

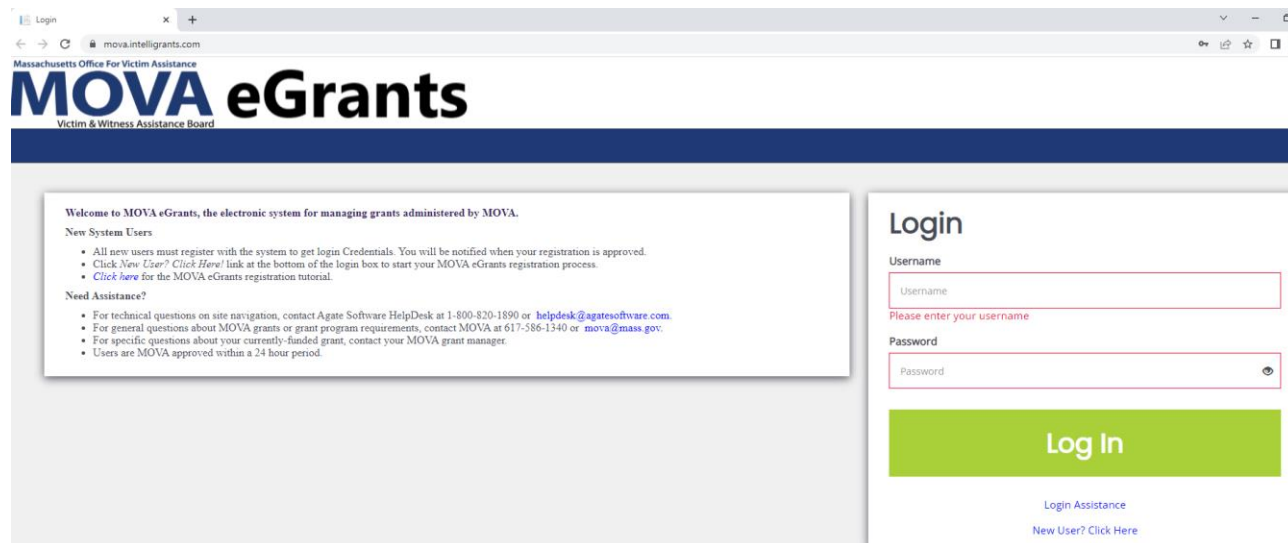
## FY24 Compliance Monitoring eGrants Step-by-Step Guide

All subrecipients of MOVA-administered awards will undergo a formal compliance monitoring process with MOVA, also known as a site visit. While the site visit itself will be performed in-person, the pre-visit and post-visit processes will be conducted via MOVA's electronic grants management system, eGrants. MOVA may also initiate this process if a compliance issue is identified outside of a site visit process.

### 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 Subrecipient Manual on eGrants by clicking the book icon in the top right corner of your Dashboard or from the [eGrants webpage on MOVA's 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? Click 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 [mova@mass.gov](mailto:mova@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

If a user has not yet been registered, visit the [Registration Tutorial on MOVA's eGrants webpage](#) or the eGrants Subrecipient Manual for instructions on registration.

Only the following users have the permissions to complete and submit and forms in the Compliance Monitoring Process:

- Agency Administrator
- Programmatic Contact
- Alternate Programmatic Contact
- Fiscal Contact
- Authorized Representative

## Compliance Monitoring Process

### Scheduling the Site Visit

A representative from MOVA will reach out to the organization via email to schedule the site visit. Once the site visit has been scheduled, the MOVA administrator will then initiate a Compliance Monitoring Report (CMR) process on eGrants. A notification email will be sent to the email addresses associated with the agency within eGrants to inform the users that a compliance monitoring report has been initiated. The first step in this process is for the user to complete the pre-visit worksheets and submit them to MOVA for review before the assigned deadline.

