

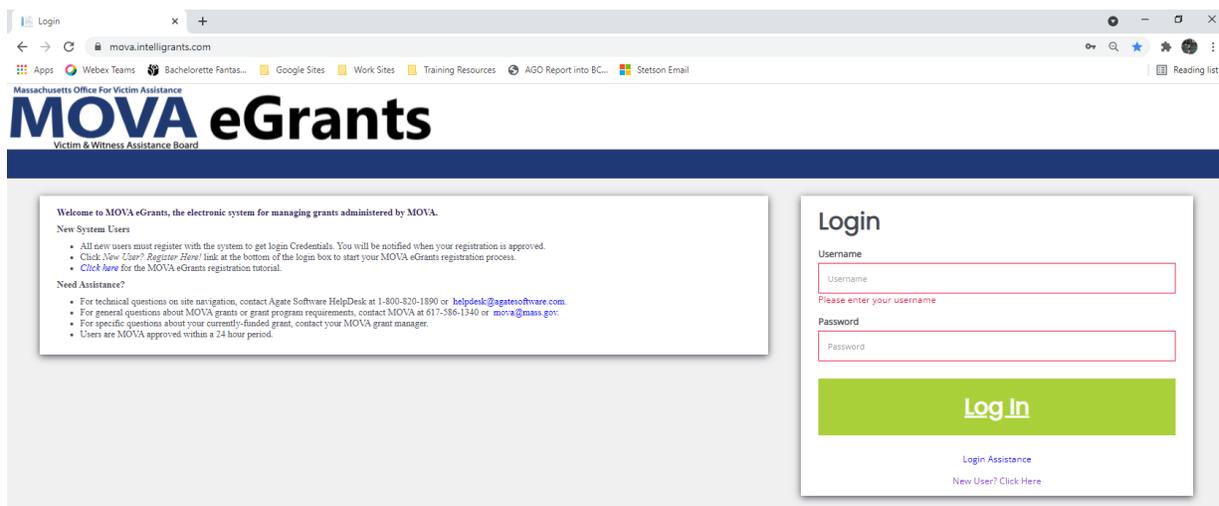
# FY24 Contracting eGrants Step-by-Step Guide

In FY24, all aspects of MOVA grants management for VOCA + State Victim Assistance and SAFEPLAN contracts will continue to 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 FY24 contract. Additional training, videos, and guides for eGrants can be found on [MOVA's eGrants webpage](#). This guide will apply to contracting for both SAFEPLAN and VOCA + State Victim Assistance.

## 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 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 User Manual for instructions on registration.

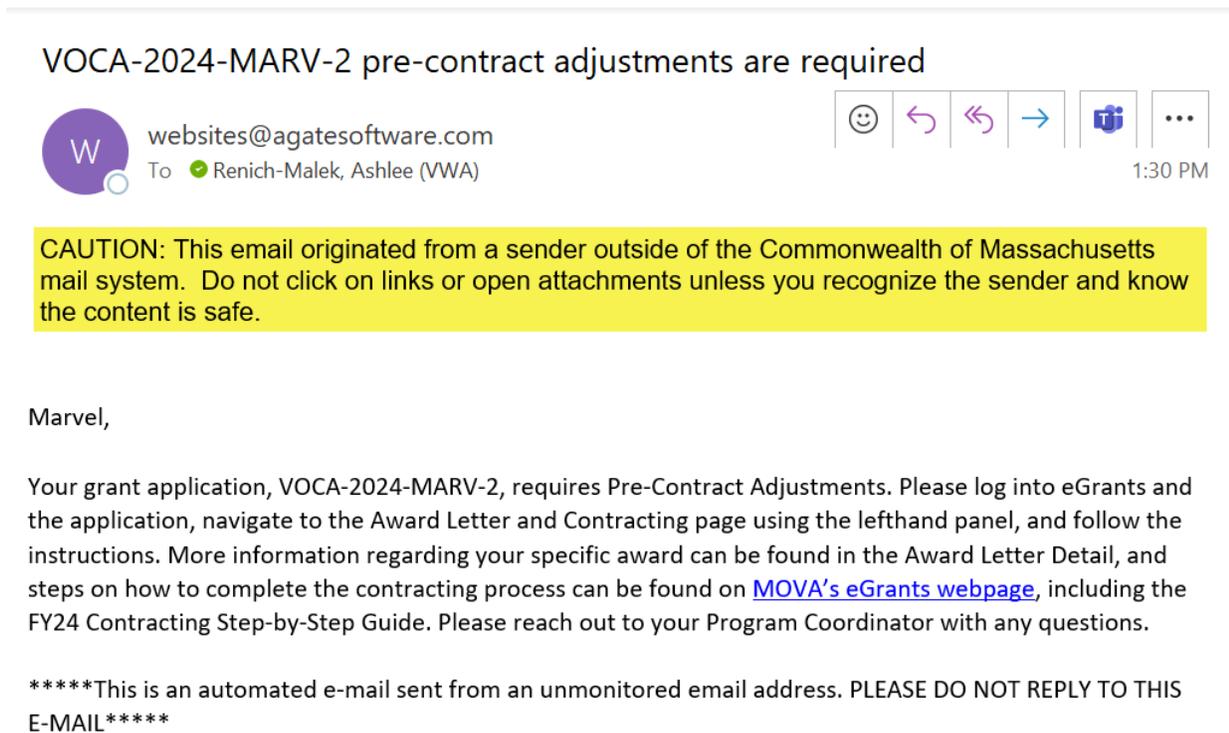
Only the following users have the permissions to initiate, fill out, and submit an application to MOVA:

- Agency Administrator
- Application Submitter
- Authorized Representative

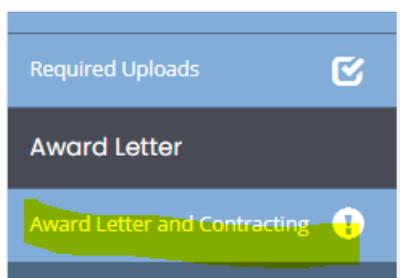
Please ensure that the individual(s) working on the contracting process are assigned to one or more of these roles for the specific application before moving on.

## 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:



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, the attachments within, and the Related Documents. 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. For FY24, if your agency's award was reduced from the FY23 award amount, please review page 2 of the award letter for more information as you revise your budget.

