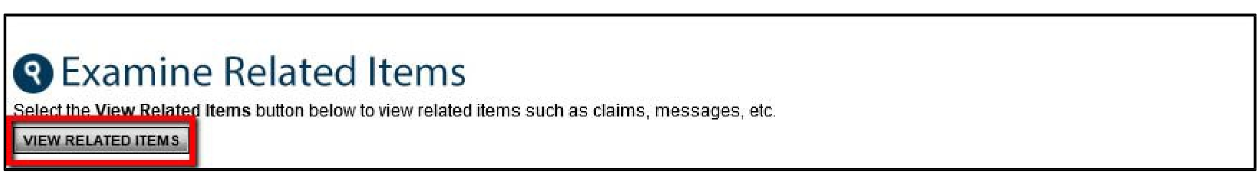
To initiate a "RAMP Grant Payment" the Subgrantee Administrator must have an executed RAMP Grant, and then log in to eGrants.

At the home page, click open tasks:

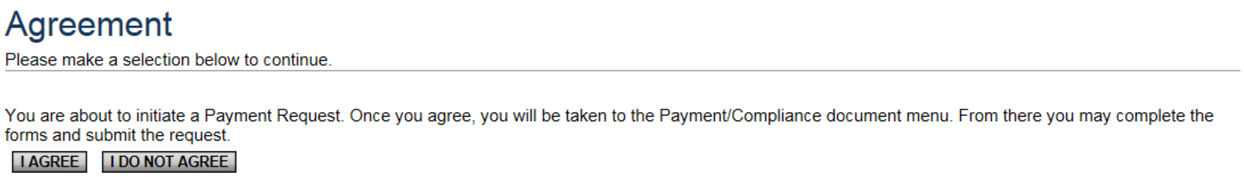


Select the RAMP grant for which you would like to request a reimbursement. Note: the two examples are for FY 17 (M1716ALIC) and FY 18 (M1817ALIC)

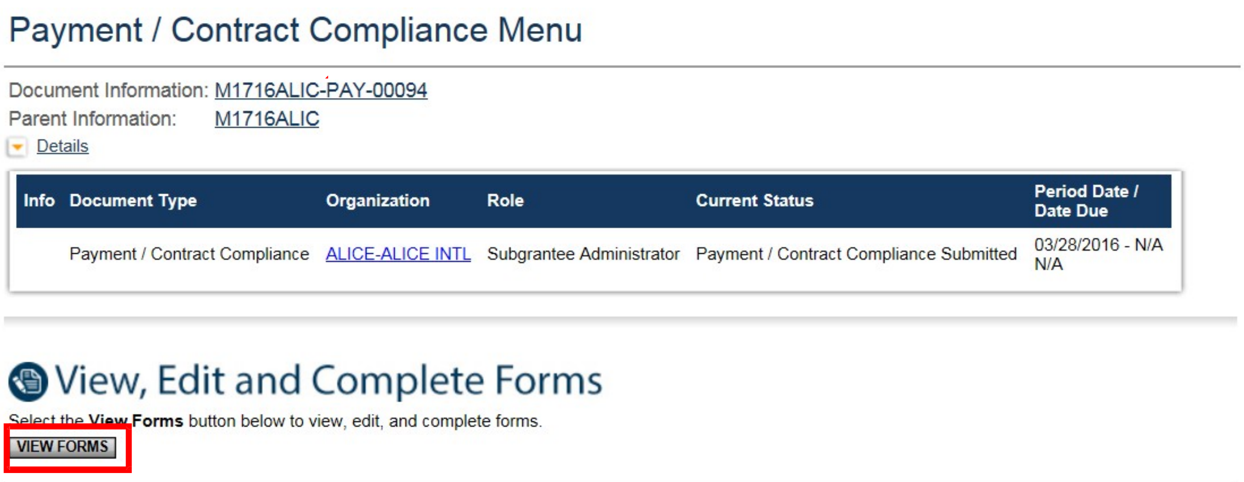
Then on the menu following go to Examine Related Items, and select "VIEW RELATED ITEMS"



