Grantee Manual Version #1

Section A: Signing Grant Agreements

IOWA GVS - Grantee Manual Version 1 – Signing Grantee Agreements/Contracts – Added/Updated 10/05/2021

Contents

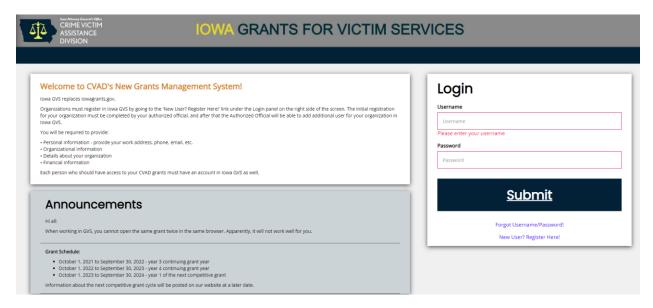
2
2
2
4
8
9
9
10

Steps for Grantee Agreement (Contract) Signatures

Login to https://iowagvs.intelligrants.com/

This is the person with the organizational authority to sign contracts and must have the role of agency administrator.

Please see GVS Grantee Manual (pages 6-8) for detailed steps on logging in. This is found in the training materials section of GVS.



Email Notification: Agency administrators will receive emails from GVS instructing them to review and sign your grant agreement.

The award document for the subject referenced application is complete. Please log into Iowa Grants for Victim Services to review and sign your grant agreement. Once you have logged into GVS, click on the Grant Agreement Signatures link in navigation pane and follow the instructions. To return the grant agreement to CVAD navigate to Status Options and click Contract Pending CVAD Signature. If there are issues or concerns with the agreement, contact CVAD. Do NOT sign or change the status.

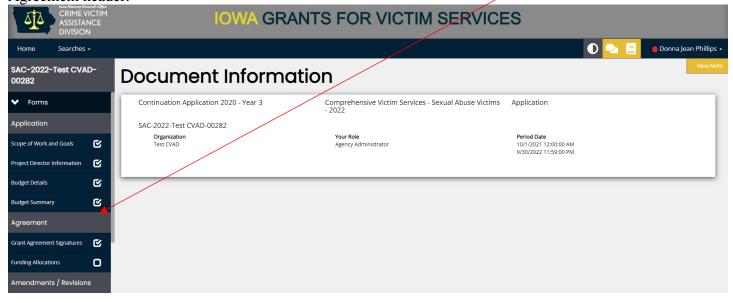
Please also complete the Funding Allocations form, if applicable, within GVS by clicking into the grant agreement task and navigating to the 'Funding Allocations' form. You will be required to download the funding allocations spreadsheet, complete it, save it, and then upload it where indicated. This is not required prior to signing your agreement, although will be required prior to payment submission.

Please do not reply to this email. Should you have any questions in the meantime, please feel free to contact us at 515-281-5044.

Thank you, Crime Victim Assistance Division A task will appear under My Tasks with the status Contract Pending Grantee Signature. Click the application link to open the application and sign the agreement. In this example, it is SAC-2022-Test-CVAD-00282.



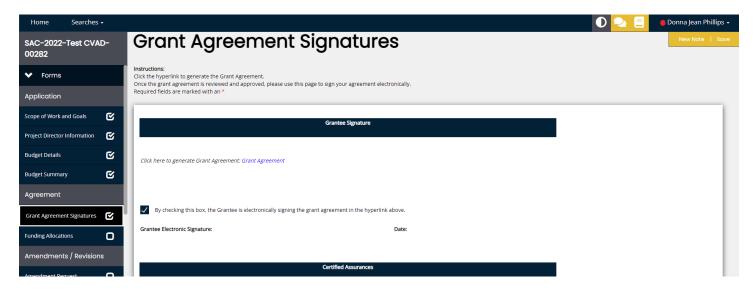
Once the application opens, click on Grant Agreement Signatures from the menu on the left-hand side under Agreement header.



Steps #1-10: Signing Agreement & Certified Assurances

The person with the organizational authority to sign contracts must be logged into the system and do the following:

1. Click on *Grant Agreement* at top of page. A PDF will open, review the grant agreement.



Below is an example of the grant agreement.

Subcontract #: SAC-2022-Test CVAD-00282





321 E. 12th STREET DES MOINES, IA 50319 Main: 515-281-5044 www.iowaattorneygeneral.gov

IOWA DEPARTMENT OF JUSTICE OFFICE OF THE ATTORNEY GENERAL CRIME VICTIM ASSISTANCE DIVISION

THIS AGREEMENT (hereinafter Subcontract) is entered into by and between the Crime Victim Assistance Division of the Iowa Department of Justice through their Victim Services Support Program, Lucas State Office Building, 321 East 12th Street, Des Moines, IA 50319 (hereinafter "Department"), and Test CVAD, 321 E. 12th Street, Des Moines, Iowa 50319 (hereinafter Grantee).