### Award Letter and Contracting

#### Award Letter

Notification of Award:  
Notification of Award Test\_CJ Test.docx

## Match Waiver Determination Letter

Like the Notification of Award above, if your agency applied for a FY24 match waiver, the Match Waiver Determination Letter will also be listed as a link for you to download and view.

Match Waiver Determination:

[match determination letter.docx](#)

## Additional Uploads & Descriptions

Additional forms or documents specific to your agency's contracting will be listed as links with instructions at the top of the page.

## Award Letter Details

Next, the boxed-out section 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 FY24 can be found in section #5 titled Amount of this Award. Your total award amount in your budget must match the number found in this section. More information on updating your budget can be found in the Budget Amendments section below.

5. AMOUNT OF THIS AWARD		BOSTC
\$	12,890.00	10. A' Liam Mass 1 Ash Bostc Liam. 617-5
		(For MOVA use)
1 FEDERAL AWARD DATE		FF

## 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 left corner. Enter your initials and save the page.

1b. FEDERAL AWARD IDENTIFICATION NO. (FAIN) • 2020-V2-GX-0027	R&D AWARD: No
--	------------------

Subrecipient Acknowledgement:  
*Initial to acknowledge your receipt and acknowledgement of the Notification of Award and Award Letter Detail.*

Contracting Documents

## Contract Information

Here, you will find your Contract Conditions and sections for each of the contracting requirements.

### 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.*

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.

### Contracting Requirements

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.

Start by reviewing your Contract Conditions to confirm which additional forms are required for your award. Each form will be titled with a link, which, when clicked, will download the associated form for you to review and complete.

Certifications Lobbying, Debarment, Suspension and other Responsibility Matters Form:

An authorized representative should review, complete and sign the federal form which certifies that the agency will comply with the certifications outlined in the form. Electronic signatures are acceptable. Certifications include, but are not limited to, VOCA funded employees abstaining from engaging in lobbying activities; certifying that the agency is not currently debarred; and that the agency is a drug-free workplace.



When the form is completed, reupload it onto eGrants in the respective spot by clicking the blue Select button, selecting the file you want to upload, and confirming.

Certifications Lobbying, Debarment, Suspension and other Responsibility Matters Form:

An authorized representative should review, complete and sign the federal form which certifies that the agency will comply with the certifications outlined in the form. Electronic signatures are acceptable. Certifications include, but are not limited to, VOCA funded employees abstaining from engaging in lobbying activities; certifying that the agency is not currently debarred; and that the agency is a drug-free workplace.



To upload multiple files where applicable, press the green + button to create more rows. To delete an extra or erroneous row, use the red – button.

Rental Agreement/Lease

If rental costs are included on the funding request, agency must provide proof of this cost via submission of a rental agreement in the form of a current lease or contract.

A screenshot of a form section titled "Rental Agreement/Lease". It contains a paragraph of text: "If rental costs are included on the funding request, agency must provide proof of this cost via submission of a rental agreement in the form of a current lease or contract." Below the text are two identical file upload boxes, each with a blue "Select" button and "Drag Files Here" text. To the right of these boxes is a vertical column of two buttons: a green button with a white "+" sign and a red button with a white "-" sign.

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

More information about each of the contracting forms can be found in Appendix A of this document.

## Budget Modifications

While your application is in the status of Pre-Contract Adjustments Required, you will have access to the budget forms in the lefthand panel in order to update them.

Update your budget to match the award amount found in the Award Letter Details, reflect the information included (where applicable) on page 2 of your award letter, 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 + State Victim Assistance or SAFEPLAN Application Guides.

## Court Coverage Agreement

SAFEPLAN awards will need to update the Court Coverage Agreement form to accurately reflect staffing for FY24. This can be done by clicking into the Court Coverage Agreement tab from the lefthand panel, making the changes, and then clicking Save in the top right corner. More information about this form and this process can be found in the FY24 VOCA + SAFEPLAN Application Guide.

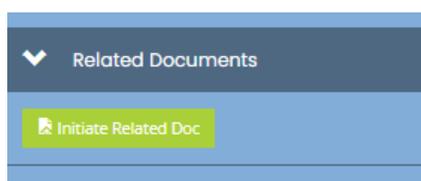
## Outcome Measurement Tool (OMT) FY24 Goals & Key Outcomes

Goals and Key Outcomes for the FY24 award cycle will be set by subrecipient users and approved by MOVA during the contracting process. The goals and key outcomes set during the contracting process will be the goals and key outcomes utilized by your agency throughout the FY24 award cycle and during each quarterly OMT submission you will report progress made towards these goals and key outcomes.

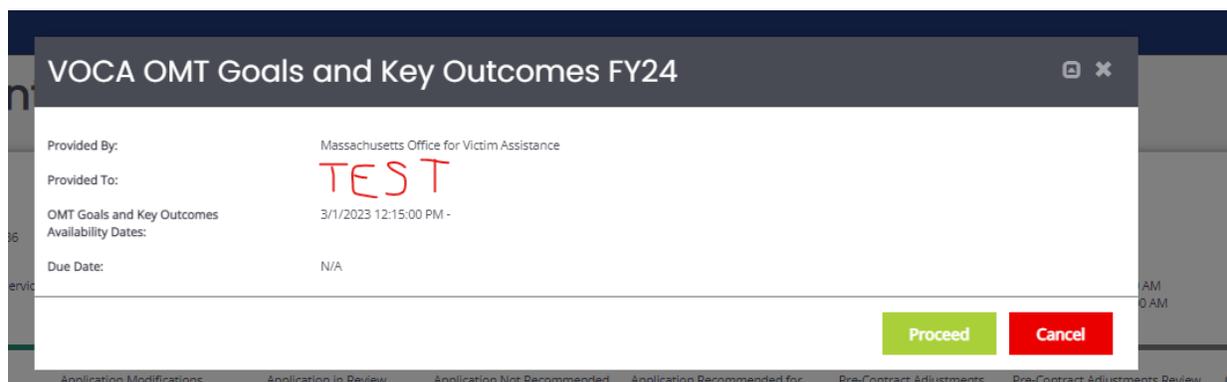
The instructions below will apply to both VOCA + State Victim Assistance awards and SAFEPLAN awards. Places where the process differs between the two types of awards will be specified. Once your application has been pushed to *Pre-Contract Adjustments Required* you will have access to the VOCA OMT Goals and Key Outcomes FY24 form and/or the SAFEPLAN OMT Goals and Key Outcomes FY24 form from the application document. You are required to complete this process only for the awards that your agency receives from MOVA. If your agency receives a VOCA + State Victim Assistance award and a SAFEPLAN award, you will need to complete this process for each award.

