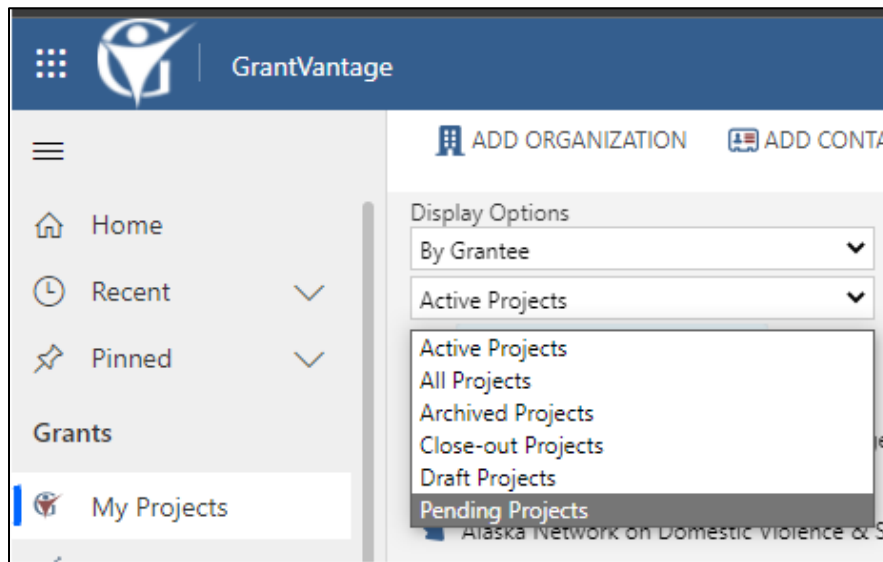


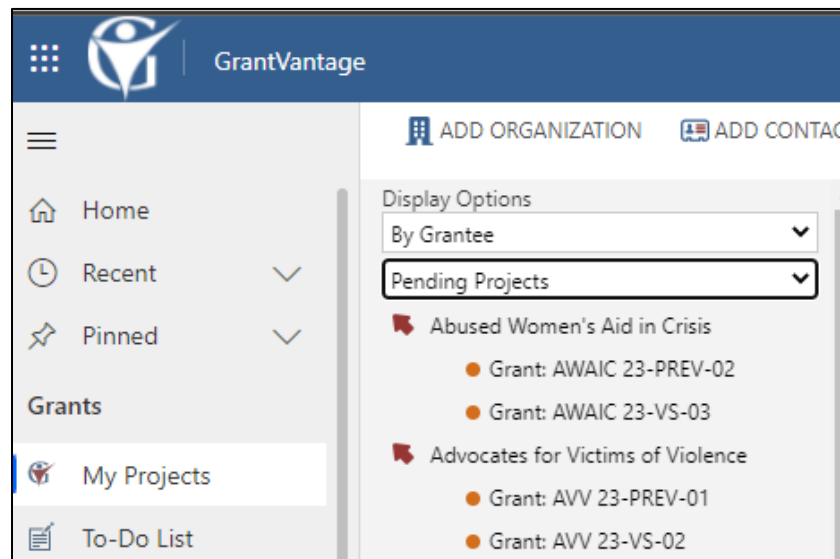
## How to Upload Beginning of Year Documents

Beginning of year documents must be uploaded into the GrantVantage system by CDVSA subgrantees, starting with State Fiscal Year 2023. This will provide a timestamp for when documents were submitted and will keep all documents in a central location accessible by CDVSA staff and subgrantees in live time.

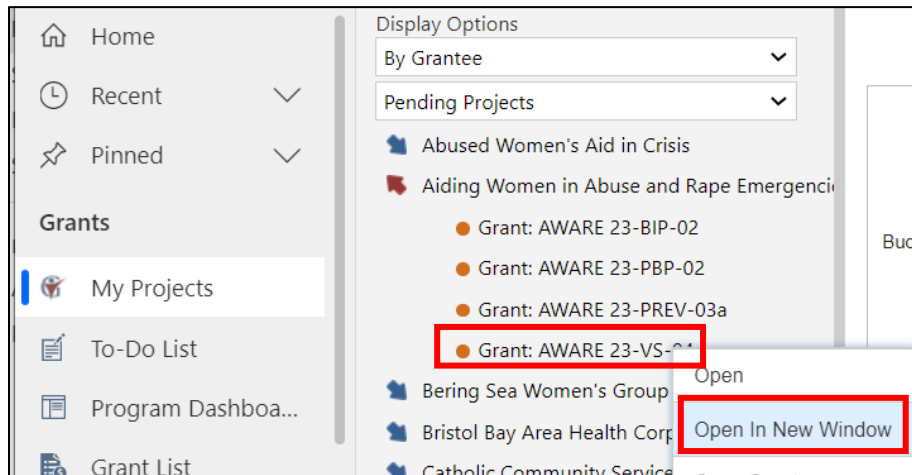
In the menu at the left of your home screen, click on **My Projects** to see a list of your grant awards (NOTE: Project = Grant Award). From this view, under display options, click on the drop down that says "Active Projects" and select instead "**Pending Projects**".



