



DocuSign Guide

May 22, 2020

All Emergency Child Care Grantees must sign a grant agreement with the Early Learning Division in order to receive payment. The information in this guide explains how to use DocuSign to sign your grant agreement.

What is DocuSign?

DocuSign is a tool that allows grantees to sign their grant agreement electronically.

How does the signing process work?

You will receive an email with your grant agreement. The DocuSign tool will walk you through the steps needed to sign the agreement.

What do I need to do prior to starting the signing process?

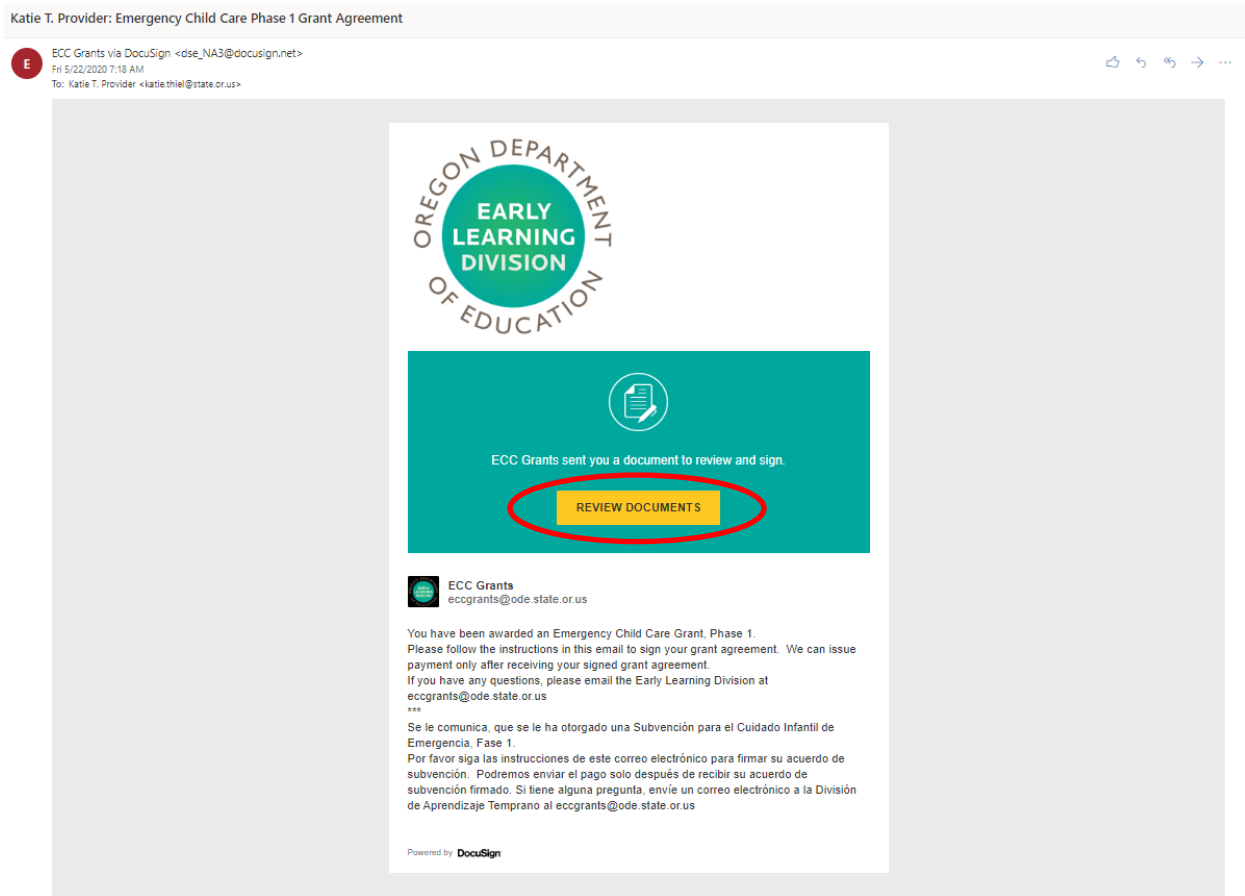
- Read the sample grant agreement here: <https://oregonearlylearning.com/COVID-19-Resources/Grants>. Scroll to "Sample Agreement."
- Make sure you have applied for and received a DUNS number. See instructions here: <https://oregonearlylearning.com/COVID-19-Resources/Grants>. Scroll to "DUNS Number Guide – Updated."
- Have your Taxpayer Identification Number, Social Security Number or Employer Identification Number ready.

