

# FY23 Contracting eGrants Step-by-Step Guide

In FY23, beginning with both the VOCA and SAFEPLAN applications, all aspects of MOVA grants management will occur over the [electronic grants management \(eGrants\) system](#). This guide will walk through each step necessary view and accept your award, view and comply with your contract conditions, and fully execute your FY23 contract. Additional training, videos, and guides for eGrants can be found on [MOVA's For Currently Funded Agencies website](#) and the respective [SAFEPLAN](#) and [VOCA](#) RGA webpages. This guide will apply to contracting for both SAFEPLAN and VOCA.

## Access to eGrants

### The Website

Use [this link](#) to access the MOVA eGrants system. Additional technical information about logging onto the eGrants system can be found in the eGrants User Manual on [MOVA's For Currently Funded Agencies website](#).

Massachusetts Office For Victim Assistance  
**MOVA eGrants**  
Victim & Witness Assistance Board

Welcome to MOVA eGrants, the electronic system for managing grants administered by MOVA.

**New System Users**

- All new users must register with the system to get login Credentials. You will be notified when your registration is approved.
- Click [New User? Register Here!](#) link at the bottom of the login box to start your MOVA eGrants registration process.
- Click [here](#) for the MOVA eGrants registration tutorial.

**Need Assistance?**

- For technical questions on site navigation, contact Agate Software HelpDesk at 1-800-820-1890 or [helpdesk@agatesoftware.com](mailto:helpdesk@agatesoftware.com).
- For general questions about MOVA grants or grant program requirements, contact MOVA at 617-586-1340 or [moval@mass.gov](mailto:moval@mass.gov).
- For specific questions about your currently-funded grant, contact your MOVA grant manager.
- Users are MOVA approved within a 24 hour period.

**Login**

Username

Please enter your username

Password

**Log In**

[Login Assistance](#)  
[New User? Click Here](#)

## Registered Users

Current subrecipient users were required to register in the eGrants system by July 1, 2021. If a user has not yet been registered, visit the [Registration Tutorial](#) on [MOVA's For Currently Funded Agencies website](#) or the eGrants User Manual for instructions on registration.

## Resources

- Link to website: <https://mova.intelligrants.com/>
- Registration tutorial: <https://mova.intelligrants.com/Documentation/MOVA/Registration1.mp4>
- Live demonstration training: <https://youtu.be/CiHm5YsI8T0>
- [eGrants User Roles](#)
- [eGrants User Manual](#) (last updated 2/25/21)
- [eGrants Frequently Asked Questions](#) (last updated 4/30/21)

Only the following users have the permissions to initiate, fill out, and submit an application to MOVA:

- Agency Administrator
- Application Submitter
- Authorized Representative

Please ensure that the individual(s) working on the contracting process are assigned to one or more of these roles for the specific application before moving on.

## Accessing Contracting Information

When your application is ready for contracting, your application will be moved to the status of *Pre-Contract Adjustments Required*, and you will receive a notification over email that says the following:

VOCA-2023-Test Org M-27 adjustment are required.



mova@intelligrants.com  
 To ● Renich-Malek, Ashlee (VWA)



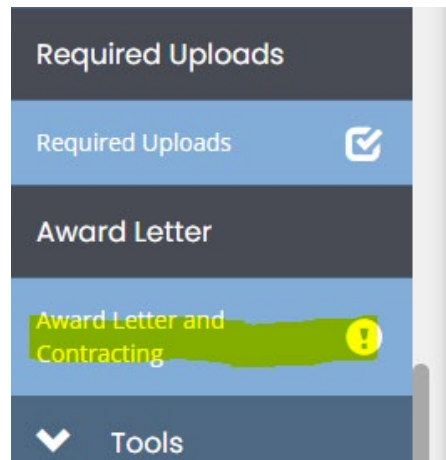
11:12 AM

Test Organization - MOVA,

Your grant application, VOCA-2023-Test Org M-27, requires Pre-Contract Adjustments. Please log into eGrants and the application, navigate to the Award Letter and Contracting page using the lefthand panel, and follow the instructions. More information regarding your specific award can be found in the Award Letter Detail and steps on how to complete the contracting process can be found on MOVA's [SAFEPLAN](#) or [VOCA](#) webpage.