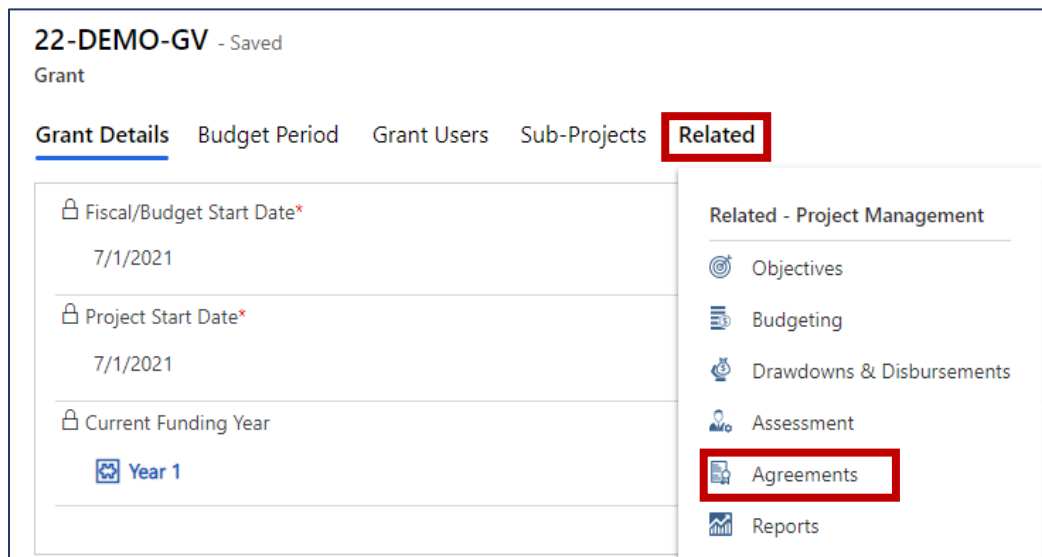
Your agency's FY23 projects will appear under this view until the award budgets have been approved by CDVSA. Once the budget and all beginning-of-the-year documents are completed and uploaded, the status will change to Active.



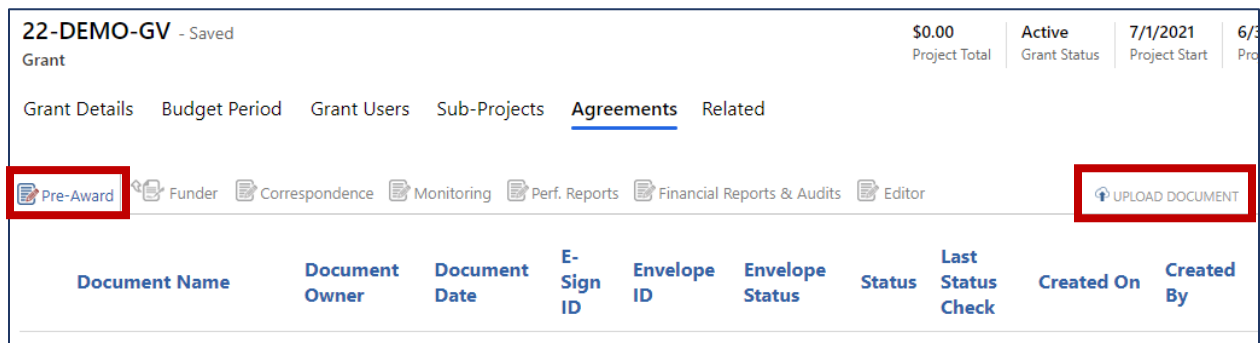
Right-click on a pending project you want to open (the award number should begin with "23") and select **Open in New Window**.



In the new window, the project/grant award detail page, single click on the **Related** tab and select **Agreements** from the drop-down menu.



