

FY25 Contracting eGrants Step-by-Step Guide

In FY25, all aspects of MOVA grants management will continue to occur over the [electronic grants management \(eGrants\) system](#). This guide will walk through each step necessary to view and accept your award, view and comply with your Contract Conditions, and fully execute your FY25 contract. Additional training, videos, and guides for eGrants can be found on [MOVA's eGrants webpage](#). This guide will apply to contracting for all active FY25 grants: Victim and Survivor Services (VSS), Culturally Specific Victim Services (CSVs), and SAFEPLAN.

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 [MOVA's eGrants webpage](#).

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? Register 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.
- For general questions about MOVA grants or grant program requirements, contact MOVA at 617-586-1340 or moval@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 is not yet been registered on eGrants, please 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 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.

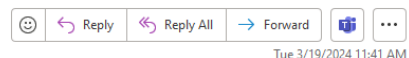
Accessing Contracting Information

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:

VSS-2025-MARV-56 pre-contract adjustments are required



websites@agatesoftware.com
To: Igiraneza, Coraly (VWA)



Tue 3/19/2024 11:41 AM

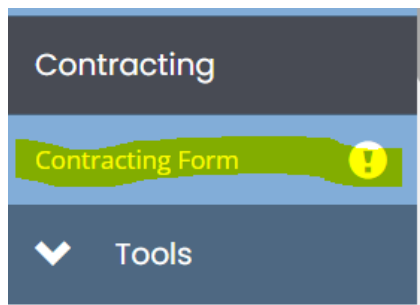
CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Marvel,

Your grant application, VSS-2025-MARV-56, requires Pre-Contract Adjustments. Please log into eGrants and the application, navigate to the Contracting Form using the lefthand panel, and follow the instructions. More information regarding your specific award can be found in the Notification of Award download, and steps on how to complete the contracting process can be found on [MOVA's eGrants webpage](#). Please reach out to your Program Coordinator with any questions.

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

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 Contracting Form.



Award Letter and Contracting Form

All of your necessary contracting information can be found in the Contracting Form. 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.

Award Letter and Contracting

Award Letter

Notification of Award:

Notification of Award Test_CFJ Test.docx

It is required that you download, review, sign, and reupload the Notification of Award into the upload box on eGrants pictured below.

Signed Notification of Award: *

Browse

Drag Files Here

Match Waiver Determination Letter

Like the Notification of Award above, if your agency applied for a FY25 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 Amount

Your official award amount for FY25 is listed on the Contracting Form and is connected to the Budget Summary page. The 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.

FY25 Award Amount *

\$

111.00

Contract Information

Here, you will find your Contract Conditions document and sections for each of the additional 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.

A file upload interface with a red border. It contains a blue button labeled "Select" and a light blue text label "Drag Files 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.

A file upload interface with a light blue border. It contains a blue button labeled "Select" and a light blue text label "Drag Files Here".

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.

A file upload interface with a light blue border. It contains a blue button labeled "Select" and a light blue text label "Drag Files Here".

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.

Select

Drag Files Here

Select

Drag Files Here



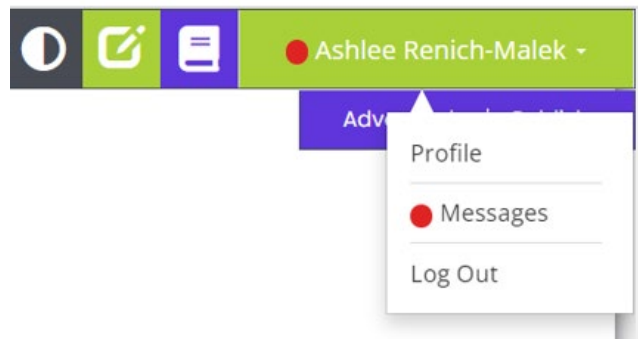
While filling out this section, MOVA encourages you to save often. After uploading all the requirements and filling out the page, make sure to save one last time using the Save button in the top right corner.

More information about each of the contracting forms can be found in the [FY25 Award Notification and Contracting Resource Guide](#).

Contact Information

Contact Information in eGrants *must* be completed as a requirement for contracting using the steps found below.