### Pre-Visit Worksheets

To access the pre-visit worksheets, log in to eGrants. The Compliance Monitoring Report will be available on the Dashboard under My Tasks. See the example below:

The screenshot shows the eGrants Dashboard with a navigation bar at the top containing 'Home', 'Administration', and 'Searches'. The main content area is titled 'Dashboard' and includes a sub-header 'Use the below panels to work with your Grants and Funding Opportunities...'. There are two main panels: 'My Tasks' and 'My Opportunities'. The 'My Tasks' panel is circled in yellow and contains a table with the following data:

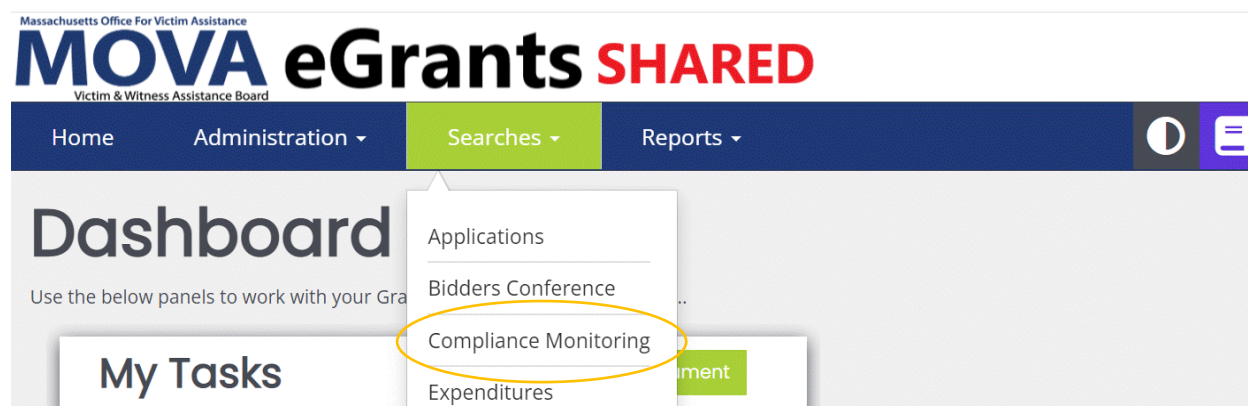
Name	Organization	Status	Due Date	Document Type	Status Date
CMR-2023-CFJ-34	test mova test	Pre-Visit Work Sheets	6/9/2022	Compliance Monitoring Report	12:11:14 PM
CMR-2023-CHER-11	test mova test	Pre-Visit Work Sheets	2/16/2022	Compliance Monitoring Report	12:57:28 PM
CMR-2023-CHER-14	test mova test	Pre-Visit Work Sheets	3/7/2022	Compliance Monitoring Report	9:16:13 AM

The 'My Opportunities' panel contains a 'Filters' section and a table with the following data:

Name	Provider	Availability	Description
FY23 SAFEPLAN OMT Period 2	Massachusetts Office for Victim Assistance	10/29/2021 10:42:00 AM - 3/3/2024 10:42:00 AM	SAFEPLAN OMT Period 2
FY23 SAFEPLAN OMT Period 3	Massachusetts Office for Victim Assistance	12/1/2021 12:00:00 AM - 3/3/2024 10:42:00 AM	SAFEPLAN OMT Period 3
FY23 Subgrant Award Report	Massachusetts Office for Victim Assistance	5/1/2022 12:00:00 AM - 9/30/2024 11:59:00 PM	Subgrant Award Report Template

The document type will say Compliance Monitoring Report and the Status will say Pre-Visit Work Sheets. Select the name of the document on the left-hand side (example circled in yellow above).