Make sure you are on the **Pre-Award** tab. Single click on **Upload Document** at the right.



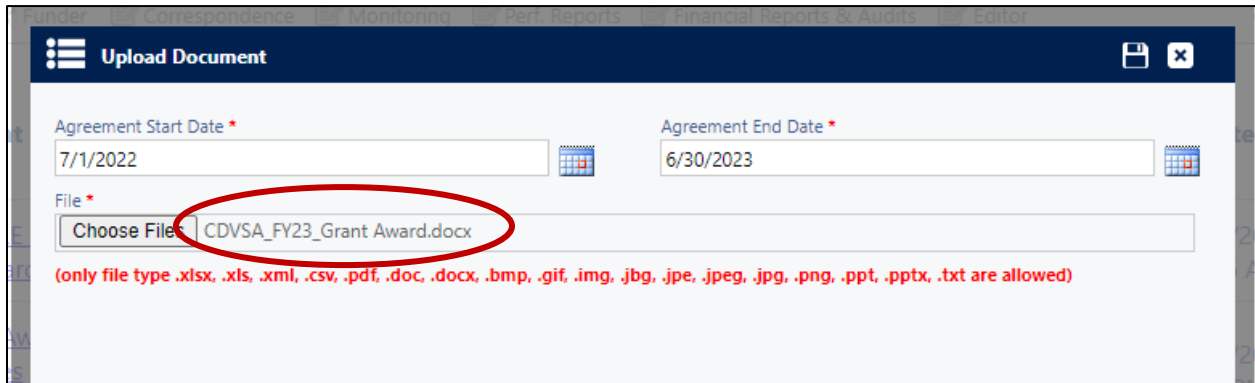
In the **Upload Document Window** that opens, enter the following:

- **Agreement Start Date** is the beginning of the fiscal year (July 1<sup>st</sup> of the current year)
- **Agreement End Date** is the last day of the fiscal year (June 30<sup>th</sup> of next year)
- Single click **Choose Files** to select the document(s) from your computer to upload

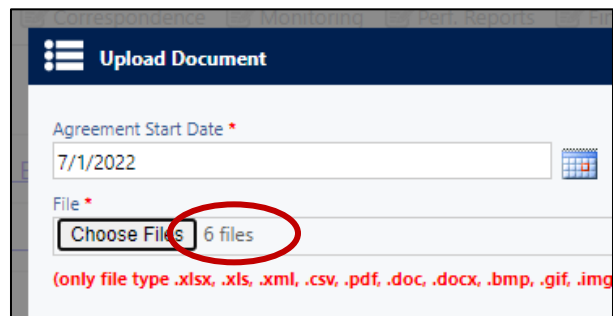
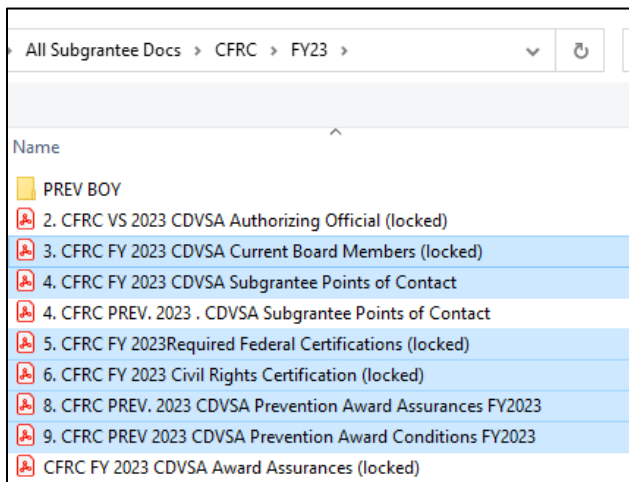
**IMPORTANT NOTE:** To be accepted by CDVSA, documents must be accurately labeled on your computer because once uploaded, you will not be able to change the document's label. Label documents according to this format:

