

MOVA eGrants

SUBRECIPIENT MANUAL

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Introduction

Mova eGrants Overview

The Mova eGrants Portal specializes in improving functionality and ease of use. These are the areas that the Mova eGrants Portal shines in:

- **Mova eGrants Dashboard** – The Mova eGrants Dashboard allows users to drill down through new reporting panels for funding account information, program budgets, and even view staff performance information.
- **SAM.GOV System Interface** – The new system interface automatically gathers address and contact information during registration and confirms a valid DUNS number. It also allows the system to check for expiration dates and confirm whether an organization can receive federal funding.
- **Easy Configuration of Program Changes** – The Mova eGrants portal takes advantage of a new drag-and-drop configuration engine to allow users to make changes to their programs. This includes easily updating forms, process flows, and management reports.
- **Updated Accessibility Features** – Mova eGrants was built from the ground up to adhere to ADA and WCAG 2.1 AA standards. The portal will also undergo regular 3rd party web accessibility compliance audits. It includes new options like a high contrast mode and new branding utilities, making it easier to accommodate individuals with disabilities.

Current Mova eGrants Contact Information

Mova eGrants has supplied the following contact information for users:

Agency/Individual Name	Phone Number	Email Address	Website URL
Agate Software Helpdesk	1 (800) 820-1890	helpdesk@agatesoftware.com	

System Requirements

The system was designed so that computer users can use it with little or no changes to their computer environment. The requirements that are mentioned below are common computer elements that should be already present.

Internet Connection

The grants management system is an internet application designed for and accessed via the internet.

Internet Access

This system was designed to be compatible with common up-to-date web browsers such as Microsoft Edge, Chrome, Firefox, or Safari. If the web browser is not up to date, the following message will display:



Enabling Cookies

The web browser must enable cookies for this site in order to access this portal.

Multiple Browser Windows

Do not open multiple windows or browser tabs while filling out the document, as this can cause issues with browser cookies resulting in either being kicked out of the system or work being lost.

NOTE: If the user needs to have multiple windows open please insure that the user is using a separate browser session instead.

If utilizing Microsoft Edge, click on **File** → **New Session** for each browser session. Other internet browsers will require third party add-ons to manage multiple browser sessions.

Adobe Acrobat DC

Adobe Acrobat DC (Adobe Acrobat Reader) is used to view PDF (Portable Document Format) documents. The system will automatically generate grant documents in PDF format using information that has been saved into the various narrative and budget pages. Using Adobe Acrobat DC, the user may choose to view, print, or save these documents. Users who do not have this software installed on their systems will need to download it from www.adobe.com.

System Login Page

URL

To access the Mova eGrants portal, type the following into the address bar of the web browser and press **Enter**.
<https://mova.intelligrants.com/>

NOTE: The Mova eGrants portal does not save the username and password. This option may be available for some browsers.

MOVA eGrants Portal Home Login Page Sections

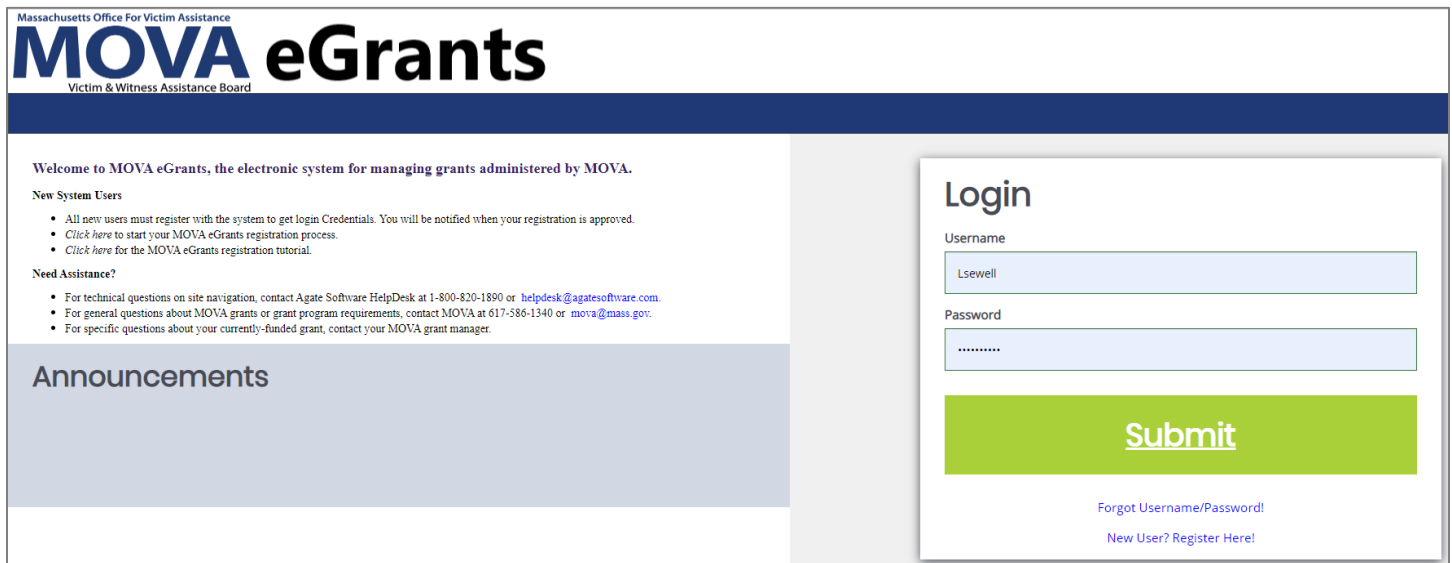


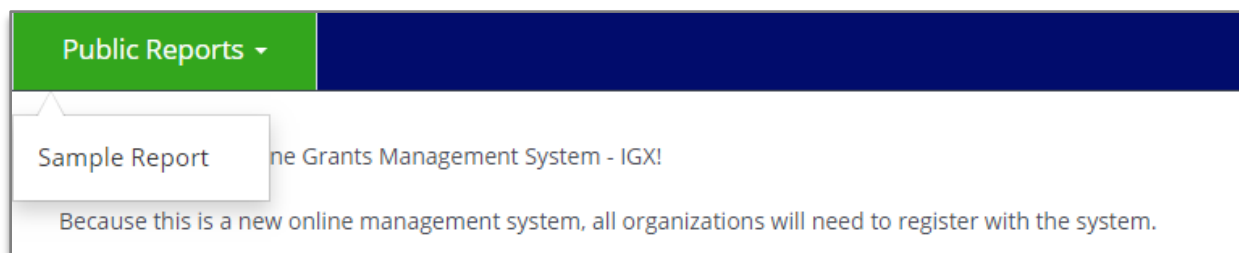
Figure 1 The Login Page

The Mova eGrants portal login page is organized into **Public Reports**, **Welcome/Announcements**, and **Login** sections.

Public Reporting Tab (Still in the development stages)

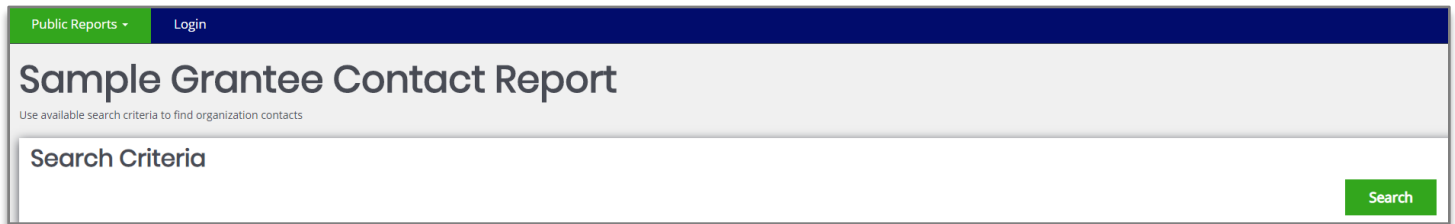
Accessing the Public Reporting Tab

Clicking on this tab will bring up a list of reports available to both registered and unregistered Mova eGrants portal users.



Running Reports

A user can enter specific search criteria and click the **Search** button to run a report.

The screenshot shows a web interface for a report. At the top, there is a dark blue header bar with a green tab labeled 'Public Reports' and a 'Login' link. Below the header, the main title 'Sample Grantee Contact Report' is displayed in a large, bold font. Underneath the title, a smaller line of text reads 'Use available search criteria to find organization contacts'. A white search box with the placeholder text 'Search Criteria' is positioned below the title. To the right of the search box is a green button with the word 'Search' in white text.

Welcome/Announcements

This is the section where are welcomed to the portal and allowed to view posted announcements. These announcements may include links.

MOVA eGrants Portal Login Section

The MOVA eGrants portal login process requires a user to enter in a **User Name** and **Password** to login.

NOTE: The password field is case sensitive and will not recognize characters of the wrong case. Precision when entering the username into the username field will decrease the risk of error messages being generated by the system.

Logging in to the MOVA eGrants Portal

User Name

The user name is created by the new user during the registration process OR by the user adding this user to the organization.

Password

The password is created automatically by the portal once a new user is added.

Submit Button

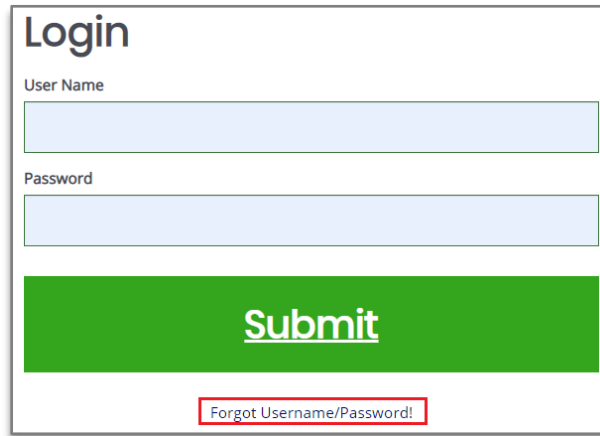
Push the **Submit Button** to login onto the MOVA eGrants Portal.