To access Contact Information, click on your name in the green box in upper righthand corner of your screen and click “Profile.”



You'll be taken to the Person Information page, which consists of your profile information on eGrants. In the lefthand panel, find and click on the tab titled Contact Information.

Organization Information

▼ Marvel

Organization Information

Organization Members

Organization Categories

Contact Information

Person Information

• Edit person profile and organization role information.

Profile

Basic Information


First Name	Middle Name
Authorized	
Last Name	Prefix

Review the current contact information (if applicable), fill out any missing information, and update any inaccurate information.

For the Authorized Signatory, click on the link titled Authorized Signatory Information to download the Contractor Authorized Signatory Listing (CASL) form. Fill out and upload the form into upload section 1D. Then, type in the information from the CASL form in sections 1a through 1c. Please note that the information typed into eGrants must match the information in the signed and uploaded form or MOVA will be unable to accept.

[Contractor Authorized Signatory Listing \(CASL\) Form](#)

The CASL is a Commonwealth form which identifies the individual(s) authorized to sign contracts for the organization. Agencies may authorize multiple signatories for the organization. The authorized signatory on application must be identified on this form. State agencies are also required to submit this form. The form is to be signed and completed by an authorized individual (i.e., President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel). Notarization is not required, and electronic signatures are acceptable.

1a. Authorized Signatory Name (First and Last) *	1b. Authorized Signatory Title *	1c. Authorized Signatory Email Address *	1d. Authorized Signatory Upload *
<input type="text" value="Joker"/>	<input type="text" value="Boss"/>	<input type="text" value="JokerRules@aol.com"/>	<div><div>Select</div><div>Drag Files Here</div><div> Testing.docx 11.63 KB</div><div>×</div></div>

Updating the Contact Information is a contracting requirement. Subrecipients will not be able to receive their Executed Contract if the Contact Information is incomplete or inaccurate.

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 on the Contracting Form and to comply with any requirements found in the Contract Conditions. Please note that MOVA will not be able to execute your contract until your budget meets these requirements.

Court Coverage Agreement – SAFEPLAN Only

SAFEPLAN awards will need to update the Court Coverage Agreement form to accurately reflect staffing for FY25. 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.

Outcome Measurement Tool (OMT) FY25 Goals & Key Outcomes

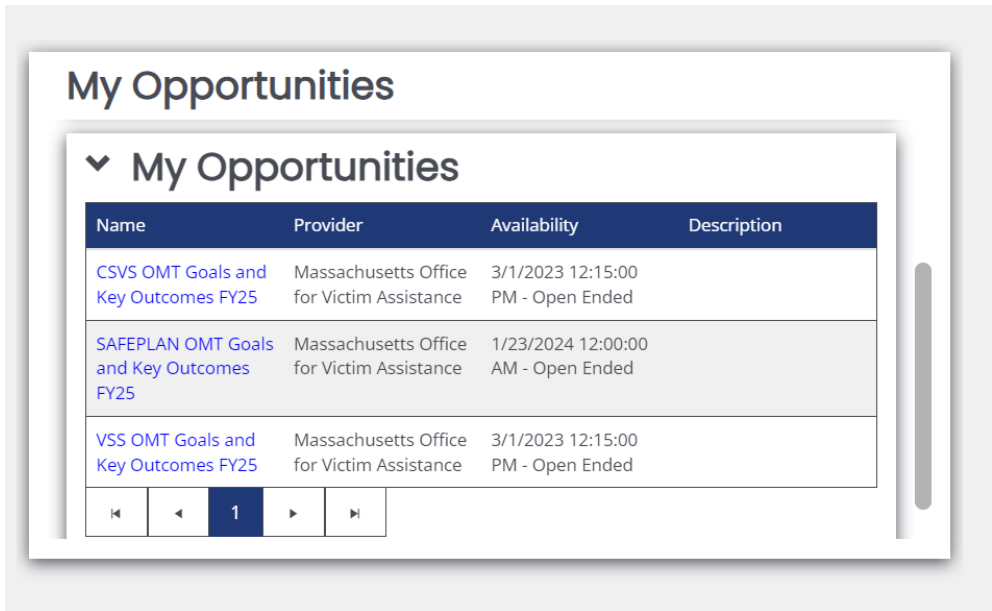
Goals and Key Outcomes for the FY25 award cycle will be set by subrecipient users and approved by MOVA during the contracting process. The goals and key outcomes set during the contracting process will be the goals and key outcomes utilized by your agency throughout the FY25 award cycle and during each quarterly OMT submission you will report progress made towards these goals and key outcomes.