Then click on the "[Initiate a RAMP Grant Payment]" link. Once this link is clicked the following language will display. **Click I agree to continue to the payment form page.**



After initiating the payment, click on "view forms"

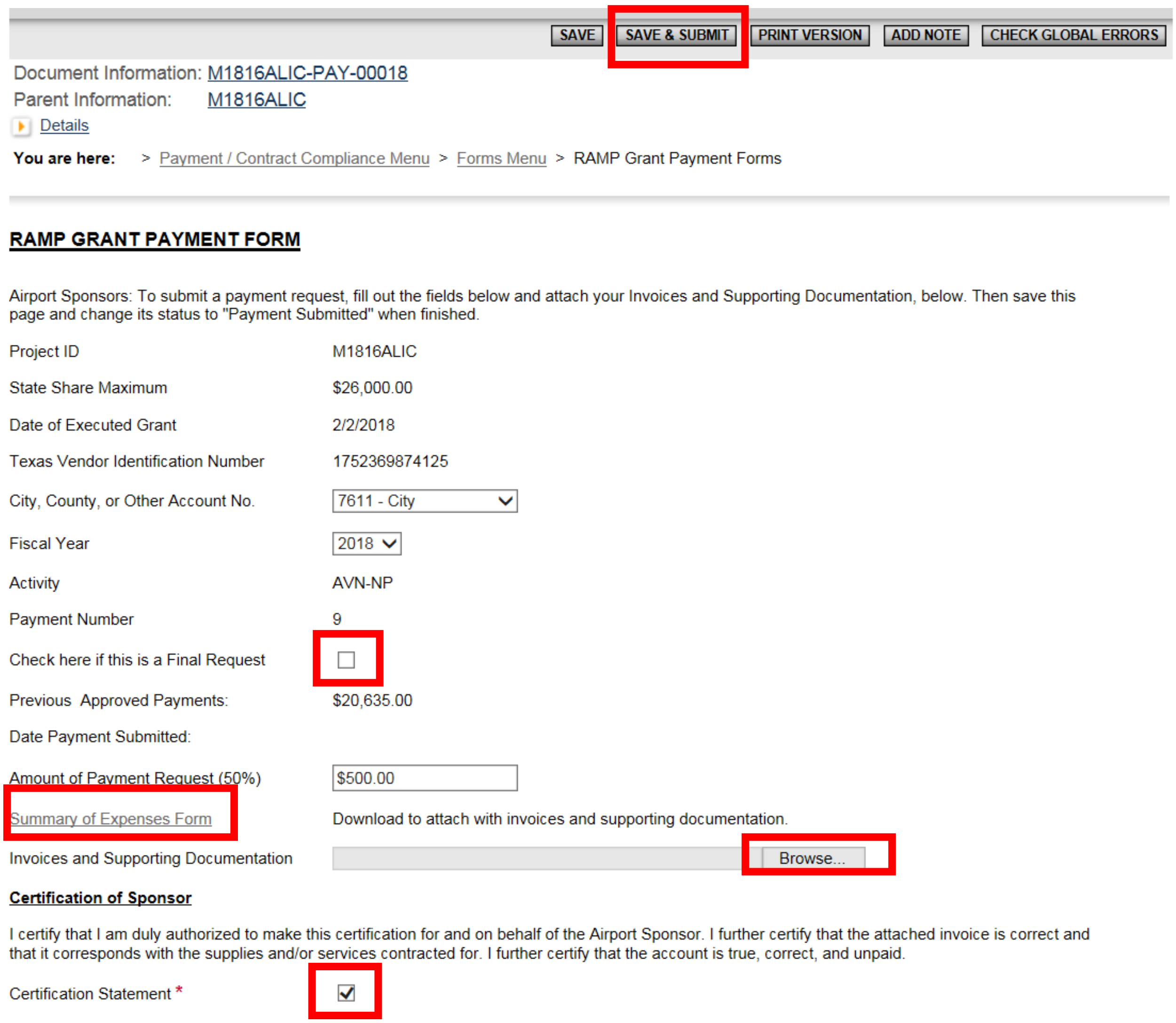


Then click on the RAMP Grant Payment Form.

