Contract Walk-thru

DBHDS WebGrants Contract Signature Process

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

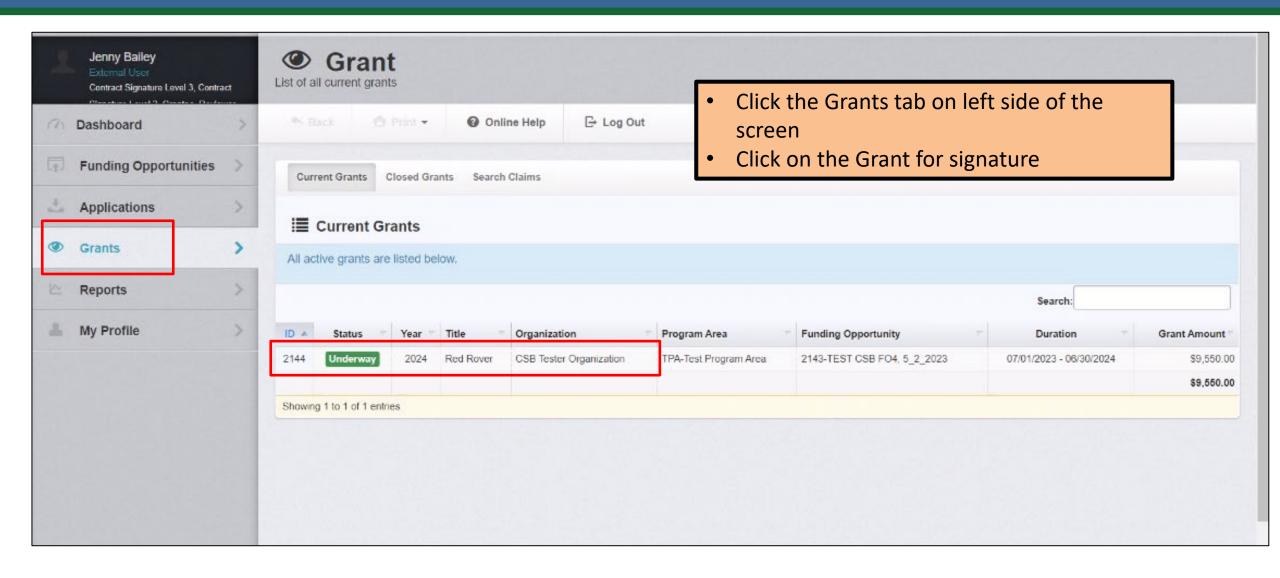
Signature 1: Fiscal Team
Signoff that Contracts are
Ready for Signature

Signature 2: Grantee Signs all three Contracts

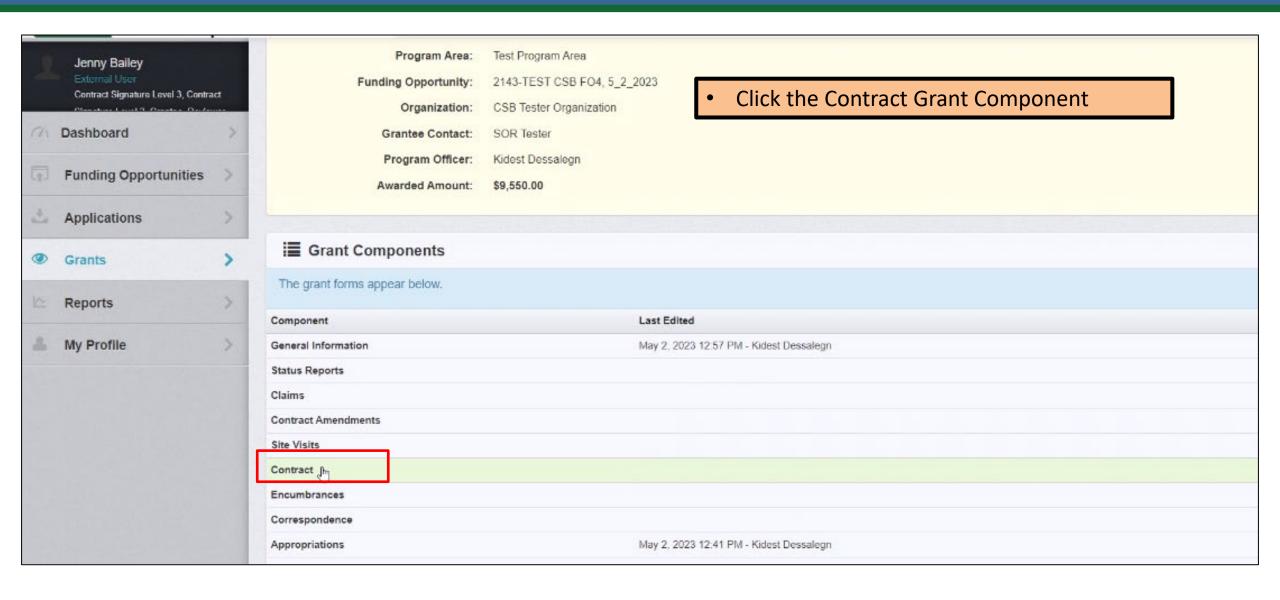
Signature 3: DBHDS (Grantor) signs Main and Signs off on completion of the Attachment Contracts