The instructions below will apply to VSS, CSVS, and SAFEPLAN awards. Places where the process differs between the three types of awards will be specified. You are required to

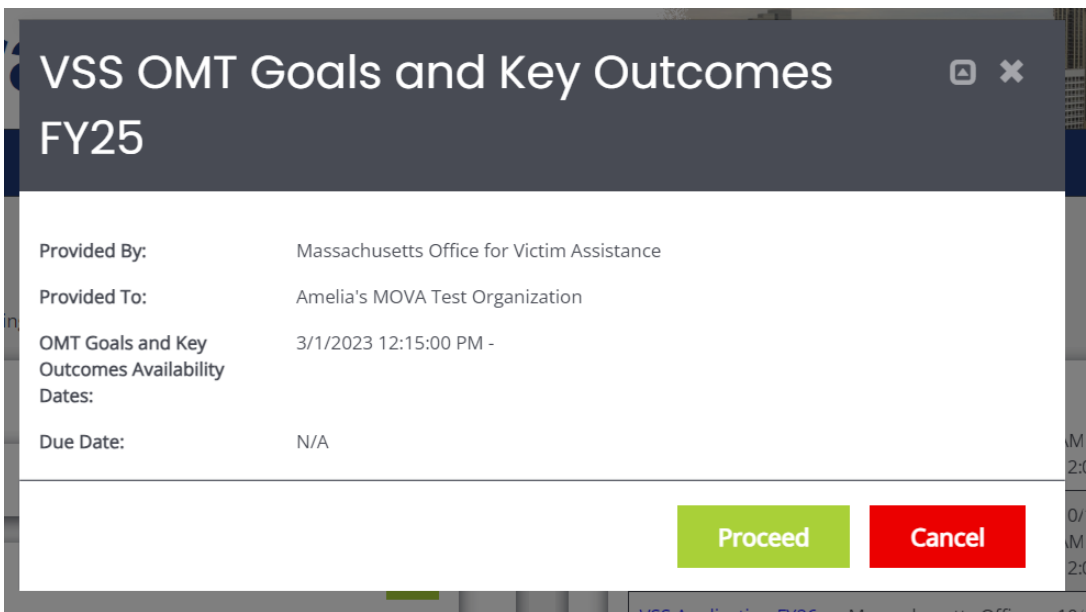
complete this process only for the awards that your agency receives from MOVA. If your agency receives a VSS award and a SAFEPLAN award, you will need to complete this process for each award.

Initiating Goals and Key Outcomes via the Contract

To initiate the Goals and Key Outcomes form, please navigate to the Dashboard. Once available, the name of the applicable form will appear under “My Opportunities” as shown below.



Click on the name of the form that you need to complete for your award. This will open a box confirming that you want to proceed to the selected *OMT Goals and Key Outcomes FY25* process. Press 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.

The screenshot displays the 'Document Landing Page' for a document titled 'VSS-OMT-2025-MOVA Test -17'. The page is divided into a left sidebar with navigation options (Forms, Goals, Key Outcomes, Custom Key Outcomes, Tools, Landing Page, Add/Edit People, Status History) and a main content area. The main content area shows document details: Template (VSS OMT Goals and Key Outcomes FY25), Instance (VSS OMT Goals and Key Outcomes FY25), Process (OMT Goals and Key Outcomes), Document Name (VSS-OMT-2025-MOVA Test -17), Document Status (Goals and Key Outcomes in Process), Organization (Amelia's MOVA Test Organization), Your Role (Agency Administrator), and Period Date (1/1/2023 12:15:00 PM to 12/31/2024 11:59:00 PM). Below this, a progress timeline shows four stages: 'Goals and Key Outcomes in Process' (completed), 'Goals and Key Outcomes in Review', 'Goals and Key Outcomes Modifications Required', and 'Goals and Key Outcomes Approved'.