Use the dropdown to select the city, county, or other Account Number. Cities are 7611, Counties are 7612.

Enter the Fiscal Year for the grant – M**18**16ALIC would be 2018, and enter the amount of the request in the Payment Request box.

Download the Summary of Expenses form and fill it out for the invoices included in the payment request, or you can use your own spreadsheet. For either, be sure to put the Project ID (M1816ALIC) on the top of the form or spreadsheet. Scan and upload the summary of expenses and backup invoices using the Browse bar. If you need to leave the page, simply click "SAVE" to save your work. You can retrieve the in process payment from your my tasks when you are ready to submit.



SAVE | SAVE & SUBMIT | PRINT VERSION | ADD NOTE | CHECK GLOBAL ERRORS

Document Information: M1816ALIC-PAY-00018
Parent Information: M1816ALIC
Details

You are here: > Payment / Contract Compliance Menu > Forms Menu > RAMP Grant Payment Forms

RAMP GRANT PAYMENT FORM

Airport Sponsors: To submit a payment request, fill out the fields below and attach your Invoices and Supporting Documentation, below. Then save this page and change its status to "Payment Submitted" when finished.

Project ID	M1816ALIC
State Share Maximum	$26,000.00
Date of Executed Grant	2/2/2018
Texas Vendor Identification Number	1752369874125
City, County, or Other Account No.	7611 - City
Fiscal Year	2018
Activity	AVN-NP
Payment Number	9
Check here if this is a Final Request	☐
Previous Approved Payments:	$20,635.00
Date Payment Submitted:	
Amount of Payment Request (50%)	$500.00
Summary of Expenses Form	Download to attach with invoices and supporting documentation.
Invoices and Supporting Documentation	Browse...

Certification of Sponsor

I certify that I am duly authorized to make this certification for and on behalf of the Airport Sponsor. I further certify that the attached invoice is correct and that it corresponds with the supplies and/or services contracted for. I further certify that the account is true, correct, and unpaid.

Certification Statement * ☑

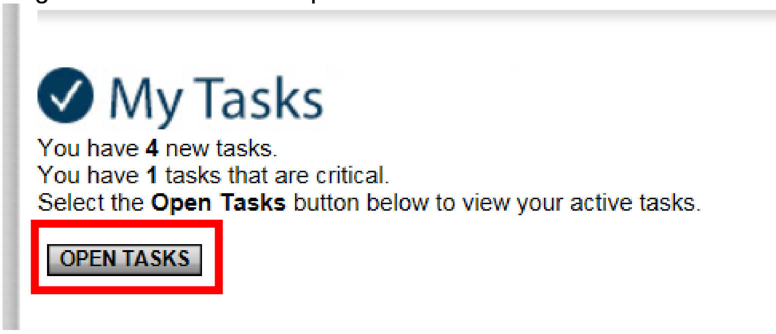
Check the certification box at the bottom of the page, and click save on the top bar. If the request is a final, check the box indicated.