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

At this time, you may log onto eGrants, search for the application named in the notification and scroll down the lefthand panel to find the form titled Award Letter and Contracting.

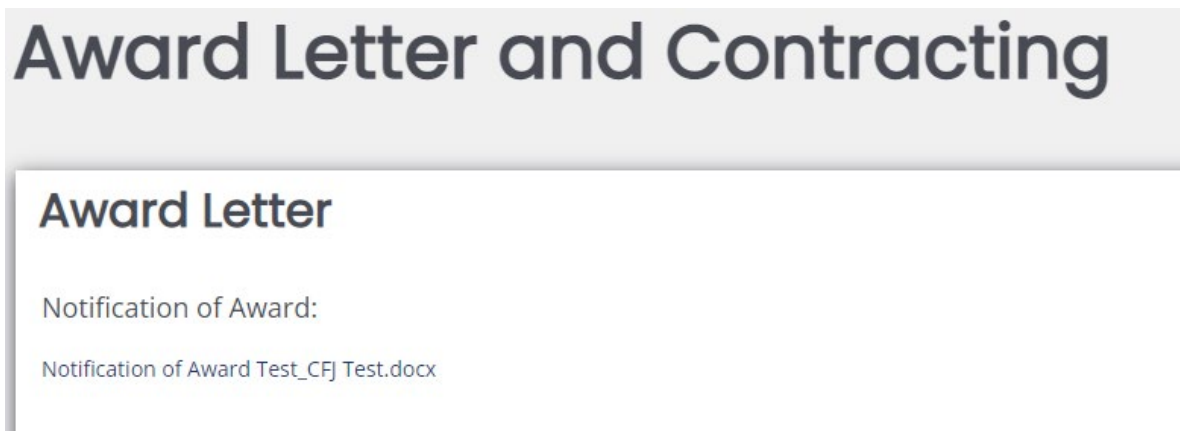


## Award Letter and Contracting Form

All of your necessary contracting information can be found in the Award Letter and Contracting form and the attachments within. Use the guidance below to review the information and complete the contracting process.

### Notification of Award

At the top of the page, you will see a link for your award notification. Click on this link to view your official award letter.



### Award Letter Details

Next, the majority of this form on eGrants consists of the Award Letter Details. Although all components of the Award Letter Details should be reviewed, please note the following:

#### *Award Amount*

Your official award amount for FY23 can be found in section #5 titled Amount of this Award. More information on updating your budget can be found in the Budget Amendments section below.

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1 FEDERAL AWARD DATE		2 FFI

## Award Funding Source(s)

The funding source for your award can be found in section #6 titled Funding Supported Via.

### Award Letter Details

1. Prefix	SUBRECIPIENT FIRST NAME Izzi	SUBRECIPIENT LAST NAME RM	6. FUNDING SUPPORTED VIA: 2017VAGX0021	
2. PROJECT TITLE			7. SUBRECIPIENT PHONE NO.	

Once you have reviewed both the Notification of Award and the Award Letter Details, navigate to the bottom of the Award Letter Details chart and find the required Subrecipient Acknowledgement section in the bottom right corner. Enter your initials and save the page.

R&D AWARD? (Yes or no) No
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Subrecipient Acknowledgement:  
*Initial to acknowledge your receipt and acknowledgement of the Notification of Award and Award Letter Detail.*

## Contract Information

In this section, you will find 2 download sections and 2 upload sections, which are requirements for contracting.

### Contract Conditions

You will find a link and an upload box for your Contract Conditions.

#### Contract Information

##### Contract Conditions:

*Please download the Contract Conditions below. Sign and upload the document in the next field titled Signed Contract Conditions.*

[Contract Conditions\\_CFJ Test.docx](#)

##### Signed Contract Conditions:

*Please upload your Signed Contract Conditions here.*

Select

Drag Files Here

First, click on the link to download your contract conditions. In order to receive your award, you must review, comply with, sign, and reupload this document. Once you have signed the contract conditions, reupload them into the section titled Signed Contract Conditions.

### Additional Forms and Uploads

To comply with your contract conditions, MOVA has provided a variety of other forms and templates that must be filled out and reuploaded onto the site.

#### Additional Forms:

Please fill out the additional attached forms and reupload them below with any additional attachments required of your contracting conditions.