- 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 *VSS-OMT-2025-MOVA Test -17*.
- 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.

VSS-OMT-2025-MOVA Test -17	
Forms	
Goals	<input checked="" type="checkbox"/>
Key Outcomes	<input checked="" type="checkbox"/>
Custom Key Outcomes	<input checked="" type="checkbox"/>

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 VSS awards and SAFEPLAN awards as they are the same as the Goals and Key Outcomes forms used in the FY24 OMT.

- **For VSS programs:** approved FY24 Goals & Key Outcomes will autofill into your FY25 forms. You may take this opportunity to make changes to the existing measures or submit as is to continue reporting on the same measures. You will still be required to enter milestones for the year before submitting the form.
- **For CSVS programs:** the FY25 Goals & Key Outcomes will appear blank. Please complete the forms according to the instructions.

Victim and Survivor Services (VSS) and Culturally Specific Victim Services (CSVS) 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 FY25 award cycle. You will report progress towards your set milestones during each quarterly OMT submission throughout the FY25 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 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.

This form contains goals set by MOVA. Please enter your milestones. Milestones should reflect what you hope to accomplish over the course of the FY25 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 FY25 award cycle. You will report progress towards your set milestones during each quarterly OMT submission throughout the FY25 award cycle. Once submitted and approved, milestones will not be editable on eGrants unless permission is granted by MOVA.

Victim and Survivor Services (VSS) and Culturally Specific Victim Services (CSVS) 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 FY25 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 FY25 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 FY25 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 FY24 to inform what milestones your program should set for the FY25 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 FY25 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.

The screenshot shows the 'VSS-OMT-2025-MOVA Test -17' interface. On the left is a sidebar with a 'Forms' section containing 'Goals' and 'Key Outcomes' (marked with a yellow exclamation point). The main area displays 'SECTION 18: Short and Long-term Outcomes' with six steps: Step 1 - Select Strategic Area, Step 2 - Determine Outcome Type, Step 3 - Select Sub-Category, Step 4 - Define Question/Measure, Step 5 - Specify Scale/Range, and Step 6 - Enter Milestone. An 'Attention' pop-up in the top right corner states: 'Please fill out all required fields.' Below the steps is a table for 'SECTION 18a: Short and Long-Term Outcomes'.

Select Strategic Area *	Outcome Type *	Sub-Category *	Question/ Measure/Item *
Case Management and Client/Victim Advocacy	Client/Participant/Self-Reported		Working with the advocate increased my knowledge of community resources
Define Measures			

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*.

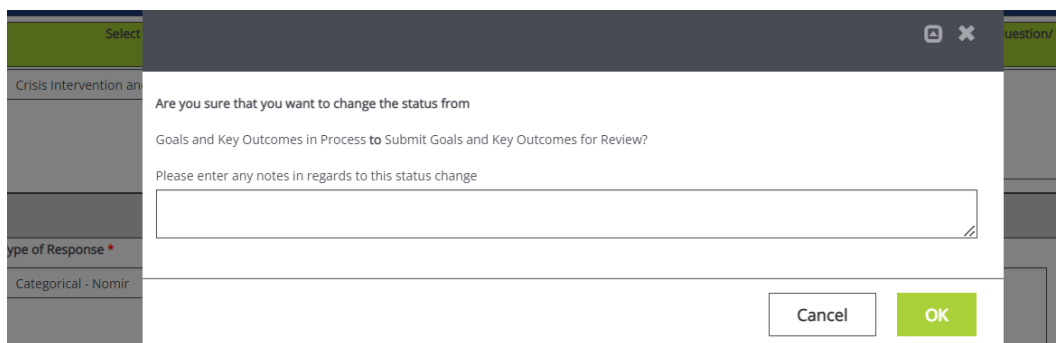
The screenshot shows the 'Status Options' menu. It contains a button labeled 'Submit Goals and Key Outcomes for Review'.

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.

The screenshot shows a 'Document Validation' pop-up window. It contains a checkbox labeled 'Show forms that I cannot adjust' and a table with the following data:

Form Name	Status	May Prevent Status Change
Key Outcomes	Error(s)	Yes

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.