If the Compliance Monitoring Report does not appear on the Dashboard under My Tasks, it can also be searched for by selecting the Searches menu from the top of the Dashboard window, opening the dropdown menu, and selecting Compliance Monitoring. See example below:



Once the Compliance Monitoring search window appears, click the green Search button on the bottom right corner, or enter organization name into the Organization field and then click the Search button. All compliance monitoring processes that are available to the user will appear below the Document Search box in the Documents section. To select the document, click on the name of the document to open. See example below:

## Compliance Monitoring

• Search Documents

### Document Search

Name <input type="text"/>	Sub Code <input type="text"/>
Type MOVA Compliance Monitoring Report FY24	Status <input type="text"/>
Organization test	Person <input type="text"/>
<input type="button" value="Clear"/> <input type="button" value="Search"/>	

### Documents

Number of Results: 4

Name	Organization	Type	Status	Sub Code	Status Date
CMR-2024-CFJ-6	test mova test	MOVA Compliance Monitoring Report FY24	Monitoring in Process	2024	8/17/2023 6:32:10 PM
CMR-2024-CFJ-10	test mova test	MOVA Compliance Monitoring Report FY24	Pre-Visit Work Sheets	2024	8/14/2023 2:23:17 PM
CMR-2024-CFJ-10	test mova test	MOVA Compliance Monitoring Report	Monitoring Follow-up Submitted	2024	8/16/2023 1:47:30 PM

Once the document is open, the three pre-visit worksheets can be seen on the left-hand side menu. The Fiscal Monitoring Worksheet and Award Administration Monitoring Worksheet must be completed. The Programmatic Monitoring Worksheet should be reviewed but completion is not required. See example below:

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

Home Administration Searches

CMR-2023-10-36

Forms

Compliance Monitoring

Fiscal Monitoring Worksheet

Award Administration Monitoring Worksheet

Programmatic Monitoring Worksheet

Tools

Landing Page

### Document Landing Page

View document details.

<b>Template</b> MOVA Compliance Monitoring Report 2023	<b>Instance</b> MOVA Compliance Monitoring Report 2023	<b>Process</b> Compliance Monitoring Report
<b>Document Name</b> Pre-Visit Work Sheets	<b>Document Status</b> Pre-Visit Work Sheets	
<b>Organization</b> test mova test	<b>Your Role</b> Agency Administrator	<b>Period Date</b> 1/1/2020 12:00:00 AM 12/31/2021 11:59:00 PM
		<b>Due Date</b> 8/31/2022 12:00:00 PM

Click on each worksheet (highlighted in yellow above) and fill it out the Fiscal Monitoring Worksheet and the Award Administration Monitoring Worksheet completely. For SAFEPLAN programs, there are specific SAFEPLAN program questions at the end of the Programmatic Monitoring Worksheet that must be completed. Save all work before exiting. The Save button can be found on the upper right-hand corner. Worksheets can be saved while they are being worked

on and the user can revisit worksheets an unlimited number of times prior to submission (see Submitting Completed Monitoring Worksheets below).

All pre-visit worksheets will contain a due date, which is the date by which the worksheets must be completed and submitted to MOVA via eGrants. The due date can be seen in the first field of each monitoring worksheet. See example below:

The screenshot shows the MOVA web application interface. The top navigation bar includes 'Home', 'Administration', 'Searches', and 'Reports'. The left sidebar lists 'CMR-2023-DFR-1' and 'Forms', with 'Compliance Monitoring' expanded to show 'Fiscal Monitoring Worksheet', 'Award Administration Monitoring Worksheet', and 'Programmatic Monitoring Worksheet'. The main content area is titled 'Fiscal Monitoring Worksheet' and includes instructions: 'All required fields are marked with an \*', 'Given that you have the proper permissions, use the SAVE button to save information and calculate data on each page.', and 'Save at least every 20 minutes to avoid losing data.' A 'Due Date' field is set to '1/22/2022'. The first question is '1) What accounting system is used by your agency?\*

### Correcting Errors

If attempting to save when there are errors, an exclamation point will appear in the upper right-hand corner along with a box titled “Attention”, which will explain where the errors are that need to be modified prior to submission. See example below:

The screenshot shows the MOVA web application interface for the 'Programmatic Monitoring Worksheet'. The left sidebar lists 'CMR-2023-DFR-35' and 'Forms', with 'Programmatic Monitoring Worksheet' selected. The main content area includes questions: '40) a) Describe the program's progress made towards outcomes proposed in the program logic model(s).', 'b) How do you measure progress?', 'c) Are any revisions to the model needed?', and '41) Provide 2-3 examples or stories that feel exemplary of the victim/survivor services the funded program(s) provide(s)'. An 'Attention' box in the upper right corner states: 'Question 41 is required.' The top right corner shows 'User One1' and buttons for 'New Note', 'Print', and 'Save'.