Additional Documents\_CFJ Test.docx

#### Additional Uploads:

Select

Drag Files Here

#### Upload Description:



Start by reviewing the contract conditions to confirm which additional forms are required for your award. Then, download the packet of additional forms by clicking on the link. Fill out the required forms, and/or proceed as instructed in the contract conditions, and reupload them into the section titled Additional Uploads along with any other information MOVA may require (job descriptions, etc).

To upload, click the blue Select button, select the file you want to upload, and type the name or description of the upload on the right. To upload multiple files, press the green + button to create more rows.

## Authorized Signatory Information

Finally, type in the information from the Authorized Signatory Form you uploaded in the previous step.

#### Authorized Signatory Information

Insert the following information from your Authorized Signatory form. The information must match your signed form or will not be accepted.

Authorized Signatory Name (First and Last)

Authorized Signatory Title

Authorized Signatory Email Address

Please note that the information typed here must match the information in the signed form or MOVA will be unable to accept.

While filling out the Award Letter and Contracting form, MOVA encourages you to save often. After uploading all of the requirements and filling out the page, make sure to save one last time using the Save button in the top right corner.

## Budget Amendments

While your application is in the status of Pre-Contract Adjustments Required, you will be able to navigate to the budget forms in the lefthand panel to adjust.

Update your budget request to match the award amount found in the Award Letter Details and to comply with any requirements found in your contract conditions. Please note that MOVA will not be able to execute your contract until your budget meets these requirements.

More information about how to navigate the budget tabs can be found in the respective VOCA or SAFEPLAN Application Guides.

## Pre-Contract Adjustments Submitted

Once you have made the appropriate modifications to your budget, filled out the Award Letter and Contracting form, and uploaded your signed contract conditions and any other relevant forms, you can submit this information to MOVA by scrolling to the bottom of the lefthand panel and selecting *Pre-Contract Adjustment Submitted* from Status Options.



If there is any missing information or errors at this time, you will receive a pop-up that says there are errors on the Award Letter and Contracting form.

### Document Validation

Below is the status of each form. Select the form name to navigate and make changes to any of the forms.

☐ Show forms that I cannot adjust

Form Name	Status	May Prevent Status Change
Award Letter and Contracting	Error(s)	Yes

The system will not let you submit until all errors have been addressed. If the information is sufficient, you will receive a pop-up asking you to verify your submission. Select the green OK button to verify your submission.

Are you sure that you want to change the status from

Pre-Contract Adjustments Required to Pre-Contract Adjustment Submitted?

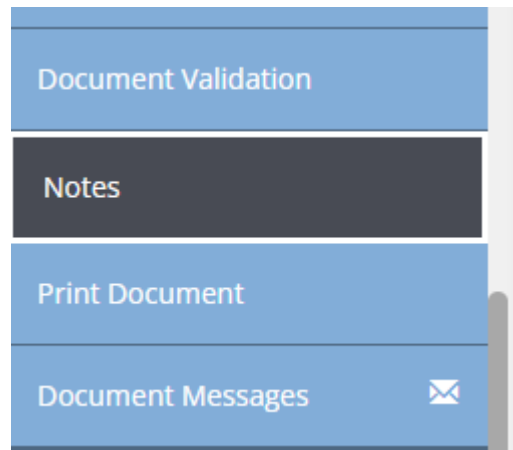
Please enter any notes in regards to this status change

