

Grantee Manual Version #1  
Section A: Signing Grant Agreements

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## 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.

**Welcome to CVAD's New Grants Management System!**

Iowa GVS replaces iowagrants.gov.

Organizations must register in Iowa GVS by going to the 'New User? Register Here!' link under the Login panel on the right side of the screen. The initial registration for your organization must be completed by your authorized official, and after that the Authorized Official will be able to add additional user for your organization in Iowa GVS.

You will be required to provide:

- Personal information - provide your work address, phone, email, etc.
- Organizational information
- Details about your organization
- Financial information

Each person who should have access to your CVAD grants must have an account in Iowa GVS as well.

**Announcements**

Hi all:

When working in GVS, you cannot open the same grant twice in the same browser. Apparently, it will not work well for you.

**Grant Schedule:**

- October 1, 2021 to September 30, 2022 - year 3 continuing grant year
- October 1, 2022 to September 30, 2023 - year 4 continuing grant year
- October 1, 2023 to September 30, 2024 - year 1 of the next competitive grant

Information about the next competitive grant cycle will be posted on our website at a later date.

**Login**

Username

Please enter your username

Password

**Submit**

[Forgot Username/Password!](#)  
[New User? Register Here!](#)

**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.

**IOWA GRANTS FOR VICTIM SERVICES**

Home Searches - Donna Jean Phillips -

## Dashboard

Use the below panels to work with your Grants and Funding Opportunities...

### My Tasks

Initiate Related Document

CVAD-VOCA-00002					12:20:58 PM
MON-2022-Test CVAD-00008	Monitoring	Test CVAD	Corrective Action in Process	9/21/2021 4:03:56 PM	
SAC-2022-Test CVAD-00282	Continuation Application 2020 - Year 3	Test CVAD	Contract Pending Grantee Signature	10/5/2021 12:48:25 PM	
VOCA-2022-Test CVAD-00180	Continuation Application 2020 - Year 3	Test CVAD	Application in Process	9/21/2021 4:07:52 PM	

### My Opportunities

> Filter

### Announcements

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

**IOWA GRANTS FOR VICTIM SERVICES**

Home Searches - Donna Jean Phillips - New Note

## Document Information

SAC-2022-Test CVAD-00282

Continuation Application 2020 - Year 3

Comprehensive Victim Services - Sexual Abuse Victims - 2022

Application

Organization: Test CVAD

Your Role: Agency Administrator

Period Date: 10/11/2021 12:00:00 AM

9/30/2022 11:59:00 PM

- Forms
- Application
- Scope of Work and Goals
- Project Director Information
- Budget Details
- Budget Summary
- Agreement
- Grant Agreement Signatures
- Funding Allocations
- Amendments / Revisions

## Steps #1-10: Signing Agreement &amp; 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

THOMAS J. MILLER  
ATTORNEY GENERAL

Sandi Tibbetts Murphy  
DIVISION DIRECTOR



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

321 E. 12th STREET  
DES MOINES, IA 50319  
Main: 515-281-5044  
[www.iowaattorneygeneral.gov](http://www.iowaattorneygeneral.gov)

**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**

1. **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.
2. **PERIOD OF PERFORMANCE:** The period of performance for this project/program is effective October 01, 2021 through September 30, 2022.
3. **PROJECT COSTS:** 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

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 hyperlink 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.

### Federal Assurances

[Click here to download the Federal Assurances.](#)

Upload a signed copy here:

Select

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

### Federal Assurances

[Click here to download the Federal Assurances.](#)

Upload a signed copy here:

Select

✓ Done



Signed Federal Assurance Oct 2021.pdf x  
134.72 KB

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

Home

Searches ▾

SAC-2022-Test CVAD-00282

Forms

Application

Scope of Work and Goals

Project Director Information

Budget Details

Federal Assurances

[Click here to download the Federal Assurances.](#)

Upload a signed copy here:

Select

✓ Done

PDF

Signed Federal Assurance Oct 2021.pdf x

134.72 KB

Donna Jean Phillips ▾

New Note

Save

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.