Worksheets can be saved with error messages but cannot be submitted until all error messages are resolved. Once a worksheet is completed with no errors, a check mark will appear next to the document title on the left-hand side of the

window. As shown in the image above, if an exclamation point appears to the right of the worksheet name, the worksheet contains errors that must be resolved prior to submission. When all three worksheets are successfully completed and saved with three checkmarks then they are ready to be submitted to MOVA.

### *Submitting Completed Monitoring Worksheets*

To submit the completed worksheets, scroll down to “Status Options” in the menu on the left-hand side of the window. Click “Pre-Visit Worksheets Submitted”. See example below:

The screenshot displays the MOVA web application interface. On the left, a navigation menu includes options like 'Add/Edit People', 'Status History', 'Attachment Repository', and 'Status Options'. The 'Status Options' menu is expanded, showing 'Pre-Visit Worksheets Submitted' with a green checkmark icon. The main content area shows a form for 'CMR-2023-0000035'. It contains several questions with text input fields and radio button options. The 'Specific Program Questions' section shows radio buttons for DDTF, HTTF, SAFEPLAN, and VOCA, with VOCA selected. Below this, there are radio buttons for 'Emergency Victim Services', 'Technology', 'Access to Victim Rights', and 'No additional VOCA funding', with 'No additional VOCA funding' selected. A top navigation bar includes 'Home', 'Administration', and 'Searches', along with a user profile 'User One1' and buttons for 'New Note', 'Print', and 'Save'.

The worksheets have now been submitted to the MOVA administrator. The MOVA administrator will review the completed worksheets. If the worksheets are error-free, there will be no further communication on eGrants until after the site visit has taken place. If there are any errors or modifications needed, the MOVA administrator may send the worksheets back to the user for revisions by changing the status to “Pre-Visit Work Sheets Modifications Required.”

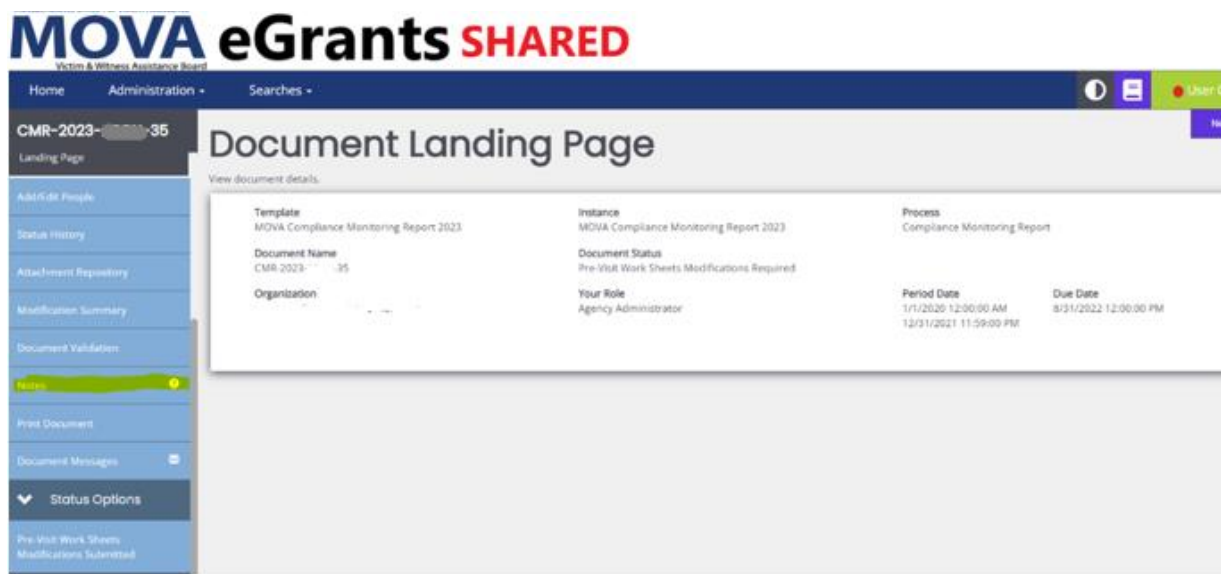
### **Pre-Visit Work Sheets Modifications Required**

