

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)

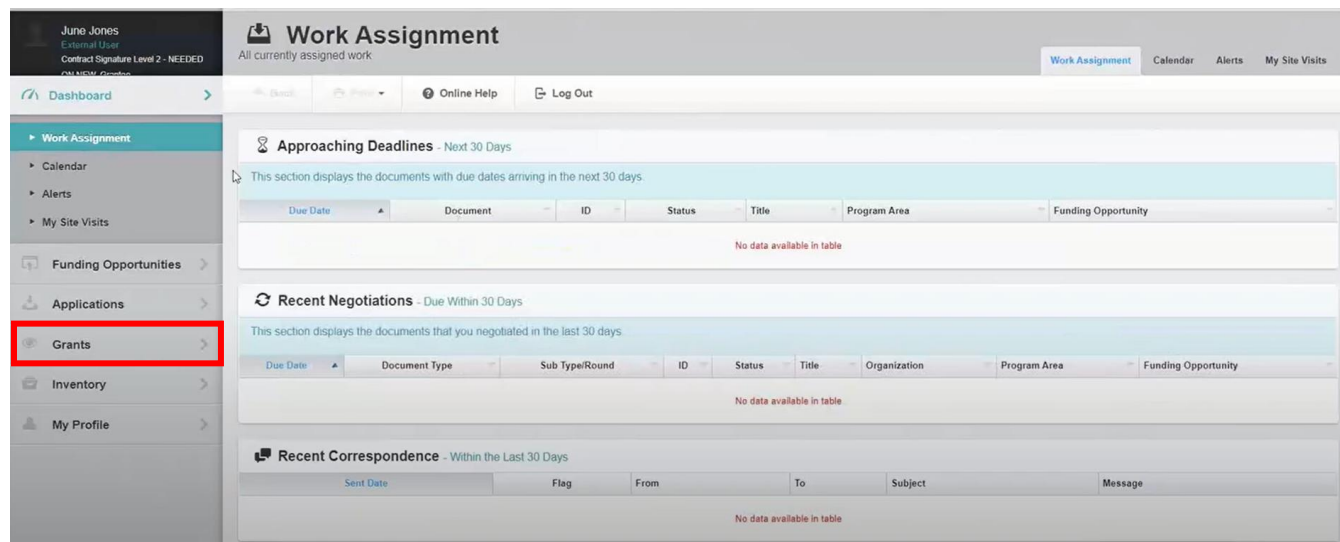
After receiving the email alert that the contract is ready for signature, the Grantee's designated signatory will need to login to WebGrants to sign the contract.

Signing a Contract in WebGrants

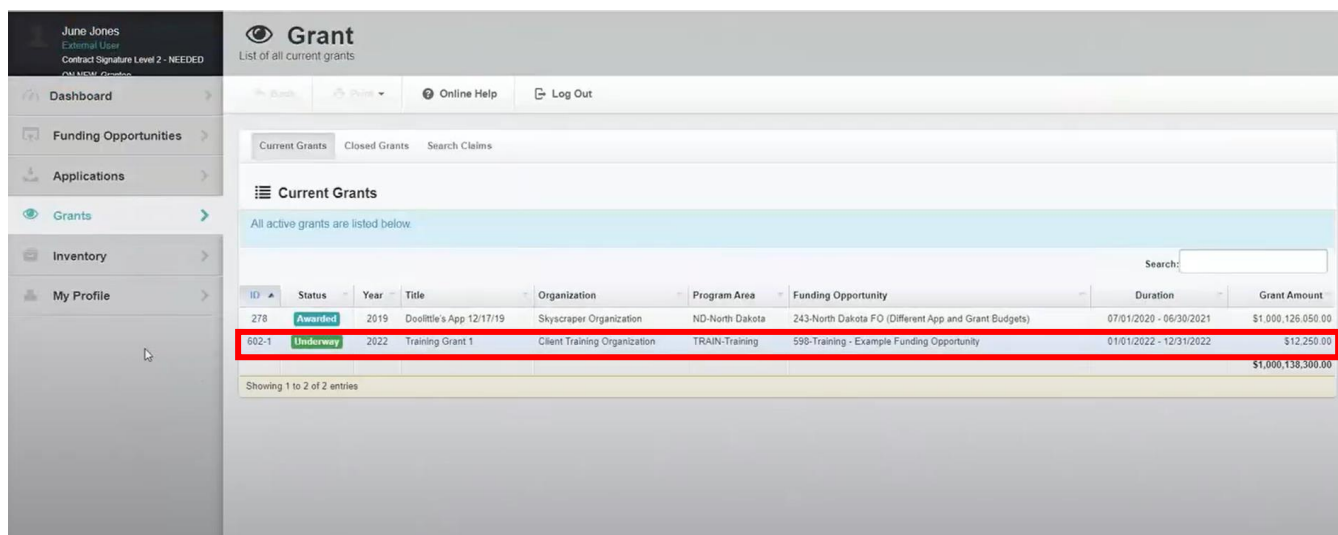
1. Begin at the WebGrants landing page at <https://grants.drpt.virginia.gov>. On the Login page, enter your User ID and Password, then click “Sign In”.