The screenshot shows the IOWA GVS system interface. On the left is a sidebar menu with the following items: Home, Searches, SAC-2022-Test CVAD-00282, Budget Summary, Agreement, Grant Agreement Signatures, Funding Allocations, Amendments / Revisions, Amendment Request, Amendment/Revision Review, Amendment Signatures, Tools, Status Options (highlighted), Contract Pending CVAD Signature, and Related Documents. The main content area shows the 'Contract Pending CVAD Signature' status. It includes a header with 'Grantee Electronic Signature: Donna Jean Phillips' and 'Date: 10/05/2021'. Below this is a section titled 'Certified Assurances' with three checkboxes, all of which are checked. Each checkbox has a corresponding link to download the assurances: 'Click here to download the VOCA Certified Assurances.', 'Click here to download the STOP/VAWA Certified Assurances.', and 'Click here to download the CVAD Certified Assurances.'. Below the 'Certified Assurances' section is a section titled 'Federal Assurances' with a link to download the federal assurances: 'Click here to download the Federal Assurances.'. At the bottom of the main content area is a section titled 'Upload a signed copy here:' with a 'Select' 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.

The screenshot shows a dialog box with a dark background and a close button (X) in the top right corner. The text inside the dialog box reads: 'Are you sure that you want to change the status from Contract Pending Grantee Signature to Contract Pending CVAD Signature? Please enter any notes in regards to this status change'. Below the text is a large text input field. At the bottom of the dialog box are two buttons: 'Cancel' and 'OK'.

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.

Program	Account	Award Amount	Required Match
VOCA	FAKE Money	\$ 271,000.00	\$ 0.00
VOCA Total:		\$371,000.00	\$0.00

## 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.

The screenshot displays a web application interface. At the top right, there are two buttons: "New Note" and "Save". Below these, a dark blue header bar reads "Certified Assurances". Under this header, there are three unchecked checkboxes, each followed by a text prompt and a link to download the respective assurances. The first checkbox is for the VOCA Program, the second for the STOP/VAWA Program, and the third for the CVAD Programs. Below the "Certified Assurances" section is another dark blue header bar labeled "Federal Assurances". Under this, there is a link to download the Federal Assurances. At the bottom, there is a section for uploading a signed copy, with a "Select" button and a file upload area showing a PDF file named "Signed Federal Assurance Oct 2021.pdf" (134.72 KB). On the right side of the interface, an "Attention" box is open, displaying three red circular icons with white 'X' marks, each followed by a text prompt asking the user to confirm they have read and understood the assurances by checking the box.

**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.](#)

**Federal Assurances**

[Click here to download the Federal Assurances.](#)

Upload a signed copy here:

Select

Signed Federal Assurance Oct 2021.pdf 134.72 KB

**Attention**

- ❌ Please confirm you have read and understand the VOCA Certified Assurances by checking the box.
- ❌ Please confirm you have read and understand the STOP/VAWA Certified Assurances by checking the box.
- ❌ Please confirm you have read and understand the CVAD Certified Assurances by checking the box.

New Note | Save

☒ 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.](#)

Federal Assurances

[Click here to download the Federal Assurances.](#)

Upload a signed copy here:

Select

Signed Federal Assurance Oct 2021.pdf  
134.72 KB

## 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.

Home Searches ▾
Donna Jean Phillips ▾

**SAC-2022-Test CVAD-00282**

Scope of Work and Goals ☒

Project Director Information ☒

Budget Details ☒

Budget Summary ☒

**Agreement**

Grant Agreement Signatures ☒

Funding Allocations ☐

## Funding Allocations

Please use the link below to download the Funding Allocations spreadsheet. This will generate a template that can be filled out to provide CVAD with expected Funding Allocation for this project.

Automatically calculated total fields will not calculate upon initially opening the spreadsheet. For this to be enabled, you will need to use the 'Find & Select' tab in the top right hand corner of the spreadsheet to 'Replace' equal signs with an equal sign. Another way to accomplish this is to click into the cells with calculations, and upon clicking out of them, they will calculate as intended.