Trouble Shooting Issues Logging in to the MOVA eGrants Portal

Forgot Username

The MOVA eGrants portal allows the user to request the retrieval of their username. To do so, complete the following steps:

- 1) Click on the **Forgot Username/Password!** link.

A screenshot of a login form titled "Login". It contains two input fields: "User Name" and "Password". Below the "Password" field is a large green button labeled "Submit". At the bottom of the form, there is a red-bordered link that says "Forgot Username/Password!".

Login

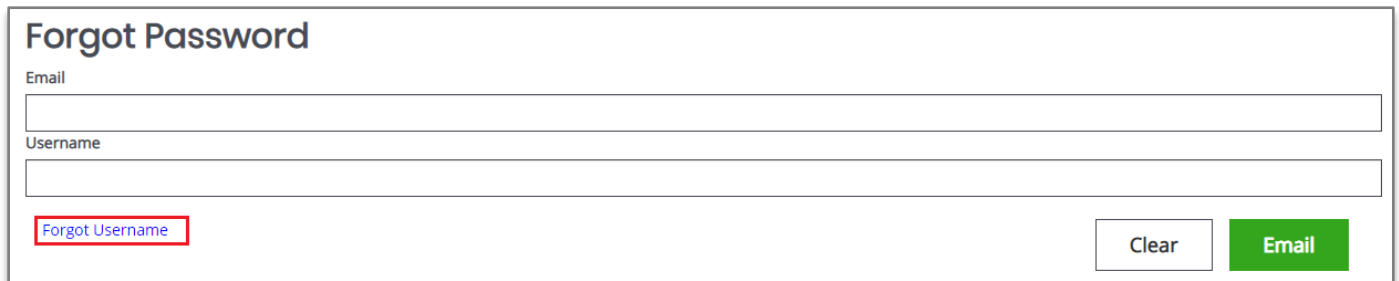
User Name

Password

Submit

[Forgot Username/Password!](#)

- 2) Click on the ***Forgot Username*** link.

A screenshot of a "Forgot Password" form. It has two input fields: "Email" and "Username". Below the "Username" field is a red-bordered link that says "Forgot Username". To the right of the input fields are two buttons: "Clear" and "Email".

Forgot Password

Email

Username

[Forgot Username](#)

Clear **Email**

- 1) Enter the email address and click on the ***Email*** button. An email will be sent to that email address with the user's username.
- 2) The user can follow the instructions in the "***Forgot Password***" section to allow them to log into the system.

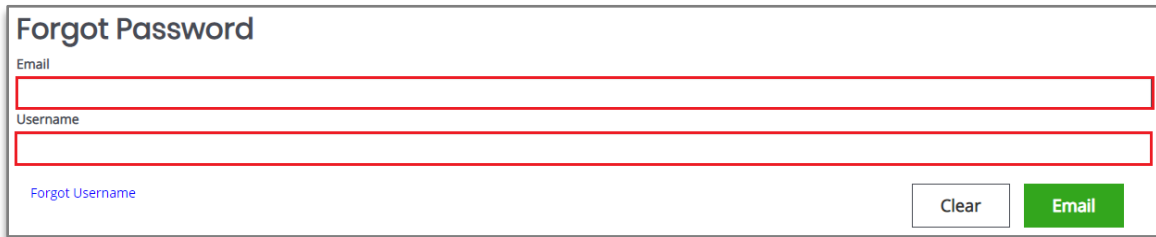
“Locked Out”

Once a user has exceeded 3 login attempts for the portal, they are “locked out”. The user may use the ***Forgot Password*** link to request a temporary password at any point. Instructions for using the “Forgot Password” link are provided below.

Forgot Password

The MOVA eGrants portal allows the user to request a temporary password be generated and sent to their email address. To do so, complete the following steps:

- 1) Click on the ***Forgot Username/Password!*** link.
- 2) Enter the username and the email address. Click on the ***Email*** button. A temporary password will be sent to the email address supplied.



Forgot Password

Email

Username

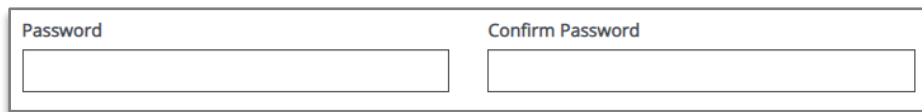
[Forgot Username](#)

- 3) Once the user has received a temporary password, they will need to login.

NOTE: The password field is case sensitive and will not recognize characters of the wrong case. Precision when entering the username into the username field will decrease the risk of error messages being generated by the system.

WARNING: IF YOU COPY AND PASTE YOUR NEW PASSWORD FROM THE EMAIL TO THE LOGIN PASSWORD BOX BE SURE NOT TO COPY AN EXTRA SPACE. THIS WILL LEAD TO UNSUCCESSFUL LOGIN ATTEMPTS AND LOCKOUT FROM THE SYSTEM.

- 4) At that point, the user will be brought directly to the **Profile** page and requested to create a new password. The user can use the Edit Password button at the bottom of the page to update the password. When the user clicks on the **Edit Password** button, the **Password** and **Confirm Password** fields are available.



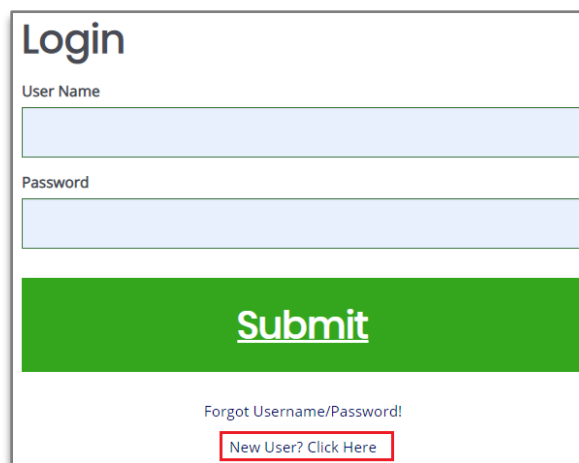
Password

Confirm Password

New User

The MOVA eGrants portal allows the user to request access to the system. To do so, complete the following steps:

- 1) Click on the **New User? Click Here** link.



Login

User Name

Password

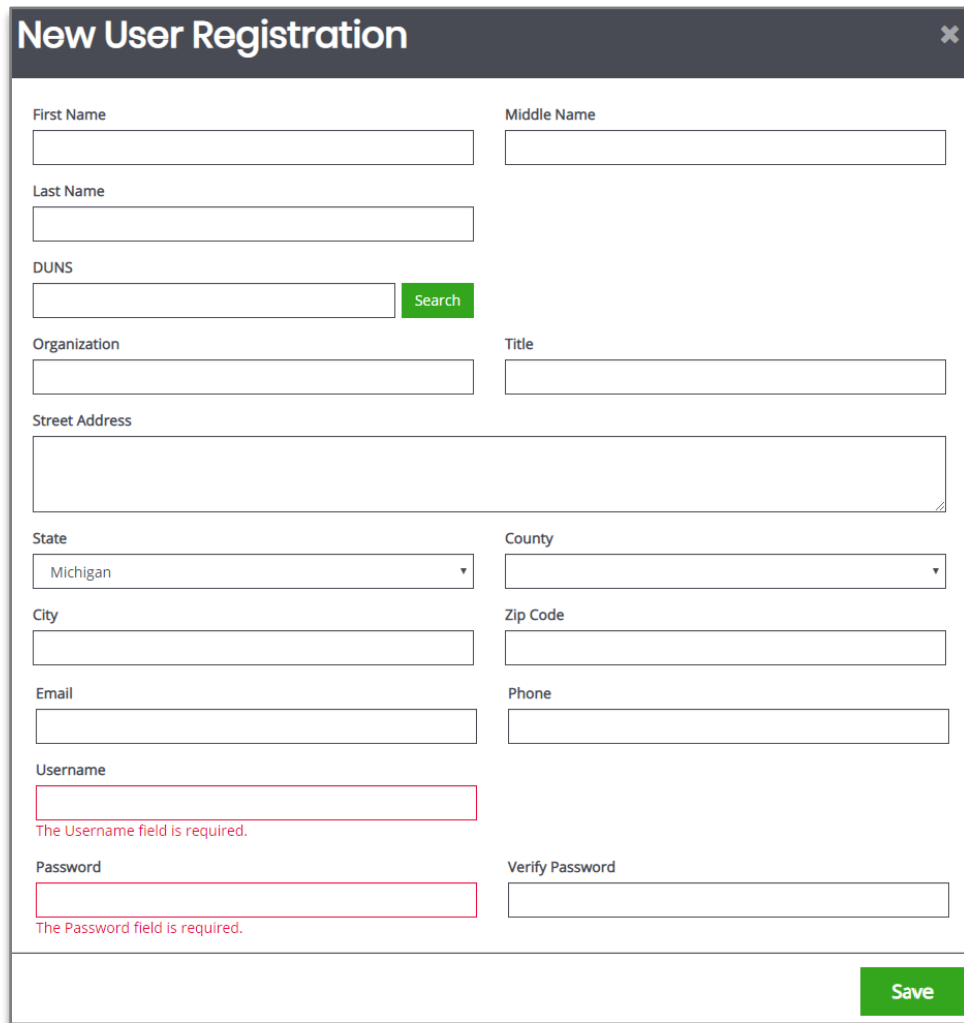
[Forgot Username/Password!](#)

[New User? Click Here](#)

- 2) Fill in the required fields (*) and any optional fields desired and click on the **Save** button.

NOTE: Users registering by the New User link will need to be approved by pre-existing MOVA eGrants portal users.

NOTE: If a user attempts to access the system before they have been approved, the system will show their password as invalid.



New User Registration

First Name

Middle Name

Last Name

DUNS

Organization

Title

Street Address

State

County

City

Zip Code

Email

Phone

Username
The Username field is required.

