FY23 SAFEPLAN Application 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 <u>electronic grants management (eGrants) system</u>. This guide will walk through each step necessary to submit a SAFEPLAN application in the new system for FY2023.

More information about the FY23 application process and requirements – including the Request for Grant Applications (RGA) document, can be found on <u>COMMBUYS</u>, and additional training, videos and guides for eGrants can be found at <u>https://www.mass.gov/service-details/for-currently-funded-agencies</u>.

Access to eGrants

The Website

Use <u>this link</u> to access the MOVA eGrants system. Additional technical information about logging onto the eGrants system can be found in the eGrants User Manual on <u>MOVA's For Currently Funded Agencies website</u>.

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 <u>Registration Tutorial</u> on <u>MOVA's For Currently Funded Agencies website</u> or the eGrants User Manual for instructions on registration.

- 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

Before embarking on the application process, please ensure that the individuals working on the application are assigned to one or more of these roles.

Initiating an Application

Once logged into the site, the user will be taken to their Dashboard, which functions as a home page. On the Dashboard, there will be a section titled My Opportunities where the application options can be found.

Select the link labeled SAFEPLAN Application FY23. When the following box pops up, select Proceed.

The FY23 SAFEPLAN Application

Document Landing Page

Once initiated, the user will then be taken to the Document Landing Page, which functions as the home page for the application.

Here, there are a variety of categories. The two most important to note are:

- Document Name—this will be the name of the application and future award. Make note of this name and use it with any communications with MOVA or Agate, the website developer. The document name in this example is SAFEPLAN-2023-Test Org M-14
- Document Status—this indicates the "status" of the application and future award. When filling out the application, the status will remain as Application in Process. Once submitted, the status will change to Application and Completeness Review, which indicates that MOVA has received the submission.

Application Forms

There are 4 forms outside of the budget that MOVA requires for the FY23 SAFEPLAN application. Although these can be filled out in any order, this guide will review each of the forms in the order in which they appear in the application.
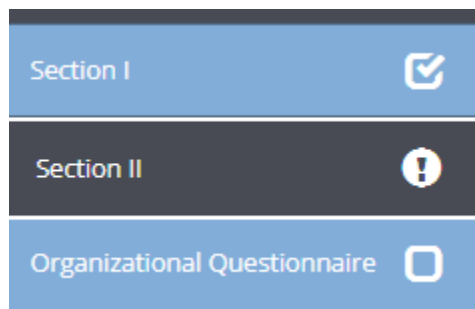
Errors

It is important to understand how the eGrants system communicates requirements and errors. After saving or navigating away from a page at any point in the process, an error check may pop up.

In the example above, the Legal Name for the agency is required, which is indicated by:

- A red box around the missing information and
- A specific direction in the top right corner of the screen

The user can be taken directly to the error in question by selecting it from the pop up in the right-hand corner. Additionally, the entire section will be labeled with an exclamation point in the left-hand panel if there are any errors on the page. All errors must be resolved before attempting to submit an application.

Section I

Section I asks for relevant Applicant Information, including agency information and relevant contact person's information. Fill out all of the information and select Save in the top right corner of the page.

The information **does *not*** automatically save, so it is essential with every page within eGrants that the user frequently saves in order to not lose work. The page is acceptable when a check appears in the box in the panel for the relevant form but requires attention if there is an exclamation point instead.

Section II: Program Narrative
Section II only requires applicants to complete 2 questions specific to the FY23 SAFEPLAN application.

Throughout this form and after all information is complete, please ensure to save using the Save button in the top right corner of the page.

Organizational Questionnaire
Users are to fill out this form with the organizational information relevant to the SAFEPLAN program

Court Coverage
This form is used to verify court coverage under the SAFEPLAN award. There are 2 panel options for this information:

The first option in the left-hand panel titled Court Coverage Agreement Example Form will open up a PDF example of what the Court Coverage form could look like.

The second option in the left-hand panel will take users to a blank form that should be filled out accordingly. At a minimum, one total row is required to complete this form.

Application Budget Forms
Introduction to Budget Forms
In lieu of submitting a budget through a MOVA-provided Excel workbook, all budget information will be input into the MOVA eGrants system. Within the application, there will be a SAFEPLAN Budget Forms section in the left-hand panel where each category and the Summary of Costs has a separate form in the system.

To fill out the budget request, select the relevant category and start by filling out the information in the first row. Similar to the Excel budgets, a Budget Narrative must accompany each line item. MOVA encourages applicants to fill out each line item first, save the page, and then fill out the Budget Narrative for each line item. Saving the page will insert the requested item's name into the budget narrative section. If an applicant attempts to insert Budget Narrative information *before* saving and before the line item is labeled in the budget narrative section, it will not be saved.

It is essential that the applicant enters every budget form and saves the page even if no expenses are being requested for that category. Saving the page will insert a checkmark into the box in the side panel. The application cannot be submitted if there are any forms with empty checkboxes or exclamation points, indicating error(s).

If at any point, a user would like to update a number in the budget, the user must not place the cursor behind the last number in the box and try to delete. An example of what not to do can be found below:

<u>Instead, place the cursor behind the second-to-last number in the box and delete from there.</u> A correct example can be found below:

More information about each budget category can be found below.

Salary

Each budget category will request the same information as the Excel budgets prior to FY23. Start by filling out the first row with the first staff member's information. Add a row by selecting the big green plus sign at the end of the row. Once there is more than one row, rows can be deleted using the big red minus sign at the end of the row.

Fill out each line item *first* and then save the page. Once saved, each employee's name will pop up in the Budget Narrative section. Only once the employee's name is auto-populated in the Budget Narrative section should an applicant fill out the rest of the row. <u>If an applicant attempts to fill out the Budget Narrative *before* the employee's name has been auto-populated, that information will not be saved</u>.