**Upload Funding Allocations Spreadsheet**

[Click here](#) to download the Funding Allocations spreadsheet.

After you have completed filling out your funding allocation spreadsheet, please upload into the field below. CVAD will notify you if they need anything further in regards to the Funding Allocations provided.

Select

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

AutoSave Off Funding\_Allocations (3) - Compatibility Mode - Excel Search

File Home Insert Page Layout Formulas Data Review View Help

Clipboard: Paste, Cut, Copy, Format Painter

Font: Segoe UI, 10, Bold, Italic, Underline, Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Decimals

Styles: Conditional Formatting, Format as Table, Cell Styles

A1: Automatically calculated total fields will not calculate upon initially opening the spreadsheet. For this to be enabled, you will need to use the 'Find & Select' tab in the top right hand corner of the spreadsheet to 'Replace' equal signs with an equal sign. Another way to accomplish this is to click into the cells with calculations, and upon clicking out of them, they will calculate as intended.

	A	B	C	D	E	F
1	Automatically calculated total fields will not calculate upon initially opening the spreadsheet. For this to be enabled, you will need to use the 'Find & Select' tab in the top right hand corner of the spreadsheet to 'Replace' equal signs with an equal sign. Another way to accomplish this is to click into the cells with calculations, and upon clicking out of them, they will calculate as intended.					
2	Agency Name:	Test CVAD				
3	Application/Grant Name:	SAC-2022-Test CVAD-00282				
4	Project Name:	Test SAC - Donna - 10 05 21				
5	Amount:	\$371,000.00				
6	Match Required:					
7	Date:	10/5/2021				
8	Personnel - Direct Services	Grant Award	FAKE Money	FAKE STOP		
9		\$371000	\$271000	\$100000		
10	Hilarious Harry / Executive Director	\$5000	\$0	\$0		
11	Faker Baker Phillips / Supervisor	\$45000	\$0	\$0		
12	Financial Testing Jones / Accountant	\$5000	\$0	\$0		
13	Karen Smith / Advocate	\$42000	\$0	\$0		
14	Robert Kempen / Advocate	\$42000	\$0	\$0		
15	Mollie / Bailey	\$24000	\$0	\$0		
16	Personnel - Direct Services Subtotal:	\$163000	=SUM(C10:C15)	=SUM(D10:D15)		
17						
18	Personnel - Fundraising and Prevention					
19	Hilarious Harry / Executive Director	\$5000	\$0	\$0		
20	Personnel - Fundraising and Prevention Subtotal:	\$5000	=SUM(C19:C19)	=SUM(D19:D19)		
21						
22	Benefits					
23	FICA	\$20000	\$0	\$0		
24	Match - Matched and Budget	\$13000	\$0	\$0		

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.

# IOWA GRANTS FOR VICTIM SERVICES

Home
Searches
Donna Jean Phillips

## SAC-2022-Test CVAD-00282

- Scope of Work and Goals
- Project Director Information
- Budget Details
- Budget Summary
- Agreement
- Grant Agreement Signatures
- Funding Allocations
- Amendments / Revisions

## Funding Allocations

Please use the link below to download the Funding Allocations spreadsheet. This will generate a template that can be filled out to provide CVAD with expected Funding Allocation for this project.

Automatically calculated total fields will not calculate upon initially opening the spreadsheet. For this to be enabled, you will need to use the 'Find & Select' tab in the top right hand corner of the spreadsheet to 'Replace' equal signs with an equal sign. Another way to accomplish this is to click into the cells with calculations, and upon clicking out of them, they will calculate as intended.

Upload Funding Allocations Spreadsheet

Click [here](#) to download the Funding Allocations spreadsheet.

After you have completed filling out you funding allocation spreadsheet, please upload into the field below. CVAD will notify you if they need anything further in regards to the Funding Allocations provided.

Select
Done

SAC Funding Allocations Oct 2021.xls  
29.50 KB