

Signing Contracts in WebGrants

The purpose of this guide is to provide an overview how DRPT creates project records and associated contracts in WebGrants and provide instructions for signing contracts within the WebGrants system.

DRPT Grant Project Process

Step 1 – Contract Timing (DRPT)

Following approval of DRPT's Six Year Improvement Program (SYIP) by the Commonwealth Transportation Board (CTB), DRPT prepares state project contracts for the projects funded solely with state and local funds.

- For projects with state and local funds, DRPT prepares project contracts immediately following CTB approval
- For projects funded with state, federal, and local funds, DRPT prepares project contracts after federal authorization or FTA award is completed

Step 2 – Contract Created in WebGrants (DRPT)

DRPT enters project contracts in WebGrants for review and approval by DRPT staff.

Step 3 – Program Manager Contract Review and Approval (DRPT)

The DRPT Program Manager for the project reviews and approves the contract.

Step 4 – Supervisor Contract Review and Approval (DRPT)

A second DRPT contract review, typically by the DRPT Program Manager's supervisor, reviews and approves the contract.

Step 5 – Final Approval (DRPT)

DRPT's Director or Chief Financial Officer (CFO) signs contract in WebGrants and initiates an email alert to the grant recipient's approved signatory.

Note: The person that is authorized to sign contracts on behalf of a grant recipient organization will be pre-approved by DRPT and designated in WebGrants as an eligible signer.

Step 6 - Contract Execution (Grantee)

After receiving the email alert that the contract is ready for signature, the Grantee's designated signatory will need to login to WebGrants to sign the contract.



Signing a Contract in WebGrants

1. Begin at the WebGrants landing page at <u>https://grants.drpt.virginia.gov</u>. On the Login page, enter your User ID and Password, then click "Sign In".

AND PUBLIC T	RANSPORTATION
P Login	
L Enter your user id and password	Announcements
User ID	DDDT SYSTEM USE NOTIFICATION
Password	This system is the property of the Commonwealth of Virginia. Only persons authorized shall be allowed
SIGN IN	access to this system. Those permitted access shall use this system ONLY for purposes for which the have been authorized. ALL access and usage on this system may be monitored, recorded, and subjec to audit. ANY unauthorized access, use, or abuse of this system or the information contained therein shall be reported to appropriate authorities for investigation and prosecution to the fullest extent of the
Forgot User ID? Forgot Password?	law.
Click here to Register	

2. Once logged in, you'll see the WebGrants main menu. On the left-hand panel, click "Grants" to search for the grant that you would like to sign a contract for.

June Jones External User Contract Signature Level 2 - NEEDED	Work Assignment All currently assigned work Calendar Alerts My Site Visits
Ch Dashboard >	Carda 🗇 Prov - 😧 Online Help 🕒 Log Out
 Work Assignment Calendar Alents 	Approaching Deadlines - Next 30 Days This section displays the documents with due dates arriving in the next 30 days.
 My Site Visits 	Due Date A Document ID Status Title Program Area Funding Opportunity
Funding Opportunities	No data available in table
📥 Applications >	C Recent Negotiations - Due Within 30 Days
Grants	This section displays the documents that you negotiated in the last 30 days
Inventory >	Due Date Ducument Type Sub Type/Round ID Status Title Organization Program Area Funding Opportunity No data available in table
🚢 My Profile >	
	Recent Correspondence - Within the Last 30 Days
	Sent Date Flag From To Subject Message
	No data available in table



3. A list of "Current Grants" will appear. Click on the grant that you would like to sign a contract for.

June Jones External User Contract Signature Level 2 - NEEDED	Grant List of all current grants						
Dashboard		Online Help	G Log Out				
Funding Opportunities	Current Grants Clos	sed Grants Search Claims					
Applications	≣ Current Gran	nts					
Grants >	All active grants are list	ted below.					
Inventory >						Search:	
My Profile	ID A Status	Year Title	Organization	Program Area	Funding Opportunity	Duration	Grant Amount
	278 Awarded	2019 Doolittle's App 12/17/19	Skyscraper Organization	ND-North Dakota	243-North Dakota FO (Different App and Grant Budgets)	07/01/2020 - 06/30/2021	\$1,000,126.050.00
Ν	602-1 Underway	2022 Training Grant 1	Client Training Organization	TRAIN-Training	598-Training - Example Funding Opportunity	01/01/2022 - 12/31/2022	\$12,250.00

Note: You will only see the grants that your profile is associated with. By default, the WebGrants system assigns the individual who applied for that grant to be the point of contact for that grant once it is awarded. That individual has the ability to submit claims and perform other grant related activity. If additional users need to be added to the grant, please refer to the 'User Management' training materials.

