



**FY27 EGRANTS
CONTRACTING
TECHNICAL
ASSISTANCE SESSION**

FOR NEW GRANTEES

APRIL 27, 2026

WELCOME AND INTRODUCTIONS

Housekeeping

Facilitators

- Ashlee Renich-Malek, Grants Administration Specialist
- Amelia Pease, Data Manager
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LOGISTICS

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- VVAB voted on awards and applications were pushed to Pre-Contract Adjustments Required
 - There are 5 pieces of the contracting process:
 - 1) Contracting form + budget
 - 2) Contact Info
 - 3) OMT Goals and Key Outcomes
 - 4) "Additional eGrants processes"
 - 5) Authorized signatory signing the contract OFF of eGrants



COMMONLY
ASKED
QUESTIONS:
CONTRACTING

Q: WHAT IS THE TIMELINE FOR THE CONTRACTING PROCESS?

- May 1, 2026 – Contracting materials DUE.
 - Initiate & submit Goals + Key Outcomes for MOVA review
 - Complete Contact Information
 - Update budget, upload all contracting materials, initiate and submit all additional eGrants processes, push to Pre-Contract Adjustments Submitted
- Mid-May – Standard Contracts/ISA emailed to authorized signatories via AdobeSign
- Early June – Standard Contract/ISA signatures due via AdobeSign
- July 1, 2026 – Fiscal year 2027 begins

Q: MY CONTRACT CONDITIONS SAY THAT I HAVE TO UPDATE MY CONTACT INFORMATION AND RESUBMIT THE CONTRACTOR AUTHORIZED SIGNATORY LISTING FORM. HOW DO I DO THIS?

A: Navigate to the Contact Information by clicking your name in the green box in the upper righthand corner and select Profile. You will be autorefreshed into your Profile, and then you can select "Contact Information" from the lefthand panel.

The Contractor Authorized Signatory Listing (CASL) form and section can be found at the bottom of the Contact Information page. If you need to refill out the form, you can download it by clicking the title, which is a link. Ensure that the person you put in the CASL section on eGrants matches the information provided in the CASL form.

MY CONTRACT CONDITIONS STATE THAT I NEED TO UPLOAD A SCREENSHOT OF MY UEI.WHERE IN EGRANTS WOULD I DO THIS?

A: Any additional documents required by MOVA, such as UEI or W9, can be uploaded at the bottom of the Contracting Form in the "Grantee Additional Uploads" section.

Grantee Additional Uploads:

Drag Files Here

Upload Description:



Is this award administered through an ISA? * Yes No

Q: HOW DO I KNOW WHICH "ADDITIONAL EGRANTS PROCESSES" I SHOULD COMPLETE?

A: There are 4 additional eGrants processes that may be relevant and required of you: Sub-Contract Request (SCR), Request to Exceed Standard Consultant Rate (RESC), Volunteer Waiver Request, the Staffing Update Form

- 1) The SCR is required if you have a subcontract or consultant on the budget that is \$10k+
- 2) The RESC is required if you are requesting to pay a consultant more than \$81.25/hr or \$650 for an 8 hr day
- 3) The Volunteer Waiver Request is required if your organization is requesting to waive the use of volunteers requirement
- 4) The Staffing Update form is required if there is a vacancy on your budget

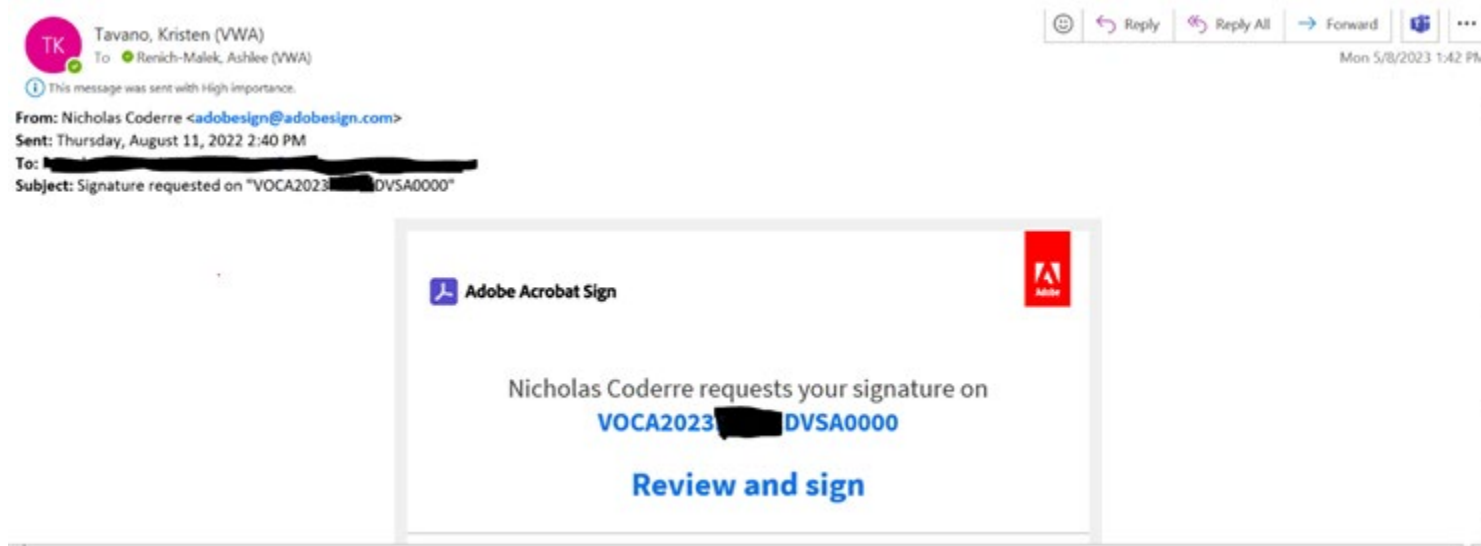
Q: IF I HAVE A VACANCY AT THE START OF FY27, WHEN IS THE FIRST STAFFING UPDATE FORM DUE? HOW DO I COMPLETE THIS?

