

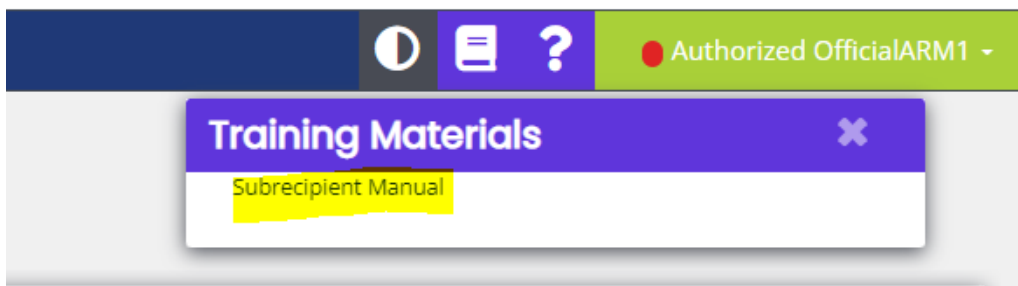
FY24 Subgrant Award Report eGrants Step-by-Step Guide

Beginning in FY23, all aspects of MOVA grants management will occur over the [electronic grants management \(eGrants\) system](#). This guide will walk through each step necessary to submit the **FY24 Subgrant Award Report (SAR)**. Additional training, videos, and guides for eGrants can be found on [MOVA's eGrants webpage](#). This guide will apply to SAR reporting for both SAFEPLAN and VSS with or without match.

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 on [MOVA's eGrants webpage](#).



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 eGrants webpage](#) or the eGrants Subrecipient Manual for instructions on registration.

Only the following users have the permissions to initiate, fill out, and submit a SAR to MOVA:

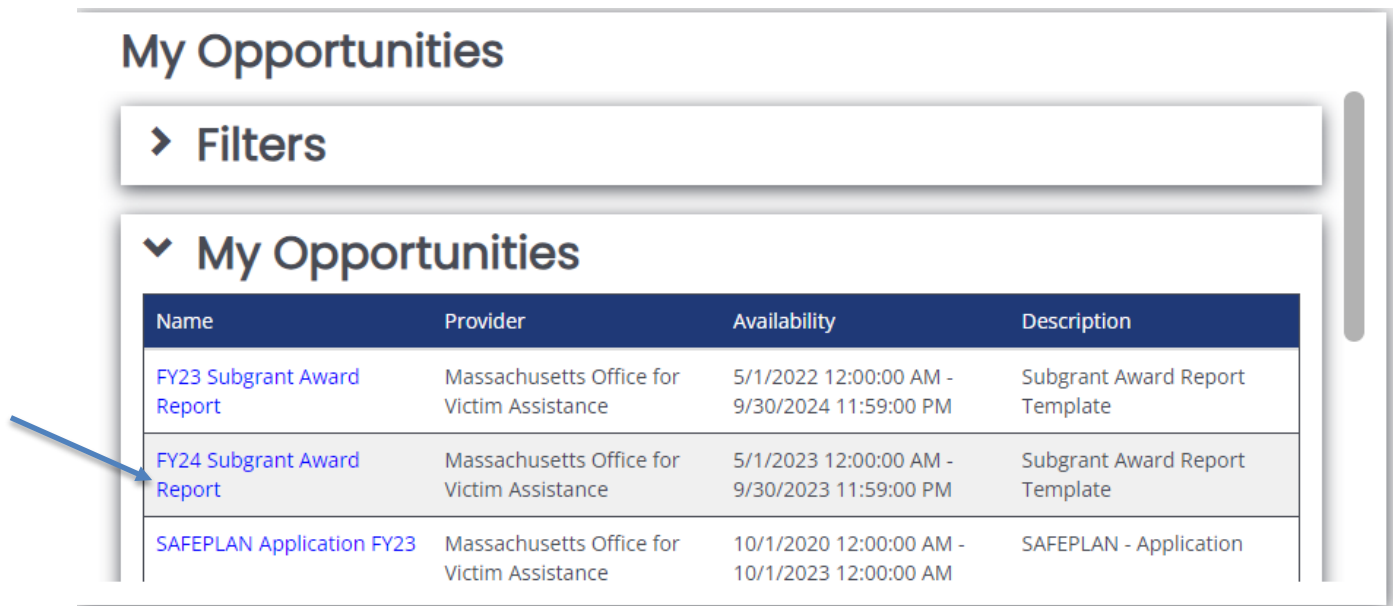
- Agency Administrator
- Authorized Representative
- Fiscal Contact

Submitting a New Subgrant Award Report

Initiating a Subgrant Award Report

The SAR only needs to be completed once per contract period. Within the first 3 months of your award, you will see the Subgrant Award Report appear in your My Opportunities section of the dashboard. MOVA will notify you via email when the report is open and when the report is due.

