

Massachusetts Office For Victim Assistance

MOVA

Victim & Witness Assistance Board

EGRANTS: PRACTICE TO PERFECT

FY25 CSVS CONTRACTING

MAY 6, 2024

WELCOME AND INTRODUCTIONS

Housekeeping

Facilitators

- Ashlee Renich-Malek, Grants Administration Specialist
- Amelia Pease, Data Manager
- Kristen Tavano, Deputy Director of Grants Administration
- Latasia Echols, Program Coordinator

LOGISTICS

-
- VWAB voted on awards Wednesday, May 1, 2024
 - Award notifications were pushed out May 2nd
 - Off-eGrants contracting requirements:
 - Authorized signatories receive and sign the standard contract
 - All contracting materials will be due to MOVA no later than May 23rd

CONTRACTING BEGINS

The following roles should have received the message below that initiates the contracting process:

- Agency Administrator,
- Application Submitter,
- Authorized Representative

CSVS-2025-ID-27 pre-contract adjustments are required



websites@agatesoftware.com

To ● Renich-Malek, Ashlee (VWA)



11:51 AM

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

test mova test,

Your grant application, CSVS-2025-ID-27, requires Pre-Contract Adjustments. Please log into eGrants and the application, navigate to the Contracting Form using the lefthand panel, and follow the instructions. More information regarding your specific award can be found in the Notification of Award download, and steps on how to complete the contracting process can be found on [MOVA's eGrants webpage](#). Please reach out to your Program Coordinator with any questions.

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FY25 CONTRACTING

EGRANTS WALKTHROUGH



EXAMPLE SCENARIO

- FY24 award amount:
\$108,200.00
- 20% increase: +\$21,640.00
- FY25 maximum possible request (20% increase):
\$129,840.00

- When I submitted the application:
 - I requested \$135,700.00
 - I added a new part-time clinician that was not a part of the FY24 budget, totaling \$27,500.00
- So now with our award info, I must adjust the budget by:
 - Only budgeting for the correct award amount (\$129,840.00)
 - Removing the new staff member

PRE-CONTRACTING ADJUSTMENTS SUBMITTED/REVIEW

Email confirmation

versus

Document Landing Page
confirmation

SAFEPLAN-2024-ID-3 submitted for MOVA's contracting review



websites@agatesoftware.com

To Renich-Malek, Ashlee (VWA)



5/5/2023

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

test mova test has successfully submitted SAFEPLAN-2024-ID-3 for MOVA's contracting review. MOVA will reach out to you via eGrants with any follow up or questions.

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Document Landing Page

New Note

View document details.

Template FY24 VOCA Application	Instance VOCA Application FY24	Process Application
Document Name VOCA-2024-MARV-33	Document Status Pre-Contract Adjustments Review	
Organization Marvel	Your Role Agency Administrator	Period Date 11/1/2021 12:00:00 AM 10/31/2023 12:00:00 AM

Application in Process Application Modifications Required Application in Review Application Not Recommended for Funding Application Recommended for Funding Pre-Contract Adjustments Required Pre-Contract Adjustments Review Contract Pending Executive Director Signature Contract Executed



CONTACT INFO

PRE-CONTRACTING ADJUSTMENTS REQUIRED

If MOVA requires more information or has questions, we will push the application back to the status of Pre-Contract Adjustments Required

You will receive an email that looks similar to the following

CSVS-2025-ID-28 pre-contract adjustments are required



websites@agatesoftware.com

To ● Renich-Malek, Ashlee (VWA)



1:51 PM

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

test mova test,

Your grant application, CSVS-2025-ID-28, requires Pre-Contract Adjustments. Please log into eGrants and the application, navigate to the Contracting Form using the lefthand panel, and follow the instructions. More information regarding your specific award can be found in the Notification of Award download, and steps on how to complete the contracting process can be found on [MOVA's eGrants webpage](#). Please reach out to your Program Coordinator with any questions.

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GOALS + KEY OUTCOMES

EGRANTS WALKTHROUGH



OFF EGRANTS CONTRACTING: STANDARD CONTRACT/ISA

- In the beginning of June, MOVA will begin sending authorized signatories their contracts to be signed via Adobe Sign
- Authorized signatories are to check their emails—including Junk/Other inboxes—and sign the contract no later than June 21st

The screenshot shows an email interface. At the top right, there are action buttons: a smiley face, 'Reply', 'Reply All', 'Forward', a shield icon, and a three-dot menu. The date and time 'Mon 5/8/2023 1:42 PM' are displayed below these buttons. On the left, the sender is identified as 'Tavano, Kristen (VWA)' with a pink circular profile picture containing 'TK'. The recipient is 'Renich-Malek, Ashlee (VWA)'. A blue information icon indicates 'This message was sent with High importance.' The email header includes: 'From: Nicholas Coderre <adobesign@adobesign.com>', 'Sent: Thursday, August 11, 2022 2:40 PM', 'To: [REDACTED]', and 'Subject: Signature requested on "VOCA2023-XXXX-DVSA0000"'. The main content area features the Adobe Acrobat Sign logo in the top left and the Adobe logo in the top right. The central text reads: 'Nicholas Coderre requests your signature on VOCA2023-XXXX-DVSA0000' with 'Review and sign' in blue text below it.

CONTRACT EXECUTED

Your Application, VOCA-2024-MARV-44, has reached Contract Executed.



websites@agatesoftware.com

To Renich-Malek, Ashlee (VWA)



12:40 PM

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Your grant application, VOCA-2024-MARV-44, has reached the status of Contract Executed. You can log onto eGrants and the application to view the completed and signed contract, but no further actions are required at this time."

