

## 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)

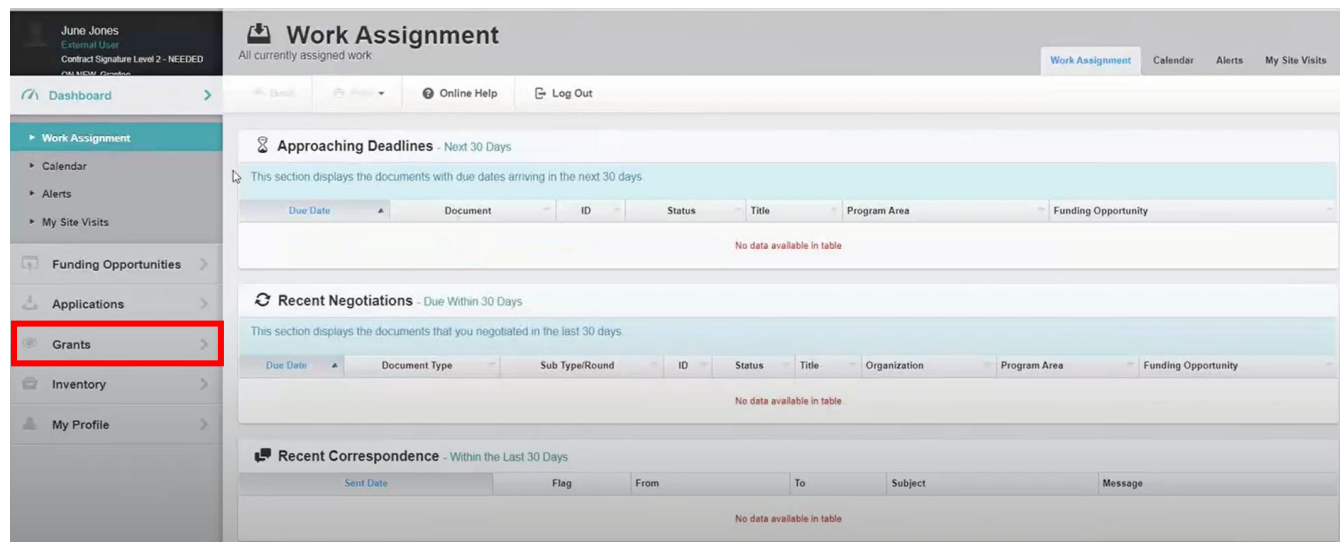
After receiving the email alert that the contract is ready for signature, the Grantee's designated signatory will need to login to WebGrants to sign the contract.

## Signing a Contract in WebGrants

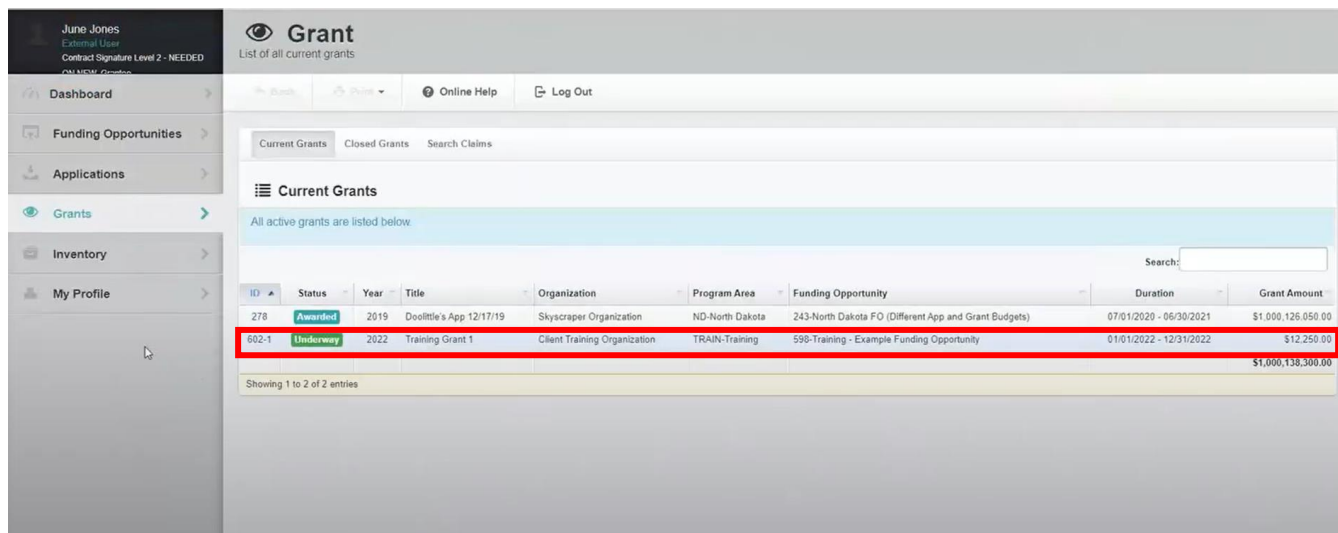
1. Begin at the WebGrants landing page at <https://grants.drpt.virginia.gov>. On the Login page, enter your User ID and Password, then click "Sign In".



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.