When do I receive my check?

You should receive 50% of your grant award by check within approximately 10 business days of signing your grant agreement.

Signing your Grant Agreement Step-by-Step Online Instructions

Step 1: You will receive an email from "ECC Grants via DocuSign." Open the email and click "Review Documents."



Continued...

Step 2: Click "CONTINUE."

This site uses cookies, some of which are required for the operation of the site. [Learn More](#) OK

Please Review & Act on These Documents

ECC Grants
Early Learning Division - Oregon Department of Education

Powered by **DocuSign**

You have been awarded an Emergency Child Care Grant, Phase 1. Please follow the instructions in this email to sign your grant agreement. We can issue payment only after receiving your signed agreement.
[View More](#)

Please review the documents below.

CONTINUE OTHER ACTIONS ▾

\$0.00 In grant funds for Emergency Child Care Operating Costs.

Test child care business LTD ("Grantee") agrees to accept the funds indicated above (the "Grant Funds") and use them for the purposes, and subject to the terms and conditions, described in the following Grant Agreement (the "Agreement"). Grantee represents that it has never been in violation of any federal criminal law involving fraud, bribery or gratuity violations that could potentially affect the grant award.

AGREEMENT

1. EFFECTIVE DATE AND DURATION. This Grant Agreement shall be effective on the date it is fully executed. Unless otherwise terminated or extended, this Grant Agreement expires on the earlier of September 30, 2020 or the date of the last disbursement of Grant Funds. The "Performance Period" is from April 1, 2020 through July 31, 2020 and is the period during which costs funded with this Grant must occur.

Step 3: The grant agreement will include the name of your child care business that you provided us in your grant application. Your grant award amount will also appear on this page. Click "Start." If you find any errors, go to Step 12.

Please review the documents below. **FINISH** OTHER ACTIONS ▾

DocuSign Envelope ID: 385E0F02-DDAE-48AB-8129-67DD2FFF20DA

START

ELD GRANT #ECC--00000008TEST -COVID19 Childcare Grants

**STATE OF OREGON
GRANT AWARD AND AGREEMENT**

Grant No. ECC--00000008TEST

AWARD

The State of Oregon, acting by and through its Early Learning Division of the Department of Education ("Agency") has determined to award test child care business LTD in grant funds for Emergency Child Care Operating Costs.

\$0.00

Test child care business LTD ("Grantee") agrees to accept the funds indicated above (the "Grant Funds") and use them for the purposes, and subject to the terms and conditions, described in the following Grant Agreement (the "Agreement"). Grantee represents that it has never been in violation of any federal criminal law involving fraud, bribery or gratuity violations that could potentially affect the grant award.

AGREEMENT

1. EFFECTIVE DATE AND DURATION. This Grant Agreement shall be effective on the date it is fully executed. Unless otherwise terminated or extended, this Grant Agreement expires on the earlier of September 30, 2020 or the date of the last disbursement of Grant Funds. The "Performance Period" is from April 1, 2020 through July 31, 2020 and is the period during which costs funded with this Grant must occur.

Grant Award

Business Name

Continued...

Step 4: Click "Sign" with the arrow.

JUSTICE-#10233867-v1-Emergency_Childcare_Grant_v__3_final.docx 3 of 5

DocuSign Envelope ID: 385E0F02-D0AE-48AB-8129-67DD2FFF20DA

ELD GRANT # ECC--00000008TEST -COVID19 Childcare Grants

and that their electronic signature should be given full force and effect to create a valid and legally binding contract.

STATE OF OREGON acting by and through its Department of Education

By: _____ Date _____
Name, Title

Test: Provider, Sign Here ess LTD

Sign ↓

By: _____ Date 5/22/2020
Authorized Signature

Katie T. Provider

Printed Name _____

Data Universal Number System (DUNS) Number _____

Approved for Legal Sufficiency in accordance with ORS 291.047

By: Cynthia Byrnes, 5/12/2020 by email.
Senior Assistant Attorney General Date

SIGN

Step 5: Confirm your name is correct. If it is not, type in your name. Click "ADOPT AND SIGN."