Select

Crisis Intervention and

Are you sure that you want to change the status from

Goals and Key Outcomes in Process to Submit Goals and Key Outcomes for Review?

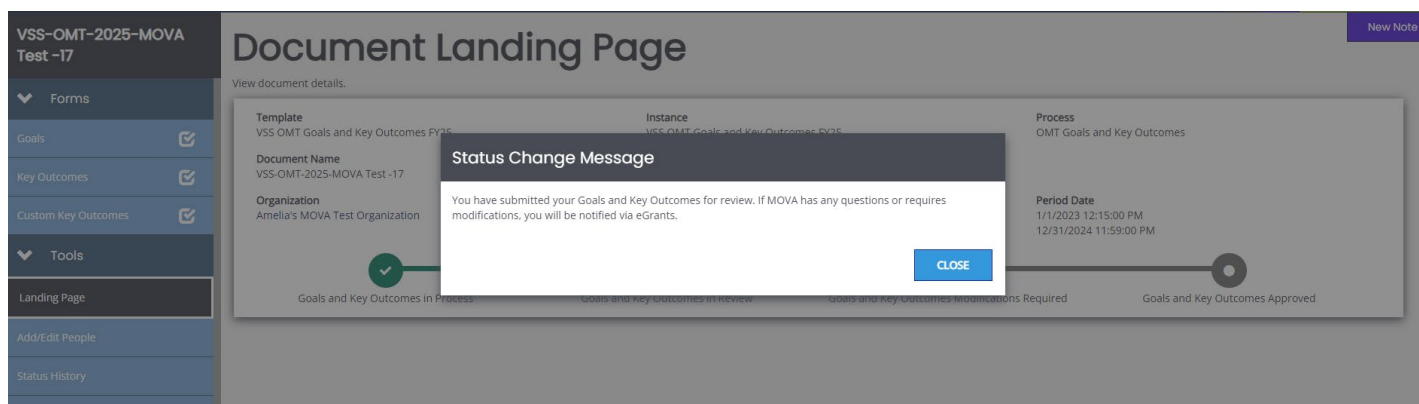
Please enter any notes in regards to this status change

type of Response *

Categorical - Nomir

Cancel OK

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. A pop-up will appear notifying you of your submission.



VSS-OMT-2025-MOVA Test -17

Forms

Goals

Key Outcomes

Custom Key Outcomes

Tools

Landing Page

Add/Edit People

Status History

Document Landing Page

View document details.

Template: VSS OMT Goals and Key Outcomes FY25

Instance: VSS OMT Goals and Key Outcomes FY25

Document Name: VSS-OMT-2025-MOVA Test -17

Organization: Amelia's MOVA Test Organization

Process: OMT Goals and Key Outcomes

Period Date: 1/1/2023 12:15:00 PM, 12/31/2024 11:59:00 PM

Status Change Message

You have submitted your Goals and Key Outcomes for review. If MOVA has any questions or requires modifications, you will be notified via eGrants.

CLOSE

Goals and Key Outcomes in Process

Goals and Key Outcomes in Review

Goals and Key Outcomes Modifications Required

Goals and Key Outcomes Approved

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 FY25 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.

