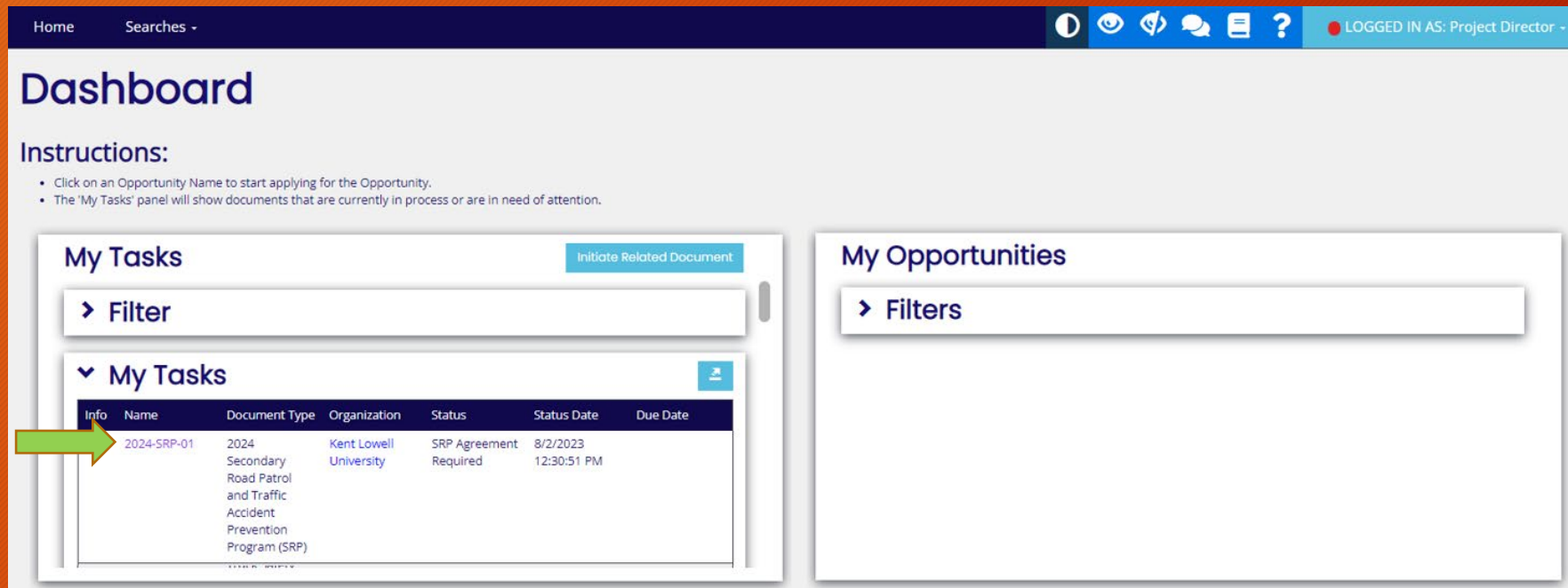


# Secondary Road Patrol Agreement

How to Complete an SRP Agreement in MGX

# Accessing the SRP Agreement

- After logging into MGX, the SRP Agreement can be accessed from the My Tasks panel on the MGX home page



The screenshot shows the MGX dashboard interface. At the top, there is a navigation bar with 'Home' and 'Searches -' on the left, and a user profile section on the right indicating 'LOGGED IN AS: Project Director -'. Below the navigation bar is the 'Dashboard' title. Underneath, there are 'Instructions:' and a list of two bullet points. The main content area is divided into two panels: 'My Tasks' and 'My Opportunities'. The 'My Tasks' panel includes a 'Filter' dropdown, a 'My Tasks' section with a table, and an 'Initiate Related Document' button. The 'My Opportunities' panel includes a 'Filters' dropdown. A green arrow points to the first row of the 'My Tasks' table.

Info	Name	Document Type	Organization	Status	Status Date	Due Date
	2024-SRP-01	2024 Secondary Road Patrol and Traffic Accident Prevention Program (SRP)	Kent Lowell University	SRP Agreement Required	8/2/2023 12:30:51 PM	

# Services to be Provided

- Please indicate how your department will utilize the funds allocated
- At least one of the options must be selected

**2024-SRP-01**

Forms

Application

Services to be Provided

Grant Management Requirements

Secondary Road Patrol Agreement !