Password
The Password field is required.

Verify Password

Legend

First Name (Required) – the first name of the registering user.

Middle Name – the middle name of the registering user.

Last Name (Required) – the last name of the registering user.

DUNS (Required) – the DUNS number for the organization the user is registering with. Enter in the DUNS number and click **Search** to locate the DUNS number for that organization.

Organization (Required) – the name of the organization the registering user wants to register under.

Title – the position title of the registering user.

Street Address (Required) – the street address of the organization the user is registering for.

State (Required) – the state drop-down selection for the state of the registering user's organization.

County (Required) – the county drop-down selection for the county of the registering user's organization.

City (Required) – the name of the city of the registering user's organization.

Zip Code (Required) – the zip of the registering user's organization.

Email (Required) – the email address of the registering user.

Phone (Required) – the phone number of the registering user.

Username (Required) – the username the registering user wishes to register for.

Password/Verify Password (Required) – the password the registering user wishes to register for.

User Information

Once a person logs into the system, their **Profile** page and a list of organizations the individual belongs to is visible.

Profile

Profile

Basic Information

First Name

Middle Name

Last Name

Prefix

Suffix

Title

Primary Phone

Secondary Phone

Email

Address Information

Street Address

City

State

ZIP

County

Job Certification

Security Image

Username

Password

Basic Information Legend

First Name – the first name of the individual.

Middle Name – the middle name of the individual.

Last Name – the last name of the individual.

Prefix – an optional prefix for the individual.

Suffix – an optional suffix for the individual.

Title – the position title for the individual.

Primary Phone – the primary phone number for the individual.

Secondary Phone – the optional secondary phone number for the individual.

Email – the email address of the individual.

Address Information Legend

Street Address – the street address for the individual.

City – the city the individual's street address is in.

State – the dropdown menu of the state the individual's street address is in.

Zip – the zip code the individual's street address is in.

County – the dropdown menu of the county the individual's street address is in.

Additional Information Legend

Job Certification – a repository for uploading personal certification forms.

Security Image – an optional security image to implement as an additional security measure.

Username – a label containing the username of the individual and a button that allows the individual to update the username.

Password – a label containing the current password of the individual and a button that allows the individual to update the password.

Organization Roles and How to Add a User

This section contains a table with the label for the role the individual has in that organization, the active date field, the inactive date field, and the name of the person who assigned that individual to the organization.

NOTE: A person can have multiple organizations listed.

New System Roles

Agency Administrator – Manages Entity Users and their roles; manages information about the organization; manages assignments of users associated with different Applications and Awards

- *Access to forms: ALL forms available on eGrants*

Application Submitter – Submits complete Applications on behalf of an organization

- *Access to forms: All functions of application process*

Programmatic Contact – Manages and submits programmatic requirements of Awards, including submission of performance reports, on behalf of an agency

- *Access to forms: Performance Reports; Programmatic Change Forms; Consultant Request Forms; Travel Authorization Forms, Site Visit Forms*

Alternate Programmatic Contact – Manages and submits programmatic requirements of Awards, including submission of performance reports, on behalf of an agency (Alternate if the Programmatic Contact is unavailable)

- *Access to forms: Performance Reports; Programmatic Change Forms; Consultant Request Forms; Travel Authorization Forms; Site Visit Forms*

Fiscal Contact – Certifies and submits financial information and all federal financial reports on behalf of an Entity

- *Access to forms: Expenditure Reports; Budgets, Fiscal Site Visit Forms*

Authorized Representative – Enters into an agreement on behalf of the Entity and binds it to the Award terms and conditions

- *Access to forms: ALL forms*

View Only – Can view all forms within organizations profile

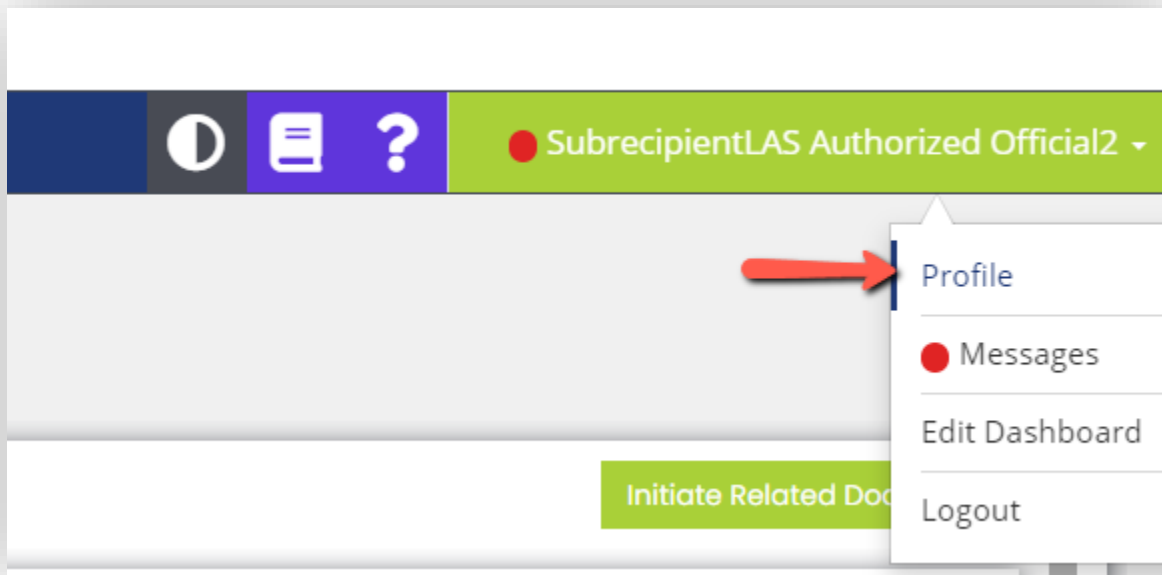
Below is a table that shows which roles can be assigned by the subrecipient. For example, an Authorized Representative can only assign Agency Administrators.

Subrecipient Role	Allowed to Assign
Authorized Representative	Agency Administrators
Fiscal Contact	Fiscal Contact
Agency Administrator	Agency Administrators, Alternate Programmatic Contacts, Application Submitters, Authorized Representatives, Fiscal Contacts, Programmatic Contacts, View Only
Programmatic Contact	Programmatic Contact, Alternate Programmatic Contacts
Alternate Programmatic Contacts	Alternate Programmatic Contacts

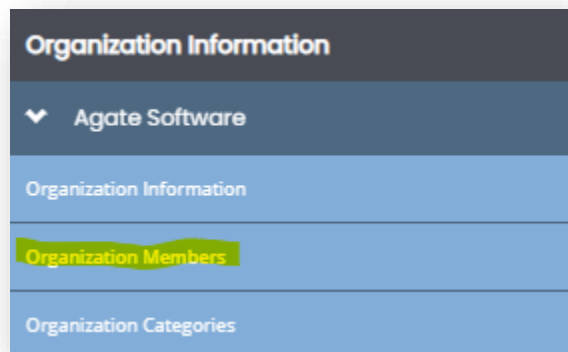
Adding Users to Organizations

To add a user to an organization:

- 1) Select the logged in user's name in the top right corner.
- 2) Click *Profile*.

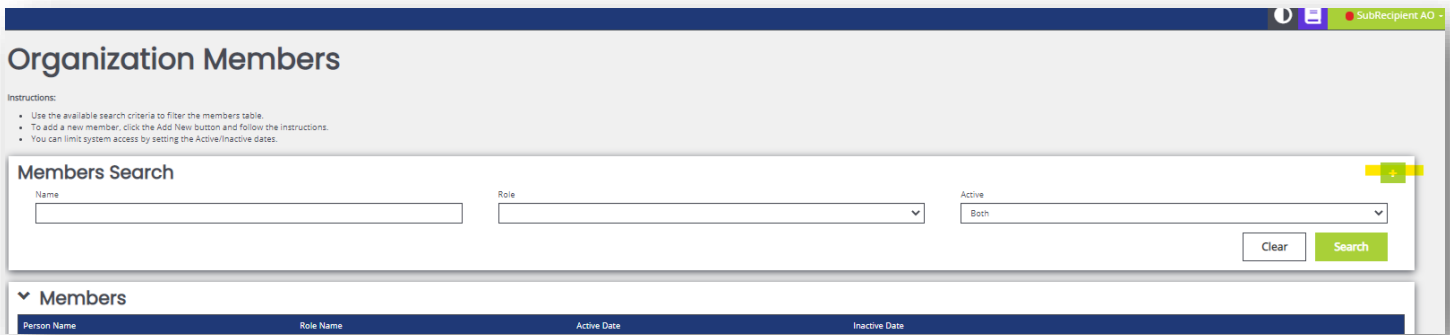


- 3) Select *Organization Members* under Organization Information, in the left-hand navigation panel.
NOTE: If the user has multiple organizations, they will be listed in this navigation panel.