A: If your agency has a vacancy at the start of FY27, the initial staffing update form will be due with your contracting information on May 1, 2026. You will be required to submit the form monthly until notified by your Program Coordinator.

The Staffing Update form and the other "additional eGrants processes" can be initiated, filled out, and submitted using the Initiate Related Doc button from the lefthand panel of the application.

**Q: WHO WILL BE SENT THE STANDARD CONTRACT/ISA TO SIGN?
WILL THIS BE SENT VIA EGRANTS?**


A: The person listed in eGrants as the authorized signatory will be emailed directly with the standard contract/ISA in early June.



Q: WHAT RESOURCES ARE AVAILABLE TO ASSIST ME?

A:

- MOVA staff
 - Program Coordinator
 - MOVAGrants@mass.gov
 - Data team - schedule a meeting via [Calendly](#)
- Help section in eGrants
- Technical assistance documents



COMMONLY
ASKED
QUESTIONS:
GOALS & KEY
OUTCOMES

Q: WHAT IS THE TIMELINE FOR SETTING GOALS & KEY OUTCOMES?

- **May 1, 2026:** Goals & Key Outcomes due via eGrants
- **July 1, 2026:** start collecting data relating to your Goals & Key Outcomes
- **October 1 – 31, 2026:** first OMT of FY27 due in eGrants along with Goals & Key Outcomes

Q: WHAT ROLES HAVE ACCESS TO THE GOALS AND KEY OUTCOMES PROCESS?

- Agency Administrator
- Fiscal Contact
- Programmatic Contact
- Application Submitter
- Data Contact

Q: HOW ARE GOALS SET?

Goals: pick 3-5 direct services to measure that best represent the activities of your program. In the application, you already selected which services you anticipate providing (Application Questions > Service Type(s) Provided). From this list, select your goals and set a milestone for how many of those services you hope to achieve during the performance period.

SECTION 17. Direct Service Goals

Direct Service Category:	Emotional Support or Safety Services	▼
Goal:	Support groups (facilitated or peer)	▼
Set an annual milestone for the goal above. During the reporting period, data will auto populate from the direct service page.		Annual Milestone
		<input type="text"/>

Q: HOW ARE KEY OUTCOMES SET?

Key Outcomes: to set key outcomes, you will think about the outcomes you are hoping to achieve with the grant. The key outcomes will be reported in percentage format.

In the Narrative Questions section of the application, you likely already identified key outcomes you are hoping to achieve.

Identify what you would like to measure and what a favorable outcome would look like to your organization. Your percentage milestone will be the percent of the favorable outcomes you wish to achieve.

Q: HOW ARE KEY OUTCOMES SET?

Example Measures	Key Outcome % Format
Participants can name at least 2 coping skills they learned in group therapy	90% of participants can name at least 2 coping skills they learned in group therapy
Everyone who needed services in Spanish were able to receive them.	100% of participants needing services in Spanish were able to receive them
I feel more empowered after working with my advocate (survey question ranking 1-5)	80% of survey responders reported 4 or 5 when asked “I feel more empowered after working with my advocate” (survey question ranking 1-5)

Q: HOW ARE KEY OUTCOMES SET?

Reporting Period	The Number of SP Clients who received measured service	Total Number of SP eligible clients	Percentage of Measurement Met
RP1	258.00	319	80.88%
RP2	276.00	301	91.69%
RP3	252.00 *	265 *	95.09%
RP4			%
Totals	786.00	885.00	88.81%

Q: HOW DO I SELECT A MILESTONE?

Goals: the goal milestone will represent how many of the selected direct service you wish to complete in the performance period (entire year). Estimate how many of the services you will be able to provide with the grant.

Key Outcomes: the key outcome milestones represent the average percent of favorable outcomes you are hoping to achieve within the performance period.

Milestones are meant to be estimates and there is no consequence for not meeting your milestones

Q: HOW MANY GOALS & KEY OUTCOMES DO I NEED?

Goals: select 3-5 goals (direct services) that best represent your program scope.

Key Outcomes: set 2-3, percentage based, key outcomes

Q: CAN I CHANGE MY GOALS AND KEY OUTCOMES ONCE THEY HAVE BEEN APPROVED?

A: In FY27, grantees will not be able to change Goals and Key Outcomes independently. If you need to make a change after they have been approved, please contact MOVASTats@mass.gov or your Program Coordinator.

Q: IF MY GRANT INCREASES AS THE RESULT OF A TRUST LINE INVESTMENT, WILL I BE ABLE TO UPDATE MY GOALS AND KEY OUTCOMES?

A: Yes, if your grant increases you will have the opportunity to update your goals and key outcomes to reflect additional services that may be provided.



OPEN
QUESTIONS AND
ANSWERS

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MOVA

Victim & Witness Assistance Board

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CONTACT US

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