*****This is an automated e-mail sent from an unmonitored email address. PLEASE DO NOT REPLY TO THIS E-MAIL.*****

- When MOVA has reviewed and approved all of your contracting information, MOVA will upload the signed Standard Contract/ISA onto the Contracting Form page eGrants
- Applicable users will receive an email and be able to view & download the finalized contract and begin expenditure reporting once MOVA pushes the application into the status of Contract Executed



FREQUENTLY ASKED QUESTIONS

Q: IF I HAVE A VACANCY AT THE START OF FY25, WHEN IS THE FIRST STAFFING UPDATE FORM DUE?

A: If your agency has a vacancy at the start of FY25, the first staffing update form will be due on August 1, 2024. This form will now be completed on eGrants by clicking "Initiate Related Doc" and selecting Staffing Update Form from within your application. You will be required to submit the form monthly until notified by your Program Coordinator.

WHAT REQUIREMENTS ARE NEW OR DIFFERENT IN FY25 COMPARED TO FY24?

- Contact Information
- Certifications Regarding Lobbying
 - SF-LLL

Q: WHAT IS THE TIMELINE FOR THE CONTRACTING PROCESS?

- May 2, 2024 – Contracting, including Goals + Key Outcomes, opens in eGrants with the status of Pre-Contract Adjustments Required
- May 23, 2024 – Contracting materials DUE.
 - Initiate & submit Goals + Key Outcomes for MOVA review
 - Complete Contact Information
 - Update budget & upload all contracting materials, push to Pre-Contract Adjustments Submitted
- Beginning of June – Standard Contracts emailed to authorized signatories via Adobe Sign
- June 21, 2024 – Standard Contract signatures due via Adobe Sign
- July 1, 2024 – Fiscal year 2025 begins

Q: WHO CAN I CONTACT IF I HAVE QUESTIONS?

A: MOVAGrants@mass.gov or your Program Coordinator, Latasia Echols

Q: WHO WILL BE SENT THE STANDARD CONTRACT/ISA TO SIGN?

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

Q: WHAT RESOURCES ARE AVAILABLE TO ASSIST ME?

A:

- MOVA staff
- Today's recording/slides
- Help section in eGrants

Q: THE OFFICE OF MANAGEMENT AND BUDGET (OMB) UPDATED THE FEDERAL REGISTER ON APRIL 24, 2024. AMONG OTHER UPDATES, THEY HAVE INCREASED THE DE MINIMIS RATE FROM 10% TO 15%. HOW CAN I REQUEST THE UPDATED RATE?

- MOVA is aware of recent changes to 2 C.F.R. Part 200, Uniform Guidance, as initially proposed by the Office of Management and Budget (OMB). These changes include increasing the de minimis rate from 10% to 15%. It is our understanding that this change may take effect after October 1, 2024. We will be updating our Policies and Procedures Manual and other relevant documents to reflect this change prior to then, along with provide guidance on additional changes to the CFR. More information will be provided via Constant Contact. If you have additional questions, please contact your Program Coordinator.

Q: I'VE BEEN ASKED TO PROVIDE PROOF OF A VALID UNIQUE ENTITY IDENTIFIER (UEI) VIA SCREENSHOT – WHAT DOES THIS MEAN?

- Provide proof of valid Unique Entity ID (UEI)
 - Provide a screenshot from www.sam.gov which shows a valid UEI

Showing 1 - 1 of 1 results

Sort by
Date Modified/Updated ▼

Entity

Assigned Date
Jan 4, 2023

● ID Assigned

Unique Entity ID	Physical Address	Entity	Assigned Date
[REDACTED]	[REDACTED]	Entity	Jan 4, 2023

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

A:

- Agency Administrator
- Authorized Representative
- Fiscal Contact
- Programmatic Contact
- Alternative Programmatic Contact
- Application Submitter
- Data Contact

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

A: In FY25, subrecipients will not be able to change Goals and Key Outcomes independently. If you need to make a change after June 1st, please contact MOVASTats@mass.gov or your Program Coordinator.

Q: WHERE CAN I FIND THE LIST OF GOAL OPTIONS?

A: MOVA has provided a [strategic area guidebook](#) where you can view all of the strategic areas and goal combinations in one place. It is available on our website and linked above.

Q: WHAT IF I WANT TO MAKE A KEY OUTCOME USING SURVEYS BUT WE DON'T CURRENTLY SURVEY CLIENTS?

A: over the next few weeks you will each be meeting with MOVA staff to select goals & create key outcomes. If you would like to create a survey, we can recommend free software programs at the time of our meeting and brainstorm some survey questions applicable to your agency.

A survey is not required for key outcomes but can be a tool to collect reportable data.

Q: WHAT IF I DON'T HAVE A SCHEDULED MEETING WITH MOVA STAFF TO WORK ON GOALS & KEY OUTCOMES?

A: if you have not yet scheduled a time to meet with MOVA staff, please use this link to access the sign up: <https://calendly.com/movastats/csvs-goals-key-outcomes-planning>

GOALS & KEY OUTCOMES REPORTING TIMELINE

- **May 6, 2024:** Goals & Key Outcomes are now open on eGrants.
- **May 8 – 15, 2024:** individual meetings to finalize Goals & Key Outcomes
- **May 23, 2024:** Goals & Key Outcomes due via eGrants
- **July 1, 2024:** start collecting data relating to your Goals & Key Outcomes
- **October 1 – 31, 2024:** first OMT of FY25 due in eGrants along with first time reporting Goals & Key Outcomes



OPEN
QUESTIONS AND
ANSWERS



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WWW.MASS.GOV/MOVA

WWW.MASS.GOV/ASKMOVA

WWW.MASS.GOV/GARDENOFPEACE

CONTACT US

MOVA@MASS.GOV

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