



# eGrants Enhancements to Compliance Forms

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## Changes

- New “Compliance” tab on the top menu bar
- Minor changes to the fields on the forms
- Improved format of Indirect Cost upload page
- New History section for record keeping

## Benefits

- Maintain historical documents – **Making eGrants a more comprehensive office of record**
- Reducing duplication of effort
- Improved search function of compliance forms



**Step 1:** Supplementals tab

**Step 2:** In the Supplemental Types field, select “Administrative Requirements”

**Step 3:** Click on the “Name”

Home | Application/PGA | RFR | MPR | Scholarships | **Supplementals** | Monitoring  
Reports | Administration | Training M

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Back

## Supplementals

Use the search functionality below to find a specific Supplementals.

Search Supplementals

Supplementals Types **Administrative Requirements: 2016** ▼

Supplementals Name

Person

Status -- Select -- ▼

Organization

Year

SEARCH CLEAR

Export Results to Screen ▼ Sort by: -- Select -- ▼ GO

Number of Results 117

Document Type	Organization	Name	C
Administrative Requirements	<a href="#">Abilene, City of</a>	<a href="#">AR-2016-ABILENE-00174</a>	A
Administrative Requirements	<a href="#">Adult Enrichment Center</a>	<a href="#">AR-2016-AEC-00173</a>	A
Administrative Requirements	<a href="#">Affectionate Arms Adult Day Health Care Center</a>	<a href="#">AR-2016-AAADHC-00164</a>	A



**Step 4:** Under “View, Edit and Complete Forms”, click on “View Forms”

**View, Edit and Complete Forms**  
Select the **View Forms** button below to view, edit, and complete forms.

**VIEW FORMS** 4

**Step 5:** Select “Compliance Forms”

Status	Page Name
General Information	
	<a href="#">Service Profile</a>
	<a href="#">Compliance Forms</a> 5
	<a href="#">Monitoring Forms</a>
	<a href="#">Quarterly Financial Review (8)</a>
	<a href="#">Improvement Action Plan</a>



**Step 6:** Upload the appropriate file you wish to upload

**COMPLIANCE FORMS**

**6**

	<u>File Upload</u>	<u>Req'd?</u>	<u>N/A?</u>	<u>Approved?</u>	<u>Approval Date</u>	<u>Expiration Date</u>
1. Title VI Program	<input type="text"/> Browse...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
2. Equal Employment Opportunity (EEO) Program	<input type="text"/> Browse...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
3. Complementary ADA Paratransit Plans for Fixed-Route Providers	<input type="text"/> Browse...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
4. Indirect Cost Allocation Plans (ICAP) and Indirect Costs Rates	<input type="text"/> Browse...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>
5. Asset Management/Maintenance Plans	<input type="text"/> Browse...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>

## The Problem?

- Current process overwrites what was previously uploaded.



## The Solution?

- Separate and house each compliance form under a new tab.

The screenshot shows a web application interface with a navigation bar at the top. The navigation bar includes links for Home, Application/PGA, RFR, MPR, Scholarships, Service Profile, Supplementals, Monitoring, and Compliance. The Compliance link is highlighted with a red box. Below the navigation bar, there are sub-links for Reports, Administration, and Training Materials. The main content area is titled "Compliance Search Tab" and contains a "Compliance Search Tab" heading. Below this heading, there is a text instruction: "For more detailed instructions, select the Show Help button." The form below contains several input fields: "Compliance Form Type" with a dropdown menu showing options like "Asset Management/Maintenance Plans", "Bus Safety Program", "Complementary ADA Paratransit Plans for Fixed-Route Providers", "Equal Employment Opportunity (EEO) Program", and "Facilities/Other Insurance"; "Document Name" with a text input field; "Organization" with a text input field; and "Status" with a dropdown menu.