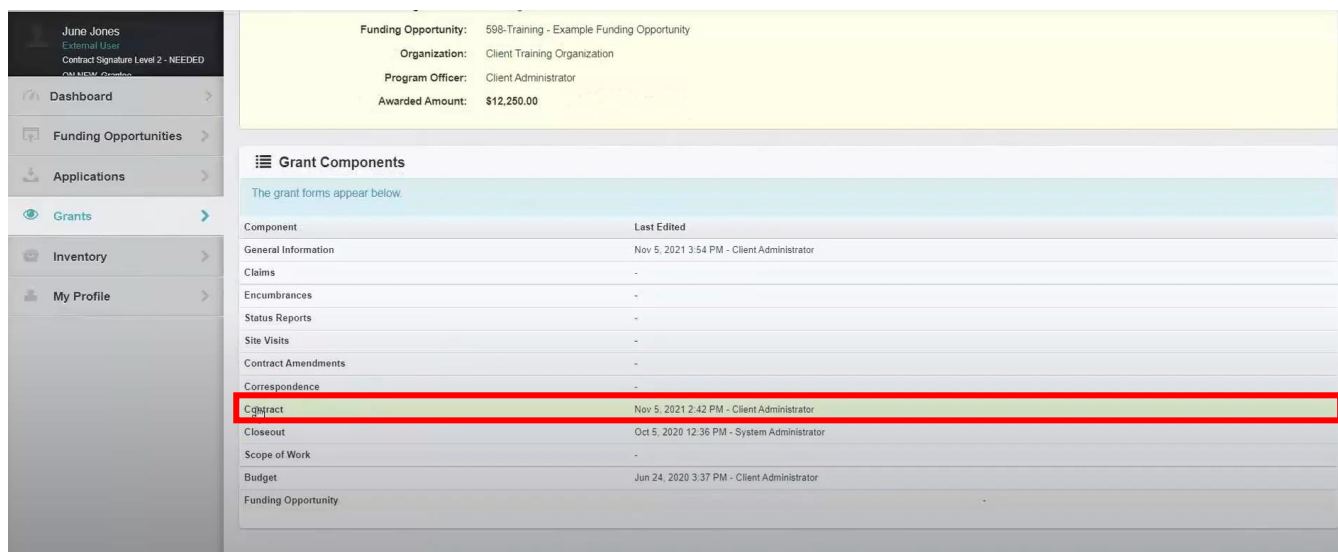


3. A list of “Current Grants” will appear. Click on the grant that you would like to sign a contract for.



**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.



5. Select the desired contract you would like to sign

The screenshot shows the 'Grant' system interface. The user is June Jones, an External User with a Contract Signature Level 2 - NEEDED. The main content area displays details for '602-1 - Training Grant 1 - 2022'. The status is 'Underway'. Below this, a table lists contracts, with the first entry '602-1 - 001' highlighted in yellow and marked as 'Approved'. The table columns are ID, Template, Type, Status, Title, Contract Period, and Executed Date.

ID	Template	Type	Status	Title	Contract Period	Executed Date
602-1 - 001	DTPi Contract	Grant Contract	Approved	Grantee Contract	01/01/2022 - 12/31/2022	

6. Review the contract and once finished, click “Signatures”

The screenshot shows the 'Contract Details' page for '602-1 - Training Grant 1 - 2022'. The page displays contract information such as Funding Opportunity, Program Area, Status, Contract Number, and Contract Template. A 'Signatures' button is highlighted in the top right corner of the page.

<b>Funding Opportunity:</b>	598-Training - Example Funding Opportunity	<b>Contract Title:</b>	Grantee Contract
<b>Program Area:</b>	Training	<b>Contract Period:</b>	01/01/2022 - 12/31/2022
<b>Status:</b>	Approved	<b>Executed Date:</b>	
<b>Contract Number:</b>	001		
<b>Contract Template:</b>	DTPi Contract		

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

**Grant**  
List of all current grants

Contract: 001

Contract Status: **Approved**

Grant Title: 602-1 - Training Grant 1

Program Area: Training

Funding Opportunity: 598-Training - Example Funding Opportunity

Reporting Period: 01/01/2022 - 12/31/2022

Submitted By: - Nov 5, 2021 3:56 PM

**Signatures**

Level	Signed By	Signed Date	Status	Typed Name	Typed Date	Comments	Notify Next	Delete Prior
1	Client Administrator	Nov 5, 2021 4:04 PM	Signed	Internal User's Name	11/05/2021	Comments are entered here	June Jones	
2			Signed	Typed Name	Sign Date	Comments		

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

**Signatures**

Level	Signed By	Signed Date	Status	Typed Name	Typed Date	Comments	Notify Next	Delete Prior
1	Client Administrator	Nov 5, 2021 4:04 PM	Signed	Internal User's Name	11/05/2021	Comments are entered here	June Jones	
2			Signed	Grantee External U	11/05/2021	Comments		

9. Click “Save Signature” to complete signing the contract

**Signatures**

Level	Signed By	Signed Date	Status	Typed Name	Typed Date	Comments	Notify Next	Delete Prior
1	Client Administrator	Nov 5, 2021 4:04 PM	Signed	Internal User's Name	11/05/2021	Comments are entered here	June Jones	
2			Signed	Grantee External Users Name	11/05/2021	External Comments		

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

The screenshot displays the 'Grant' system interface. On the left is a navigation menu with options: Dashboard, Funding Opportunities, Applications, Grants (highlighted), Inventory, and My Profile. The top header shows the user 'June Jones' and the system title 'Grant'. The main content area is titled 'Contract Details' for '602-1 - Training Grant 1 - 2022'. A table of contract information is shown below:

Funding Opportunity:	598-Training - Example Funding Opportunity	Contract Title:	Grantee Contract
Program Area:	Training	Contract Period:	01/01/2022 - 12/31/2022
<b>Status:</b>	<b>Executed</b>	Executed Date:	11/05/2021
Contract Number:	001		
Contract Template:	DTPi Contract		

Below the table, there are sections for 'Contract Text' and 'Contract Text'.