If there are any errors within the pre-visit worksheet or modifications needed, the MOVA administrator may send the worksheets back to the user for revisions. When that happens, an email notification will be sent to the email addresses associated with the eGrants system stating that the status has been changed from



“Pre-Visit Worksheets Submitted” to “Pre-Visit Worksheets Modifications Required.” After receiving this email notification, log back in to eGrants. The returned worksheets can be accessed again through the Compliance Monitoring Report, which will be available from the Dashboard under My Tasks. If the Compliance Monitoring Report is not included under My Tasks, it can be searched for by selecting Searches from the menu across the top of the window. See the previous section on Pre-Visit Worksheets for further instructions on how to utilize the search function to find a compliance monitoring report process.

Once the Compliance Monitoring Report has been found, open the document by clicking on the name (CMR-2024-XXXX-XX). From the Document Landing Page, scroll down the menu on the left-hand side of the window to the Notes section. An exclamation point indicates that there is a note from the MOVA administrator. At this stage in the compliance monitoring process the note will explain what modifications are needed to the pre-visit worksheets. See example below:



Click on “Notes” (highlighted in yellow in the image above) to see the message from the MOVA administrator which will provide an explanation of why the pre-visit worksheets were sent back and what modifications are required.

The note can be responded to by clicking “New Note” on the upper right-hand corner (circled in red in the example below) or by typing in the text box below the received note (field highlighted in yellow in the example below). In order to ensure that the note is saved and sent, click the paper airplane icon in the bottom right-hand corner of the message window. See example below:

The screenshot displays the MOVA eGrants SHARED web application. The top navigation bar includes links for Home, Administration, and Searches, along with a user profile for 'User One11'. A sidebar on the left lists various functions: Landing Page, Add/Edit People, Status History, Attachment Repository, Modification Summary, Document Validation, Notes (highlighted), Print Document, Document Messages, and Status Options. The main content area is titled 'Notes' and contains a text editor with a toolbar (Format, Bold, Italic, Underline, Code, Bulleted List, Numbered List) and a text input field. Below the input field, a received note is displayed, dated 9/20/2022 8:39:52 AM, with a yellow highlight under the text box for replying. A 'New Note' button is circled in red in the top right corner. At the bottom right of the text editor, a paper airplane icon is also circled in red, indicating the 'Send' button.

Once the note has been reviewed, make the required changes to the pre-visit worksheets. After making changes to any of the pre-visit worksheets, remember to select the Save button in the upper right-hand corner of the screen. The Save button should be utilized after revisions are made to each individual pre-visit worksheet.

### *Pre-Visit Work Sheets Modifications Submitted*

After making the required modifications, the worksheets will be ready to be resubmitted. Scroll down to Status Options in the menu on the left-hand side of the window and click “Pre-Visit Work Sheets Modifications Submitted”. This will send the modified worksheets back to the MOVA administrator for further review. If further revisions are required, then the process will be repeated. This process can occur as many times as MOVA requires until the Pre-Visit Worksheets are completed successfully. Once the Pre-Visit Worksheets are completed



successfully, the MOVA administrator will change the status to “Monitoring in Process.”

### **Monitoring in Process**

When the status is changed to “Monitoring in Process” that means that the pre-visit worksheets have been completed and will be reviewed by MOVA. No action is required from users at this time. The next step in the compliance monitoring/site visit process that will take place in eGrants will occur after the in-person or virtual site visit meeting takes place.