# New Process for Compliance Forms Upload



**Step 1:**  
Compliance tab

**Step 2:** In the Compliance Form Type field, select the Compliance Form you want to view, edit, or upload

**Step 3:** Click on the “Execute” on the top right

**Step 4:** Click on the “Name” of the document

The screenshot shows the 'Compliance Search Tab' interface. At the top, a navigation bar includes 'Home', 'Application/PGA', 'RFR', 'MPR', 'Scholarships', 'Service Profile', 'Supplementals', 'Monitoring', and 'Compliance' (highlighted with a red box and number 1). Below the navigation bar are links for 'Reports', 'Administration', 'Training Materials', 'Organization(s)', 'Profile', and 'Logout'. On the right side, there are 'EXECUTE' and 'CLEAR' buttons (highlighted with a red box and number 3). The main heading is 'Compliance Search Tab' with a sub-heading 'Compliance Search Tab'. Below this, there is a note: 'For more detailed instructions, select the Show Help button.' (highlighted with a red box and number 2). The search form includes a 'Compliance Form Type' dropdown menu (highlighted with a red box and number 2) with options: 'Asset Management/Maintenance Plans', 'Bus Safety Program', 'Complementary ADA Paratransit Plans for Fixed-Route Providers', 'Equal Employment Opportunity (EEO) Program', and 'Facilities/Other Insurance'. Below this are input fields for 'Document Name', 'Organization', and a 'Status' dropdown. A red bracket points to these fields with the text 'Other filters you can use to narrow down search.' Below the search form are controls for 'Export Results to' (Screen), 'Results Per Page' (20), 'Sort By' (-- SELECT --), and 'ASCENDING'. The 'Number of Results' is 4. The 'Results' section contains a table with the following data:

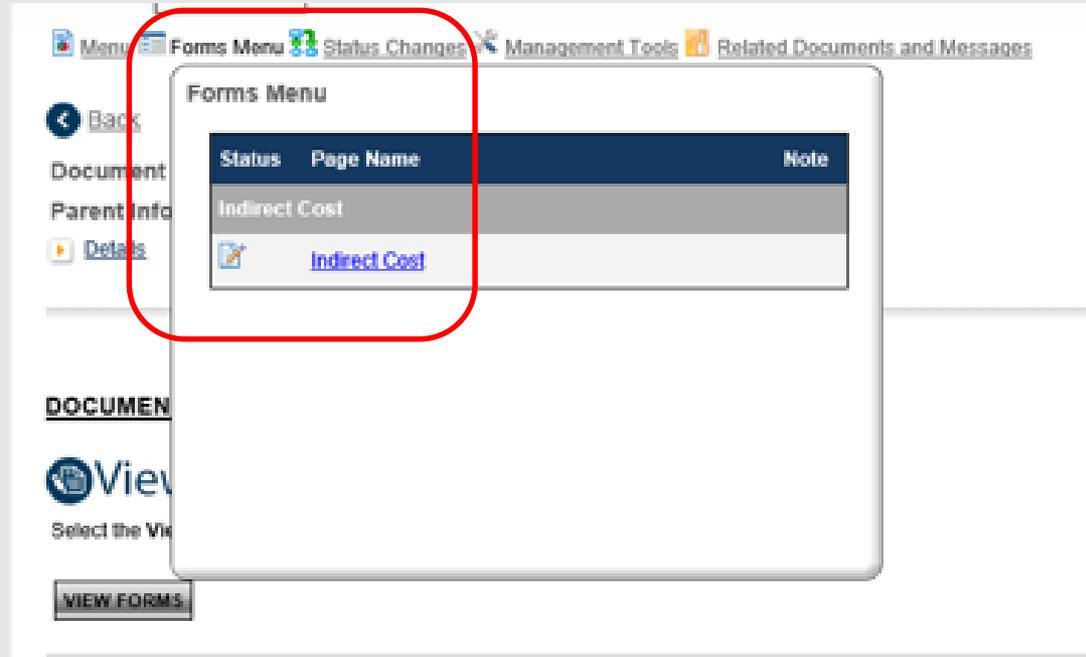
Compliance Form Type	Organization	Name	Current Status
Indirect Cost	<a href="#">New Age Transportation</a>	<a href="#">IDC-NAT-00001</a>	Administrative Requirements in PTN Review
Asset Management/Maintenance Plans	<a href="#">PTN Test Org 3</a>	<a href="#">AM/MP-PTN3-0002</a>	Administrative Requirements Complete
Indirect Cost	<a href="#">Agate AZ Test Org</a>	<a href="#">IDC-AGAZ-0002</a>	Administrative Requirements in Progress
Bus Safety Program	<a href="#">New Age Transportation</a>	<a href="#">BSP-NAT-0003</a>	Administrative Requirements Complete

The 'Name' column in the table is highlighted with a red box and number 4.