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.

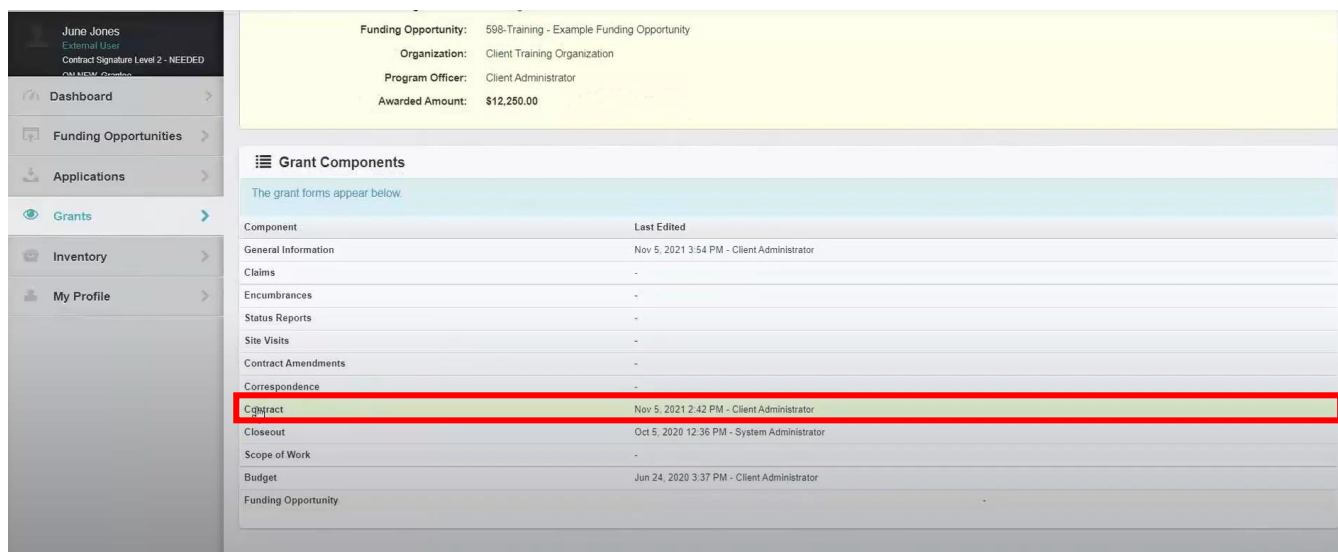


3. A list of “Current Grants” will appear. Click on the grant that you would like to sign a contract for.

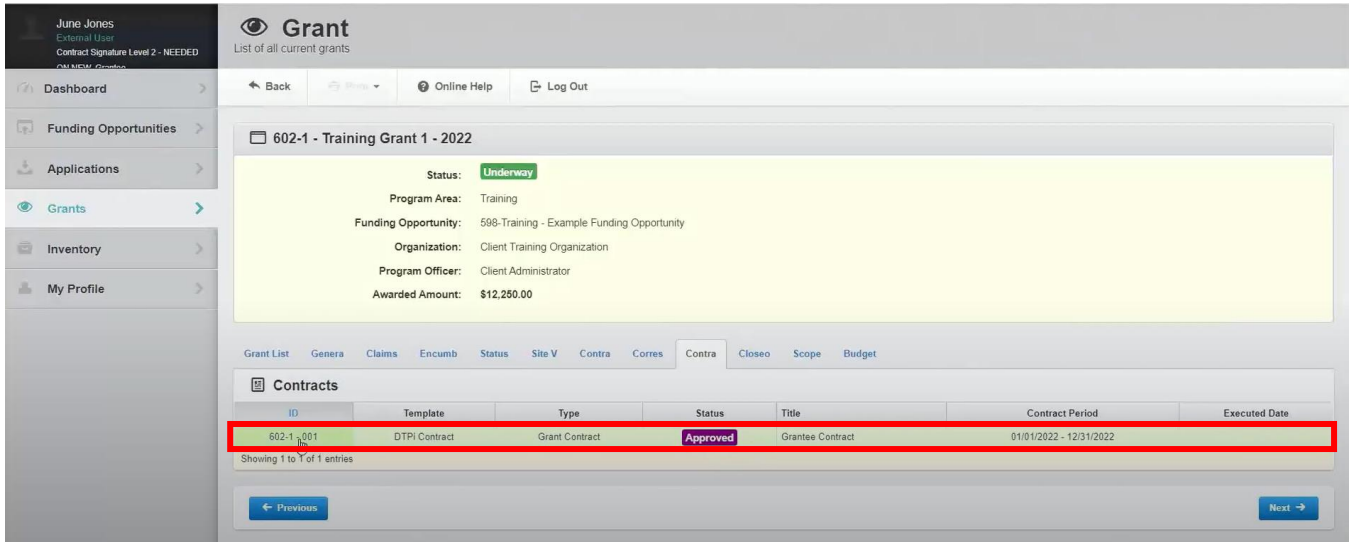


Note: You will only see the grants that your profile is associated with. By default, the WebGrants system assigns the individual who applied for that grant to be the point of contact for that grant once it is awarded. That individual has the ability to submit claims and perform other grant related activity.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

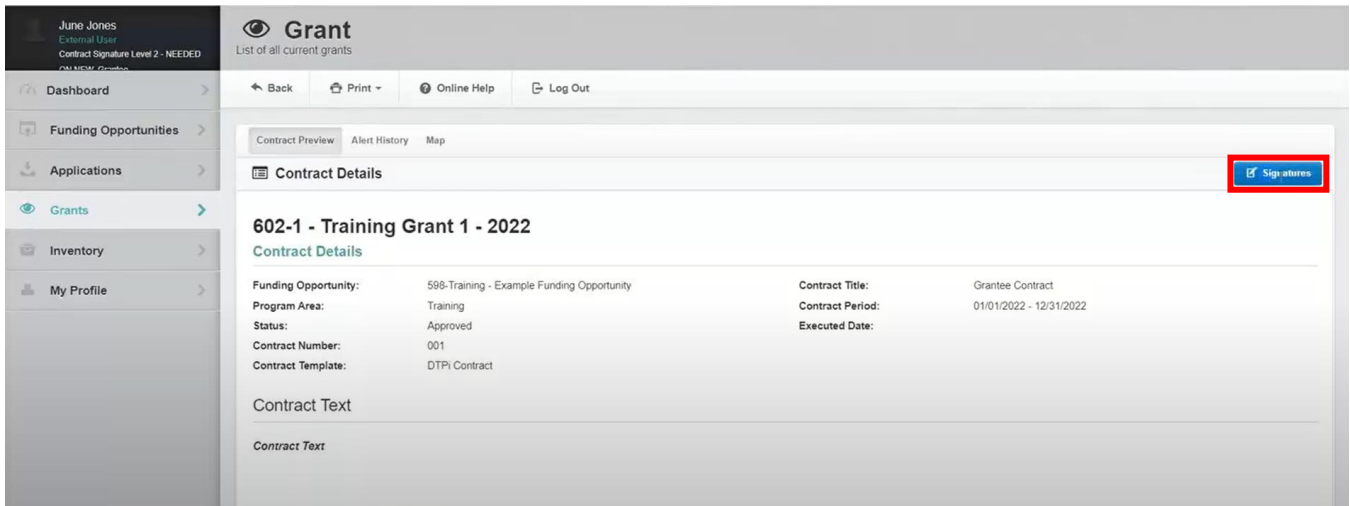
4. Once you have selected the grant, you will be directed to the Grant Components module. Select “Contract” from the list of Grant Components.



5. Select the desired contract you would like to sign



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



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 shows a web application interface for managing grants. On the left is a navigation menu with items like Dashboard, Funding Opportunities, Applications, Grants, Inventory, and My Profile. The main content area is titled 'Grant' and shows details for a specific contract. The contract title is '602-1 - Training Grant 1 - 2022'. Below this, there are two columns of key-value pairs: 'Funding Opportunity: 598-Training - Example Funding Opportunity', 'Program Area: Training', 'Contract Title: Grantee Contract', 'Contract Period: 01/01/2022 - 12/31/2022', 'Status: Executed', 'Contract Number: 001', and 'Contract Template: DTPi Contract'. The 'Status: Executed' field is highlighted with a red box. Below the key-value pairs, there are sections for 'Contract Text' and 'Contract Text'.

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