### **Monitoring Follow-up in Process**

Following the in-person or virtual site visit meeting, users will receive an email notification indicating that the Compliance Monitoring Process has been changed to the status of “Monitoring Follow-up in Process”. This means that there are follow-up items from the site visit that need to be addressed to complete the compliance monitoring process. If there are no follow-up actions required from the site visit, this step will be skipped and the next step in the process will be Monitoring Finding Acknowledgement Required. See the Monitoring Finding Acknowledgement Required section below.

To address follow-up items, the user will log in to eGrants to view a note from the MOVA administrator detailing what needs to be addressed during the follow-up process. To access the note, the user will first navigate to the Compliance Monitoring Report process for their agency. The Compliance Monitoring Report will appear in My Tasks on the Dashboard with a status of “Monitoring Follow up in Process.” If the Compliance Monitoring Report is not included under My Tasks, it can be searched for by selecting Searches from the menu across the top of the window. See the previous section on Pre-Visit Worksheets for further instructions on how to utilize the search function to find a compliance monitoring report process.

Once the Compliance Monitoring Report has been found, open the document by clicking on the name (CMR-2024-XXXX-XX). From the Document Landing Page, scroll down the menu on the left-hand side of the window to the Notes section.

An exclamation point indicates that there is a note from the MOVA administrator explaining what follow-up is needed. The note from the MOVA Administrator will describe what follow-up is needed and the actions that the user should take to address the follow-up items.

To address the follow-up items, please complete the requests outlined in the note from the MOVA administrator and then reply to the note. The note can be responded to by clicking “New Note” on the upper right-hand corner or by typing in the text box below the received note. See the example in the previous section on Pre-Visit Work Sheets Modifications Required for more information on the Notes feature. Attachments can be uploaded and attached to the note by selecting the paperclip icon on the bottom right-hand corner of the note field. Once the note is composed and any documents attached, click on the paper airplane icon in the bottom right-hand corner of the message window to save and send the note to the MOVA administrator. See example below:

The screenshot displays the MOVA web application interface. At the top, there is a navigation bar with links for Home, Administration, and Searches. On the right of this bar, there are icons for a help document, a user profile (User One1), and a 'New Note' button. A sidebar on the left contains a list of menu items: Landing Page, Add/Edit People, Status History, Attachment Repository, Modification Summary, Document Validation, Notes (which is currently selected), Print Document, Document Messages, Status Options, and Monitoring Finding. The main content area is titled 'Notes' and includes a sub-header explaining that this section is for communicating questions or required follow-up. Below this, there is a text input area with a rich text editor toolbar. A note from the administrator is visible, stating 'Here is the breach of PII Policy.' and including an attachment named 'FY22 Breach of PII Policy.pdf' (8.13 MB). At the bottom of the interface, there is a section for the user's response, labeled 'User One1 - 9/21/2022 11:18:47 AM', with a prompt to 'Please submit the Breach of PII Policy' and another rich text editor for the response.

After addressing the follow-up items included in the note from the MOVA administrator, and sending a note in response, navigate to “Status Options” on the left side of the page and change the status to “Monitoring Follow up Submitted. See example below:

The screenshot displays the MOVA eGrants SHARED web application. The top navigation bar includes 'Home', 'Administration', and 'Searches'. A left-hand sidebar menu lists various tools and options, with 'Notes' currently selected. The main content area is titled 'Notes' and contains a text editor with a rich text toolbar (bold, italic, underline, link, unlink, list, indent, outdent, undo, redo). Below the editor, there is a list of notes. The first note is from 'User One11' dated 7/1/2022 9:06:03 AM, with the subject 'See the attached' and a link to 'Programmatic Monitoring Upload for EGrants.docx'. The second note is a status change dated 6/30/2022 3:23:41 PM, stating 'Status changed from Monitoring in Process to Monitoring Follow up in Process by Deborah Fogarty'. The third note is a comment dated 6/30/2022 3:23:22 PM, stating 'Please clarify PII Policy'.

The MOVA administrator will then review the submitted follow-up. This process can be repeated as many times as needed until the follow up period is completed.