### Initiating Goals and Key Outcomes via the Contract

To initiate the Goals and Key Outcomes form, scroll down on the menu on the left-hand side of the application to the header titled *Related Documents*. Click the *Initiate Related Doc* button.

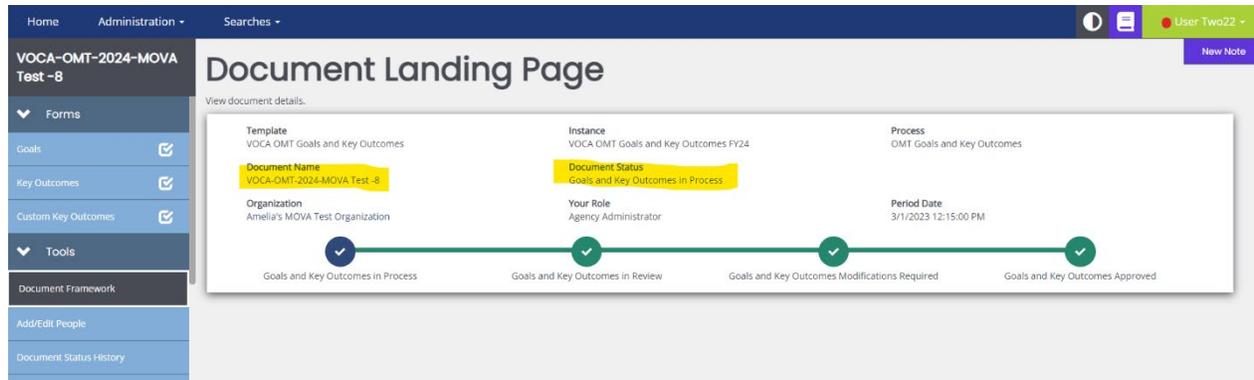


This will open a box confirming that you want to proceed to either the *VOCA OMT Goals and Key Outcomes FY24* process or the *SAFEPLAN OMT Goals and Key Outcomes* process. Select the green *Proceed* button.



## Document Landing Page

Once initiated, the user will be taken to the Document Landing Page, which functions as the home page for the OMT Goals and Key Outcome Document. Here, you can see information about your OMT Goals and Key Outcome process. Two key pieces of information to note are highlighted in the following screenshot and described below.



- Document Name—this is the name of your OMT Goals and Key Outcome document. 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 VOCA-OMT-2024-MOVA Test -8.
- Document Status—this indicates the “status” of the Goals and Key Outcomes. The status will change as you move throughout the process.
  - *Goals and Key Outcomes in Process* - While filling out the form, the status will be Goals and Key Outcomes in Process. While in process, you will be able to access the file from your My Tasks on the eGrants homepage.
  - *Goals and Key Outcomes in Review* - Once submitted for approval, the status will change to Goals and Key Outcomes in Review. In this status, MOVA will review the submitted goals and key outcomes.
  - *Goals and Key Outcomes Modifications Required* - If the submitted Goals and Key Outcomes form requires further attention, MOVA will change the document status to Goals and Key Outcomes Modifications Required. In this status, you will need to return to the form, make any updates/edits requested by MOVA in the Notes section, and then resubmit the form.
  - *Goals and Key Outcomes Approved* – If reviewed and approved by MOVA, MOVA will change the document status to *Goals and Key Outcomes Approved*

## Notifications

You will receive automated emails from eGrants when your OMT Goals & Key Outcomes changes status. Below is a sample notification email. Please be sure to check your spam folder if you are not receiving automated emails.

## Modifications Required on OMT Goals & Key Outcomes



websites@agatesoftware.com

To Pease, Amelia (VWA)

You forwarded this message on 5/17/2023 1:23 PM.



Wed 1:23 PM

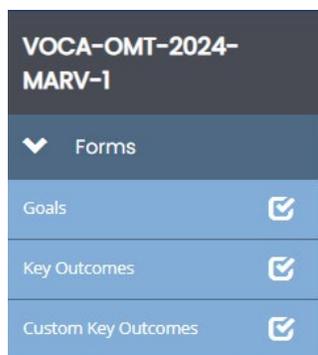
**CAUTION:** This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Your OMT Goals & Key Outcomes, 123-Application-20XX, has been reviewed and is in need of modifications. You can find additional information on the updates that need to be made in the Notes section of your OMT Goals & Key Outcomes on eGrants. Please make the necessary modifications and re-submit to MOVA for additional review.

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

### OMT Forms

There are two forms that are required in order to complete the OMT Goals and Key Outcomes during contracting – the Goals form and the Key Outcomes form. There is a third form titled Custom Key Outcomes, which is only required if you are choosing to set up custom key outcomes that do not fit within the standard Key Outcomes form.



Although these forms can be completed in any order, this guide will review the forms in the order in which they appear in eGrants. These forms should be familiar to you as they are the same as the Goals and Key Outcomes forms used in the FY23 OMT.

#### VOCA Goals

The Goals form can be accessed from the left-hand menu, under the *Forms* heading. Once you click on *Goals* you will be taken to the Goals form that you will need to complete. On the Goals form, subrecipients will be required to select strategic areas and then set up goals, output measures, and milestones that reflect your funded scope of services and the objectives described in your award. Instructions for completion of the Goals form are included within the blue text box at the top of the form. All fields must be completed.

The goals and associated milestones set within this form will be in place for the duration of the FY24 award cycle. You will report progress towards your set milestones during each quarterly OMT submission throughout the FY24 award cycle. Once submitted and approved by MOVA, Goals will not be editable on eGrants unless permission is granted by MOVA.

If using custom goals, please fill out all open-ended entries in the Customization Section at the bottom of this tab.