Once the payment request is complete, click SAVE and SUBMIT at the top of the page. **An error will fire if you try to save and submit without having anything uploaded in the Invoices and Supporting Documentation field.**

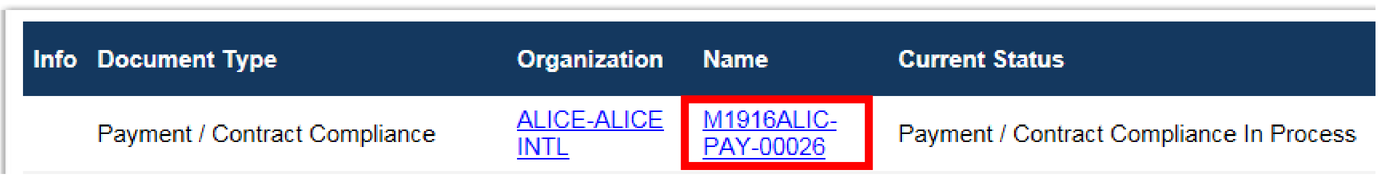
Once initiated, the RAMP Payment document will be listed in the Related Items "Related Documents" section, will be searchable through the "Payments/Compliance" document search tab at the top of the page, and will also be listed in the user's "My Tasks" section. The document will remain in that user's "My Tasks" section until the status is advanced out of that user's possession.

16.b Submitting the single audit compliance

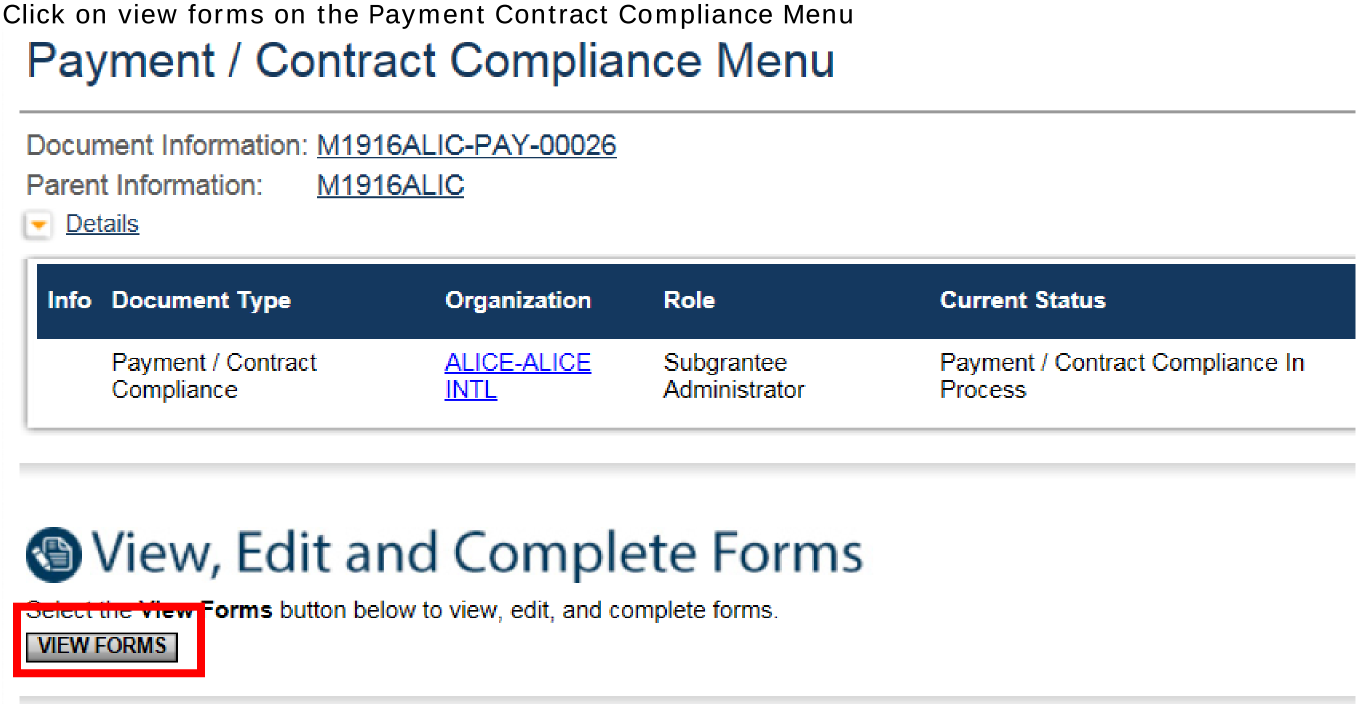
Log into eGrants and open tasks



Click on the name of the document in the current status of Payment/Compliance in Process