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

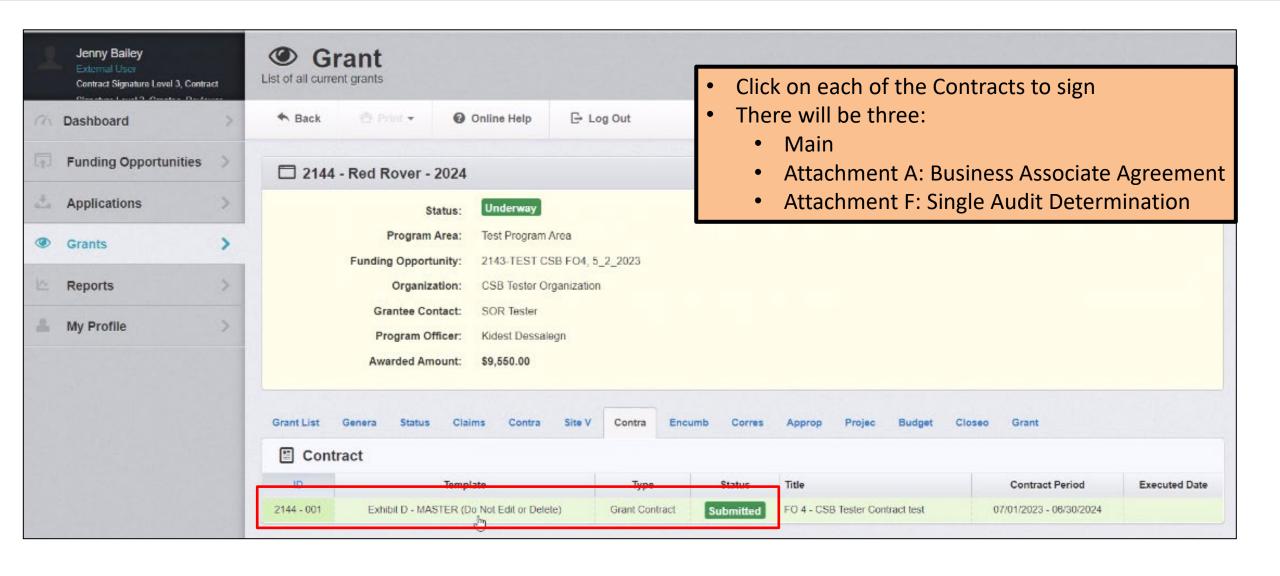
Locate Grant in WebGrants



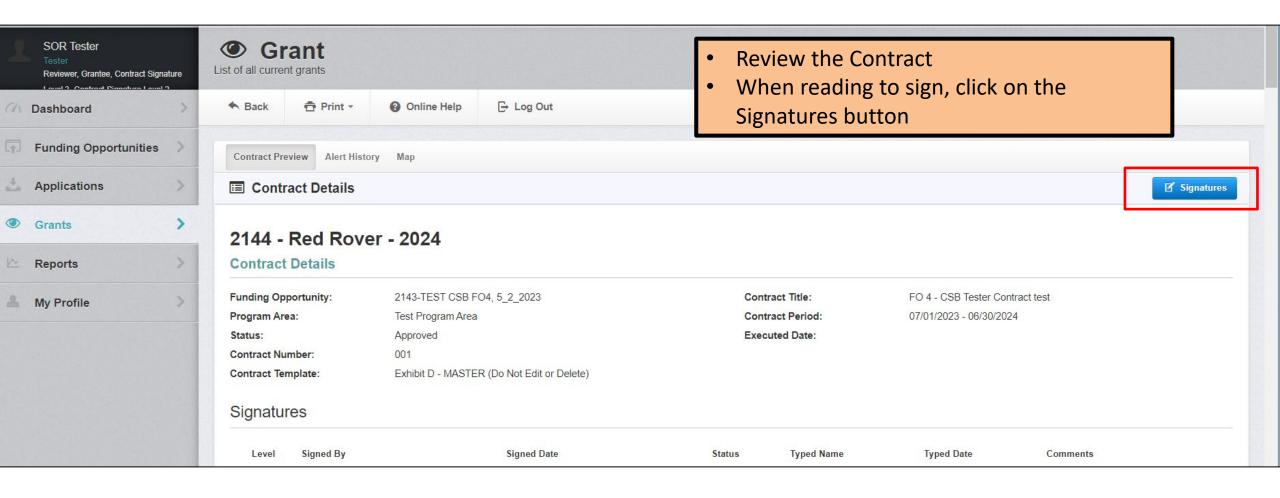
Locate the Contract Grant Component



Find the Contracts to Sign



Signature View



Signature Grantee View