Now therefore, in consideration of the mutual agreements contained herein, the parties agree this subcontract will be performed in accordance with the following conditions:

GENERAL CONDITIONS

- SCOPE OF WORK/STATEMENT OF WORK: The Grantee agrees to use its best efforts to perform
 the work for the Grantee or project entitled, "Test SAC Donna 10 05 21" as described in Exhibit A.
- PERIOD OF PERFORMANCE: The period of performance for this project/program is effective October 01, 2021 through September 30, 2022.
- 3. <u>PROJECT COSTS:</u> Department agrees to reimburse the Grantee for actual costs incurred in the performance of the project in an amount not to exceed \$371,000.00. Expenditures in excess of this amount are not authorized, unless amended by mutual written agreement of the parties. See table below. Per federal guidelines Grantee must be able to account for each funding stream separately. See Exhibit B.
- 4. MATCH: The Grantee shall provide as a minimum \$0.00 in matching funds. Matching funds can be cash or in-kind and must be acceptable by the Department with sufficient documentation as evidence of such match. No match can be from other federal sources. See Exhibit B.

GRANT AWARD AND MATCH

Funding Agency	Funding Name	CFDA # and Name	Federal Award Number	Award Amount	Match Amount
Office of Justice Programs, Office for the Victims of Crime	VOCA	16.575 Crime Victims Assistance	FAKE Money	\$271,000.00	\$0.00
Office of Justice Programs, Office on Violence Against Women	STOP VAWA	16.588 Violence Against Women Formula Grants	FAKE STOP	\$100,000.00	\$0.00

IOWA GVS - Grantee Manual Version 1 - Signing Grantee Agreements/Contracts - Added/Updated 10/05/2021

2. Click on checkbox for By checking this box, the Grantee is electronically signing the grant agreement in the hyperlink above.

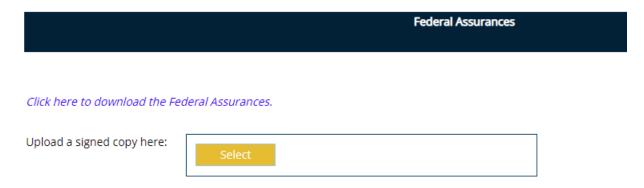
Grantee Signature	
Click here to generate Grant Agreement: Grant Agreement	
✓ By checking this box, the Grantee is electronically signing the grant agreement in the hyperical description. By the checking this box, the Grantee is electronically signing the grant agreement in the hyperical description. By the checking this box, the Grantee is electronically signing the grant agreement in the hyperical description. By the checking this box, the Grantee is electronically signing the grant agreement in the hyperical description. By the checking this box, the Grantee is electronically signing the grant agreement in the hyperical description. By the checking this box, the Grantee is electronically signing the grant agreement in the hyperical description. By the checking this box, the Grantee is electronically signing the grant agreement in the hyperical description. By the checking the checking the grantee is electronically signing the grant agreement in the hyperical description. By the checking the checking the grantee is electronically significant the checking the grantee is electronically significant the grantee is electronically significant the checking the grantee is electronically significant the grantee is	link above.
Grantee Electronic Signature:	Date:

- 3. Click on each of the certified assurances in blue font to open the certified assurances for review.
- 4. Click on each check box listed in front of all the certified assurances to confirm you have read and understand the certified assurances.

The system will only list the certified assurances required based on the funding sources allocated for this application/agreement.

Certified Assurances	
Please check this box to confirm you have read and understand the certified assurances for the VOCA Program.	
Click here to download the VOCA Certified Assurances.	
Please check this box to confirm you have read and understand the certified assurances for the STOP/VAWA Program.	
Click here to download the STOP/VAWA Certified Assurances.	
Please check this box to confirm you have read and understand the certified assurances for the CVAD Programs.	
Click here to download the CVAD Certified Assurances.	

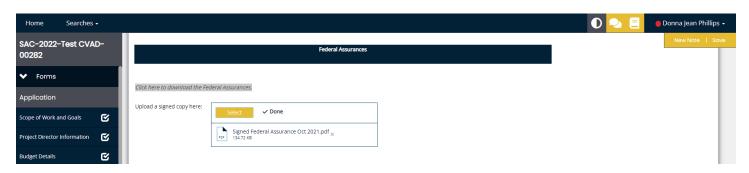
- 5. Click on *Click here to download the Federal Assurances*. to download the federal assurances.
- 6. Save these assurances to your computer, print and have the authorized signature sign these assurances in blue ink and then upload a signed copy by scanning the signed copy, or sign electronically.
- 7. To upload the signed assurance click the Select button and upload the document.



