

Contract Walk-thru

DBHDS WebGrants Contract Signature Process

3 Separate Contracts
(Main plus its two
attachments)* approved
by DBHDS

Signature 1: Fiscal Team
Signoff that Contracts are
Ready for Signature

Signature 2: Grantee Signs
all three Contracts

Signature 3: DBHDS
(Grantor) signs Main and
Signs off on completion of
the Attachment Contracts

- *3 Contracts include:
 - Main Agreement
 - Attachment A: Business Associate Agreement
 - Attachment F: Single Audit Determination

Locate Grant in WebGrants

The screenshot displays the WebGrants application interface. On the left sidebar, the 'Grants' tab is highlighted with a red box. The main content area shows the 'Grant' section with a list of current grants. A table titled 'Current Grants' lists active grants, with the first entry highlighted by a red box. An orange callout box in the upper right corner provides instructions on how to locate and click on a grant for signature.

User Information: Jenny Bailey, External User, Contract Signature Level 3, Contract (Grant Signature Level 3, Contract Signature Level 3)

Navigation: Dashboard, Funding Opportunities, Applications, **Grants**, Reports, My Profile

Grant Section: List of all current grants. Back, Print, Online Help, Log Out.

Current Grants: All active grants are listed below.


Search: [Search Input Field]


ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Duration	Grant Amount
2144	Underway	2024	Red Rover	CSB Tester Organization	TPA-Test Program Area	2143-TEST CSB FO4, 5_2_2023	07/01/2023 - 06/30/2024	\$9,550.00


Showing 1 to 1 of 1 entries


- Click the Grants tab on left side of the screen
- Click on the Grant for signature


Locate the Contract Grant Component


 **Jenny Bailey**
External User
Contract Signature Level 3, Contract
Signature Level 3, Contract Signature


 Dashboard >

 Funding Opportunities >

 Applications >

 Grants >

 Reports >

 My Profile >

Program Area: Test Program Area


Funding Opportunity: 2143-TEST CSB FO4, 5_2_2023

Organization: CSB Tester Organization

Grantee Contact: SOR Tester

Program Officer: Kidest Dessalegn

Awarded Amount: \$9,550.00

 **Grant Components**

The grant forms appear below.

Component	Last Edited
General Information	May 2, 2023 12:57 PM - Kidest Dessalegn
Status Reports	
Claims	
Contract Amendments	
Site Visits	
Contract	
Encumbrances	
Correspondence	
Appropriations	May 2, 2023 12:41 PM - Kidest Dessalegn

- Click the Contract Grant Component

Find the Contracts to Sign

Jenny Bailey
External User
Contract Signature Level 3, Contract
Signature Level 3, Contract Signature

Dashboard

Funding Opportunities

Applications

Grants

Reports

My Profile

Grant

List of all current grants

Back

Print

Online Help

Log Out

2144 - Red Rover - 2024

Status: Underway

Program Area: Test Program Area

Funding Opportunity: 2143-TEST CSB FO4, 5_2_2023

Organization: CSB Tester Organization

Grantee Contact: SOR Tester

Program Officer: Kidest Dessalegn

Awarded Amount: \$9,550.00

Grant List

Genera

Status

Claims

Contra

Site V

Contra

Encumb

Corres

Approp

Projec

Budget

Closeo

Grant

Contract

ID	Template	Type	Status	Title	Contract Period	Executed Date
2144 - 001	Exhibit D - MASTER (Do Not Edit or Delete)	Grant Contract	Submitted	FO 4 - CSB Tester Contract test	07/01/2023 - 06/30/2024	

- Click on each of the Contracts to sign
- There will be three:
 - Main
 - Attachment A: Business Associate Agreement
 - Attachment F: Single Audit Determination

Signature View

SOR Tester
Tester
Reviewer, Grantee, Contract Signature
Level 3 - Contract Signature Level 3

Dashboard >

Funding Opportunities >

Applications >

Grants >

Reports >

My Profile >

Grant
List of all current grants

[Back](#) [Print](#) [Online Help](#) [Log Out](#)

[Contract Preview](#) [Alert History](#) [Map](#)

Contract Details

2144 - Red Rover - 2024

Contract Details

Funding Opportunity:	2143-TEST CSB FO4, 5_2_2023	Contract Title:	FO 4 - CSB Tester Contract test
Program Area:	Test Program Area	Contract Period:	07/01/2023 - 06/30/2024
Status:	Approved	Executed Date:	
Contract Number:	001		
Contract Template:	Exhibit D - MASTER (Do Not Edit or Delete)		

Signatures


Level	Signed By	Signed Date	Status	Typed Name	Typed Date	Comments
-------	-----------	-------------	--------	------------	------------	----------

Signatures

Review the Contract

When reading to sign, click on the Signatures button

Signature Grantee View

SOR Tester
Tester
Reviewer, Grantee, Contract Signature
Level 2, Contract Signature Level 2

Dashboard

Funding Opportunities

Applications

Grants

Reports

My Profile

List of all current grants

Back

Print

Online Help

Log Out

Contract: 001

Contract Status: Approved

Grant Title: 2144 - Red Rover

Program Area: Test Program Area

Funding Opportunity: 2143-TEST CSB FO4, 5_2_2023

Reporting Period: 07/01/2023 - 06/30/2024

Submitted By: - May 2, 2023 12:45 PM

Signatures - Max. Signature Levels Needed: 5

Save Signature

Level	Signed By	Signed Date	Status	Typed Name	Typed Date	Comments	Notify Next	Delete Prior
1	System Administrator	May 2, 2023 1:08 PM	Signed	Cassie Lewis	05/02/2023	Ready for signature	SOR Tester	
2			<div></div>	<div>Typed Name</div>	<div>Sign Date</div>	<div>Comments</div>	<div>Notify Next</div>	

- Click on Status and move to Signed
- Typed Name: Type your full name
- Typed Date: Type the full date
- Comments: Enter any comments you may have
- Notify Next: Please choose Eric Billings if \$50k or under but Andrew D. if over \$50k
- Click on Save Signature to send