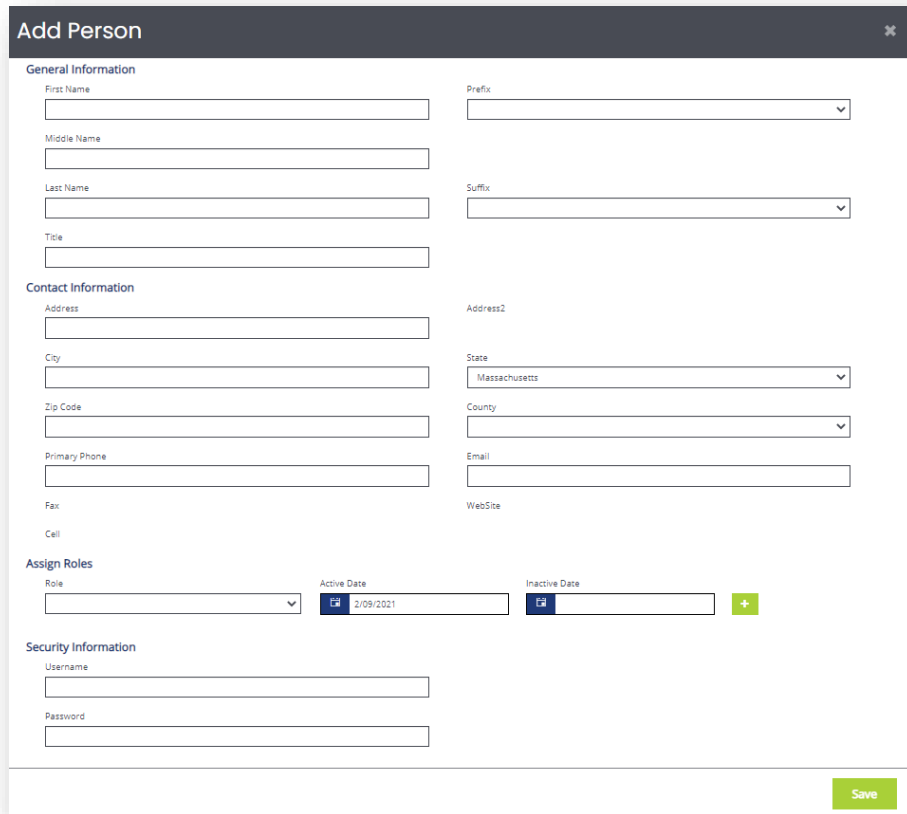
This will take the user to the Organization Members page. Here they can search for existing members in an organization, view all members within the organization, and add additional members to the organization.

- 4) In the *Members Search* panel, click the green plus in the right corner.



The screenshot shows the 'Organization Members' page. At the top, there's a header with 'SubRecipient AO'. Below it, the 'Organization Members' title is displayed. A 'Members Search' panel is visible, containing fields for 'Name', 'Role', and 'Active' (set to 'Both'). There are 'Clear' and 'Search' buttons. Below the search panel, a table titled 'Members' is shown with columns: 'Person Name', 'Role Name', 'Active Date', and 'Inactive Date'. A green plus icon is visible in the top right corner of the search panel.

- 5) Selecting the green plus will bring up the Add Person modal. This is where the grantee will fill out the information regarding the new member they are adding. The grantee will need to complete all required fields, assign a role, and create a username and password for the new role.

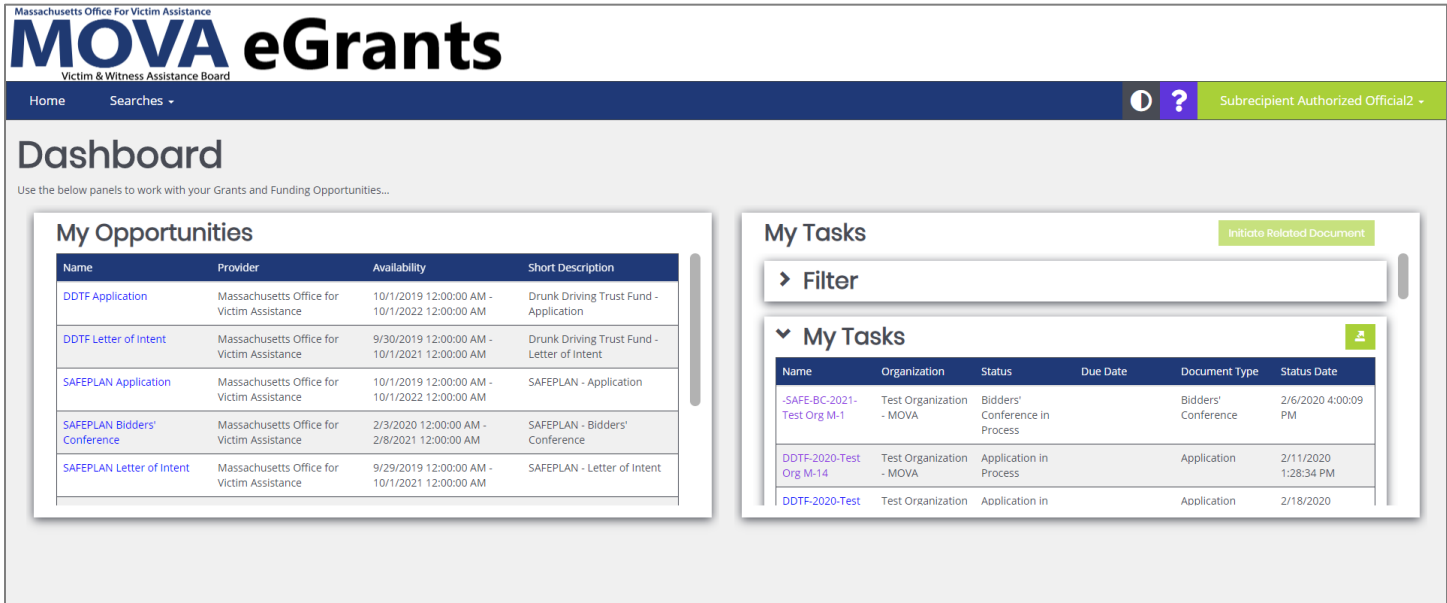


The screenshot shows the 'Add Person' modal form. It is divided into several sections: 'General Information' (First Name, Middle Name, Last Name, Title, Prefix, Suffix), 'Contact Information' (Address, City, Zip Code, Primary Phone, Fax, Cell, Address2, State, County, Email, WebSite), 'Assign Roles' (Role, Active Date, Inactive Date), and 'Security Information' (Username, Password). A green plus icon is visible in the top right corner of the modal. A 'Save' button is located at the bottom right.

- 6) After all required fields have been complete, select the green save button in the bottom right to create the new user.

Home

The **Home** page is the home page for Mova eGrants portal users. From here, the rest of the system can be navigated.



Tabs

Home

This is a navigation link that will return the user to the **Home** page from anywhere in the system.

Searches

This is a navigation link that will allow the user to conduct document searches for that organization. The user can access this link from anywhere in the system.

Menu Options

- Applications
- Progress Reports (In development stages)




Reports (Still in development stages)

This is a navigation link that will allow the user to access documents available to that organization. The user can access this link from anywhere in the system.

Menu Options

Report Group

Icons

 Theme Setting	This button switches the theme visible from black and white to color and vice versa.
 UI Editor	Clicking this button allows the user to modify Dashboard elements
 Help	Clicking this button allows general help tips to display about the current item selected.
Name	Clicking on the user's name allows the user to access the Profile, Messages, Edit Dashboard, and Logout links.

Dashboard

My Tasks

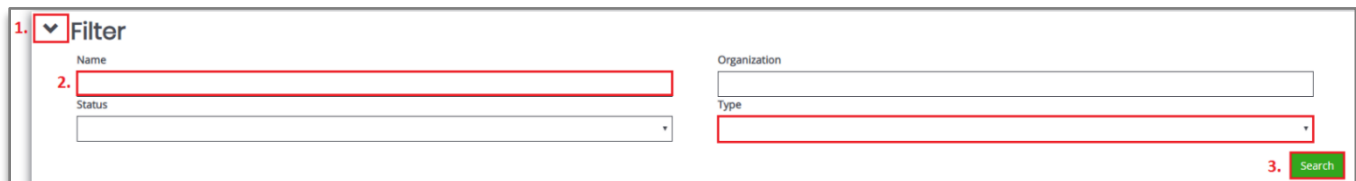
The **My Tasks** area is an area that defines the tasks assigned to the user. It also gives the user a way to initiate a related document (like a report or requisition). This area can be filtered using the **Filter** function.



Using the My Tasks Filter

To use the **My Tasks** Filter to on a list of tasks assigned to the user, please follow these instructions:

1. Click on the > sign next to the **Filter** header.
2. Enter data into any of the fields and/or select an option from the **Type** drop-down.
3. Click the **Search** button.



Announcements

The **Announcements** area is an area that allows the user access to announcements from the portal designers. These announcements can include (but are not limited to) training dates, news updates, or web site links.

Announcements

Grant System Training is coming soon. [Select this link to sign up!](#)

State Agency receives Federal Award

Visit our website by using this link: <https://intelligrants.com>

Test Announcement

My Opportunities

The **My Opportunities** area allows the user to start grant opportunity documents (usually applications).

My Opportunities

Name	Provider	Availability	Short Description
DDTF Application	Massachusetts Office for Victim Assistance	10/1/2019 12:00:00 AM - 10/1/2022 12:00:00 AM	Drunk Driving Trust Fund - Application
DDTF Letter of Intent	Massachusetts Office for Victim Assistance	9/30/2019 12:00:00 AM - 10/1/2021 12:00:00 AM	Drunk Driving Trust Fund - Letter of Intent
SAFEPLAN Application	Massachusetts Office for Victim Assistance	10/1/2019 12:00:00 AM - 10/1/2022 12:00:00 AM	SAFEPLAN - Application
SAFEPLAN Bidders' Conference	Massachusetts Office for Victim Assistance	2/3/2020 12:00:00 AM - 2/8/2021 12:00:00 AM	SAFEPLAN - Bidders' Conference
SAFEPLAN Letter of Intent	Massachusetts Office for Victim Assistance	9/29/2019 12:00:00 AM - 10/1/2021 12:00:00 AM	SAFEPLAN - Letter of Intent

Grant Opportunities

Starting a Grant Opportunity

To start a grant opportunity, please follow these instructions:

- 1) Click on the grant opportunity name in the **Name** column. This brings up a menu with more information and the **Agree** or **Decline** buttons.

Sample Program Application

Provided By:

Base Provider Organization

Provided To:

Agate Software

Application Availability Dates:

5/4/2019 10:00:00 AM - 5/25/2022 9:30:00 AM

Description:

Sample Funding Program for the IGX System

Agreement Language:

By selecting the **Agree** button below, I attest that I am a duly authorized representative of the Applicant, and have been authorized by Applicant to make all representations, attestations and certifications contained in this RFP and all Addenda, if any issued, and to execute this Application document on behalf of Applicant. I also attest that the Applicant is eligible to apply for this RFP.

