



- County downloads draft grant Agreement (PDF format) from CTIF web page at <https://www.txdot.gov/government/funding/county-fund.html>. County develops draft resolution.
- County emails draft agreement and draft resolution to TxDOT District CTIF Coordinator for review.
- Upon District concurrence, the County may submit agreement and resolution to Commissioner's Court for approval and authorization to execute.
- Execution of the Agreement can be by electronic or wet signature. Electronic signature is preferred because it is the more secure process.



■ Electronic Signature using DocuSign

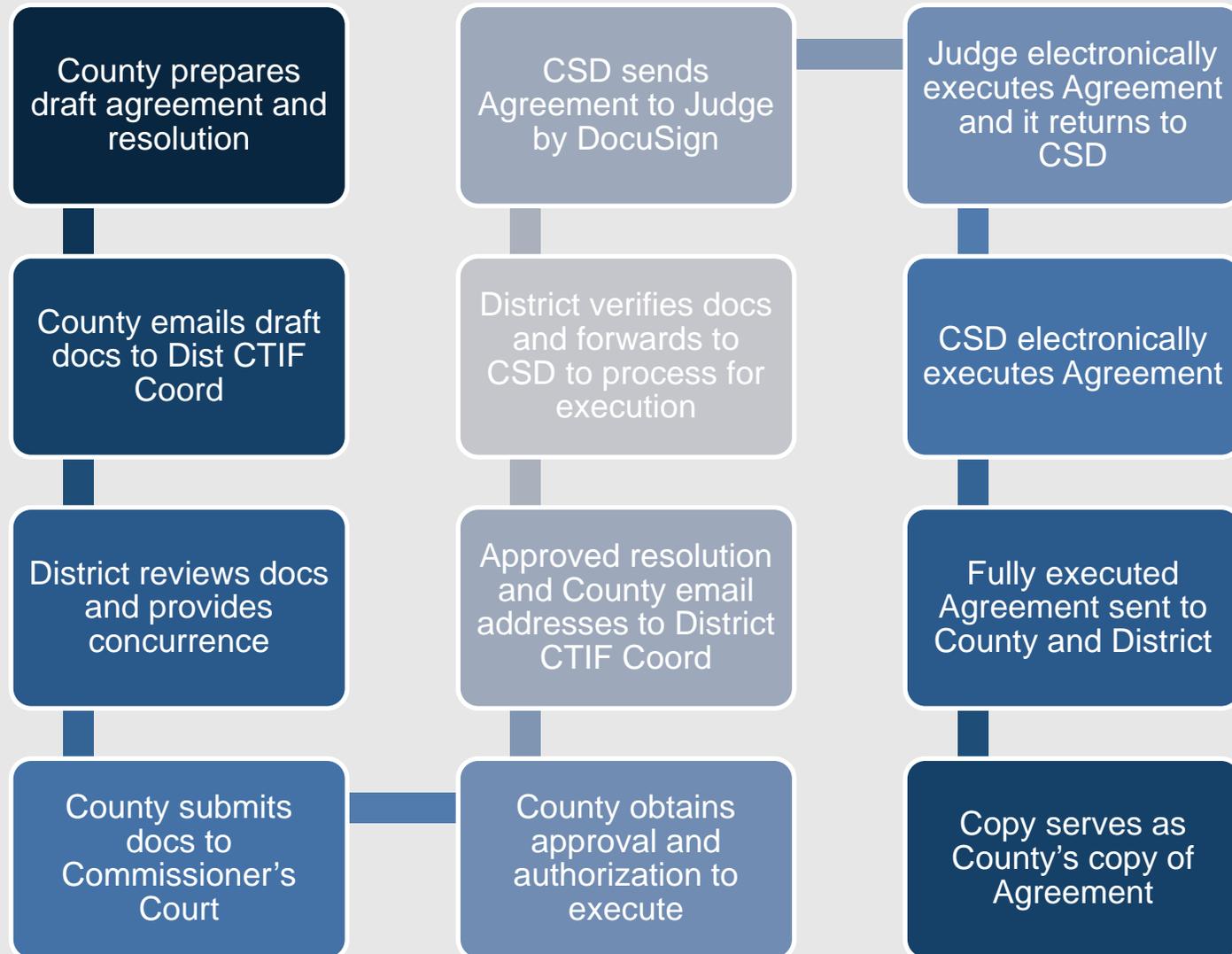
- County emails a copy of the approved resolution to the District to include in the Agreement as Attachment A.
- County provides Judge's email address along with the resolution, as well as any other County email addresses to which copies of the Agreement should be sent.
- District verifies the resolution and provides the complete Agreement to TxDOT's Contract Services Division (CSD) to process for execution.
- CSD will send the Agreement to the Judge (and other requested County staff) using DocuSign. The Judge will electronically sign the Agreement, and the partially executed Agreement will automatically return to CSD.
- CSD Division Director will electronically sign the Agreement.
- A copy of the fully executed Agreement will automatically be sent by DocuSign to the County, the TxDOT District and the TxDOT Finance Division. CSD will maintain the encrypted, fully executed copy as the original Agreement.
- The copy will serve as the official fully executed Agreement for the County.