#### *SAFEPLAN Goals*

The Key Outcomes form can be accessed from the left-hand menu, under the *Forms* heading. Once you click on *Key Outcomes* you will be taken to the Key Outcomes form that you will need to complete.

This form contains goals set by MOVA. Please enter your milestones. Milestones should reflect what you hope to accomplish over the course of the FY24 award cycle. Instructions for completion of the Goals form are included within the blue text box at the top of the form. All fields must be completed.

The goals and associated milestones will be in place for the duration of the FY24 award cycle. You will report progress towards your set milestones during each quarterly OMT submission throughout the FY24 award cycle. Once submitted and approved, milestones will not be editable on eGrants unless permission is granted by MOVA.

#### *VOCA Key Outcomes*

The Key Outcomes form can be accessed from the left-hand menu, under the *Forms* heading. Once you click on *Key Outcomes* you will be taken to the Key Outcomes form that you will need to complete.

On the Key Outcomes form, subrecipients will be required to set up key outcomes that will measure the impact (or outcome) of the funded services and activities and milestones that reflect what you hope to achieve during the FY24 contract period. Instructions for the completion of the Key Outcomes form are included within the blue text box at the top of the form. All fields must be completed.

The key outcomes and associated milestones set within this form will be in place for the duration of the FY24 award cycle. During each OMT reporting period, you will provide the average or overall outcome for each measure included in this form. Once submitted and approved, Key Outcomes will not be editable on eGrants unless permission is granted by MOVA.

#### *Custom Key Outcomes*

If using custom key outcomes instead of the standard Key Outcomes form, the Custom Key Outcome form can be accessed from the left-hand menu, under the *Forms* heading. Once you click on *Custom Key Outcomes* you will be taken to the Custom Key Outcomes form that you will need to complete.

Instructions for completion of the form are included within the blue text box at the top of the form. Fill out all open-ended fields and save to complete.

## SAFEPLAN Key Outcomes

The Key Outcomes form can be accessed from the left-hand menu, under the *Forms* heading. Once you click on *Key Outcomes* you will be taken to the Key Outcomes form that you will need to complete.

This form contains a standard set of key outcome measurements set by MOVA. For the FY24 award cycle, MOVA is requiring that subrecipients set their own milestones for Key Outcomes during contracting. It may be helpful to look at the key outcomes averages your program has reported during FY23 to inform what milestones your program should set for the FY24 award cycle. Instructions for completion of the Key Outcomes form are included within the blue text box at the top of the form. All fields must be completed.

The key outcomes and associated milestones will be in place for the duration of the FY24 award cycle. During each OMT reporting period, you will provide the average or overall outcome for each measure included in this section. Once submitted and approved, milestones will not be editable on eGrants unless permission is granted by MOVA.

## Saving your Work

Throughout completion of the Goals and Key Outcomes forms, and after all information is complete, save your progress by using the Save button in the top right corner of the page. Entered information does not automatically save. Saving your work also activates error checks within eGrants. You will know a form is complete when you click save and a checkmark appears in the box in the left-hand panel for the relevant form but, if an exclamation point appears instead, the form requires further attention.

## Error Checks

After saving or navigating away from a page at any point in the process, an error check may pop up in the upper right-hand corner if there are any items that require further attention. The user can be taken directly to the error in question by selecting it from the pop up in the right-hand corner. Additionally, forms containing errors will be labeled with an exclamation point in the left-hand panel. All errors must be resolved before attempting to submit the Goals and Key Outcomes forms.

or create your own description (i.e., Mental Health Services, Housing and Shelter).

**Step 2 - Determine Outcome Type:** Select from the dropdown who or what the outcome is focused on. This includes options such as client outcomes, staff based outcomes, outcomes, collaboration and referral, specific populations, and other. For example, if one of your program goals is related to training staff on trauma-informed practices, that the corresponding outcomes is related to staff outcomes from the trainings).

**Step 3 - Select Sub-Category:** Once you have selected an Outcome Type, you will then further classify the sub-category the short- or long-term outcome is related to, which. Examples are provided below to show potential sub-categories to be selected within a specific outcome type.

**Step 4 - Define Question/Measure:** For each outcome, describe how it was measured. Often times this will be through either client surveys, program data on service levels, case management data, tracking of referral outcomes, or results from assessments. Programs are able to enter information for each measure utilized or a combination of measures that assess a key construct such as client well-being. In this example, you might include individual measures for mental health, employment, housing, and safety or select to include client well-being overall.

**Step 5 - Specify Scale/Range:** Provide the detailed related to each outcome to explain how it was measured. The options include selecting from a dropdown list of sample measures where you can include whether it was a quantitative or qualitative, type of scale if applicable (e.g., 5 response options), and types of responses (e.g., agreement items, true/false statements, yes/no, etc).

**Step 6 - Enter Milestone:** Provide the milestone included in the program logic model for the corresponding item to show what you plan to achieve by the end of your award. There is additional space to provide more detail regarding the milestone given that non-numeric milestones require additional information.

**SECTION 18a: Short and Long-Term Outcomes**

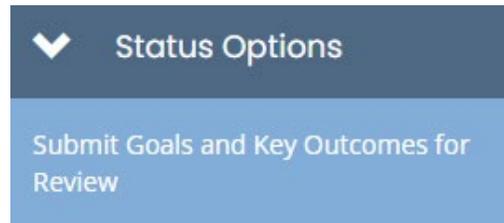
Select Strategic Area *	Outcome Type *	Sub-Category *	Question/ Measure/Item *
<input type="text"/>	Client/Participant/Self-Reported	Housing Stability	I was able to receive a safe house within 24 hours

Define Measures

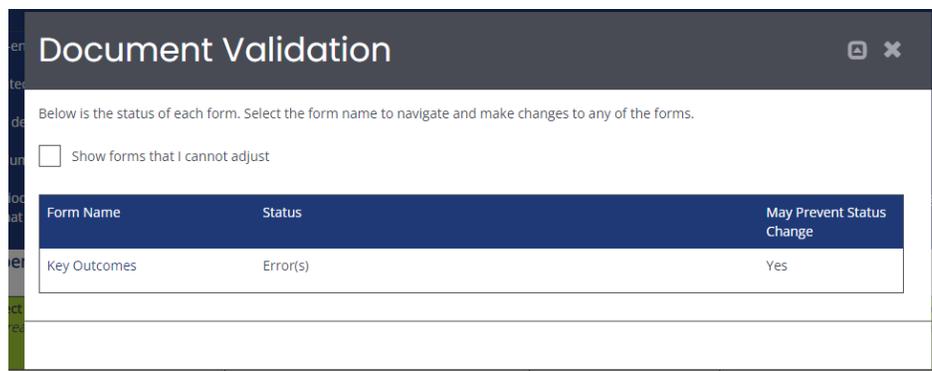
Attention  
Please fill out all required fields.