4. Once you have selected the grant, you will be directed to the Grant Components module. Select "Contract" from the list of Grant Components.

Juno Jonos External User Central Signature Level 2- NEEDED Central Signature Level 2- NEEDED Central Control Dashboard	Funding Opportunity: 598-Training - Example Funding Op Organization: Client Training Organization Program Officer: Client Administrator Awarded Amount: \$12,250.00	portunity
Applications	Grant Components	
Grants >	Component.	it Edited
Inventory	General Information No Claims -	y 5, 2021 3.54 PM - Client Administrator
👗 My Profile >	Encumbrances - Status Reports -	
	Site Visits - Contract Amendments -	
	Correspondence - Cqtstract No	r 5, 2021 2-42 PM - Client Administrator
	Closeout Oct	5, 2020 12:36 PM - System Administrator
	Scope of Work -	
	Budget Jur Funding Opportunity	-24, 2020 3 37 PM - Client Administrator -



5. Select the desired contract you would like to sign

June Jones External User Contract Signature Level 2 - NEEDED	Crant List of all current grants	
Dashboard	★ Back	
Funding Opportunities >	🗖 602-1 - Training Grant 1 - 2022	
📩 Applications >	Status: Underway	
Grants >	Program Area: Training Funding Opportunity: 598-Training - Example Funding Opportunity	
inventory	Organization: Client Training Organization	
📥 My Profile >	Program Officer: Client Administrator Awarded Amount: \$12,250.00	
	Grant List Genera Claims Encumb Status Site V Contra Corres Contra Closeo Scope Budget	
	Contracts	
	ID Template Type Status Title Contract Period Executed Date	
	602-1 101 DTPi Contract Grant Contract Approved Grantee Contract 01101/2022 - 12/31/2022	
	Showing 1to Yof 1 entries	
	← Previous Next →	

6. Review the contract and once finished, click "Signatures"

June Jones External User Contract Signature Level 2 - NEEDED	Grant List of all current grants				
Ch Dashboard	🛧 Back 🙃 Print -	Online Help C- Log Out			
Funding Opportunities	Contract Preview Alert His	tory Map			
🚣 Applications >	Contract Details				🗹 Signatures
 Grants Inventory 	602-1 - Training Contract Details	g Grant 1 - 2022			
Mu Brafila	Funding Opportunity:	598-Training - Example Funding Opportunity	Contract Title:	Grantee Contract	
inty rione	Program Area:	Training	Contract Period:	01/01/2022 - 12/31/2022	
	Status:	Approved	Executed Date:		
	Contract Number:	001			
	Contract Template:	DTPi Contract			
	Contract Text				
	Contract Text				



7. DRPT has already signed the contract in Level 1. Click on the "Status" line in Level 2 and select "Signed"

June Jones External User Contract Signature Level 2 - NEEDED	Grant List of all current grants					
Ch Dashboard	* Back 🔄 Prim - 🚱 Online H	elp 🕞 Log Out				
Funding Opportunities >	Contract: 001					
📩 Applications >	Contract Status:	Approved				
Grants >	Grant Title: Program Area:	602-1 - Training Grant 1 Training				
Inventory	Funding Opportunity:	598-Training - Example Funding Opportunity				
🏝 My Profile >	Reporting Period: Submitted By:	01/01/2022 - 12/31/2022 - Nov 5, 2021 3:56 PM				
	Signatures				Save	e Signature
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	1 Client Administrator Nov 5, 2021 4:04 PM	Signed Internal User's Name	11/05/2021 Cor	mments are entered here.	June Jones	
_	2	Signed V Signed Norte Signed	Sign Date C	omments		