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name: **Katie T. Provider** Initials: KTP

SELECT STYLE DRAW UPLOAD

PREVIEW [Change Style](#)

Katie T. Provider *KTP*

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN CANCEL

Printed Name _____

Continued...

Step 6: Enter your 9-digit DUNS number and click "NEXT." If you do not have a DUNS number, go to <https://oregonearlylearning.com/COVID-19-Resources/Grants> and scroll to "DUNS Number Guide – UPDATED."

DocuSign Envelope ID: 385E0F02-D0AE-48AB-8129-67DD2FFF20DA

ELD GRANT # ECC--00000008TEST -COVID19 Childcare Grants

and that their electronic signature should be given full force and effect to create a valid and legally binding contract.

STATE OF OREGON acting by and through its Department of Education

By: _____
Name, Title Date

Test Child Care Business LTD

By: Katie T. Provider 5/22/2020
Authorized Signature Date

Katie T. Provider

Required Name
123456789
Data Universal Number System (DUNS) Number

NEXT

Step 7: Complete all the red fields in the W-9 form. You must enter either your Taxpayer Identification Number/Social Security Number or Employer Identification Number. Choose the circle next to the number you will enter, then enter the number. Click "NEXT."

DocuSign Envelope ID: 385E0F02-D0AE-48AB-8129-67DD2FFF20DA

W-9
Form (Rev. October 2018)
Department of the Treasury
Internal

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Required
Name is required on this line; do not leave this line blank.

1 Business name/disregarded entity name, if different from above

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN) Click dot next to SSN or EIN and then enter the number

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

or

Employer identification number

NEXT

Continued...

Step 8: Click "Sign."

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person **Sign** Date 5/22/2020

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Cat. No. 10231X Form **W-9** (Rev. 10-2018)

Step 9: Click "FINISH."

Done! Select Finish to send the completed document.

FINISH

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person *Katie T. Provender* Date 5/22/2020

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Cat. No. 10231X Form **W-9** (Rev. 10-2018)

Continued...

Step 10: Click "NO THANKS."

Save a Copy of Your Document




Sign up for a FREE DocuSign account today and sign all your documents electronically.

Email
katie.thiel@state.or.us

Password

Confirm Password

Country
-- select --

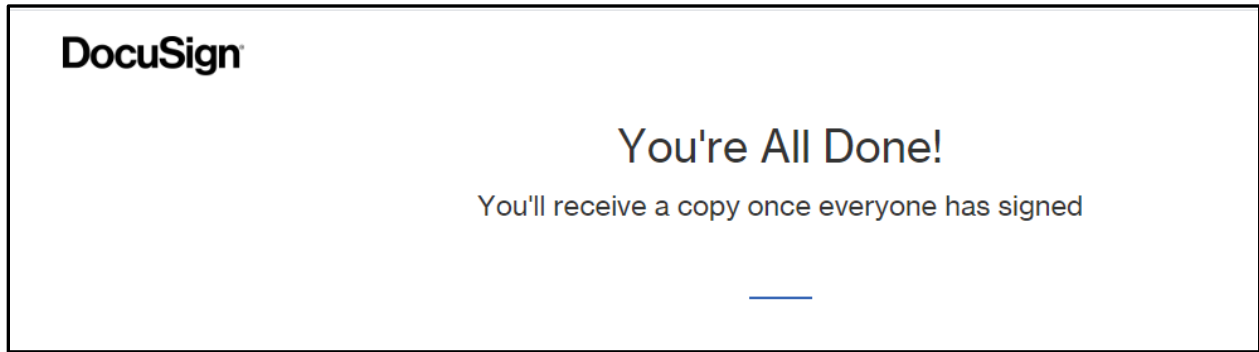
-  **Electronically sign any document.**
-  **Get signatures from others.**
-  **Sign on the go with DocuSign Mobile!**

By clicking the 'SUBMIT' button, you agree to the [Terms & Conditions](#) and [Privacy Policy](#).

SUBMIT **NO THANKS**

Continued...