This shows an example of when the Budget Narrative is *not* ready to be filled out:

This shows an example of when the Budget Narrative *is* ready to be filled out:

Fringe

Similar to the formerly used Excel budgets, eGrants will auto-populate each staff member's name and base salary from the Salary page.

Employee Name	Base Amount	Fringe Rate	Calculation	VOCA Cost	Total Fringe Cost	Direct or Administration Cpst		
Ashlee R-M	$ 1000000.0	%	$0.00	$	$0.00	⌄	+	−
Employee Name	Base Amount	Fringe Rate	Calculation	VOCA Cost	Total Fringe Cost	Direct or Administration Cpst		
Izzi R-M	$ 50000.00	%	$0.00	$	$0.00	⌄	+	−
	Total:		$0.00	$0.00	$0.00			

If any employee auto-populates whom will not have any fringe, the employee can be deleted using the big red minus sign to the right of that employee's name.

Fill out all relevant fringe information. An employee's fringe request cannot exceed that of the base amount (reimbursement from the salary page) multiplied by the fringe rate.

Similar to the Salary page and all budget pages moving forward, fill out the line items first, save the page, and then fill out the Budget Narrative.

Other Budget Pages

Fill out all of the other budget pages—Office & Programmatic Supplies, Travel, Other Costs, and Indirect Costs—with any relevant information.

Remember to save all budget pages, even if no dollars are being requested for a particular category.

Finally, for the easiest use of the system, make sure to fill out the line items first, save the page, and fill out the Budget Narrative last only once each line item's name pops up in the Budget Narrative section.

SAFEPLAN Budget Summary

The budget summary will auto-calculate in the Summary of Costs page. Review the Summary of Costs for accuracy and save the page once verified.

Required Uploads Page

Indirect Rate

If the agency is not requesting any indirect costs, then select Not Applicable and an upload will not be required.

If the agency is requesting indirect costs, select the applicable indirect rate and upload the relevant document:

- If Federally Approved Indirect Rate is selected, upload the agency's current federal indirect rate letter
- If 10% De Minimis or MOVA-Negotiated Indirect Rate are selected, upload a letter on agency letterhead attesting that the agency has no former federally approved indirect rate and detailing any communication with MOVA regarding negotiation

Submitting the Application

Once the applicant is satisfied with all of the information in the application and all of the forms have been saved, scroll to the bottom of the left-hand panel to find the Status Options. There are two options—Application Cancelled and Application Submitted.
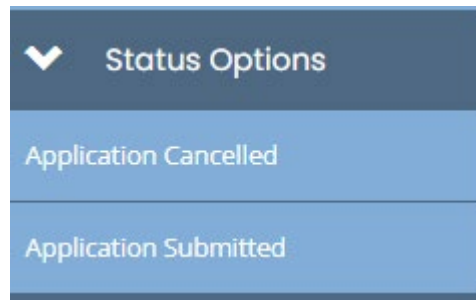
If Application Cancelled is selected and confirmed, the application will officially be cancelled and all information will be deleted.

To submit the application, select Application Submitted. If there are any issues with the application, a box will pop up and detail the areas that require attention. For example:

If the application is eligible for submission, a box will pop up with the following:

Are you sure that you want to change the status from

Application in Process **to** Application Submitted?

I agree, I'm ready to submit this application on behalf of my organization.

Please enter any notes in regards to this status change

Cancel   OK

Feel free to enter any relevant notes and select OK to submit the application to MOVA. Once submitted, the applicant will be taken back to the Document Landing Page and the Document Status will be Application and Completeness Review. This confirms that the application has been submitted to MOVA.

Document Landing Page

View document details.

Template FY23 SAFEPLAN	**Instance** SAFEPLAN Application FY23	**Process** Application
Document Name SAFEPLAN-2023-Test Org M-14	**Document Status** Application and Completeness Review	
Organization Test Organization - MOVA	**Your Role** Agency Administrator	**Period Date** 10/1/2019 12:00:00 AM 10/1/2022 12:00:00 AM

New Note

Conclusion

By following all of the above steps, applicants can successfully use the MOVA eGrants system to submit their FY23 SAFEPLAN applications.

Timeline

The FY23 SAFEPLAN application will be available on eGrants beginning January 4, 2022 and will be due to MOVA on February 1, 2022 at 11:59 p.m. On January 11, 2022, MOVA will be hosting a FY23 Application eGrants Walkthrough for both VOCA and SAFEPLAN, which will also be recorded and posted on MOVA's SAFEPLAN RGA website. More information regarding the timeline can be found in the Request for Grant Applications (RGA).

Resources

This document serves as a step-by-step guide and provides best practices for successfully submitting a FY23 SAFEPLAN application within the MOVA eGrants system.

More information about the FY23 SAFEPLAN Application can be found:

- MOVA's SAFEPLAN RGA Website
- COMMBUYS
- Bidder's Conference/Informational Session—hosted by MOVA on January 10, 2022 and posted to MOVA's SAFEPLAN RGA website shortly after
- FAQ—Answers to all questions received will be posted on COMMBUYS and www.mass.gov on or before January 27, 2022

More information about the MOVA eGrants system can be found:

- MOVA's For Currently Funded Agencies Website
- eGrants User Manual

All questions regarding the FY23 SAFEPLAN application should be directed to Senior Procurement Manager, Kristen Tavano, in writing at Kristen.Tavano@mass.gov.

Disclaimer: All screenshots used in this guide are taken from MOVA's test website. The live website may appear different, but all functionality and instructions still apply.