Agree

Decline

- 2) Click on the **Agree** button.

Working on a Grant Opportunity

Start the grant opportunity using the instructions in the previous section.

NOTE: The default page for the application is the Document Landing Page.

The Document Landing Page

The Document Landing Page contains several sections and the **New Note** button in the upper right corner.

Massachusetts Office For Victim Assistance

MOVA eGrants

Victim & Witness Assistance Board

Home

Searches

Subrecipient Authorized Official2

Now Note

DDTF-2020-Test Org M-14

Forms

DDTF Application Forms

Section I

Section II

Section III

Organizational Questionnaire

Document Landing Page

View document details.

DDTF Application

DDTF-2020-Test Org M-14

Organization

Test Organization - MOVA

DDTF Application

Your Role

Subrecipient Authorized Official

Application

Application in Process

Application in Review

Application Not Recommended for Funding

Application Recommended for Funding

Contract in Fiscal Review

Subrecipient Signatures Required

Contract Pending Executive Director Signature

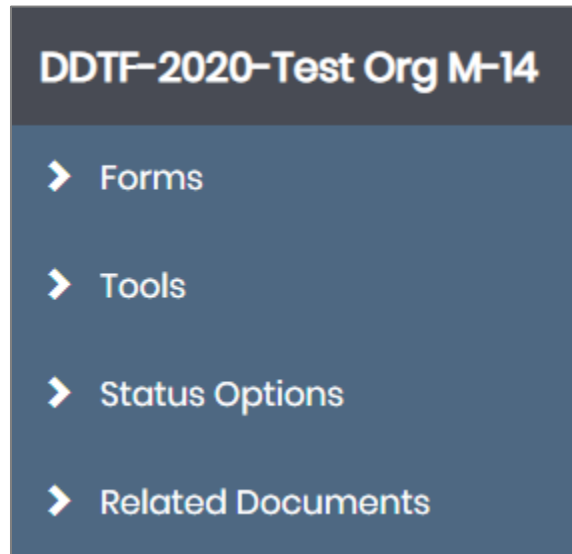
Contract Executed

Application Link

The number listed above the **Forms** header is the application number. It also functions as a link to bring the user back to the **Document Landing Page**.

Forms Menu

The **Forms Menu** is divided into sections containing individual forms for the user(s) to fill in. There are drop-down arrows next to the Forms header that allow the forms to be hidden and other sections uncovered.



Legend

Forms – the list of forms. Usually forms without sections are listed first, then the form list is broken in to sections.

Tools – a list of tools available to the user.

Status Options – a list of possible status options to apply to the application. This list will vary from user to user, depending on which role the user is logged in as and current status of the application.

Related Documents – a list of related documents (primarily reports) associated with the application.

Document Details

The Document Details section provides visual data including the grant opportunity status, future statuses, the name of the organization, the role of the user currently logged in, and both the **Period Date** and **Due Date**.

New Note Button

The **New Note** button allows a user to leave a note for other users.

Grant Opportunity Forms

Forms

The list of forms is usually divided into sections, with the first section visible being the default form location.

DDTF-2020-Test Org M-14	
▼ Forms	
DDTF Application Forms	
Section I	<input checked="" type="checkbox"/>
Section II	<input checked="" type="checkbox"/>
Section III	<input checked="" type="checkbox"/>
Organizational Questionnaire	<input checked="" type="checkbox"/>
DDTF Logic Model example form	<input type="checkbox"/>
DDTF Logic Model	<input type="checkbox"/>
DDTF Budget Forms	
Salary	<input checked="" type="checkbox"/>

Clicking on a form link in any section will bring up that form for the user to fill in.

The screenshot shows the MOVA eGrants application interface. The header includes the MOVA eGrants logo and the text "Victim & Witness Assistance Board". The navigation bar shows "Home" and "Searches". The left sidebar contains a "Forms" dropdown menu with "DDTF Application Forms" selected. The main content area is titled "Section II" and displays instructions for completing the form. The form itself is titled "SECTION II" and includes a section for "Organization Type" with a dropdown menu and a table of options.

MOVA eGrants
Victim & Witness Assistance Board

Home Searches

DDTF-2020-Agate Testing Org-II

▼ Forms

DDTF Application Forms

Section I ☒

Section II ☒

Section III ☐

Organizational Questionnaire ☒

DDTF Logic Model example form ☐

DDTF Logic Model ☐

Section II

Instructions

- Please complete the form below.
- Required fields are indicated with an *.
- Select the SAVE button frequently to save information.

SECTION II

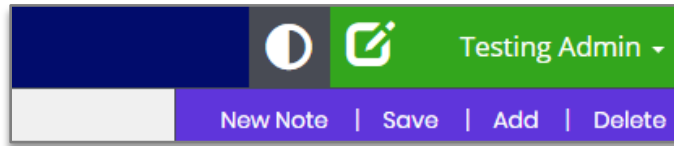
Organization Type

Choose the option that best describes the proposed program parent organization. You may choose only **one**.*

Criminal Justice / Government		Noncriminal Justice / Government		Private Non-profit	
Law Enforcement	Court	Social Services	Hospital	Hospital	Shelter
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Form Options

There are additional tools in the purple banner on the right side of the screen.



Legend

New Note – allows the user to create a new note for other users.

NOTE: For more information, please see the Notes section in the Tools area.

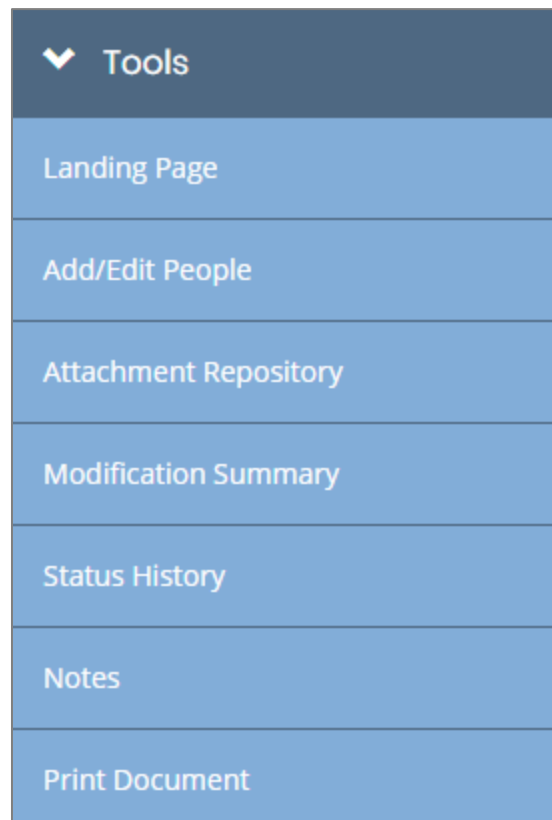
Save – allows the user to save the form.

Add – allows the user to create an additional instance of the form. It is the digital equivalent to being handed an extra piece of paper of a specific form to staple to an existing packet of forms.

Delete – allows the user to delete the instance of the form that is visible to the user. Clicking on the **Delete** button will clear out the fields on the form (including any uploaded attachments).

Tools

The **Tools** section contains a list of customized tools available to the user depending on the role assigned to the user.



Legend Summary

Landing Page – the default application page.

Add/Edit People – allows the user to add/edit people associated with a specific document.

Attachment Repository – allows the user to access a list of stored attachments.

Modification Summary – allows the user to access a summary of modifications for a specific document.

Status History – allows the user to access a history of the status(s) of a specific document.

Notes – allows the user to create/view/edit notes for a specific document.

Print Document – allows the user to create a PDF of the document.

Landing Page

Clicking on this link returns the user to the **Document Landing Page**.

Document Add/Edit People

This tool allows authorized users to add/edit people assigned to the document.

▼ People Assigned to this Document +				
Person	Organization	Role	Active Dates	Assigned By
SewellS1, Test	Agate Testing Org	Subrecipient Staff	02/24/20 -	Grant System
SewellSAO1, Test	Agate Testing Org	Subrecipient Authorized Official	02/24/20 -	Grant System
SewellSPA1, Test	Agate Testing Org	Subrecipient Program Administrator	02/24/20 -	Grant System
« 1 »				

Adding/Assigning People to the Document

To add/assign a person to the specific document, please follow these instructions:

- 1) Click on the **Plus Sign** button on the **People Assigned to this Document** panel.
- 2) Select the **Person** and **Role** options from the drop-down menus.
- 3) Click the **Save** button.

NOTE: This will automatically assign today's date. If a past active date is required, please use the menu in the Active Date field to select the date.

Editing People Assigned to the Document

To edit the role of a user assigned to the specific document, please follow these instructions:

- 1) Click on the **Pen** button on the right side.
- 2) Select a role from the **Role** drop-down list.

Optional: Update the Active Date field.

- 3) Click the **Save** button.

Attachment Repository

This tool allows the user to view files that have been added as attachments throughout the document.

Document Modification Summary

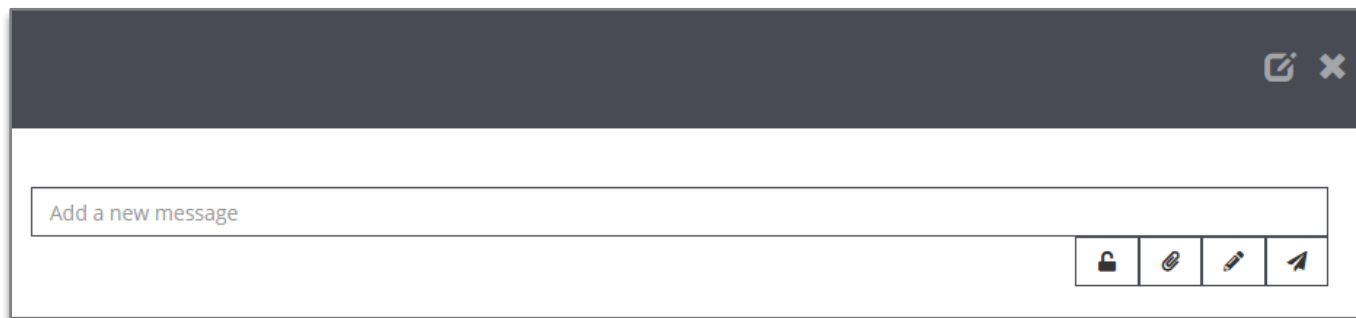
This tool allows the user to view and/or download the modification summary.

