



## Contract Signing

Congratulations! You've been awarded a grant through DOF. What happens next? DOF is preparing a contract confirming your grant amount and any state or federal restrictions. You will receive an email when your contract is ready.

- 1) Once you've received the email notification that your contract is ready, log in to the Secure Access Portal (SAP): <https://vaforestry.webgrantscloud.com/>
- 2) From the left-side menu, select **Current Grants**.
- 3) You will see a list of your current grant awards. Click on the grant **ID** to view the grant's components.

Current Grants Search Claims

### Current Grants

All active grants are listed below.

Search:

ID	Status	Year	Title	Organization	Program Area	Funding Opportunity	Duration	Grant Amount
23VTCWTest1		2023	Amanda Jones VTCW Test Updated 4/13	Amanda Jones-Tester	U&CF-Urban & Community Forestry	1226-2023 Virginia Trees for Clean Water	02/21/2023 - 10/31/2023	\$1,200.00
								\$1,200.00

Showing 1 to 1 of 1 entries

- 4) In the list shown, select **Contract**.

### Grant Components

The grant forms appear below.

Component	Last Edited
General Information	Apr 13, 2023 3:47 PM - Amanda Jones
VTCW - Virginia Trees for Clean Water Grant Program Application	Feb 23, 2023 9:49 PM - Amanda Jones
Status Reports	
Claims	
Contract Amendments	
Site Visits	
<b>Contract</b>	

5) Click on the **ID name** to access the contract details.

ID	Template	Type	Status	Title	Contract Period	Executed Date
23VTCWTest1 - 006	Grant	Grant Contract	Approved	Amanda Test 4/13 3:30 pm	12/01/2023 - 12/02/2023	

6) Scroll down to carefully review the contract details. When you're ready to sign, scroll back to the top and click on the blue **Signatures** button.

7) To streamline the process, the contract has already been approved and signed by DOF staff. To sign, select a **Status**, enter your name, and the date then select the green **Save Signature** button.

Level	Signed By	Signed Date	Status	Typed Name	Typed Date	Comments	Notify Next
1	Amanda Jones	Apr 17, 2023 7:27 PM	Signed	A Jones	04/17/2023	Test Signature	Amanda Jones-Tester
2				Typed Name	Sign Date	Comments	

8) The contract status should now say **Executed** and you may begin your grant activities. We look forward to working with you!

### 23VTCWTest1 - Amanda Jones VTCW Test Updated 4/13 - 2023

**Contract Details**

<b>Funding Opportunity:</b>	1226-2023 Virginia Trees for Clean Water	<b>Contract Title:</b>	Amanda Test 4/13 3:30 pm
<b>Program Area:</b>	Urban & Community Forestry	<b>Contract Period:</b>	12/01/2023 - 12/02/2023
<b>Status:</b>	Executed	<b>Executed Date:</b>	04/17/2023
<b>Contract Number:</b>	006		
<b>Contract Template:</b>	Award of State Grant		