To start your SAR, click on the link from My Opportunities:



My Opportunities

➤ Filters

▼ My Opportunities

Name	Provider	Availability	Description
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
FY24 Subgrant Award Report	Massachusetts Office for Victim Assistance	5/1/2023 12:00:00 AM - 9/30/2023 11:59:00 PM	Subgrant Award Report Template
SAFEPLAN Application FY23	Massachusetts Office for Victim Assistance	10/1/2020 12:00:00 AM - 10/1/2023 12:00:00 AM	SAFEPLAN - Application

Copying a Subgrant Award Report from a Previous Year

This year you have the option to copy the information from the SAR you submitted in FY23 to your FY24 SAR to avoid re-entering your information.

To copy your SAR, you must select your FY23 SAR from the initiation menu *before* clicking Proceed. Find your FY23 SAR document from the drop-down menu in the Copy Forward Document field. Then click Proceed.

You will have the opportunity to make changes to the information after it is copied. Please make sure your award amount and staffing information has been updated to reflect the FY24 contract.

FY24 Subgrant Award Report



Provided By: Massachusetts Office for Victim Assistance

Provided To: Amelia's MOVA Test Organization

Copy Forward Document:

-VOCA-SAR2023-Amelia's Test-14

Subgrant Award Report Availability Dates: 8/1/2023 12:00:00 AM - 8/31/2023 11:59:00 PM

Due Date: 8/31/2023 11:59:00 PM

Description:

To copy your FY23 SAR data onto your FY24 SAR form, please select the document number from the "Copy Forward Document" dropdown menu, then select Proceed. You will be able to make edits to this data before submitting the final FY24 SAR.

At the start of the grant cycle and before reporting the first quarter of data via the OMT, subrecipients must complete a Subgrant Award Report (SAR). The SAR collects information about organization type, service capacity, subaward amounts, and service areas to respond to different types of priority categories.

Proceed

Cancel

If you do not wish to copy your previous SAR or are new to eGrants and do not have a SAR to copy, leave the field blank or select Don't Copy Forward from the drop-down menu.

Click "Proceed" on the popup window when you are ready to begin. You will be brought to a Document Landing Page where you can see the status of your SAR.

Completing a Subgrant Award Report

To begin filling out your SAR, click on the first form on the lefthand side, *Agency Information*:

Here you will be asked to enter information about your agency as well as contact information for the staff person responsible for data reporting. This page is also where you can select if you are reporting for a VSS or SAFEPLAN contract.

Forms
Subgrant Award Report
Agency Information
Part 1 - Priority Categories
Part 2 - Service Areas
Part 3 - Match

Save the page and continue onto Part 1-Part 6 following the instructions on the top of each page.

It is encouraged that you save the page frequently using the Save button in the top right corner.

It is possible that you may have error checks on the SAR. If so, review the error check and make the necessary update in order to submit to MOVA.

Submitting a Subgrant Award Report

When you have completed and saved your SAR, scroll down the lefthand panel, and select SAR Submitted from Status Options. If there are any errors, the system will tell you in the pop up below and prevent you from submitting:

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
Part 6 - Budget and Staffing	Error(s)	Yes

Otherwise, you will see the following pop up if your SAR is ready for submission:

Are you sure that you want to change the status from SAR in Process to SAR Submitted?

I agree, I'm ready to submit this Subgrant Award Report on behalf of my organization.

Please enter any notes in regards to this status change

Cancel

OK

Click the green OK to submit. The system will take you back to the Document Landing Page, where you can find the details of the SAR. Here, you can find the status changed from SAR in Process to SAR in Review.

A few minutes after, you will also receive an email notification confirming that the SAR has been submitted.