Status History

This tool allows the user to view the status of the document – including the **Status** name, **Date/Time** the document had that status, and the name of the **Person** who changed the status of that document. There is also a field for status notes.

Notes

This tool allows the user to add/edit notes.







Adding a New Note

Please use these instructions to create a note.

- 1) Click on the **New Note** button.
- 2) Fill in the field.
- 3) Click on the **Paperclip** icon to add a note (optional).
- 4) Click on the **Paper Airplane** icon to SAVE the note.

Additional Fields

Icon	Name	Description
	Internal Note	This tool locks this note into the form as an internal note. The internal notes are only visible to members within the same organization.
	Attachment(s)	This tool allows the user to add attachments to the note.
	Editor	This tool allows the user to edit a note.
	Save Note	This tool allows the user to save the note.

Locating a Note

Once a note is created, it ends up in the **Notes** area of the **Tools** menu.

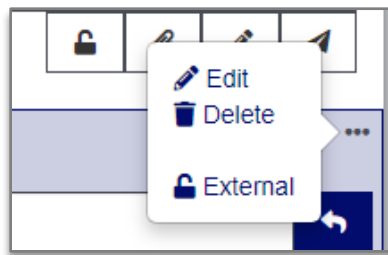
To access the note, please follow these instructions:

- 1) Click in the **Forms** section to minimize that section.
- 2) Click on the **Notes** link in the **Tools** section.

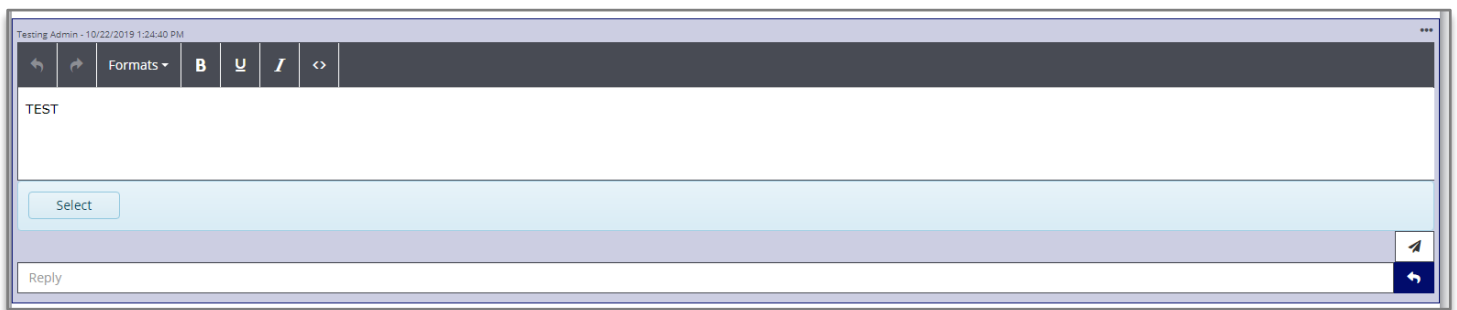


Updating a Note

- 1) Click in the **Forms** section to minimize that section.
- 2) Click on the **Notes** link in the **Tools** section.
- 3) Click on the ... icon. This brings up the **Edit**, **Delete** and **External/Internal** tool buttons.



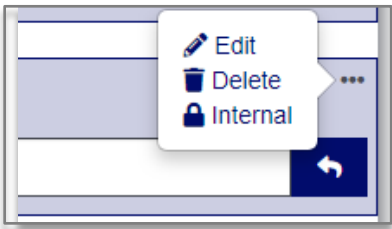
- 4) Click on the **Edit** tool to edit the text field.



- 5) Click in the text field to adjust the formatting and/or the contents of the note.
- 6) Click the paper airplane icon to save the updates to the note.

Deleting a Note

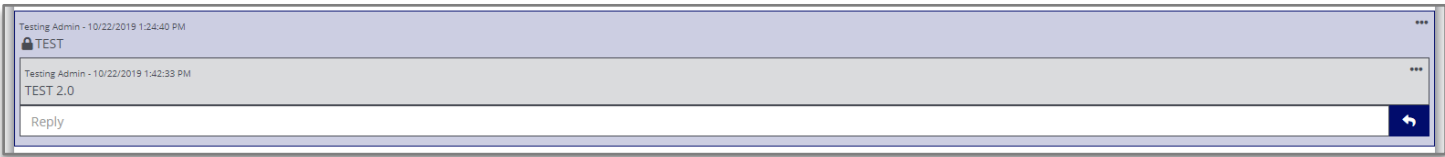
- 1) Click in the **Forms** section to minimize that section.
- 2) Click on the **Notes** link in the **Tools** section.
- 3) Click on the ... icon. This brings up the **Edit**, **Delete** and **External/Internal** tool buttons.



- 4) Click on the **Delete** button to delete the note.

Replying to a Note

- 1) Click in the **Forms** section to minimize that section.
- 2) Click on the **Notes** link in the **Tools** section.
- 3) Add a response to the **Reply** section and click on the airplane icon.



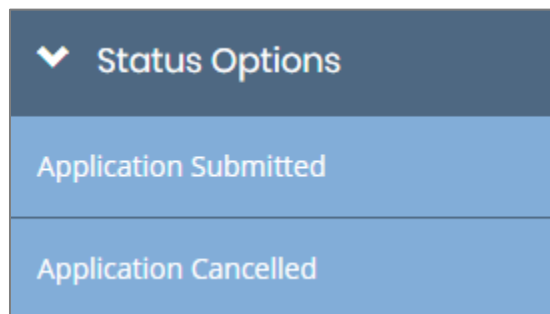
Print Document

This tool allows the user to create a PDF version of the document to save onto the user’s computer and/or print out. Each form has the option of being included in the printout (with both questions and answers), excluded in the printout, or including a blank version of that form.

	Include	Exclude	Include Blank Copy
ALL	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
OR			
Section I	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Section II	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Organizational Questionnaire	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Court Coverage	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Salary	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Status Options

The **Status Change** area allows the user to change the status of a document. This is normally useful for submitting applications, signing contracts, or requesting grant modifications.



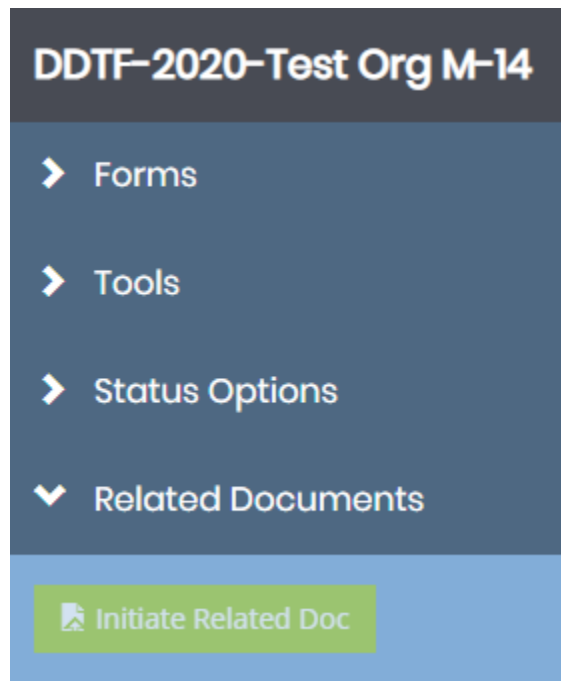
Related Documents

The **Related Documents** section is where the user can access documents (such as reports) that are related to the application/contract.

Accessing a Report (Still in the development stages)

To access a report, please follow these instructions:

- 1) Navigate to the grant.
- 2) Close the **Forms**, **Tools**, and **Status Options** sections.
- 3) Click on the report link in the **Related Documents** section.
- 4) Click on the report link in the 2nd column. This will bring up the **Document Landing Page** for the report.



Starting a Report

Click on the **Initiate Related Doc** button (either in the **Related Documents** section or in the **My Tasks** area of the **Dashboard**).

Searches

The **Searches** tab is used to quickly locate specific documents. Different types of searches have their own search sections set up. The sections below explain how to use these search sections.

Document Search

Name

Type

Sub Code

Organization

Status

Documents

Name	Organization	Type	Status	Sub Code
Acc-2019-2019	PreReq Testing	Accessibility Template	Application Initiated	2019

Legend

Name – A text field for the name of the document.

Organization – A text field for the name of the organization that created the document.

Type – A drop-down list to select the type of document from.

Status – A drop-down list to select a specific document status from.

Sub Code – A text field to enter the sub code of the document in.

Application/Grant

To use this search tab, please follow these instructions:

- 1) Go to **Searches** → **Applications**.
- 2) OPTIONAL: Enter in search parameters. Click the **Clear** button to clear out search parameters.
- 3) Click the **Search** button.
- 4) Click on the name of a specific document in the **Name** column.

Document Search

Name

Type

Sub Code

Organization

Status

Documents

Name	Organization	Type	Status	Sub Code
Application-Agate Software-1	Agate	Sample Program Application	Application in Phase 1 Review	2018

Legend

Name – A text field for the name of the document.

Organization – A text field for the name of the organization that created the document.

Type – A drop-down list to select the type of document from.

Status – A drop-down list to select a specific document status from.

Sub Code – A text field to enter the sub code of the document in.