## Submitting Goals and Key Outcomes

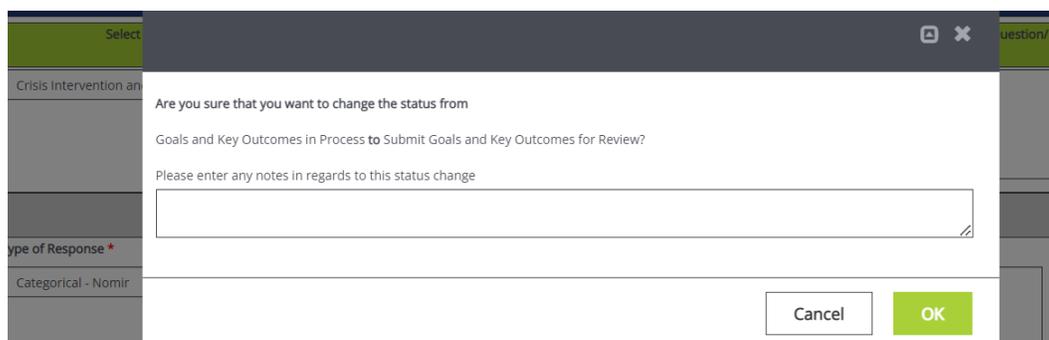
Once the user has completed the Goals and Key Outcomes forms, all errors are resolved, and all the forms have been saved, scroll to the bottom of the menu in the left-hand panel to find the Status Options. Select *Submit Goals and Key Outcomes for Review*.



If there are any remaining errors within the Goals and Key Outcomes forms, a box will pop up and detail the areas that require attention. An example is provided in the screenshot below.



If the Goals and Key Outcomes are eligible for submission, a box will pop up asking you to confirm that you would like to change the status to *Submit Goals and Key Outcomes for Review*. You can enter any relevant notes within the text field.



Once submitted, the user will be taken back to the Document Landing Page and the Document Status should be *Goals and Key Outcomes in Review*. This confirms that the document has been submitted to MOVA. If the status still says *Goals and Key Outcomes in Process*, check that there are no errors within any of the required forms and then navigate back to the Status. Options in the menu in left-hand panel and try to change the status to *Submit Goals and Key Outcomes for Review* again.

VOCA-OMT-2024-MOVA Test -8

# Document Landing Page

View document details.

<b>Template</b> VOCA OMT Goals and Key Outcomes	<b>Instance</b> VOCA OMT Goals and Key Outcomes FY24	<b>Process</b> OMT Goals and Key Outcomes
<b>Document Name</b> VOCA-OMT-2024-MOVA Test -8	<b>Document Status</b> Goals and Key Outcomes in Review	
<b>Organization</b> Amelia's MOVA Test Organization	<b>Your Role</b> Agency Administrator	<b>Period Date</b> 3/1/2023 12:15:00 PM

Goals and Key Outcomes in Process      Goals and Key Outcomes in Review      Goals and Key Outcomes Modifications Required      Goals and Key Outcomes Approved

Left-hand menu: Forms, Goals, Key Outcomes, Custom Key Outcomes, Tools, Document Framework, Add/Edit People

Top right: New Note

## OMT Goals and Key Outcomes Modifications Required

Once your Goals and Key Outcomes form has been submitted, MOVA will review it for accuracy and completion. If any modifications are needed, MOVA will change the status to Goals and Key Outcomes Modifications Required. You will receive a notification of this status change in your email. If you receive this notification, you will need to return to the Goals and Key Outcomes Form and review the feedback provided by MOVA in the Notes section, which can be found towards the bottom of the menu in the left-hand panel. Incorporate MOVA's feedback into your Goals and/or Key Outcomes forms, save any changes made, and then resubmit your forms to MOVA. To resubmit your forms, scroll to the bottom of the menu in the left-hand panel to find the Status Options and select *Submit Goals and Key Outcomes for Review*.

## OMT Goals and Key Outcomes Approved

Once your Goals and Key Outcomes form has been submitted, MOVA will review it for accuracy and completion. If your goals and key outcomes are approved, MOVA will change the status to Goals and Key Outcomes Approved. This means your goals and key outcomes are approved and set for the duration of the FY24 award cycle. Throughout the year as you report quarterly data via the OMT, you will also report progress made towards these goals and key outcomes.

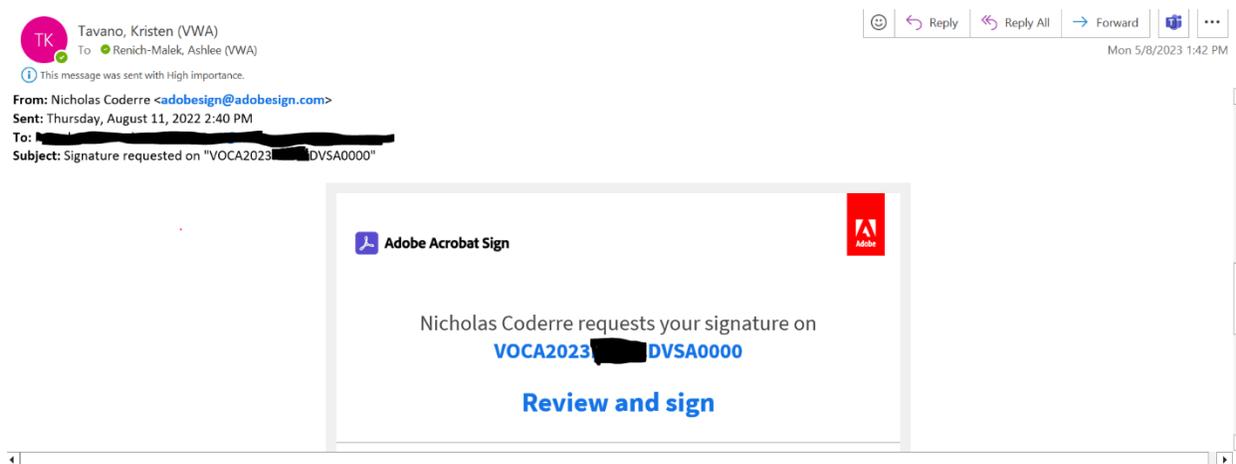
## Conclusion

By following all the above steps above, users can successfully use the MOVA eGrants system to set up and submit their OMT Goals and Key Outcomes for the FY24 award cycle.