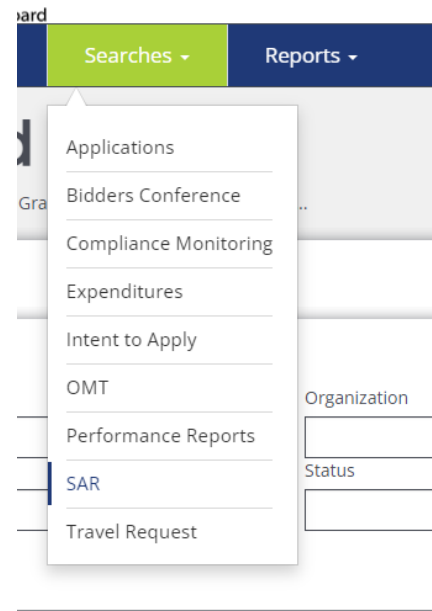
No further actions will be required of you at this time. Below, find the steps on how to find MOVA's questions and feedback and how to resubmit a SAR with updates.

SAR in Process

It is likely that you may need to start the SAR and return to it at a later date. To do this navigate to Searches and select SAR:

When you arrive at the search page, click the green Search button and your SAR should appear below.

If you receive an error message that says No Results Found, it is likely that you did not save your SAR. Return to the homepage and begin a new SAR from My Opportunities.



SAR Modifications Required

MOVA may send feedback and questions regarding your SAR over the eGrants system via Notes, similar to the OMT or contracting process.

Notifications

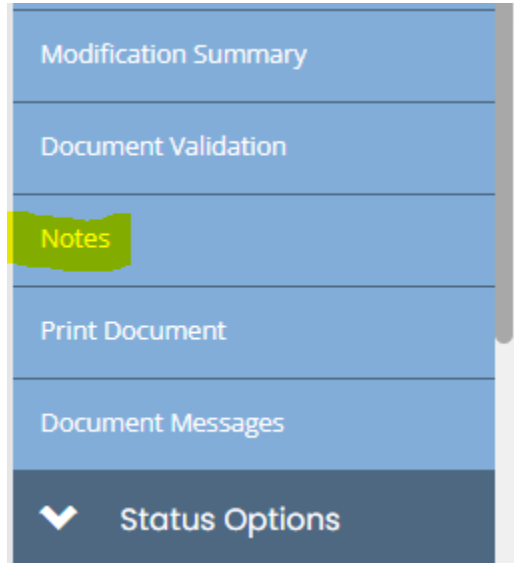
When your SAR requires updates or feedback, it will be in the status of SAR Modifications Required, and the system will email you (and all relevant roles on eGrants) to inform you of the status change.

Another way to find out if your SAR is in need of modifications is by checking your Dashboard on the eGrants home screen under My Tasks.

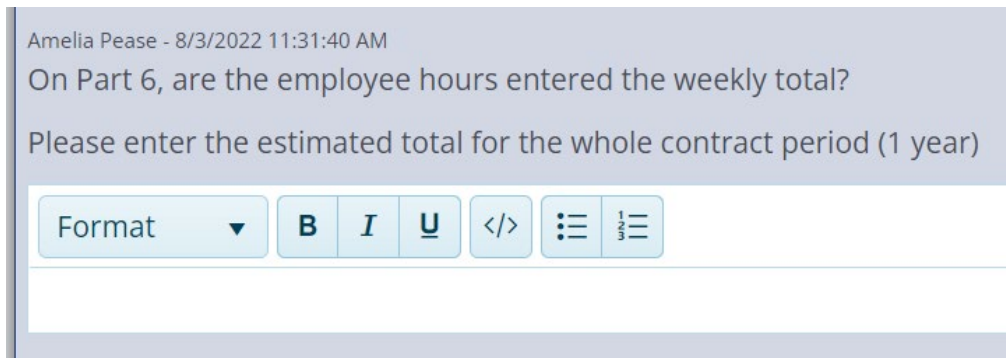
eGrants Tip: The My Tasks section is organized alphabetically by default but can be organized by any of the columns by clicking on the column title. A best practice is to click the Status Date column title in order to organize your Tasks from most recent to least recent.

Modifications Required

Once you navigate to the SAR, scroll down the lefthand panel and select the Notes section.



The topmost note will contain MOVA's feedback and questions for the SAR.



For approval, make the requested updates by navigating to the page specified by MOVA and updating the submission details. Always make sure to save after making any changes by clicking the Save button in the top right corner.