Information Verification

Certification of Grant Officials

Grant Agreement (PDF)

SRP Grant Agreement

Attachments

Supporting Documentation (Optional)

Status Options

## Services to be Provided

**Instructions**

- All fields marked with a red asterisk (\*) are required.
- After completing all required fields, click **SAVE** to store the information on this page.
- To clear all information on this page, click **DELETE**.
- To navigate to the next application form, you may use the Next Form navigation button at the bottom of the page.
- **NOTE: Using the navigation buttons at the bottom of the page will automatically SAVE the page.**
- Completion of this page is required for application submission.

### SERVICES TO BE PROVIDED

**Instructions**

- Indicate how your department will utilize the funds allocated by selecting each applicable checkbox that describes an activity engaged in by your county's SRP Deputies.
- All activities must be allowable under the provisions of P.A. 416 and must be consistent with the reported expenditures.
- At least one (1) selection is required \*. Select all that apply.

**\* Services to be Provided**

- Patrol and monitor traffic violations on secondary roads.
- Investigate crashes involving motor vehicles on secondary roads.
- Provide emergency assistance to persons on secondary roads.
- Enforce violations of criminal laws which are observed by or brought to the attention of the sheriff's department while patrolling secondary roads.

# Secondary Road Patrol Agreement

- The Project Director, Authorized Official, and Financial Officer must individually login and electronically sign the agreement at the bottom of this page by checking the appropriate role

2024-SRP-01

Forms

Application

Services to be Provided

Grant Management Requirements

Secondary Road Patrol Agreement

Information Verification

Certification of Grant Officials

Grant Agreement (PDF)

SRP Grant Agreement

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Supporting Documentation (Optional)

notify the Sheriff in writing of the termination of this agreement. This termination shall be effective as of the date on which the non-compliance is first identified.

**Sanctions:**

If the county materially fails to comply with the terms and conditions of the agreement, the OHSP may take one or more of the following circumstances:

1. Temporarily withhold cash payments pending correction of the deficiency by the county.
2. Disallow all or part of the cost of the activity or action not in compliance.
3. Wholly or partly suspend or terminate the current agreement.
4. Withhold further funding for the program.
5. Take other remedies that may be legally available.

**Signature Agreement**

Instructions

- Select the checkbox below to provide an electronic signature for the grant agreement.
- **An electronic signature from each of the specified roles is required before application submission.**

**Agency Project Director - Sheriff**

\*  Click here to affirm that you have read and agree to comply with the Secondary Road Patrol Grant Management Requirements and Agreement.

**Agency Authorized Official - County Chairperson**

\*  Click here to affirm that you have read and agree to comply with the Secondary Road Patrol Grant Management Requirements and Agreement.

**Agency Financial Officer**

\*  Click here to affirm that you have read and agree to comply with the Secondary Road Patrol Grant Management Requirements and Agreement.

# Certification of Grant Officials

- The information on this page does not need to be entered by hand
- Simply click **Save** and all fields will automatically populate
- This page cannot be completed until the four required roles have been assigned. See next slide

2024-SRP-01

Forms

Application

Services to be Provided

Grant Management Requirements

Secondary Road Patrol Agreement

Information Verification

Certification of Grant Officials

Grant Agreement (PDF)

SRP Grant Agreement

Attachments

Supporting Documentation (Optional)

## Certification of Grant Officials

New Note | Print | Save

**Instructions**

- Click SAVE to populate and store the information on this page.
- If any of the three (3) required roles (Project Director, Authorized Official, or Financial Officer) are not assigned, an error message will appear. Click the [Add/Edit People](#) link in the left navigation menu to assign the required roles.
- Once all of the required roles are assigned, return to this page to **SAVE** and store the updated information.
- To navigate to the next application form, you may use the Next Form navigation button at the bottom of the page.  
**NOTE: Using the navigation buttons at the bottom of the page will automatically SAVE the page.**
- Successful completion of this page (without error) is required for application submission.

### Certification of Grant Officials

We certify that the information contained in this application including, but not limited to, the Methods and Procedures and Budget Detail, is accurate to the best of our knowledge. We agree to comply with P.A. 416, the Contract Conditions and Requirements, Generally Accepted Accounting Principles, and Office of Highway Safety Planning (OHSP) policies with the understanding that failure to do so is cause for termination of the grant.