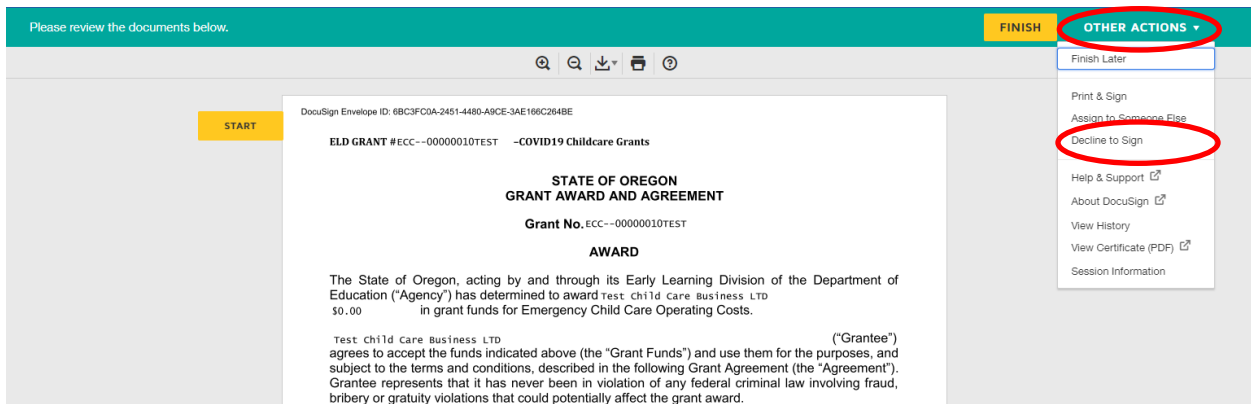
Step 11: Finished! You should see the following message.



You will receive a copy of the fully executed grant agreement by email from "ECC Grants via DocuSign" after an Early Learning Division representative signs.

You should expect to receive a check in the mail for 50% of your grant award within approximately 10 business days of receiving your fully executed grant agreement. The remaining grant payments will be made in late June (25%) and late July (25%) after you confirm that you remain open and serving children.

Step 12: If you find an error in your grant agreement, click "OTHER ACTIONS." Then click "DECLINE TO SIGN."



Continued...

Step 13: Tell us why you are declining to sign, then click "DECLINE TO SIGN."

Decline to Sign

Please provide a reason for declining.

Name is Incorrect

483 characters remaining

DECLINE TO SIGN CANCEL

The State of Oregon, acting by and through its Early Learning Division of the Department of Education ("Agency") has determined to award Test Child Care Business LTD \$0.00 in grant funds for Emergency Child Care Operating Costs. ("Grantee") agrees to accept the funds indicated above (the "Grant Funds") and use them for the purposes, and subject to the terms and conditions, described in the following Grant Agreement (the "Agreement"). Grantee represents that it has never been in violation of any federal criminal law involving fraud, bribery or gratuity violations that could potentially affect the grant award.

AGREEMENT

Step 14: Click "CONTINUE."

Caution

If you select **CONTINUE**, this document will be voided and inaccessible to other signers.

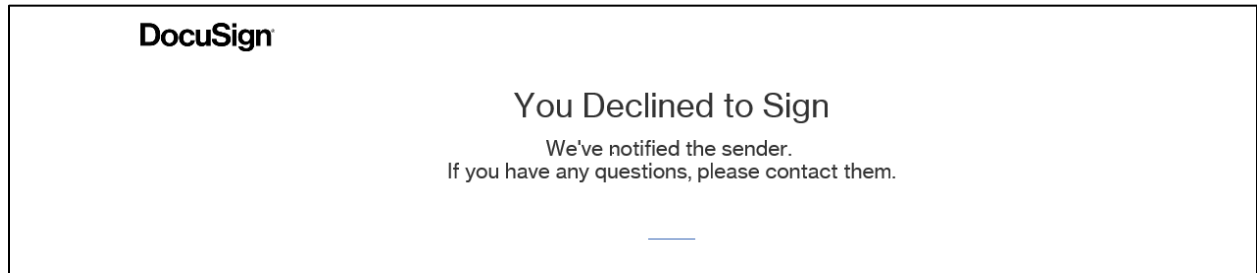
To request changes to this document, please select **CANCEL** and contact the sender directly with your request.

You can exit signing and save the information you've entered by using the **FINISH LATER** option in the **OTHER ACTIONS** menu.

CONTINUE CANCEL

Continued...

Step 15: You should see the following message. A member of the Early Learning Division staff will contact you.



Questions?

Email the Early Learning Division at ECCGrants@state.or.us.

-END-