**Subgrantee Acronym\_FYXX\_Name of Document**

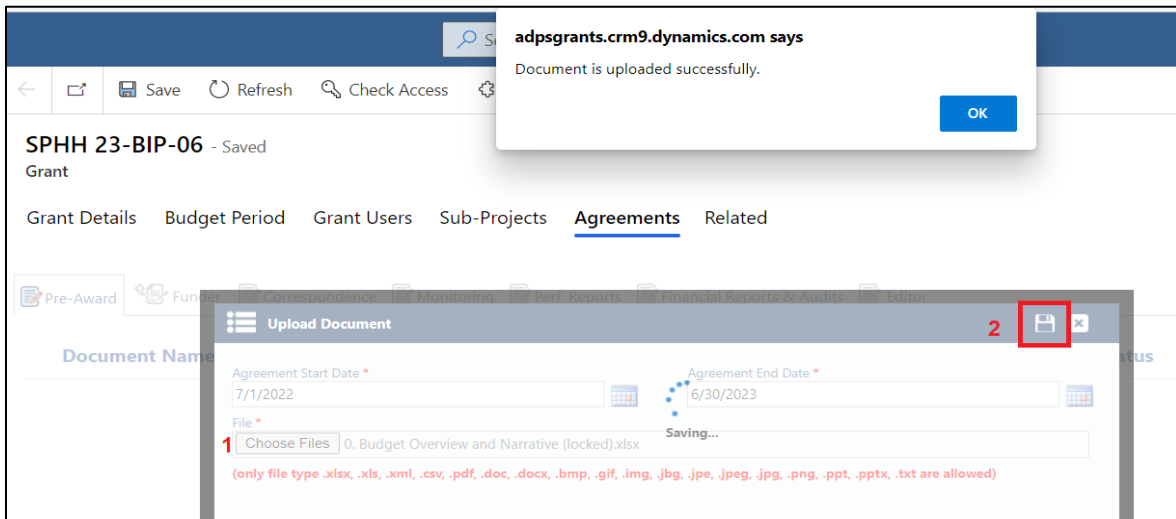
Example: **CDVSA\_FY23\_Grant Award**



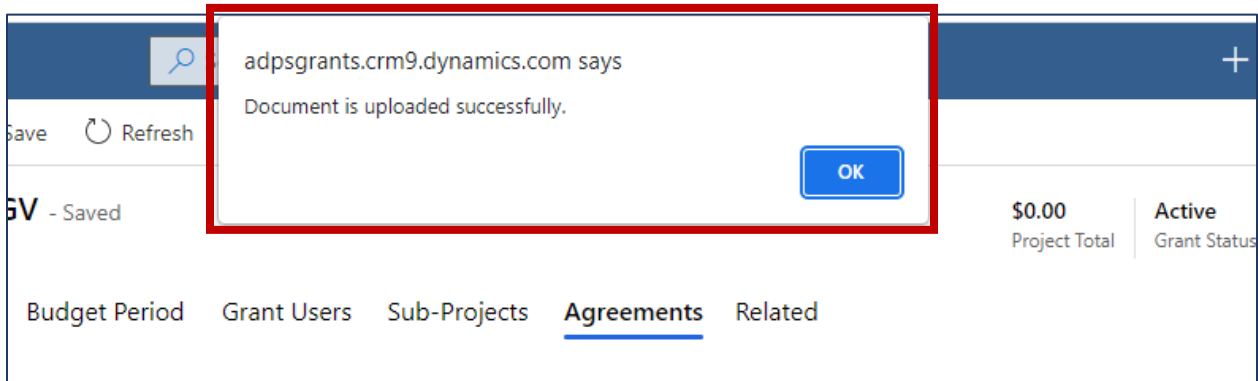
**HELPFUL NOTE:** Multiple files can be uploaded at one time. Hold the CTRL key to highlight (choose) multiple files from your computer to be uploaded simultaneously.



Once files are selected (1), click on the disk icon to save (2). Documents upload quickly.



The following message appears once you have successfully uploaded a new document:



When done uploading all your beginning of the year documents, correctly labeled, close the Upload Document window by clicking on the **X** in the upper right corner. You should now see your uploaded documents in the Pre-Award Document list.

Document Name	Document Owner	Document Date	E-Sign ID	Envelope ID	Envelope Status	Status	Last Status Check	Created On	Created By
<a href="#">1. AWARE_GF_FY22 Grant Award.pdf</a>	Reuella Nierra	7/1/2021						3/12/2022 12:46 AM	Reuella Nierra
<a href="#">CDVSA Award Assurances (locked).pdf</a>	Reuella Nierra	7/1/2021						3/23/2022 8:28 PM	Reuella Nierra
<a href="#">EWS 22-VS-08 - 12.DEC MFR.pdf</a>	Reuella Nierra	7/1/2022						4/6/2022 8:02 PM	Reuella Nierra
<a href="#">CDVSA FY23 Grant Award.docx</a>	Meggie Stogner	7/1/2022						4/13/2022 8:53 PM	Meggie Stogner