**CHAIRPERSON, COUNTY BOARD OF COMMISSIONERS**

NAME	TITLE
ADDRESS	
STATE AGENCY WITH WHICH COUNTY EEO IF ON FILE	PHONE NUMBER
Kent Lowell University	
EMAIL ADDRESS	FAX NUMBER

# Confirm that all Roles are Assigned

- Please view the Add/Edit People page to confirm all roles are assigned
- The Project Director, Authorized Official, Financial Officer, and Primary Contact are required
- Program Staff is an optional role

**2024-SRP-01**

Supporting Documentation (Optional)

▼ Status Options

Submit SRP Agreement

▼ Tools

Document Framework

**Add/Edit People**

Document Status History

Document Attachment Repository

## Document Add/Edit People

**Instructions:**

- Click the '+' button to add a user to this document.
- Click the 'pencil' button to edit a users active/inactive dates on this document.

▼ **People Assigned to this Document**

Person	Organization	Role	Active Dates	Assigned By
Official, Authorized	Kent Lowell University	Agency Authorized Official	08/02/23 -	Grant System
Officer, Financial	Kent Lowell University	Agency Financial Officer	08/02/23 -	Grant System
Contact, Primary	Kent Lowell University	Agency Primary Contact (OHSP)	08/02/23 -	Grant System
Staff, Program	Kent Lowell University , Miah Donelson Testing Organization	Agency Program Staff	08/02/23 -	Grant System
Director, Project	Kent Lowell University	Agency Project Director	08/02/23 -	Grant System

# Supporting Documentation

- Any documents pertinent to the SRP Agreement can be uploaded on this page
- This is optional, nothing is required on this page

**2024-SRP-01**  
Agreement

Information Verification

Certification of Grant Officials

Grant Agreement (PDF)

SRP Grant Agreement

Attachments

Supporting Documentation (Optional)

▼ Status Options

Submit SRP Agreement

▼ Tools

Document Framework

Add/Edit People

Document Status History

Document Attachment Repository

## Supporting Documentation

Instructions

- After completing all required fields, click **SAVE** to store the information on this page.
- Completion of this page is optional and not required for submission.

### Supporting Documentation

Instructions

- Use the space provided below to enter a descriptive title for each supporting documentation file to be uploaded that will be supplemental to this application.
- To attach files:
  - Click the **Select** button to open File Explorer.
  - Search for the file to upload, and click **Open** in File Explorer.
  - Once the file is selected, the path to the file will appear in the **Document Source** field.
  - Acceptable file type extensions are: **bmp, gif, jpg, png, tif, rtf, wpd, txt, pdf, doc, docx, ppt, pptx, xls,xlsx, vsd, xml, mp3, mp4**

**NOTE:** When the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the words OR use any special characters, e.g. "!", in the file name. The descriptive title entered does not have to be the same as the file name, and it can include spaces.


- Use the add/delete [+]/[-] buttons at the end of each row to attach/detach additional files.
- Click the **SAVE** button to store the uploaded file(s) into the system.
- The **combined total** of attached documents cannot exceed 10MB **per Save** (*large files should be attached one at a time*). However, the total size of all uploads at page completion may exceed 10MB.
- Attachments larger than 10MB will not be accepted.

Title	Document Source
<input type="text"/>	<input type="text" value="Select"/> <small>Drag Files Here</small> <input type="button" value="+"/>

# Submitting the SRP Agreement

- The agreement is ready to be submitted when the following pages are completed
  - Services to be Provided
  - Secondary Road Patrol Agreement
  - Certification of Grant Officials
- Simply click the **Submit SRP Agreement** button on the left side menu to submit

2024-SRP-01  
Information Verification

- Certification of Grant Officials
- Grant Agreement (PDF)
- SRP Grant Agreement
- Attachments
- Supporting Documentation (Optional)
- ▼ Status Options
-  Submit SRP Agreement
- ▼ Tools



# Confirm Submission

- To confirm that the SRP Agreement was successfully submitted, click **Document Status History** on the left side menu
- If the status “SRP Application in Program Coordinator Review” is visible, the agreement has been submitted
- You will receive an email from the system when OHSP review is complete

**2024-SRP-01**

Supporting Documentation (Optional)

▼ Status Options

▼ Tools

Document Framework

Add/Edit People

**Document Status History**

Document Attachment Repository

Document Modification Summary

## Document Status History

**Instructions:**

- View or export document status history.

▼ **Document Status History**

Status	Date/Time	Person
SRP Application in Progress	8/2/2023 12:27:32 PM	Joshua Schneider
SRP Agreement Required	8/2/2023 12:30:51 PM	Administrative Support
SRP Application in Program Coordinator Review	8/2/2023 3:06:52 PM	Authorized Official

< 1 >