**Step 5:** Hover your mouse over “Forms Menu” AND click on the form name

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## Step 6: Upload/view the file

**COMPLIANCE**

**Asset Management/Maintenance Plans**

6 **File Upload\***  Browse...       0 of 1000

**New History Section**

**HISTORY**

File Upload	Upload Date	Required?	Approved?	N/A	Approval Date	Expiration Date	TXDOT Comments	Additional Comments
<a href="#">eeee.bt</a>	12/2/2019	X		X	12/10/2019	12/27/2019	This is not a test	Testing Testing 321 19 of 250
<a href="#">eeee.bt</a>	12/11/2019	X	X	X	12/18/2019	12/19/2019	Testing Testing 123	0 of 250

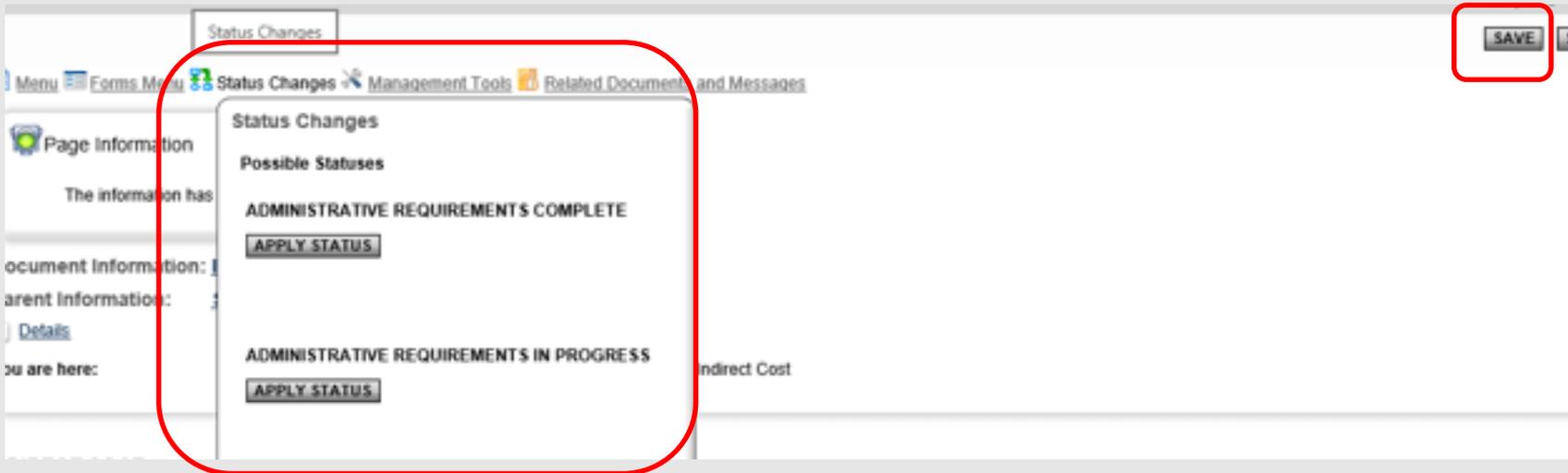
Additional comments is the only editable field appearing in the History section. To be used for clarification of any errors in these "completed" files.

**Notice the new History section = This is where historical documents will be kept after status is changed to "Complete".**