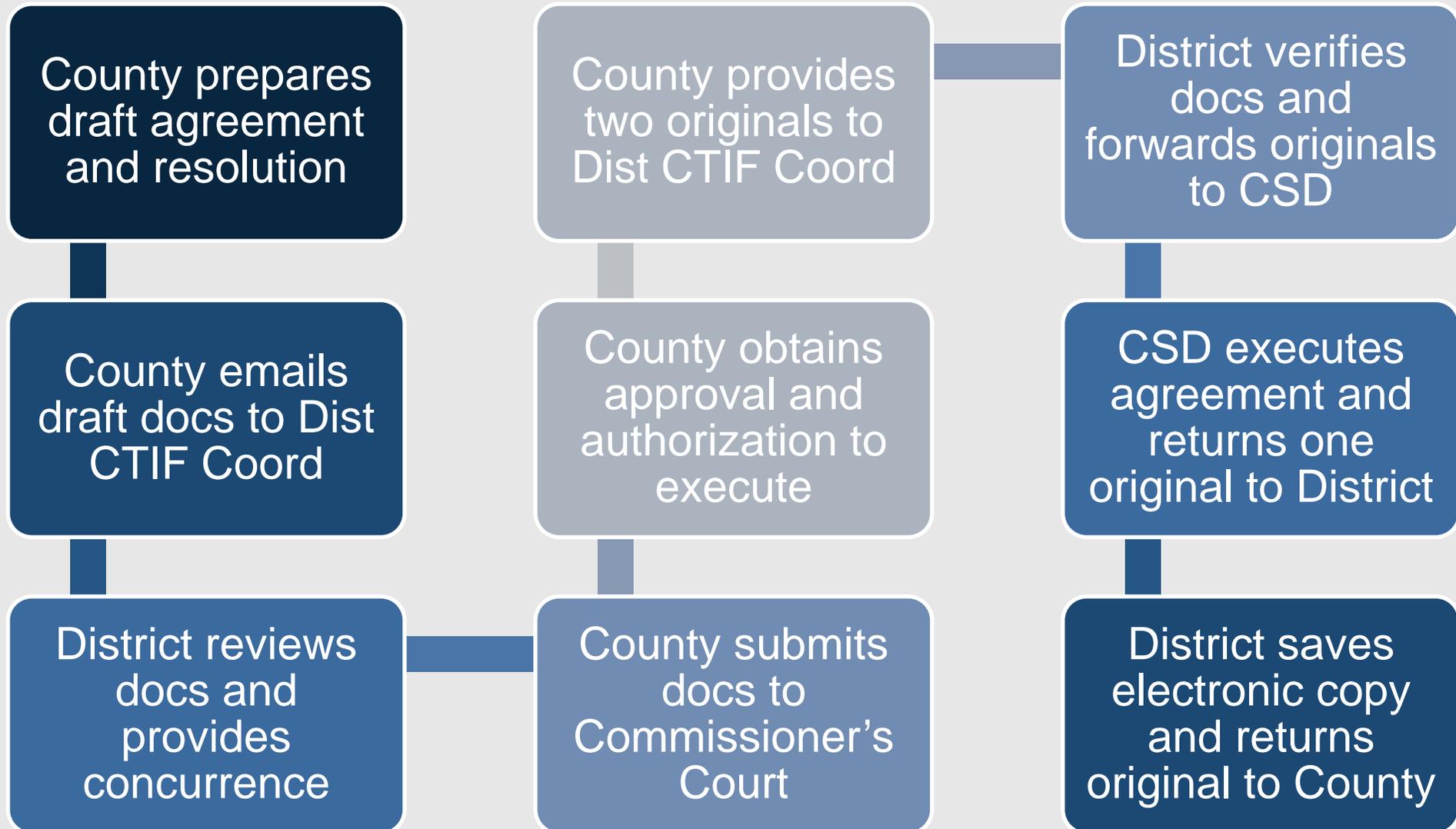
■ Wet Signature

- Resolution becomes Attachment A.
- County returns two signed originals to TxDOT District.
- District verifies documents and sends both originals to Contract Services Division (CSD) for execution.
- CSD retains one original.
- Second original returned to District to be scanned and stored electronically.
- Original is provided to and retained by the County.

Agreement Process and Execution – Electronic Signature



Agreement Process and Execution – Wet Signature



Contract Services Division

GUIDELINES FOR RESOLUTIONS FOR 2020 CTIF GRANT AGREEMENTS

When reviewing a County's resolution or commissioners court order, we need to determine whether it is sufficient to authorize the execution of the agreement.

CRITERIA:

Contract Services (CSD) recommends that resolutions include the following criteria:

1. Identifies the grant.
2. *Optional:* States the amount of the grant awarded to the County.
3. Explicitly authorizes the County to enter into the grant agreement with TxDOT.
4. Explicitly identifies the authorized signatory of the grant agreement by title or position.
5. Identifies by title or position other County officials or staff authorized to execute all other grant-related documents.
6. It is preferable to not reference and include a copy of the grant agreement as an attachment. However, if that is the County's practice and a copy of the draft agreement is attached, a statement clarifying that it is not the final version should be included (e.g., "a copy of the contract in its substantially final form is attached"). If the County wants to be exacting and include the finalized version approved for partial execution, that is acceptable. However, if any changes are made prior to full execution, a new resolution will be required.
