FY24 P&P Webinar Q&A

Outcome Measurement Tool (OMT) & Data Reporting

**Q:** With OMT Excel workbooks no longer required, could we still upload one as an option if we wanted to do so?

**A:** For FY24 OMT reports, VSS and SAFEPLAN programs will enter data directly into eGrants (instead of entering data into the OMT Excel workbook and then uploading the Excel file to eGrants). The intention behind this change is to decrease upload errors and simplify the reporting process. There will no longer be the option to upload the OMT Excel workbook to eGrants. There is a copy of a blank and unlocked OMT Excel workbook on MOVA’s website that can be used for tracking purposes, but using the workbook is completely optional.

**Q:** Is it required that we use the Excel workbook for OMT reports?

**A:** For FY24 OMT reports, the Excel workbook will no longer be required for SAFEPLAN and VSS awards. However, the OMT Excel workbook will continue to be required for Culturally Specific Victim Services (CSVS) Awards through FY24.

There is a blank, unlocked copy on our website for internal use, but it will not be uploaded to eGrants. Data will be entered directly into the eGrants platform.

This change does not affect the OMT report for last quarter of FY23, in which you will be uploading your Excel workbook for the last time by July 30, 2023.

**Q:** When will the FY24 OMT Excel template be available?

**A:** For all programs that submit the OMT via eGrants, the Excel workbook is not necessary for FY24. However, if you would like to use it for internal data collection, a blank, unlocked copy is available on our website. There are no changes to the data that you will be collecting and reporting for the FY24 award cycle.

**Q:** Will we be able to export our OMT data from eGrants in a format we can work with and not just a PDF printout of the forms?  
**A:** We are still finalizing the FY24 OMT process and will look into how OMT reports can be exported and saved. We will continue to share any eGrants updates as they develop.

**Q:** Did I understand correctly that all contracts will have one OMT? Does that include SAFEPLAN along with VSS?

**A:** You will complete one OMT per contract. If you have a VSS contract and a SAFEPLAN contract, you will need to submit an OMT for each.

**Q:** Do we need to report our data for each funding stream in the OMT?

**A:** No. You will report your VSS or SAFEPLAN data as one regardless of the funding stream(s) allocated to your FY24 award. You will collect and report your data in the same way as previous fiscal years regardless of funding stream.

**Q:** The OMT Data Tracker on your website is for FY23 and only covers Demographics. When will the FY24 version be available?

**A:** The FY24 OMT Data Tracker is now available on MOVA’s website.

Funding Allocations

**Q:** We are funded by VIA 2019-V2-GX-0025--is that ARPA? Also, how do we know which funding sources should be allocated for which expenses e.g. personnel?

**A:** That funding number is for the VOCA19 award, not ARPA, and MOVA will not be using the VOCA19 award to support FY24 awards; please ensure that you are looking at the Award Letter Addendum (for VSS and SAFEPLAN) or Award Letter (CSVS) for your correct funding stream. If you only have one funding allocation listed, that is the one to use. If you have multiple listed and would like to strategize with MOVA, please reach out to your Program Coordinator for program-specific guidance.

**Q:** Where in the Award Letter do I find which funding stream(s) we have? Is this found in eGrants?

**A:** VSS and SAFEPLAN programs will find their funding streams in the Award Letter *Addendum*, which was sent via email in June/July, *not* the Award Letter. Only CSVS programs will find their funding allocations in their Award Letters. Your specific funding allocations for the entirety of the award will *not* be found in eGrants.

**Q:** How can I access the Sample Timesheet for FY24?

**A:** The sample timesheet can be located on [MOVA’s website](https://www.mass.gov/lists/forms-and-references) under “Additional resources and past messaging.”

**Q:** What is the CFDA number ARPA?

**A:** The America Rescue Plan (ARPA) funds used to support MOVA-administered awards are ARPA funds from the Commonwealth of Massachusetts Coronavirus State Recovery Funds. The associated CFDA number for these funds is 21.027.

**Q:** What criteria informed the funding sources for our awards?

**A:** There were two significant considerations that informed MOVA’s FY24 allocation plan. The first was to minimize, wherever possible, the use of multiple funding streams to support any one award in order to simplify tracking and reporting requirements. The second was to maximize our possibilities for spending and supporting awards. In order to do this, we did consider reversion history when allocating awards to specific funding sources based on when those funding sources expire.

**Q:** If our VSS award is supported by ARPA funding, are there additional reporting or needs we will need to address?

**A:** There are no additional reporting requirements if your FY24 VSS award is planned to be supported by ARPA funding. The reporting requirements are the same for all VSS awards, regardless of whether they are being supported by ARPA or VOCA funding.

**Q:** If funding allocations are not posted in VendorWeb for each expenditure report, how will I know what funding source my invoice is being paid with?