When you have uploaded the federal assurances the name of the document will appear under the "Select" button.

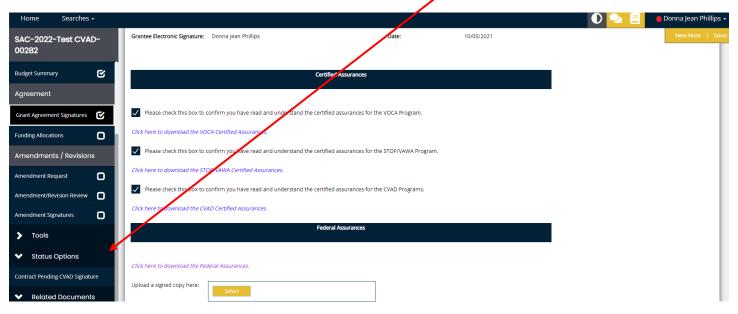


8. Click the Save button in upper right-hand corner under your name.

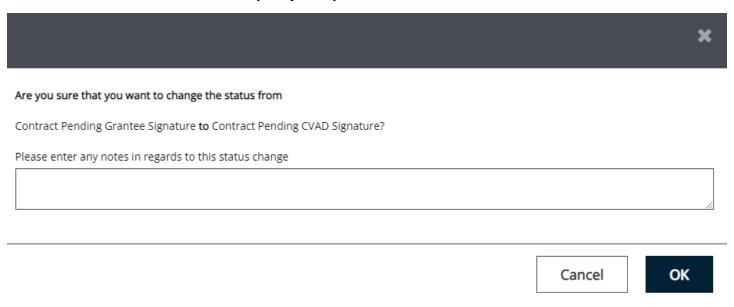


9. Once you have reviewed the agreement, check the appropriate boxes and uploaded the signed federal assurances, click Contract Pending CVAD Signature from the Status Options menu at the left hand-side. This sends the contract back to CVAD for their signature.

See next page of these instructions if you get an Attention after clicking on the Save button.



- 10. The system will generate a dialog box. Click OK to submit or Cancel to cancel the submission.
 - You can write a note to your primary VSS contact in the box if needed.



IOWA GVS - Grantee Manual Version 1 – Signing Grantee Agreements/Contracts – Added/Updated 10/05/2021

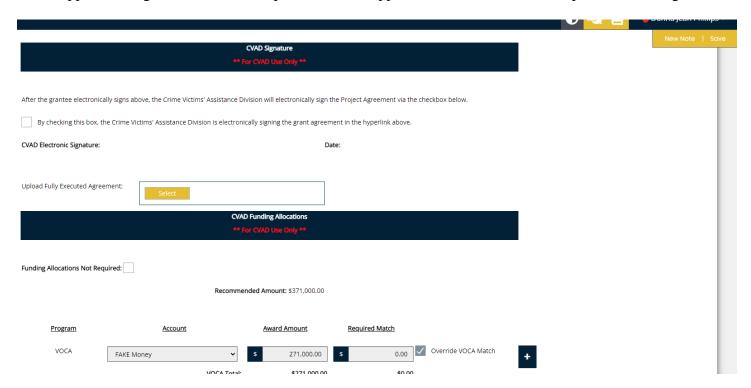
After the agreement has been submitted you will be on the landing page for your application. If you need to sign another agreement, go to your home page.



View: CVAD Signature & Funding Allocation

If you are on the Grant Agreement Signatures page, you can scroll to the CVAD Signature and CVAD Funding Allocations sections. Grantees are not able to edit this section of the page. Once CVAD signs the grant agreement, it will be uploaded where indicated (Upload Fully Executed Agreement).

The CVAD Funding Allocations section shows the award contract numbers (account), award amount assigned to this application/agreement and the required match if applicable. This information is printed on the agreement.



Fully Executed Contract/Agreement

After CVAD signs the grant agreement, the system generates the following notification.

Dear {Org Name}:

The award document for the subject referenced application is fully executed. Please log into Iowa Grants for Victim Services to reference your grant agreement.

Please do not reply to this email. Should you have any questions in the meantime, please feel free to contact us at 515-281-5044.