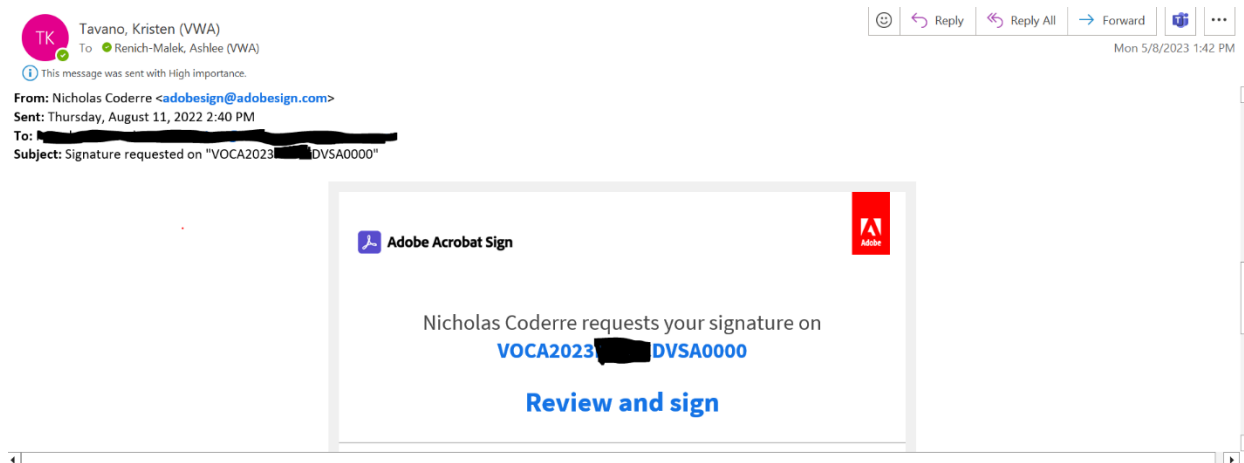
Conclusion

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 FY25 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 designate in the Contact Information section on eGrants. Authorized signatories will receive a request from Adobe Sign that looks similar to the following example from a prior fiscal year:



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 Contracting Form, 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 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
Contracting Form	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:

Your Application, VSS-2025-MARV-56, has been submitted.

W

websites@agatesoftware.com

To

✉

lgiraneza, Coraly (VWA)

😊

Reply

↩

Reply All

➡

Forward

📧

⋮

Tue 3/19/2024 11:41 AM

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 grant application, VSS-2025-MARV-56, has been successfully submitted for review. We know this represents a significant amount of time and thank you for your interest and dedication.

*****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.

Document Landing Page

New Note

View document details.

Template

FY25 VSS Application

Instance

VSS Application FY25

Process

Application

Document Name

VSS-2025-MARV-56

Document Status

Pre-Contract Adjustments Review

Organization

Marvel

Your Role

Agency Administrator, Programmatic Contact

Period Date

11/1/2021 12:00:00 AM
10/31/2023 12:00:00 AM

✓

Application in Process

✓

Application and Completeness Review

Application Modifications Required

Application in Review

Application Not Recommended for Funding

✓

Application Recommended

✓

Pre-Contract Adjustments Required

✓

Pre-Contract Adjustments Review

Contracting Revision in Process

Contracting Revision Required

Contracting Revision in Review

Contract Pending Executive Director Signature

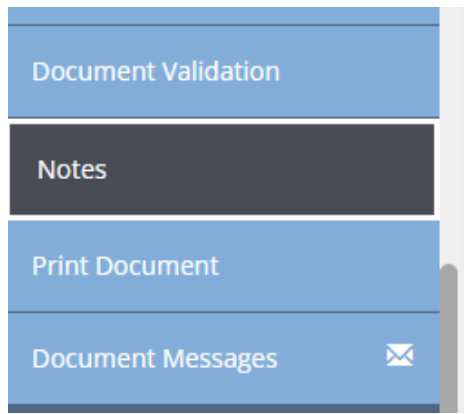
Contract Executed

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.

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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 FY25 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 1st: VWAB Vote

Early May: 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 when it becomes available. Contracting, including Goals + Key Outcomes, opens in the status of Pre-Contract Adjustments Required on eGrants

May 6th 10-11:30am: eGrants: Practice to Perfect - FY25 CSVS Contracting. Attend [here](#). If you cannot attend the session live, the recording will be posted on our [website](#) shortly thereafter

May 6th 2-3:30pm: eGrants: Practice to Perfect - FY25 VSS and SAFEPLAN Contracting. Register [here](#). If you cannot attend the session live, the recording will be posted on our [website](#) shortly thereafter

May 23rd: Contracting materials due date — including but not limited to updating the budget, uploading all contracting documents, and initiating and submitting Goals & Key Outcomes. Submit via eGrants by pushing the status to Pre-Contract Adjustments Submitted

June 3-14th: Standard Contract/ISAs emailed to authorized signatory identified in the eGrants application via Adobe Sign for signature.

June 21st: Standard Contract/ISA signatures due via Adobe Sign

July 1st: Fiscal year 2025 begins

Resources

This document serves as a step-by-step guide and provides best practices for successfully completing contracting for the FY25 VSS, SAFEPLAN, and CSVS renewals within the MOVA eGrants system.