## Signing the Standard Contract/ISA

The one step of contracting that will occur off of eGrants is signing the standard contract or ISA.

MOVA's fiscal department will collect standard contract and ISA signatures from the authorized signatory you designated during the application process via Adobe Sign, *not* on eGrants. Authorized signatories will receive a request from Adobe Sign that looks similar to the following example from FY23:



This email may appear in Other or Junk inboxes, so MOVA asks that designated authorized signatories keep an eye on their inboxes during the contracting period for this communication. Once received, authorized signatories follow the instructions in the email to sign the standard contract or ISA.

The specific timeline for this process can be found below in the timeline section of the guide.

## Pre-Contract Adjustments Submitted

Once you have made the appropriate modifications to your budget, filled out the Award Letter and Contracting form, uploaded your signed Contract Conditions and any other relevant forms, and initiated and submitted your Goals & Key Outcomes, 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

Cancel
OK

After you have pushed the status, you will receive an email notification that looks like the following:

VOCA-2024-MARV-33 submitted for MOVA's contracting review

websites@agatesoftware.com

To ● Renich-Malek, Ashlee (VWA)

Fri 5/5

**CAUTION:** This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Marvel has successfully submitted VOCA-2024-MARV-33 for MOVA's contracting review. MOVA will reach out to you via eGrants with any follow up or questions.

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

Sometimes it takes a few minutes to receive the email notification, so you can also verify your submission by checking the status of the application on the Document Landing Page. If the status is still in *Pre-Contract Adjustments Required*, it has not been successfully submitted to MOVA. If the status is in *Pre-Contract Adjustments Review*, the application is in MOVA's review and therefore has been successfully submitted.

The screenshot shows the 'Document Landing Page' with the following details:

- Template:** FY24 VOCA Application
- Document Name:** VOCA-2024-MARV-33
- Organization:** Marvel
- Instance:** VOCA Application FY24
- Document Status:** Pre-Contract Adjustments Review (highlighted in yellow)
- Your Role:** Agency Administrator
- Process:** Application
- Period Date:** 11/1/2021 12:00:00 AM to 10/31/2023 12:00:00 AM

The progress bar below shows the following stages:

- Application in Process (Completed)
- Application Modifications Required (Not Completed)
- Application in Review (Completed)
- Application Not Recommended for Funding (Not Completed)
- Application Recommended for Funding (Completed)
- Pre-Contract Adjustments Required (Completed)
- Pre-Contract Adjustments Review (Completed)
- Contract Pending Executive Director Signature (Not Completed)
- Contract Executed (Not Completed)

## MOVA Follow Up

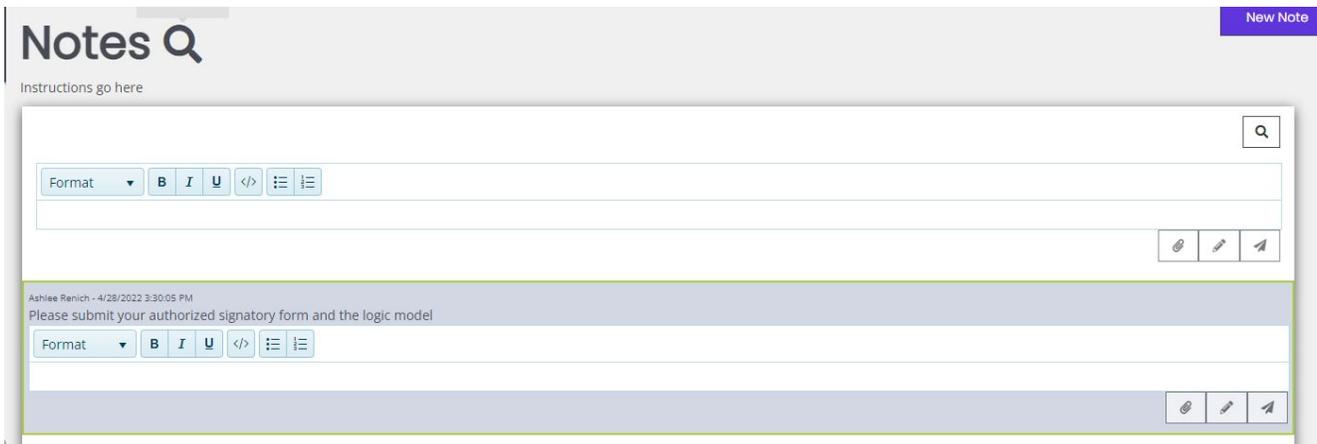
Once you have submitted your pre-contract adjustments, MOVA will review your submission. If additional updates are required before moving forward with contracting, MOVA will push the status of the application back to *Pre-Contract Adjustments Required*. You will receive a notification from the system via email that the status of the application is once again in *Pre-Contract Adjustments Required*. Please note that MOVA will communicate questions or feedback regarding Goals and Key Outcomes using the process found above.

To view MOVA's feedback and to update your contracting information, log back into the system and the relevant application and scroll to the section in the lefthand panel titled Notes.