CancelOK

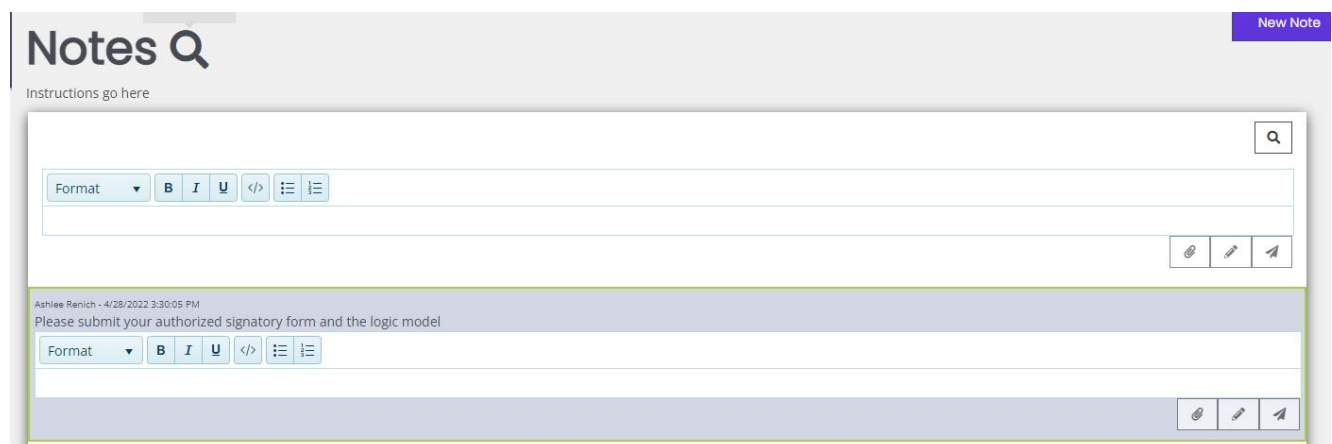
## MOVA Follow Up

Once you have submitted your pre-contract adjustments, MOVA will review your submission. If additional updates are required before moving forward with contracting, MOVA will push the status of the application back to *Pre-Contract Adjustments Required*. You will receive a notification from the system via e-mail that the status of the application is once again in *Pre-Contract Adjustments Required*.

Log back into the system and the relevant application and scroll to the section in the lefthand panel titled Notes.



The majority of the “notes” will consist of the history of status changes for the application. At the top of the page, you will see the most recent note(s), where MOVA will detail the updates necessary to move forward with contracting.



Review the note, make the required adjustments, and send the application back to MOVA by scrolling to and selecting the *Pre-Contract Adjustment Submitted* Status Option. Click the green OK button to confirm.

You may also leave a response for MOVA in the Notes section by clicking “New Note” in the top right corner of the Notes page, typing in your message, and selecting the paper airplane button to send.

Format

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I do not know what a logic model is, please inform. Do you have a template or example?

Both MOVA and your other colleagues working on the application can see these notes at all times.

Use the steps above until you have completed the contracting process with MOVA.

## Conclusion

By following all of the above steps, applicants can successfully use the MOVA eGrants system to comply with their contract conditions and accept their FY23 awards.

## Next Steps

The first part of contracting will be complete once your application has been moved to the status of *Contract Pending Executive Director Signature*. This means that your contracting information has been accepted by MOVA.

For FY23, the final steps of contracting will occur off eGrants as MOVA continues to build the capacity of the system. MOVA's fiscal department will reach out to your authorized signatory to sign the contract electronically (more information to follow). MOVA's Executive Director (Liam Lowney) will sign the contract, and then MOVA's fiscal department will upload the executed contract onto eGrants and push the application to the final status of *Contract Executed*. You will receive an email when your application has reached this status.

To view the executed contract, navigate back to the Award Letter and Contracting form and scroll all the way to the bottom. Here, you will find a link to download your signed and executed contract.

Executed Contract:

[Standard Contract\\_FY23 CFJ.docx](#)



## **Timeline**

The Victim and Witness Assistance Board is anticipated to VOCA on FY23 VOCA and SAFEPLAN award on May 11, 2022. FY23 VOCA and SAFEPLAN applicants will be able to access their award letters and contracting information via eGrants no later than May 19, 2022. Subrecipients must complete the contracting process outlined above no later than June 3, 2022. During the month of June, applicants should keep an eye out for requests for follow-up from MOVA, including requests for contract/ISA signature. Around July 1, 2022, all contracts should be in the final status of Contract Executed. More information about additional processes (budget amendments, expenditure reports, etc.) and training on eGrants will follow.

## **Resources**

This document serves as a step-by-step guide and provides best practices for successfully completing contracting for the FY23 VOCA and SAFEPLAN renewals within the MOVA eGrants system.

More information about the MOVA eGrants system can be found:

- [MOVA's For Currently Funded Agencies Website](#)
- eGrants User Manual

Please direct your questions to your assigned MOVA Grants Manager or the Grants Administration Specialist, [Ashlee Renich-Malek](#).