More information about the MOVA eGrants system can be found:

- [FY25 Award Notification and Contracting Resource Guide](#)
- [MOVA's eGrants Website](#)
- [eGrants Subrecipient Manual](#)

Please direct your questions to your Program Coordinator or the Grants Administration Specialist, Ashlee Renich-Malek, at MOVAGrants@mass.gov.


Appendix A: FY25 Contracting Revisions


The goal of Appendix A is to provide instructions in the case where Contracting Revisions are required during or after the FY25 contracting process. Contracting revisions may occur if MOVA receives additional funding to support your award and/or if your award’s funding allocations need to be updated throughout the fiscal year.



Contracting Revision Required


If at any point updates are made to your award, users with the role(s) of Agency Administrator, Application Submitter, and/or Authorized Representative will receive a notification similar to the one pictured below.


CSVS-2025-MARV-21 contract revisions are required





websites@agatesoftware.com
To  Igiraneza, Coraly (VWA)

  Reply

 Reply All

 Forward





Tue 3/19/2024 12:31 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.

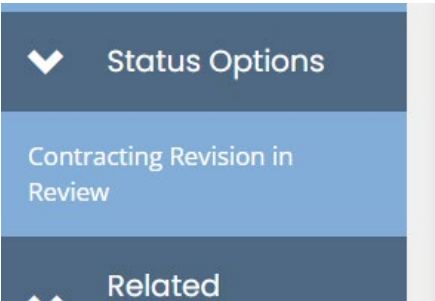
Marvel,

CSVS-2025-MARV-21 requires Contract Revisions. Please log into eGrants and the application, navigate to the Notes using the lefthand panel, and follow the instructions. Please reach out to your Program Coordinator with any questions.

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

This notification is your prompt to log into eGrants, navigate to the application named in the notification, open the Notes tab, where MOVA will provide additional instructions for your specific updates. This may include updating the budget or signing and uploading revised or additional forms.

Once MOVA’s requests have been addressed, you can submit the information by changing the status to Contract Revision in Review.



Similar to Pre-Contract Adjustments Required, eGrants will have a pop-up if anything is missing from the contracting revision. If everything has been submitted, click the green OK to confirm the status change.

Are you sure that you want to change the status from
Contracting Revision Required to Contracting Revision in Review?
Please enter any notes in regards to this status change

CancelOK

eGrants will send a notification via email saying that your contract revisions have been submitted to MOVA.

VSS-2025-MARV-40 contract revisions have been submitted

W

websites@agatesoftware.com

1:51 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.

Marvel has successfully submitted VSS-2025-MARV-40 for contract revisions. 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 the notifications take a few minutes to send via email, so another way to confirm your submission is to review the current Document Status on the Document Landing Page.

Document Landing Page

View document details.

Template
FY25 VSS Application

Document Name
VSS-2025-MARV-40

Organization
Marvel

Instance
VSS Application FY25

Document Status
Contracting Revision in Review

Your Role
Agency Administrator, Programmatic Contact

Process
Application

Period Date
11/11/2021 12:00:00 AM
10/31/2023 12:00:00 AM

Application in Process

Application and Completeness Review

Application Modifications Required

Application in Review

Application Not Recommended for Funding

Application Recommended for Funding

Pre-Contract Adjustments Required

Pre-Contract Review

Contracting Revision in Process

Contracting Revision Required

Contracting Revision in Review

Contract Pending Executive Director Signature

Contract Executed

If MOVA requires additional follow up, the aforementioned eGrants users will receive another notification that the status of the application is back in the status of Contract Revision Required. If this occurs, navigate back to the Notes section to find MOVA’s follow up, provide the additional information, and then push the status back to Contract Revision in Review.

If MOVA does not require follow up, MOVA will push the status to either Contract Pending Executive Director Signature (if Contract Revision occurs during FY25 contracting) or back to the status of Contract Executed.

The steps above detail the entire Contract Revision process on eGrants, which may occur multiple times throughout the fiscal year. If you have additional questions about this process, please reach out to MOVAGrants@mass.gov.