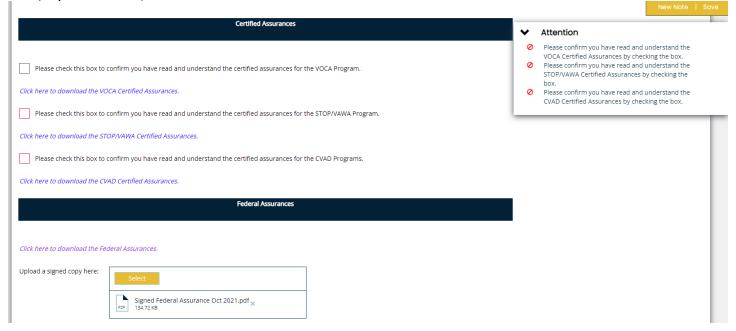
Thank you,

Crime Victim Assistance Division

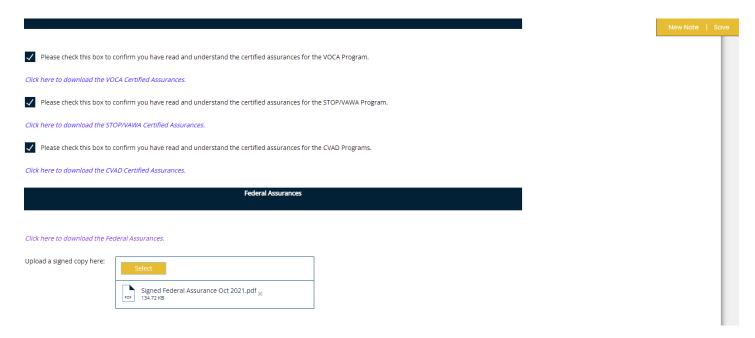
Attention/Error When Saving

If you did not check the required certified assurance or upload the required certified assurances, the system will alert you to what you need to fix. See the Attention box below. Once you have fixed the issues, click Save.

In the example, below I did not check the boxes in front of the certified assurances. I fixed this by click on the box (to place an "X") and the clicked Save button.



IOWA GVS - Grantee Manual Version 1 – Signing Grantee Agreements/Contracts – Added/Updated 10/05/2021

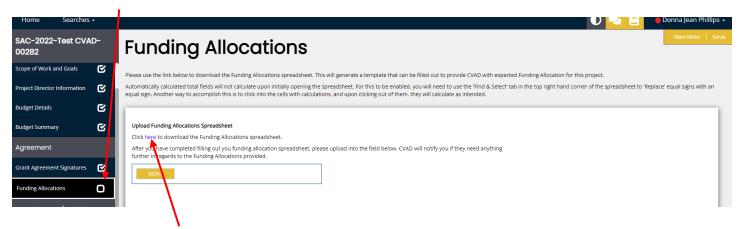


Funding Allocations Spreadsheet Under Agreement

If you receive more than one funding source from CVAD per project/application, then you must complete a funding allocation breakdown spreadsheet.

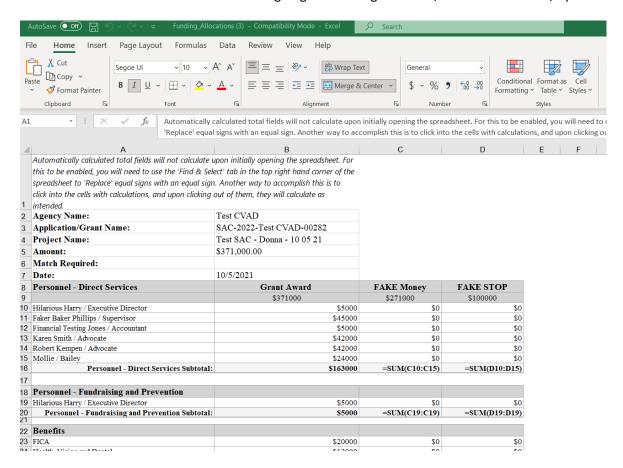
This does not apply to grantees who only get one funding source, such as victim witness coordinator (VWC), STOP violence against women prosecutors, law enforcement, courts and some VOCA initiative projects.

If it does not apply to your application/agreement, then Funding Allocations on the left hand side menu will not be available (or show) under Agreement. If it does apply it will appear there.



If your organization is required to complete the funding allocation spreadsheet, you must complete and upload it prior to submitting your first claim for reimbursement. Click on the hyperlink *here* to download the funding allocations spreadsheet.

IOWA GVS - Grantee Manual Version 1 – Signing Grantee Agreements/Contracts – Added/Updated 10/05/2021



Follow the instructions at the top of the spreadsheet to enable the funding formula calculations. After completing the funding allocation spreadsheet upload it by click on Select button under the Funding Allocations section and then clicking on the Save button at the upper right hand side.