Progress Reports (still in the development stages)

To use this search tab, please follow these instructions:

- 1) Go to **Searches** → **Progress Reports**.
- 2) OPTIONAL: Enter in search parameters. Click the **Clear** button to clear out search parameters.
- 3) Click the **Search** button.
- 4) Click on the name of a specific document in the **Name** column.

Document Search

Name

Organization

Type

Status

Sub Code

Clear

Search

Documents

Name	Organization	Type	Status	Sub Code
PR-Demo-2018-0073	Base Applicant Organization	Progress Report	Progress Report in Process	2018

Reports (Still in the development stages)

This tab is used to access reports that were created using the **Report Builder** tool. The reports and report groups that visible are entirely dependent on what reports and report groups are created.

Accessing a Report

To access a report, please follow these instructions:

- 1) Go to **Reports** → [Specific Report Group (Optional)] or [Specific Report].
- 2) Enter in search criteria (optional) and click the **Search** button.

KY Report Sample

Search Criteria

Search

Export to Excel

Drag a column header and drop it here to group by that column

Organization	Doc_Number	Status	Type
Agate		Default	Organization Details
Base Applicant Organization		Default	Organization Details
Org 123		Default	Organization Details
Grant System		Default	Organization Details
Org Test Manager		Default	Organization Details
Test Org BG		Default	Organization Details
Jons Org		Default	Organization Details
Test Org 11-04-2019		Default	Organization Details
Another Org		Default	Organization Details

NaN - NaN of 1330 items

Types of Forms

There are several types of forms within the MOVA eGrants system. These forms can be found within the left-hand navigation pane of the Opportunity that the user is applying for.

Information Forms

Section I Form: This form will require the user to fill out necessary information marked with red asterisks. Upon saving the page, users will be flagged with an error message if required fields are not complete. Forms that require completion will show an empty checkbox in the left-hand navigation panel. The user can also save a form at any time and come back to it later. Forms that have been saved and still require information will show a pencil icon in the left-hand navigation panel.

The screenshot displays the MOVA eGrants interface. On the left is a navigation pane with a dark header 'SAFEPLAN RGA' and a light blue section 'Request for Grant Applications (RGA)'. Below this, a dark grey box contains 'SAFEPLAN Application Forms'. Underneath, 'Section I' is highlighted with a purple border and a pencil icon, while 'Section II' has an empty checkbox icon. Further down are 'Organizational Questionnaire' (with a pencil icon), 'Court coverage Agreement Example form', and 'Court Coverage' (with an empty checkbox icon).

The main content area shows 'SECTION I' with a sub-header 'Agency Information'. It contains two columns of form fields:

Agency Information	Agency Leadership Information
Fill out this section with all the contact information for the program's host agency including the legal name (as it appears on the IRS Form 990), your "dba" name if applicable, and the four digit zip code extension .	Fill out this section with all the contact information for the leadership of the program's host agency , such as the Executive Director.
Legal Name*	Name*
DBA*	Title*
Legal Address*	Mailing Address*
Telephone*	Telephone* Ext.
Website*	Fax
Agency DUNS Number*	E-mail*

Budget Forms

Salary Form: Subrecipients will have the option to enter direct costs or administrative costs to their application. The subrecipient will be asked to enter information in relation to their request for funding. Each direct row and administrative row will have the ability to add more line items with the green + sign. Pressing the + sign will add a row to the section. Once a second row is added, a – sign will become available for deleting unwanted rows. Clicking the – sign will erase a row from the screen. The first field (Employee Name) will populate into the Budget Narrative section. The subrecipient will then be asked to fill out the form with more data.

SAFEPLAN Budget Forms

Salary

Fringe Benefits

Office & Programmatic Supplies

Travel

Other Costs

Indirect Costs

Personnel - Salary

Direct Cost

Employee Name	Title	Hours per Week	Weeks per Year	Total Salary Cost	Total Salary Cost
test user 1				\$	\$0.00
				\$	\$0.00
Total:				\$0.00	\$0.00

+

-

Administrative Cost

Employee Name	Title	Hours per Week	Weeks per Year	Total Salary Cost	Total Salary Cost
test user 2				\$	\$0.00
Total:				\$0.00	\$0.00

+

Budget Narrative for Salary

Employee Name	Budget Narrative
test user 1	
Employee Name	Budget Narrative
test user 2	

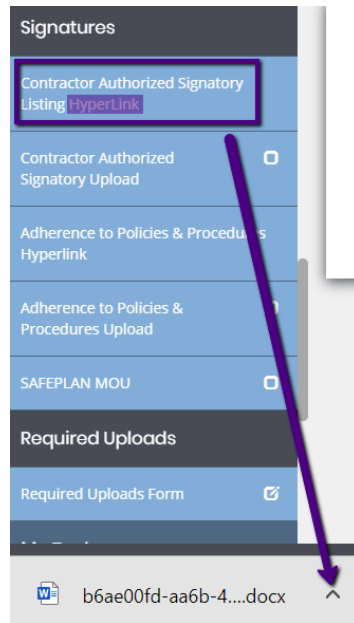
Hyperlink Forms

Contractor Authorized Signatory Listing Hyperlink: When this type of form is selected, it will prompt a file download for the user to fill out and save.

To prompt a file download, please follow these instructions:

- 1) Click the Hyperlink Form on the left-hand navigation panel.
- 2) This will prompt a file download to appear at the bottom of the screen.
- 3) Click on the file's upload arrow to open the document.

NOTE: Clicking this upload arrow does not automatically save the file.



Upload Forms

Required Uploads Form: This form will require the user to upload specific documents.

To upload a document, please follow these instructions:


- 1) Click the purple “Select” button on the form to open the File Explorer popup window.
- 2) Locate the desired file.
- 3) Click “Open”.

Once the file has been successfully uploaded, the user should see the file name displayed underneath the upload field. To delete an unwanted file, click the ‘X’ found at the end of the uploaded document.

Signatures	
Contractor Authorized Signatory Listing HyperLink	
Contractor Authorized Signatory Upload	<input type="button" value="Select"/>
Adherence to Policies & Procedures Hyperlink	
Adherence to Policies & Procedures Upload	<input type="button" value="Select"/>
SAFEPLAN MOU	<input type="button" value="Select"/>
Required Uploads	
Required Uploads Form	<input type="button" value="Select"/>

Required Uploads Form

Agency/Program Org Chart*


X

Client Confidentiality Policy*

Fed Approved IND Letter or 10% Letter*

Letters from Agency Leadership*

Types of Processes

There are several types of processes within the MOVA eGrants system. When a user applies for an Opportunity, there is a process that it will follow through to completion.

Expenditure Report Process

This process is initiated by an Agency Administrator, Authorized Representative, or Fiscal Contact. Log in as one of these roles and find a contract that is in the Contract Executed status to initiate an Expenditure Report.

NOTE: If you were part of the contract before it started, you'll be able to find this document in your "My Tasks" section of the Home screen.

- 1) Under the MOVA eGrants logo in the top left corner, click on Searches
- 2) Select Applications
- 3) In the Status dropdown, find Contract Executed and select it.
- 4) Click the green Search button. This should populate all the applications in the Contract Executed status.
- 5) If you are finding your contract this way you have not yet been added to the document. Please see the add/edit portion of this manual to add yourself to this document or have your Agency Administrator or Authorized Official help you.

NOTE: Depending on the program the user is looking for (ex: DDTF, VOCA, SAFEPLAN, VOCA Training), they may need to select the specific program in the Type dropdown

VOCA with Match, VOCA without Match, SAFEPLAN, DDTF Programs

Forms that need to be filled out: *Backup Worksheet, Expenditure Summary*

Backup Worksheet

The Backup Worksheet is a form where the user will enter in the funds spent. Once a user enters data into the initial Backup Worksheets, data will be copy forward on all subsequent Expenditure Reports that are initiated after it. You can alter data however when an Expenditure Report is initiated, it will pull the data from the last Expenditure Report and populate the Backup Worksheet from the last Backup Worksheet created.

Expenditure Summary

The Expenditure Summary form keeps track of the funds entered on the Backup Worksheet. It is a summary of current and past expenditures for the contract.

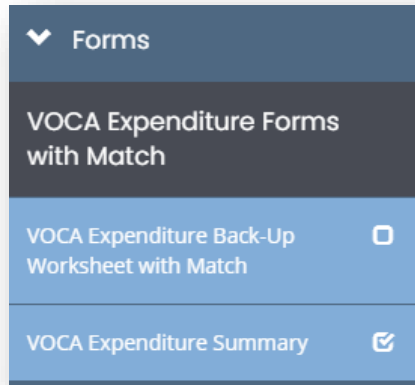
VOCA Training Program

Forms that need to be filled out: *Expenditure Report – Training Grant, Hosting or Expenditure Report – Training Grant, Professional Development*

This form keeps track of Year-To-Date expenditures. The user will enter in their expenses on this form.

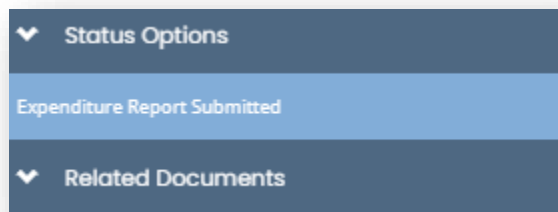
Finding & Completing Expenditure Forms

Once an Expenditure Report is initiated, the user will have access to the required forms. On the left-hand navigation panel, locate the section titled Forms. This is where the Expenditure Report forms are located. The user can select which forms they would like to view or work on. Both the VOCA Expenditure Back-up Worksheet with Match and VOCA Expenditure Summary are links that when clicked on will enter you into the form. Enter and save your data in the Back-up Worksheet, then view the summary to see present and past Expenditure Report data.