**A:** The majority of MOVA-administered awards will be paid with a singular funding source unless notified otherwise. If your award has more than one funding stream, the funding source for each specific expenditure report can be found at the bottom of the Budget Summary page for each expenditure report on eGrants once the expenditure report has been approved and processed by MOVA.

Monitoring and Compliance

**Q:** What determines the monitoring levels?

**A:** Monitoring levels are assigned based on the results of MOVA’s annual risk assessment process. MOVA’s sub-recipient risk assessment is broadly based on the following categories. These categories are subject to change and adjustment as needed.

* Organizational questionnaire (E.g., responses to questionnaire administered at time of contracting)
* Total award amount (E.g., total dollar amount of all awards to the sub-recipient agency)
* Timeliness and accuracy of reports (E.g., accuracy and timelines of performance reports and expenditure reports)
* Adherence to budget (E.g., liquidation of award amount, spending in line with program scope and budget)
* History of award administration (E.g., performance during previous monitoring activities such as site visits and desk reviews)
* Overall performance indicators (E.g., general award administration and performance, responsiveness to requests from MOVA, compliance with policies and procedures)

If you are interested in how your agency’s award was assigned a monitoring level for the FY24 award cycle, feel free to reach out to your Program Coordinator, and MOVA would be more than happy to provide more details. You can visit page 20 of the P&P for more information.

**Q:** What is the link for the EEO reporting tool?

**A:** The EEO reporting tool link is as follows: <http://www.ojp.gov/program/civil-rights/equal-employment-opportunity-plans>. However, the online EEOP reporting platform recently underwent some changes, and we are currently trying to get additional guidance on how to complete EEOPs moving forward for those agencies that are not currently able to access the platform. We will share any updated guidance via our mailing lists as soon as we receive it.

**Q:** When I went to complete the EEOP requirement, the tool only goes up through 2023, so there is no way to complete 2024. Should we be completing 2023 instead?

**A:** EEOP compliance is an annual requirement and should be completed every year. Please complete the FY23 process if you have access to it. The online EEOP reporting platform recently underwent some changes and we are currently trying to get additional guidance on how to complete EEOPs moving forward for those agencies that are not currently able to access the platform. We will share any updated guidance via our mailing lists as soon as we receive it.

**Q:** I have access to JustGrants but have not been able to find the EEOP platform anywhere on the site. Can you help with that?

**A:** If you have access to JustGrants, navigate to the DIAMD homepage, and under My Apps you should see the option for the EEOP, along with the options for other DOJ Apps you have access to (e.g., DIAMD Access Manager or JustGrants). You may need to update user roles in order to assign someone to the EEOP responsibilities. You can also access the EEOP directly via the EEOP online reporting platform ([www.ojp.gov/program/civil-rights/equal-employment-opportunity-plans](http://www.ojp.gov/program/civil-rights/equal-employment-opportunity-plans)), but in order to successfully log in, your login information must align with your information in JustGrants/DIAMD. More detailed information is included in the EEOP Reporting Tool User Guide (<https://www.ojp.gov/EEOReportTool_JobAid>).

Q: Does the requirement to report discrimination findings apply to just the MOVA-funded program or (in our case) to the hospital we are located in?

A: Please report any findings of discrimination that impact the funded services or program(s).

Miscellaneous Questions

**Q:** How can I be added to the Constant Contact listserv?

**A:** We'd be happy to add you! If you want to reach out to your Program Coordinator, they can assist in getting you signed up.

**Q:** Will the P&P webinar slides be shared with us, or will we be able to find this presentation on your website?

**A:** We will post the slides on [our website](https://www.mass.gov/service-details/for-currently-funded-agencies) in addition to the recording of this training.

**Q:** Can I review the signed Standard Contract on MOVA’s website?

**A:** For VSS and SAFEPLAN programs, once your application is in the status of Contract Executed in eGrants, you will be able to access a copy of your fully executed contract at the bottom of the Award Letter and Contracting page.

**Q:** I just noticed there is a Disposition form on the website. Do we need to submit Disposition listings for all equipment or only for equipment purchases over $5000?

**A:** Sub-recipient procedures for maintaining equipment (including replacement), whether acquired in whole or in part with award funds, must, at a minimum, meet the following standards until disposition takes place. For the purpose of inventory, equipment will be defined as outlined by the DOJ Grants Financial Guide: “tangible personal property having 1) a useful life of more than one year and 2) a per-unit acquisition cost of $5,000 or greater (or the organization’s capitalization policy, if it is less than $5,000).” If the organization does not have a capitalization policy in place, the Federal policy amount of $5,000 must be followed. Please visit page 32 of the P&P for more information on what records must be maintained for equipment purchased under MOVA-administered awards.

**Q:** If we receive entirely VOCA funds for our VSS award, does that mean we can request a no cost extension for our award beyond June 30th if needed?

**A:** We are not currently allowing no cost extensions for FY23 or FY24.