If MOVA has left a question in the Notes section, you can respond to the Note by clicking in the white space underneath the Note and typing your response.

Amelia Pease - 8/3/2022 11:31:40 AM

On Part 6, are the employee hours entered the weekly total?

Please enter the estimated total for the whole contract period (1 year)

Format ▼

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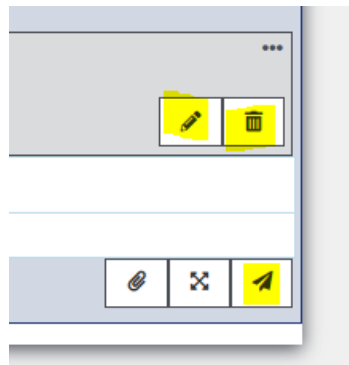
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Yes, it is the weekly totals. I have updated it to reflect the year

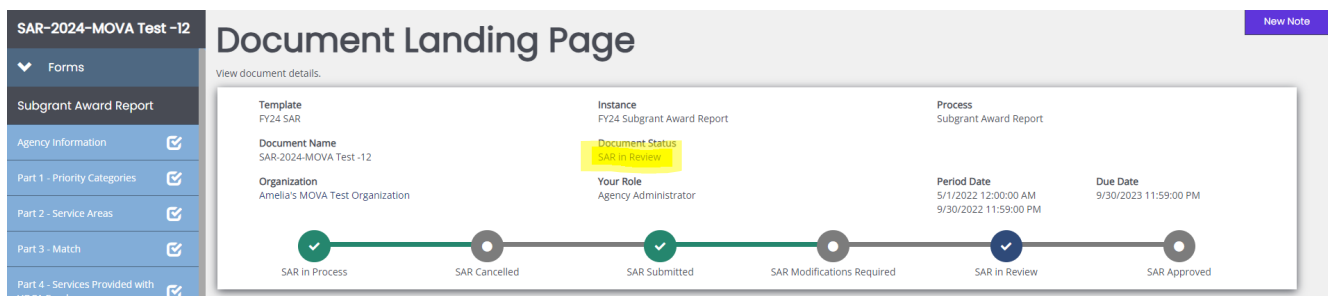
You can save the Note by clicking Enter on your keyboard or by clicking the Save Reply button in the form of a paper airplane. Once saved, you may also edit or delete the Note using the pencil or trash icons respectively.



After addressing MOVA's feedback and questions, resubmit your SAR by scrolling down the lefthand panel, selecting SAR Submitted from the Status Options, and confirming.

The modification process will continue until the SAR is approved by MOVA.

eGrants Tip: You will receive an email confirming that your modifications have been submitted to MOVA. These emails are oftentimes delayed so although the email is a great confirmation, a more immediate way to verify that your submission has gone through is to navigate to the Document Landing Page and look at the Document Status.



The Document Statuses

Although only a few statuses will be relevant to subrecipients, the Document Statuses indicate the following:

- SAR in Process – a SAR will be in this status when it has been initiated but not submitted to MOVA. To find a SAR in process, navigate to Searches on the top bar and select SAR.
- SAR Canceled – a SAR was started but canceled by either MOVA or the subrecipient
- SAR Submitted/SAR in Review – a SAR has been submitted to MOVA and is in review
- SAR Modifications Required – a SAR will be in this status when MOVA has follow up questions and the report is pending the subrecipient’s resubmission
- SAR Approved – there is no further changes needed. You can always find your SAR to refer to by navigating to Searches on the top bar and select SAR.

Submitting Another SAR

If you receive SAFEPLAN funding in addition to your VSS funding, a second SAR will need to be completed. To complete a second SAR, navigate back to My Opportunities and follow the steps again under Submitting a New Subgrant Award Report on the second page of this document. You will select “SAFEPLAN” as the contract type on the first page.

Conclusion

By following all the above steps, subrecipients can successfully use the MOVA eGrants system to submit their FY24 SAR.

Timeline

The SAR must be complete on eGrants by August 31st following the start date of a July 1st contract.

Resources

This document serves as a step-by-step guide and provides best practices for successfully submitting a FY24 SAR.

More information about the MOVA eGrants system can be found on [MOVA’s eGrants webpage](#) and the Subrecipient Manual.

Please direct your questions to your assigned MOVA Program Coordinator or the Data Team at MOVASTats@mass.gov.