The screenshot shows the left-hand panel with the following options:

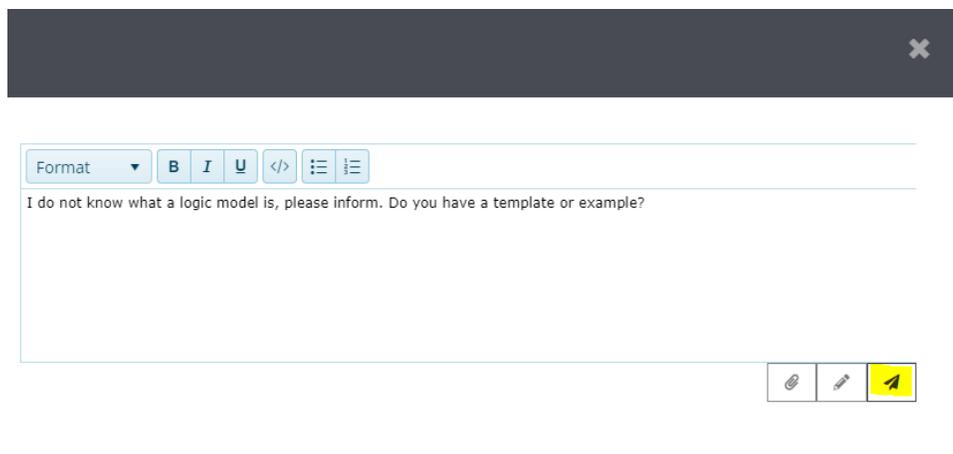
- Document Validation
- Notes (highlighted in dark grey)
- Print Document
- Document Messages (with an envelope icon)

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.



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 the steps above, applicants can successfully use the MOVA eGrants system to comply with their Contract Conditions and accept their FY24 awards.

## Finalizing the Contract

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.

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

**May 17<sup>th</sup>:** VWAB Vote

**May 18<sup>th</sup>:** Those with the user role of Agency Administrator, Application Submitter, and/or Authorized Representative will receive an email notification from eGrants with award notification information. Contracting, including Goals + Key Outcomes, opens in the status of Pre-Contract Adjustments Required on eGrants

**May 22<sup>nd</sup> 2-3:30pm:** eGrants: Practice to Perfect FY24 Contracting. Register [here](#). If you cannot attend the session live, the recording will be posted on our [website](#) on or about May 26, 2023

**May 26 – June 2<sup>nd</sup>:** Standard Contract/ISAs emailed to authorized signatory identified in the eGrants application via Adobe Sign for signature.

**June 1<sup>st</sup>:** Contracting materials due date — including but not limited to updating the budget, uploading Contract Conditions and contracting documents, and initiating and submitting Goals & Key Outcomes. Submit via eGrants by pushing the status to Pre-Contract Adjustments Submitted

**June 9<sup>th</sup>:** Standard Contract/ISA signatures due via Adobe Sign

**July 1<sup>st</sup>:** Fiscal year 2024 begins

## Resources

This document serves as a step-by-step guide and provides best practices for successfully completing contracting for the FY24 VOCA + State Victim Assistance and SAFEPLAN renewals within the MOVA eGrants system.

More information about the MOVA eGrants system can be found:

- [MOVA's eGrants Website](#)
- eGrants User Manual

Please direct your questions to your Program Coordinator or the Grants Administration Specialist, Ashlee Renich-Malek, at [MOVAGrants@mass.gov](mailto:MOVAGrants@mass.gov).

# Appendix A: FY24 Award Notification and Contracting Resource Guide

The goal of this guide is to assist successful applicants in reviewing and completing the documentation requested of them during the contracting period to accept their award.

## Step 1: Review Award Letter

Via MOVA's [eGrants](#) System, an award letter will be uploaded. The award letter will include your FY24 award amount on page one. Page two will outline the costs supported by the award and which costs, if any, were removed from the proposed budget. Any costs which have been removed from your funding request should be removed when revising your FY24 budget. For more information on requesting an adjustment to the costs outlined, contact your Program Coordinator.

## Step 2: Review Contract Conditions

The Contract Conditions will be uploaded to eGrants and will outline the conditions the agency must comply with in order to receive the award. Contract Conditions must be signed and dated as outlined on the form. Electronic signatures are acceptable.

## Step 3: Review Award Letter Detail

The award letter detail page in eGrants will include your award amount for the grant period and the funding source(s) which will support the award. The letter is to be reviewed and initialed at the bottom to acknowledge receipt and acknowledgement of the information. MOVA will be releasing further details on the specific funding sources supporting your award prior to the start of FY24.

## Step 4: Revise FY24 Budget

After reviewing the award letter and Contract Conditions, via eGrants, revise the FY24 budget to reflect the award amount and costs outlined to be supported/removed.

## Step 5: Complete and Submit Relevant Documentation

### **Certifications Regarding Lobbying, Debarment, Suspension and other Responsibility Matters Form**

An authorized representative should review, complete and sign the federal form which certifies that the agency will comply with the certifications outlined in the form. Electronic signatures are acceptable. Certifications include, but are not limited to, MOVA funded employees abstaining from engaging in lobbying activities; certifying that the agency is not currently debarred; and that the agency is a drug-free workplace.

### *Standard Form-LLL (SF-LLL)*

Connected to the Certifications Regarding Lobbying, Debarment, Suspension and other Responsibility Matters Form, the SF-LLL form is available via eGrants, and should be completed where applicable.

All recipients of federal funding must comply with the provisions of the government wide Common Rule on Restrictions on Lobbying. The current edition of the OJP Financial Guide discusses prohibitions on lobbying costs (Unallowable Costs). No federal funds, either directly or indirectly, can be used to support the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Office of Justice Programs. Subrecipients are required to disclose lobbying activities pursuant to [31 U.S.C. §1352](#) by completing the federal form, SF-LLL.

If your agency does not have any lobbying activities to report, you do not have to complete and submit the SF-LLL.

### **Subrecipient Civil Rights Training Requirement Acknowledgement Form**

This MOVA form should be reviewed and signed by both the programmatic and fiscal contacts for the VOCA funded agency. Electronic signatures are acceptable. Signatures indicate that the form has been read, understood and that the agency will remain in compliance with all applicable federal civil rights laws and requirements numbered in those documents, which apply to all agencies awarded federal funds.

### **Standard Assurances Form**

The standard assurances form is a federal form which requests that the agency assure and certify compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including [2 C.F.R. Part 2800](#), in addition to specifically outlined requirements within the form. The form is to be signed and dated by an authorized individual. Electronic signatures are acceptable.