8. Type in your Name and the Date. Comments are optional and have no impact on the execution of the contract.

Contract: 001						
Contract Status:	Approved					
Grant Title:	602-1 - Training Grant 1					
Program Area:	Training					
Funding Opportunity:	598-Training - Example Fu	unding Opportunity				
Reporting Period:	01/01/2022 - 12/31/2022					
Submitted By:	- Nov 5, 2021 3:56 PM					
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Level Signed By Signed Date	Status	Typed Name	Typed Date	Comments	Notify Next	Delete Prior
1 Client Administrator Nov 5, 2021 4:04	M Signed	Internal User's Name	11/05/2021	Comments are entered here.	June Jones	
2	Signed ~	Grantee ([xternal U	Sign Date	Comments		
	Contract: 001 Contract Status: Grant Title: Program Area: Funding Opportunity: Reporting Period: Submitted By: Client Administrator 1 Client Administrator Nov 5, 2021 4.04 F	Contract: 001 Contract Status: Approved Grant Title: 602-1 - Training Grant 1 Program Ares: Training Funding Opportunity: 508-Training - Example Fu Reporting Period: 0101/2022 - 1231/2022 Submitted By: - Nov 5. 2021 3 56 PM Signed By Cleant.Administrator Nov 5, 2021 4.04 PM Signed V	Contract: 001 Contract Status: Poproved Grant Title: 602-1 - Training Grant 1 Program Area: Training Funding Opportunity: 599-Training - Example Funding Opportunity: Reporting Period: 01101/2022 - 12/31/2022 Submitted By: - Nov 5, 2021 3 58 PM	Contract: 001 Contract: Status: Reproved Grant Title: 602-1 - Training Grant 1 Program Area: Training Funding Opportunity: 598-Training - Example Funding Opportunity: Reporting Period: 01101/2022 - 12/31/2022 Submitted By: - Nov 5, 2021 3 58 PM	Contract: 001 Contract Status: Approvel Grant Title: 602:1 - Training Grant 1 Program Area: Training Funding Opportunity: 598-Training - Example Funding Opportunity Reporting Opportunity: 598-Training - Example Funding Opportunity Reporting Period: 01/01/2022 - 12/31/2022 Bubmitted By: Nov 5, 2021 3 56 PM Signed Date Status Typed Name Typed Date Comments Level Signed By Signed Date Status Typed Name 11/05/2021 Comments are entered here Comments Signed Comments Signed Comments Co	Contract: 001 Centract Status: Program Area: Grant Title: 602.1 - Training Grant 1 Program Area: Training Funding Opportunity: 599-Training - Example Funding Opportunity: Reporting Period: 01/01/2022 - 12/31/2022 Bubmitted By: Nov 5, 2021 3 56 PM Signed By: Signed Date: Status: Typed Name: Typed Date: Comments Notify Next Central User's Name: 11/05/2021 Comments are entered here: June Jones Comments Signed Date: Comments Notify Next Comments Com

9. Click "Save Signature" to complete signing the contract

Funding Opportunities	1		ontract: 001									
📩 Applications 🔷				Contract Status:	Approved							
Grants				Grant Title:	tle: 602-1 - Training Grant 1							
				Program Area:	Training							
inventory			Fun	ding Opportunity:	598-Training - Exam	iple F	unding Opportunity					
			1	Reporting Period:	01/01/2022 - 12/31/	2022						
My Profile				Submitted By:	- Nov 5, 2021 3:56 F	M						
	IC.	🗹 Si	ignatures								Save Signature	
	L	evel Si	igned By	Signed Date	Status		Typed Name	Typed Date	Comments	Notify Ne	t Delete Prior	
		1 C	lient Administrator	Nov 5, 2021 4:04 PN	Signed		Internal User's Name	11/05/2021	Comments are entered here.	June Jone	\$	
		2			Signed	~	Grantee External Users Name	11/05/2021	External Comments			
										1)		



The Contract is now in Executed status and claims (reimbursements) may be submitted through WebGrants.

June Jones External User Contract Signature Level 2 - NEEDED	Grant		
Dashboard	🔦 Back 🛱 Print - 🚱 Online Help 🕞 Log Out		
Funding Opportunities	Contract Preview Alert History Map		
📩 Applications >	Contract Details		
Grants >	602-1 - Training Grant 1 - 2022		
inventory >	Contract Details		
A My Profile	Funding Opportunity: 598-Training - Example Funding Opportunity Program Area: Training Status: Executed Contract Number: 001 Contract Template: DTPi Contract Contract Text Contract Text	Contract Title: Contract Period: Executed Date:	Grantee Contract 01/01/2022 - 12/31/2022 11/05/2021