

Subject: TxDOT docusign request

From: Josefina Gonzalez <josefina.gonzalez@co.hidalgo.tx.us>

To: Merlen Munoz <merlen.munoz@co.hidalgo.tx.us>, Monica Salinas <monica.salinas@co.hidalgo.tx.us>

Date Sent: Wednesday, June 2, 2021 8:45:31 AM GMT-05:00

Date Received: Wednesday, June 2, 2021 8:46:08 AM GMT-05:00

Attachments: TxDOT doc..pdf

Good morning,

Attached is a copy of the TxDOT documents submitted for signatures. Can you please verify if Commissioners Court has approved this item? Please advise.

Blessings today and always,

Josie Gonzalez, Administrative Assistant

Office of County Judge Richard F. Cortez

100 East Cano, Suite 201

Edinburg, Texas 78542

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June 1, 2021

The Honorable Richard F. Cortez
Hidalgo County Judge
100 E. Cano, 2nd Floor
Edinburg, Texas, 78539-3523

Dear Judge Cortez:

The Texas Department of Transportation (TxDOT) is soliciting updates to the county road inventory (CRI) from your county. TxDOT accepts updates from every county, every year. The deadline for the 2021 submission is August 31, 2021.

The CRI program received over 6,500 markups in 2020 submitted through the Data Updates & Sharing Application (DUSA) resulting in 449 miles of county roads added. This application greatly enhances reporting accuracy and timeliness for CRI.

If your county previously registered to access DUSA, you may proceed with updates for 2021 at any time. However, if your county has not yet registered to access DUSA, please forward the instructions outlined on pages 4 & 5 to your staff or whomever you wish to delegate responsibility for making updates for your county.

A few things to note about DUSA for 2021:

- 1) In May 2021, the valid updates submitted from 2020 were updated in DUSA.
- 2) A 'reference layer' is included to show the markups submitted in 2020 that did not meet the criteria for a county road, or were not updated for another reason.
- 3) TxDOT is proactively updating city limit boundaries, which subsequently may affect the total county road mileage for your county.

In 2020, TxDOT began corresponding with your county via email only and no longer via USPS mail. In addition, we began using DocuSign for the mileage certification. DocuSign is a widely used and accepted tool for securely obtaining electronic signatures.

The Honorable Richard F. Cortez

2

June 1, 2021

CERTIFICATION

In September 2021, the certified county-maintained road mileage from 2020 will be submitted to the Texas Department of Motor Vehicles for disbursement of the title and registration fees and to the State Comptroller's Office for disbursement of the Lateral Road and Bridge funds. Updates made by August 31st, 2021 will be reported in September of 2022.

Your 2020 certified mileage is: 1750

If the mileage for your county is correct, please sign below.

County Judge

Date

IMPORTANT - If the mileage is incorrect, do not sign this document. Instead, please download a copy of this document using the download button above then follow the instructions on pages 4 & 5 to submit updates.

The Honorable Richard F. Cortez

3

June 1, 2021

TRAINING

TxDOT understands this is a new process. Written instructions and recorded training videos are currently available within DUSA for counties that want to get started immediately. Links to the training videos are listed below for easy access.

Overview of DUSA https://www.youtube.com/watch?v=q4ZBWUc-1lo&feature=emb_logo

Editing in DUSA https://www.youtube.com/watch?v=IZfzL5mLEdU&feature=emb_logo

For those who need assistance, TxDOT will be hosting live WebEx video training.

Date: Wednesday, July 7, 2021, 2:00 – 3:00 pm

Date: Wednesday, July 14, 2021, 2:00 – 3:00 pm

To join training, type in the following website address: <https://txdot.webex.com/join/jferrell>

The Honorable Richard F. Cortez

4

June 1, 2021

INSTRUCTIONS

County road inventory updates can be submitted to TxDOT through the Data Updates & Sharing Application (DUSA). To access DUSA, you must have a username and password. Follow the steps below to obtain your username and password. You will only have to do this one time.

- 1) The person responsible for making updates (a county official or designated 3rd party) should use the following link to register:

https://www.dot.state.tx.us/apps-cg/contact_us/form/dusa-form.htm


- 2) Within 24 hours you will receive an email from ArcGIS Notifications providing your unique username and inviting you to join the ArcGIS Online Organization, Texas Department of Transportation. Follow the link within this email to finish setting up your account and establish your own password.

- 3) Once you receive a unique username and password, you will then sign-in to DUSA at the following website address:

https://www.txdot.gov/apps/statewide_mapping/dusa/index.html

- 4) Select the 'ArcGIS login' option to sign into the Data Updates & Sharing Application with your new ArcGIS Online username and password. DO NOT attempt to sign-in using the 'TxDOT' login option, as it will be unsuccessful.

Data Updates & Sharing Application wants to access your ArcGIS Online account information ?

Sign in to Texas Department of Transportation with 

TxDOT

ArcGIS login ^

Firstname.Lastname_COUNTYNAME

.....

Keep me signed in

Sign In Cancel

[Forgot username?](#) or [Forgot password?](#)

[Privacy](#)

- 5) Once you have successfully signed in, select your county from the dropdown list and click 'Go'. DUSA will open and automatically zoom to your county. Follow the instructions provided within the 'Resources' section of the application and begin making updates to your county road inventory. Alternatively, watch the 'Editing' video in the 'Training Videos' link to view how to make edits. For GIS professionals, there is an option to download GIS files, make updates with GIS software, and upload the bulk changes back to DUSA.

The Honorable Richard F. Cortez

6

June 1, 2021

Thank you for your assistance in keeping the county road inventory up to date. If you have any questions or need clarification, please contact us by email or phone.

Sincerely,

Michael Chamberlain
Transportation Planning and Programming Division
Director of Data Management
TPP-GIS@txdot.gov
(512) 486-5054

Certificate Of Completion

Envelope Id: 26E50883AFF94E9C8A3C0D91493FF505	Status: Delivered
Subject: Please DocuSign: CountyRoadInventory_DocuSign_Letter_2021.pdf	
Source Envelope:	
Document Pages: 6	Signatures: 0
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Jason Ferrell
Time Zone: (UTC-06:00) Central Time (US & Canada)	125 E. 11th Street
	Austin, TX 78701
	Jason.Ferrell@txdot.gov
	IP Address: 204.64.21.250

Record Tracking

Status: Original	Holder: Jason Ferrell	Location: DocuSign
6/1/2021 2:42:01 PM	Jason.Ferrell@txdot.gov	

Signer Events

Signature	Timestamp
Richard Cortez	Sent: 6/1/2021 2:42:11 PM
richard.cortez@co.hidalgo.tx.us	Viewed: 6/1/2021 2:53:46 PM
County Judge	
Security Level: Email, Account Authentication (None)	

Electronic Record and Signature Disclosure:
 Accepted: 6/1/2021 2:53:46 PM
 ID: b60466fb-b59c-4a03-965a-39ba7d868c1d

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	6/1/2021 2:42:12 PM
Certified Delivered	Security Checked	6/1/2021 2:53:46 PM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Texas Department of Transportation (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Texas Department of Transportation:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: kevin.setoda@txdot.gov

To advise Texas Department of Transportation of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at kevin.setoda@txdot.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Texas Department of Transportation

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to kevin.setoda@txdot.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Texas Department of Transportation

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to kevin.setoda@txdot.gov and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

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- Until or unless I notify Texas Department of Transportation as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Texas Department of Transportation during the course of my relationship with you.