### **General Subgrant Conditions & Certification Form**

This MOVA form should be reviewed and signed by an authorized representative. Electronic signatures are acceptable. This form certifies that the agency has reviewed and will comply with the terms of the relevant federal special conditions attached to the VOCA award(s) which support the agency's funding. A link to the special conditions is available within the form.

### **Proof of Valid Unique Entity ID (UEI), Formerly SAM Registration/DUNS**

The UEI is a 12-character alphanumeric ID assigned to an entity by SAM.gov. The UEI is the primary means of identifying entities registered for federal awards government wide. All agencies must submit (upload to eGrants) a screenshot which shows a valid UEI on [www.sam.gov](http://www.sam.gov). Existing registered entities can find their UEI by following the steps [here](#).

## **Indirect Cost Rate**

If your agency is requesting indirect costs, the following item(s) must be submitted:

- Federally approved indirect rate: If your agency has a federally approved indirect rate, submit the currently approved indirect rate letter.
- De minimis (i.e. 10% of award total): If your agency does not have a federally approved indirect rate, submit a statement on agency letterhead attesting that the agency has no preexisting indirect cost rate.
- Less than de minimis: If your agency does not have a federally approved indirect rate, submit a statement on agency letterhead attesting that the agency has no preexisting indirect cost rate and outline how your program calculated the requested rate.
- Negotiated rate: If your agency is requesting to negotiate a rate with MOVA, contact your Program Coordinator.

## **Rental Agreement/Lease**

If rental costs are included on the funding request, agency must provide proof of this cost via submission of a rental agreement in the form of a current lease or contract.

## **Staffing Update Form (if applicable)**

If there are any staff line items which are vacant at the beginning of the fiscal year, subrecipients are to complete the staffing update form at 30/60/90 days or longer as directed by the Program Coordinator. The staffing update form is a tool for subrecipients to keep MOVA apprised of new staff and/or hiring challenges.

*VOCA Only, State Agencies Only:*

## **Interdepartmental Service Agreement (ISA), Attachments A and B**

This is a Commonwealth form which is for state agencies only. Agency will complete the highlighted portions. This document will be completed by MOVA, returned to the agency for signature and then fully executed by MOVA's Executive Director.

*SAFEPLAN Only:*

## **Memorandum of Understanding (MOU)**

The MOU is an agreement between MOVA and the SAFEPLAN host agency that outlines each entity's roles and responsibilities in the management of the SAFEPLAN program. The MOU is to be signed and dated by the host agency's Executive Director. The MOU will then be signed by MOVA's Director of Victim Services and kept on file. Electronic signatures are acceptable.

*SAFEPLAN Only:*

## **Court Coverage Agreement**

The Court Coverage Agreement (CCA) shall include the schedules and court assignments for each of the Advocates, volunteers/interns, the plan for coverage indicated when an Advocate will not be available in court. Include the specific days and times for each Advocate's schedule, along with how back-up Advocates can be reached (e.g. cell phone, beeper). Upon approval, this document will become part of the applicant's grant file and utilized as a reference by both

MOVA and court staff. **This document must be updated and submitted to MOVA for approval throughout the grant period if any changes occur.**

### **Step 6: Complete Goals and Key Outcomes for Outcome Measurement Tool (OMT)**

The Outcomes Measurement Tool (OMT) will be kicked off in FY24 with the setting of goals and key outcomes during contracting. Funded agencies are expected to implement goals at the beginning of the award period to measure throughout the award and to implement a standard set of key outcomes to demonstrate what has been achieved by their funded programming. While we are not requesting FY24 logic models to be resubmitted, we do expect that the goals and key outcomes are aligned with the existing logic model and reflect the scope of funded services.

Once your application has been pushed to “Pre-Contract Adjustments Required” you will now have access to the VOCA + State OMT Goals and Key Outcomes FY24 from the application document.

Requirements:

Subrecipients must set 2-3 strategic areas, 1-2 goals per strategic area and 2-3 output measures per goal.

Subrecipients are to set 2-3 key outcomes which encompass all funded programming.

MOVA staff will review and approve the information submitted to ensure it aligns with your funded scope of services and will be available to provide technical assistance.

*SAFEPLAN Only:*

SAFEPLAN agencies do not need to set goals and outcomes, only their milestones for FY24.

### **Step 7: Push Status to Pre-Contract Adjustments Review in eGrants**

#### **Key Resources**

<b><u>eGrants Resources</u></b>	<ul style="list-style-type: none"> <li>To provide technical assistance to subrecipient users</li> </ul>
<b><u>OMT Resources</u></b>	<ul style="list-style-type: none"> <li>To provide technical assistance to subrecipients in order to set goals/outcomes, and report data and progress towards goals/outcomes.</li> </ul>
<b><u>VOCA Rule</u></b>	<ul style="list-style-type: none"> <li>To set guidelines for Office for Victims of Crime (OVC) and state administrators (MOVA) to make policy</li> </ul>
<b><u>Department of Justice (DOJ) Financial Guide</u></b>	<ul style="list-style-type: none"> <li>To assist federal award recipients in their financial responsibility and to ensure funds are used for the purposes for which they were awarded</li> <li>Outlines the laws, rules and regulations that affect the financial and administrative management of your award</li> <li>Refer to the MOVA Policies &amp; Procedures to determine the specific requirements that apply to your award</li> </ul>

<p><b><u>Code of Federal Regulations</u></b></p>	<ul style="list-style-type: none"> <li>• Establishes administrative requirements, cost principles, and audit requirements for Federal awards to non-Federal entities</li> <li>• Government-wide grant rules</li> <li>• Referenced throughout MOVA’s policies and procedures manual</li> </ul>
<p><b><u>Special Conditions</u></b></p>	<ul style="list-style-type: none"> <li>• Establishes annual special conditions which all recipients of VOCA funding must comply with</li> <li>• Sets various requirements for both VOCA state administering agencies (SAAs/MOVA) and subrecipients of VOCA funding</li> <li>• Refer to your award letter to determine the VOCA award which supports your award and which special conditions apply.</li> </ul>
<p><b><u>MOVA Policies and Procedures Manuals (Victim Assistance and SAFEPLAN)</u></b></p>	<ul style="list-style-type: none"> <li>• Summary of the policies and procedures of MOVA’s Victim Assistance and SAFEPLAN grant programs.</li> </ul>