## Remember to:

1. Save your changes
2. Change the status (hover mouse over “Status Changes”)





## Current Compliance Forms page looks like this

<b><u>COMPLIANCE FORMS</u></b>		<b>File Upload</b>	<b>Req'd?</b>	<b>N/A?</b>	<b>Approved?</b>	<b>Approval Date</b>	<b>Expiration Date</b>
1. Title VI Program	<input type="text"/> Browse... <input type="checkbox"/> DELETE <a href="#">674261_324467-TitleVI12.4.19.pdf</a>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value="12/08/2016"/>	<input type="text" value="12/08/2019"/>	
2. Equal Employment Opportunity (EEO) Program	<input type="text"/> Browse... <input type="checkbox"/> DELETE <a href="#">674261-EqualEmploymentOpportunity(EEO).pdf</a>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
3. Complementary ADA Paratransit Plans for Fixed-Route Providers	<input type="text"/> Browse...	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
4. Indirect Cost Allocation Plans (ICAP) and Indirect Costs Rates	<input type="text"/> Browse...	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
5. Asset Management/Maintenance Plans	<input type="text"/> Browse... <input type="checkbox"/> DELETE <a href="#">674261-MaintenancePlan.pdf</a>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text"/>	<input type="text"/>	
6. Insurance	<input type="text"/> Browse... <input type="checkbox"/> DELETE <a href="#">674261_324497-COITxDOT2020.pdf</a>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value="10/03/2019"/>	<input type="text" value="09/01/2020"/>	
7. Bus Safety Program	<input type="text"/> Browse...	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
8. Single Audits (formerly A-133)	<input type="text"/> Browse... <input type="checkbox"/> DELETE <a href="#">674261_324509-FY19SingleAuditExemptionLetter.pdf</a>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value="12/31/2018"/>	<input type="text" value="12/31/2019"/>	
9. FTA Triennial Review	<input type="text"/> Browse...	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	
10. Documentation of Signature Authority	<input type="text"/> Browse... <input type="checkbox"/> DELETE <a href="#">674261_328470_2-DelegationofSignatureAuthorityApproval2018.pdf</a>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="text" value="10/08/2019"/>	<input type="text" value="08/31/2020"/>	



## NEW LOOK of Indirect Cost page

### INDIRECT COST

#### Indirect Cost Certificate and Rate

File Upload\*     
 618709\_337758-raisingcane.jpg

Upload Date	Effective Start Date *	Effective End Date *	Indirect Cost Rate *	De Minimis?	Required?	Approved?	N/A	Approval Date	Expiration Date	TXDOT Comments
12/19/2019	12/19/2019	12/19/2019	1 %	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12/30/2019		test

New fields for Indirect Cost page ONLY

New for all compliance forms

#### HISTORY

File Upload	Upload Date	Effective Start Date	Effective End Date	Indirect Cost Rate	De Minimis?	Required?	Approved?	N/A	Approval Date	Expiration Date	TXDOT Comments	Additional Comments
eeee.txt	12/12/2019			%		X	X	X	12/3/2019	12/11/2019	This is a test of kindness which the world needs at the moment.	0 of 250
eeee.txt	12/13/2019	12/3/2019	12/4/2019	5%	X	X	X	X	12/3/2019	12/18/2019	test 2	0 of 250



## NEW LOOK of all other compliance forms

### COMPLIANCE

#### Asset Management/Maintenance Plans

File Upload\*

Upload Date

Required?

Approved?

N/A

Approval Date

Expiration Date

TXDOT Comments

Browse...






TXDOT Comments

0 of 1000

↑  
New for all compliance forms

#### HISTORY

File Upload

Upload Date

Required?

Approved?

N/A

Approval Date

Expiration Date

TXDOT Comments

Additional Comments

[eeee.txt](#)

12/2/2019

X

X

12/10/2019

12/27/2019

This is not a test

Testing Testing 321

19 of 250

[eeee.txt](#)

12/11/2019

X

X

X

12/18/2019

12/19/2019

Testing Testing 123

0 of 250



**Step 1:** Document starts with Administrative Requirements “In Progress”.

**Step 2:** PTN HQ indicates which forms are necessary for the agency, and changes status to “In Subgrantee Review”.

**Step 3:** Agency receives a task and notification that action is required.

**Step 4:** Agency uploads document(s) and changes status to “In PTN Review”.

**Step 5:** PTN HQ reviews uploaded document(s), completes the rest of the fields, and if approved, changes status to “Complete”.

If not approved, PTN HQ changes status back to “In Progress”. Go back to step 1.



## Demonstration on eGrants Test Site



**Effective Date:  
Monday, February 3, 2020**



# Questions?

**Contact eGrants Help Desk with any questions.**

Email: [ptn-egrantshelp@txdot.gov](mailto:ptn-egrantshelp@txdot.gov)

Phone: 512-486-5957

# Thank you for your time!