Submitting Expenditures

After a user has initiated an Expenditure Report, filled it out to their satisfaction and is ready for MOVA to review, they will have to submit their report. To move to the next step of the process the user will need to select Expenditure Report Submitted and confirm the status change. On the left-hand navigation panel under the heading Status Options, there will be the option to submit: *(Close to the bottom of the menu)*



Clicking on “Expenditure Report Submitted” will bring up a window and allow to enter comments about this submission if they would like or just click OK to confirm they are ready to hand these document over to MOVA for their review and approval.

Expenditure Modifications

Once an Expenditure Report is submitted, and during MOVA review they may require more information from your agency on this Expenditure Report. If that happens, MOVA will push the status of this report to Expenditure Report Modifications Required. This will send out a notification / email to your users letting you know that more information is required by MOVA. Once you are in your Expenditure Report, review the Notes section of the document to see what MOVA may require from you. After completing the edits, re-submit this document to MOVA for an additional review.

Expenditure Notifications

Certain users will receive notifications upon different status changes. The system notification and email will be sent out once the Expenditure reaches its trigger status. For example, when an Expenditure is created it is considered “In Process”. When the user has confirmed submission, the Expenditure moves into the status “Expenditure Report Submitted”. A notification will be sent once the user pushes to this status.

Expenditure Report in Process TO Expenditure Report Submitted

- *Sent To: Authorized Representative, Agency Administrator, Programmatic Contact, Alternate Programmatic Contact*

Expenditure Report in GM Review TO Expenditure Report Modifications Required

- *Sent To: Authorized Representative, Agency Administrator, Programmatic Contact, Alternate Programmatic Contact*

Expenditure Report Ready for Approval TO Expenditure Report Processed

- *Sent To: Authorized Representative, Agency Administrator, Programmatic Contact, Alternate Programmatic Contact*

Performance Report Process

This process is initiated by an Agency Administrator, Authorized Representative, Programmatic Contact, or the Alternate Programmatic Contact. Log in as one of these roles and find a contract that is in the Contract Executed status to initiate a Performance Report.

NOTE: If you were part of the contract before it started, you’ll be able to find this document in your “My Tasks” section of the Home screen.





- 1) Under the MOVA eGrants logo in the top left corner, click on Searches
- 2) Select Applications
- 3) In the Status dropdown, find Contract Executed and select it.
- 4) Click the green Search button. This should populate all the applications in the Contract Executed status.

NOTE: Depending on the program the user is looking for (ex: DDTF, VOCA, SAFEPLAN, VOCA Training), they may need to select the specific program in the Type dropdown

VOCA Programs

Forms that need to be filled out: *VOCA Population Demographics, VOCA Types of Victimizations, VOCA Direct Services, VOCA Quarterly Reported Questions*




Clicking on the name of the form will take you to the form for edit.

VOCA	
VOCA Population Demographics	
VOCA Types of Victimizations	
VOCA Direct Services	
VOCA Quarterly Reported Questions	

SAFEPLAN Program

Forms that need to be filled out: *SAFEPLAN Population Demographics, Types of Abuse, Services Provided*


Clicking on the name of the form will take you to the form for edit.

SAFEPLAN	
SAFEPLAN Population Demographics	
Types of Abuse	
Services Provided	

DDTF Program

Forms that need to be filled out: *Preliminary PET Performance Report*

Clicking on the name of the form will take you to the form for edit.

Forms	
DDTF	
Preliminary PET Performance Report	

VOCA Training Program

Forms that need to be filled out: *Victim Services Training Grant Award Report, Hosting or Professional Development* (depending on the VOCA Training Contract)

Clicking on the name of the form will take you to the form for edit.

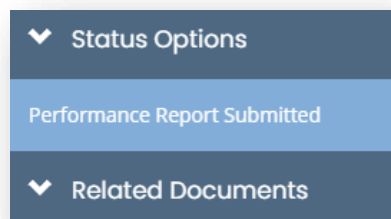


Finding & Completing Performance Report Forms

Once a Performance Report is initiated, the user will have access to the required forms. On the left-hand navigation panel, locate the section titled Forms. This is where the Performance Report forms are located. The user can select which forms they would like to view and or edit.

Submitting Performance Reports

When a user has initiated a Performance Report, fills out the forms without error and is satisfied with the content they can submit their report for MOVA review. To move to the next step of the process the user will need to select Performance Report Submitted and confirm the status change by clicking OK. On the left-hand navigation panel under the heading Status Options, there will be the option to submit: (Click on "Performance Report Submitted" then confirm the status change by clicking OK)



Performance Report Modifications

Once a Performance Report is submitted, and during MOVA review they may require more information from your agency on this Performance Report. If that happens, MOVA will push the status of this report to Performance Report

Modifications Required. This will send out a notification / email to your users letting you know that more information is required by MOVA. Once you are in your Performance Report, review the Notes section of the document to see what MOVA may require from you. After completing the edits, re-submit this document to MOVA for an additional review.

Performance Report Notifications

Certain users will receive notifications upon different status changes. The system notification and email will be sent out once the Performance Report reaches its trigger status. For example, when a Performance Report is created it is considered "In Process". When the user has confirmed submission, the report moves into the status "Performance Report Submitted". A notification will be sent once the user pushes to this status.

Performance Report in Process TO Performance Report Submitted

- *Sent To: Authorized Representative, Agency Administrator, Fiscal Contact*

Performance Report in Senior Grant Manager Review TO Performance Report Modifications Required

- *Sent To: Authorized Representative, Agency Administrator, Fiscal Contact*

Performance Report Modifications Required TO Performance Report Modifications Submitted

- *Sent To: Authorized Representative, Agency Administrator, Fiscal Contact*

Performance Report in Review TO Performance Report Approved

- *Sent To: Authorized Representative, Agency Administrator, Fiscal Contact*

Travel Request Process

This process is initiated by an Agency Administrator, Authorized Representative, Programmatic Contact, or the Alternate Programmatic Contact. Log in as one of these roles and find a contract that is in the Contract Executed status to initiate the travel request process.

NOTE: If you were part of the contract before it started, you'll be able to find this document in your "My Tasks" section of the Home screen.

- 1) Under the MOVA eGrants logo in the top left corner, click on Searches
- 2) Select Applications
- 3) In the Status dropdown, find Contract Executed and select it.
- 4) Click the green Search button. This should populate all the applications in the Contract Executed status.

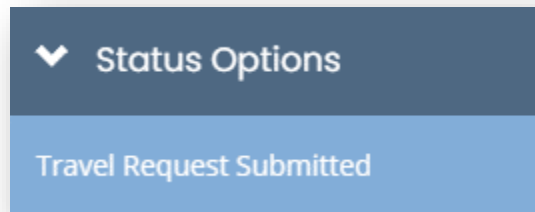
NOTE: Depending on the program the user is looking for (ex: DDTF, VOCA, SAFEPLAN, VOCA Training), they may need to select the specific program in the Type dropdown

All Programs

The Form that needs to be filled out is the same for ALL programs. Once this form has been filled out, saved successfully and submitted to MOVA, MOVA will then review and let your organization know via email if any further action is required or a decision is made.

Submitting Travel Request

When a user has initiated the Travel Request process, fills out the form without error and is satisfied with the content they can submit their request for MOVA review. To move to the next step of the process the user will need to select Travel Request Submitted and confirm the status change by clicking OK. On the left-hand navigation panel under the heading Status Options, there will be the option to submit: (Click on "Travel Request Submitted" then confirm the status change by clicking OK)



Travel Request Modifications

Once the Travel Request is submitted, and during MOVA review they may require more information from your agency on this Travel Request. If that happens, MOVA will push the status of this report to Travel Request Modifications Required. This will send out a notification / email to your users letting you know that more information is required by MOVA. Once you are in your Travel Request, review the Notes section of the document to see what MOVA may require from you. After completing the edits, re-submit this document to MOVA for an additional review.

Travel Request Notifications

Certain users will receive notifications upon different status changes. The system notification and email will be sent out once the Performance Report reaches its trigger status. For example, when a Performance Report is created it is considered "In Process". When the user has confirmed submission, the report moves into the status "Performance Report Submitted". A notification will be sent once the user pushes to this status.

Travel Request in Process TO Travel Request Submitted

- *Sent To: Authorized Representative, Agency Administrator, Programmatic Contact, Alternate Programmatic Contact*

Travel Request in Review TO Travel Request Modifications Required

- *Sent To: Authorized Representative, Agency Administrator, Programmatic Contact, Alternate Programmatic Contact*

Travel Request in Review TO Travel Request Denied

- *Sent To: Authorized Representative, Agency Administrator, Programmatic Contact, Alternate Programmatic Contact*

Travel Request in Review TO Travel Request Approved

- *Sent To: Authorized Representative, Agency Administrator, Programmatic Contact, Alternate Programmatic Contact*

Compliance Monitoring Process

This process is initiated by the Massachusetts Office of Victim Assistance. This process can be initiated for pre-site forms to be filled out in the status of Pre-Site Visit or initiated past this part of the process in which these pre-site forms would not be required. You will receive a notification via email and in the MOVA eGrants system itself when this process is initiated by MOVA for your organization.

NOTE: If you were part of the contract before it started, you'll be able to find this document in your "My Tasks" section of the Home screen.

- 1) Under the MOVA eGrants logo in the top left corner, click on Searches
- 2) Select Compliance Monitoring
- 3) Click the green Search button. This should populate the compliance monitoring report for your organization.

All Programs

The Form that needs to be filled out is the same for ALL programs. Once this form has been filled out, saved successfully and submitted to MOVA, MOVA will then review and let your organization know via email if any further action is required or a decision is made.

Submitting a Compliance Monitoring Report

When a user has a Compliance Monitoring Report initiated for their organization, fill out the forms without error and once you are satisfied with the content, submit the report for MOVA review. To move to the next step of the process the user will need to select Pre-Site Visit Submitted and confirm the status change by clicking OK. On the left-hand navigation panel under the heading Status Options, there will be the option to submit: (Click on "Pre-Site Visit Submitted" then confirm the status change by clicking OK)