### Monitoring Finding Acknowledgement Required

Once the monitoring follow-up period has ended, a notification email will be sent to the email addresses associated with the eGrants platform to inform the user that the compliance monitoring process status has been changed to “Monitoring Finding Acknowledgement Required.” This means that MOVA has completed the Site Visit Report and Acknowledgement Form and both forms are available for the user to view and acknowledge on eGrants. To access the Site Visit Report and the Acknowledgment form, first log into eGrants. The Compliance Monitoring Report will be available on the Dashboard under My Tasks or can be searched for using the Search function found in the menu across the top of the window. See the previous section on Pre-Visit Worksheets for further instructions on how to utilize the search function to find a compliance monitoring report process. The status of the report will be “Monitoring Findings Acknowledgement Required.”

Open the document by clicking on the name (CMR-2024-XXXX-XX). This will take you to the Document Landing Page. From the Document Landing Page, scroll down the menu on the left-hand side to see the Site Visit Report and the

Acknowledgement Form. The Site Visit Report will be listed on the left side of the page with a check mark. The check mark appears next to the Site Visit Report because the Site Visit Report has been completed and is available for review by the user, there are no actions that need to be taken by the user to complete the form. The Acknowledgement Form will be listed with an exclamation point to indicate that it needs to be completed by the user. See example below:

**MOVA eGrants SHARED**  
Victim & Witness Assistance Board

Home Administration Searches User One1 New Note

**Document Landing Page**  
View document details.

Template	Instance	Process
MOVA Compliance Monitoring Report 2023	MOVA Compliance Monitoring Report 2023	Compliance Monitoring Report
Document Name	Document Status	
CMR-2023-33	Monitoring Findings Acknowledgement Required	
Organization	Your Role	Period Date Due Date
	Agency Administrator	1/1/2020 12:00:00 AM 8/31/2022 12:00:00 PM

### *Site Visit Report*

Click on the Site Visit Report to review the report and determine whether any findings were identified within the site visit process and, if so, if there are any findings that require corrective action to resolve. All identified findings will be listed within the Site Visit Report. There will be a description of the finding in the Finding Description field. If no findings were identified during the site visit process, that will be indicated in the findings section of the report. Findings will be separated into two sections: Programmatic Findings and Fiscal Findings.

If corrective action is required for any finding included in the site visit report that means that there are additional actions that must be taken by the user to resolve the identified finding. Any findings with associated corrective actions will have a Corrective Action Request field, which will outline the actions needed from the user to resolve the finding, and a Due Date field, which is the deadline for

completion and submission of the needed corrective action response. See example below from a sample Site Visit Report:

Programmatic Findings			
Finding Date:	Finding Title:	Finding Description:	Is Corrective Action Required? Yes No
<input type="text" value="10/6/2022"/>	<input type="text" value="Equal Employment"/>	<input type="text" value="As a condition for receiving Department of Justice funding authorized by the Omnibus Crime Control and Safe Streets Act of 1968, sub-recipients must complete and submit to"/>	<input checked="" type="radio"/> <input type="radio"/>
Corrective Action Request:		Due Date:	
<input type="text" value="Within 30 days of receipt of this report, AGENCY should provide verification to Program Coordinator Name, Grants Manager, and me that AGENCY has completed all necessary steps"/>		<input type="text" value="11/7/2022"/>	

Fiscal Findings			
Finding Date:	Finding Title:	Finding Description:	Is Corrective Action Required? Yes No
<input type="text" value="10/6/2022"/>	<input type="text" value="No findings"/>	<input type="text" value="No fiscal findings identified"/>	<input type="radio"/> <input checked="" type="radio"/>

### Acknowledgement Form

The Acknowledgement Form is a form the user must complete to acknowledge the findings identified during the site visit and, if required, submit responses to any corrective actions. Select the Acknowledgement Form from the left-hand menu to open it. The user should complete all fields within the Acknowledgement Form that require acknowledgement and response. In the upper right-hand corner of the form an Attention box will provide instruction as to what is required on the form. See example below of a Programmatic Finding:

The screenshot shows the MOVA Acknowledgment Form for finding CMR-2023-45. The finding is titled "Programmatic Findings" with a date of 08/02/2022 and description "EEOP has not been submitted." The form includes fields for "Is Corrective Action Required?" (Yes/No), "Response Time or Due Date" (09/02/2022), and "Corrective Action Request" (Please submit EEOP). The "Acknowledgment" section has a radio button for "Acknowledgment" and a "Corrective Action Response" field. The "Corrective Action Upload" section has a "Select" button and a "Drag Files Here" area. An "Attention" box in the top right corner lists requirements: "Programmatic acknowledgement is required," "A programmatic corrective action response and upload are required," and "Fiscal finding acknowledgement is required."

If there are findings noted in the Site Visit Report, they will be listed and described on the Acknowledgment form. Use the Corrective Action Response field to describe the actions taken to resolve the finding and the Corrective Action Upload field to submit any requested materials. See example below:

The screenshot shows the MOVA Acknowledgment Form for finding CMR-2023-33. The finding is titled "Breach of PI Policy" with a date of 07/22/2022 and description "The Breach of PI policy is missing information." The form includes fields for "Is Corrective Action Required?" (Yes/No), "Response Time or Due Date" (07/31/2022), and "Corrective Action Request" (Please edit and resubmit policy). The "Acknowledgment" section has a radio button for "Acknowledgment" and a "Corrective Action Response" field. The "Corrective Action Upload" section has a "Select" button and a "Drag Files Here" area. An "Attention" box in the top right corner lists requirements: "Programmatic acknowledgement is required" and "Fiscal finding acknowledgement is required." The "Corrective Action Response" field contains the text: "The agency created the attached policy and is submitting for MOVA's review and approval." The "Corrective Action Upload" section shows a file named "1922 Breach of PI Policy.pdf" being uploaded successfully.

If there are no findings, or if the findings do not require corrective action, the Acknowledgment Form must still be completed by clicking on the Acknowledgment radio button, saving, and submitting the form. If there are findings requiring corrective action, when the corrective action response(s) and corrective action upload(s) have been completed, click on the Acknowledgment radio button. Once the form has been completed, select the Save button in the upper right-hand corner of the window. If there are any incomplete fields, an



error notification will be generated and in the upper right-hand corner of the form and an attention box will appear and provide instruction as to what is required on the form. Once the form is saved successfully without error, navigate to the Status Options on the left-hand side menu and change the status to “Monitoring Findings Acknowledgment Submitted” then choose OK to submit. The Acknowledgement Form will then go to the MOVA administrator for review.

If further information is required by MOVA after the Acknowledgment Form has been submitted, users will receive a notification via email and the Compliance Monitoring process will return to Monitoring Findings Acknowledgment Required. This will require the user to log back in to eGrants. The Compliance Monitoring Report process will be available from the Dashboard under My Tasks. If it cannot be found under My Tasks, the process can be searched for by selecting Searches from the menu across the top of the window. See the previous section on Pre-Visit Worksheets for further instructions on how to utilize the search function to find a compliance monitoring report process. Once the Compliance Monitoring Report has been found, open the document by clicking on the name (CMR-2024-XXXX-XX). From the Document Landing Page, scroll down the menu on the left-hand side of the window to the Notes section. An exclamation point indicates that there is a note from the MOVA administrator explaining what further steps are needed from the user to acknowledge and resolve any findings. After these steps have been completed, the user must re-save the Acknowledgement form and then navigate to the Status Options on the left-hand side menu and change the status to “Monitoring Findings Acknowledgement Submitted” again. This process will be repeated until all findings have been acknowledged and corrective actions resolved successfully.

### **Monitoring Complete**

When all findings have been acknowledged and resolved successfully, the status of the Compliance Monitoring Report process will change to Monitoring Complete. At this point, users will receive an email indicating that the status of the Compliance Monitoring Report process has been changed to “Monitoring Complete.” Once the status has been changed by the MOVA Administrator to Monitoring Complete, the site visit process has ended and there are no further actions required from the user.