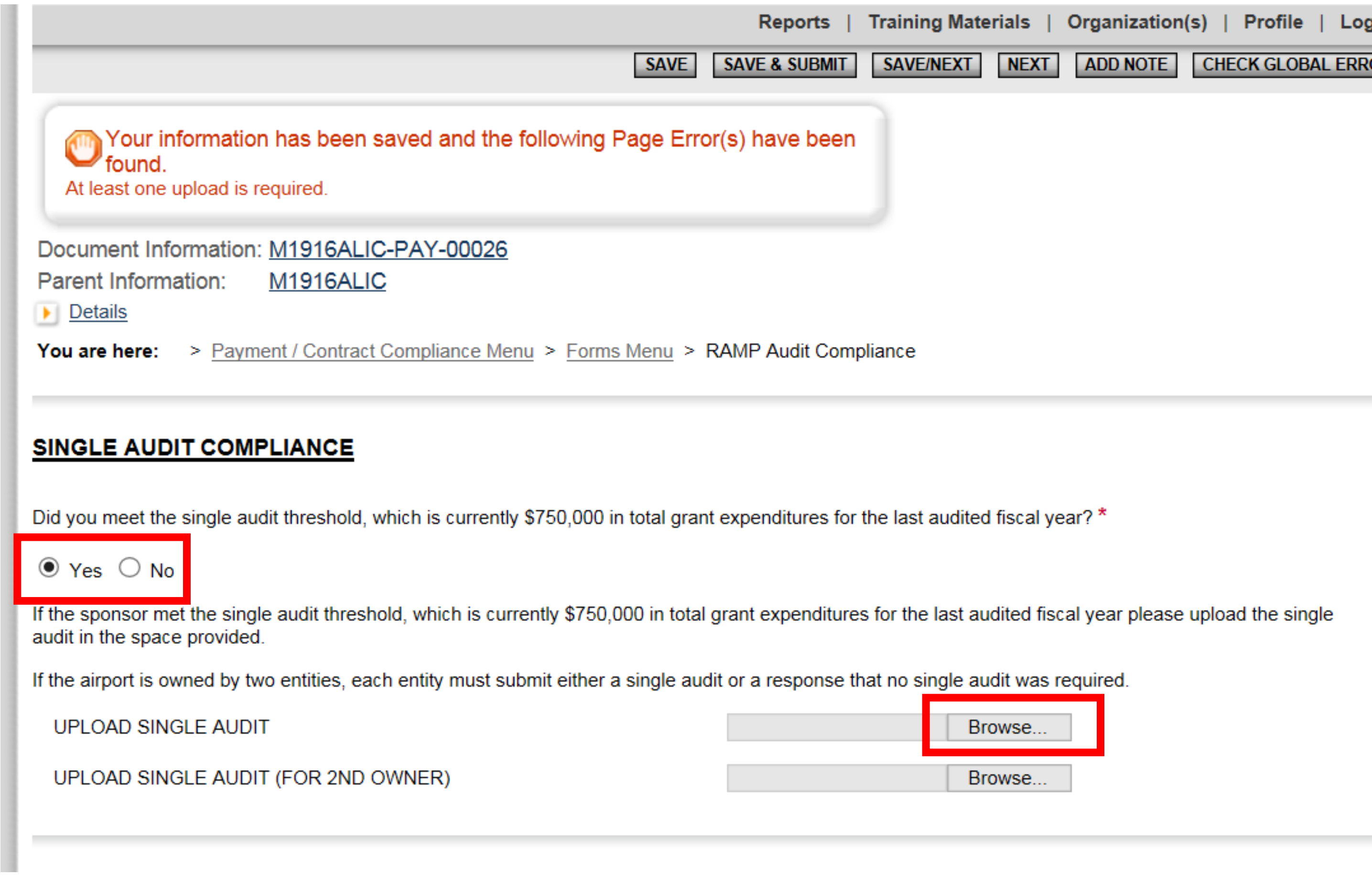


Click on view forms on the Payment Contract Compliance Menu

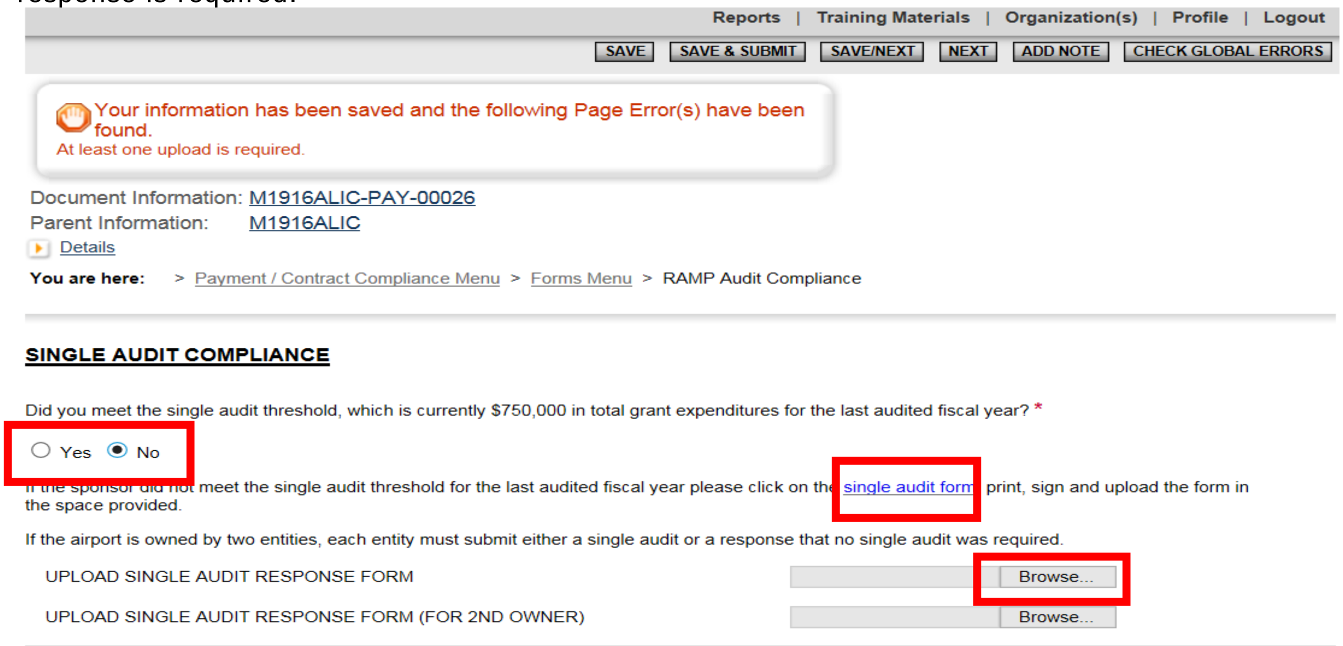


Click on the single audit compliance link

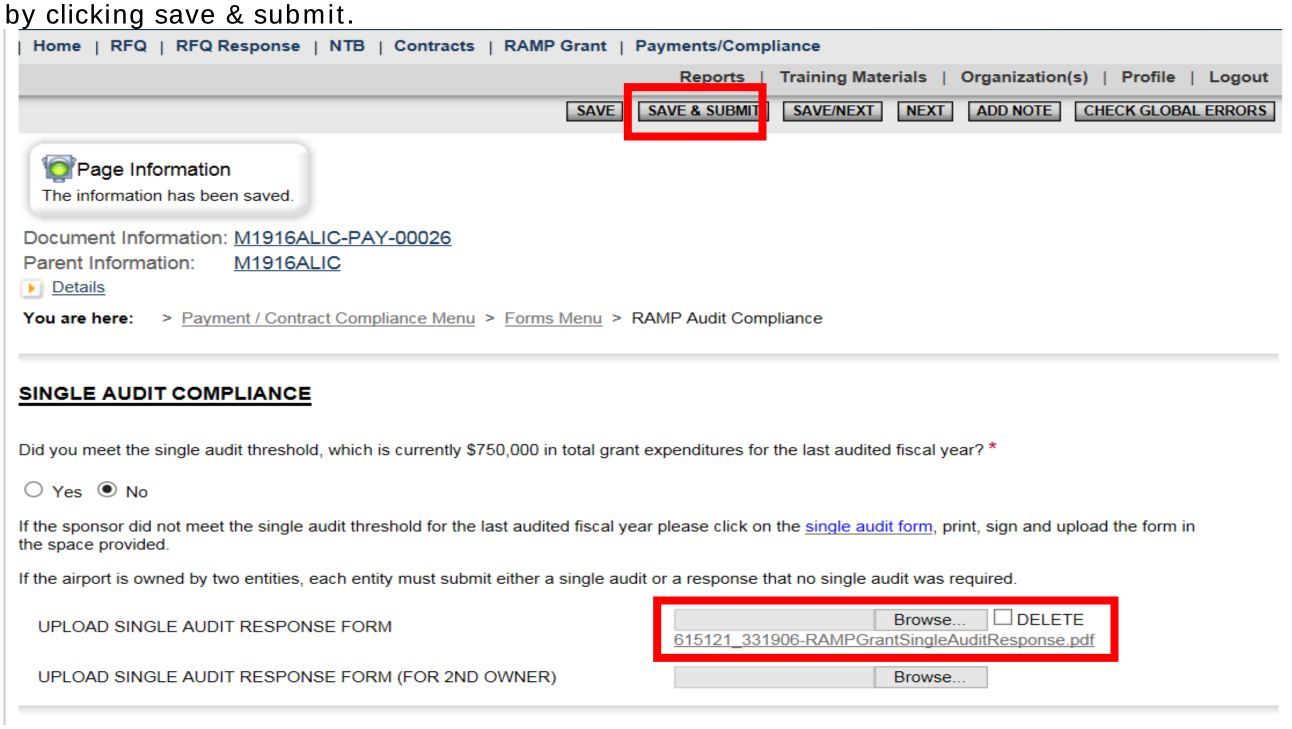
If your entity performed a single audit, click the yes radio button and upload a copy of the single audit report. If your single audit is located on a website, as an alternative, you may upload a PDF with a web link to the single audit report instead of the entire report. At least one response is required.



If your entity did not meet the requirement for a single audit, select the no radio button and download the single audit form. Sign and upload the form. At least one response is required.



Once you have uploaded your response and have chosen the file, complete the process by clicking save & submit.



16c. Process-Flow Snapshot

Please note that TxDOT staff and the Subgrantee Administrator users have permission to initiate a RAMP Grant Payment.

FROM	TO	ROLE	TYPE
• Payment/Contract Compliance in Process	• Payment/Contract Compliance Submitted • Payment/Contract Compliance Cancelled	• **SA** • **SA, CS**	**MANUAL**

17. Additional Assistance

17.a. Contacting TxDOT

- Phone: 1-800-687-4568
- Hours of Operation: 8:00 AM-5:00 PM Monday through Friday excluding state

17.b. Help Desk Support

- Email: avn-egrantshelp@txdot.gov

Return to Top of Document