7. If recitals are included, make sure they do not contradict the grant agreement.

TEMPLATES:

A standard template is not available since counties have their own requirements regarding resolutions. Following are two samples of acceptable resolution forms that were used during the 2014 grant program.

SAMPLE RESOLUTION

RESOLUTION NO. 38764

BE IT RESOLVED BY THE COUNTY COMMISSIONER'S COURT OF THE COUNTY OF EVERYWHERE, TEXAS:

That the County Commissioner's Court approves entering into the County Transportation Infrastructure Fund Grant Agreement (Agreement) with the Texas Department of Transportation (TxDOT);

The County Judge is authorized to sign the Agreement;

It is further approved that the County Engineer is hereby designated as the County Authorized Representative to coordinate efforts with TxDOT and is authorized to sign and file all necessary documents to ensure compliance with the Agreement.

PASSED AND APPROVED this 25th day of August 2020.

SAMPLE RESOLUTION

**STATE OF TEXAS
COUNTY OF BUFFALO**

IN THE COMMISSIONERS COURT

WHEREAS, Buffalo County applied for grant funds under the County Transportation Infrastructure Grant Program and the Texas Department of Transportation (TxDOT) awarded Buffalo County with a total eligible grant award of \$XXX,XXX; and

WHEREAS, before receiving any allowable reimbursements from the eligible grant amount, Buffalo County must enter into a grant agreement with TxDOT.

NOW THEREFORE BE IT RESOLVED, that the Buffalo County Commissioners Court authorizes the County Judge to execute the County Transportation Infrastructure Fund Grant Agreement.

BE IT FURTHER RESOLVED, that the Buffalo County Commissioners Court authorizes the County Engineer to sign all invoices, certifications, and any other necessary documentation related to the County Transportation Infrastructure Grant Program.

RESOLVED THIS 15TH DAY OF SEPTEMBER 2020.