



EGRANTS: PRACTICE TO PERFECT

FY26 CONTRACTING
TECHNICAL
ASSISTANCE SESSION

MAY 21, 2025

WELCOME AND INTRODUCTIONS

Housekeeping

Facilitators

- Ashlee Renich-Malek, Grants Administration Specialist
- Amelia Pease, Data Manager
- Kristen Tavano, Deputy Director of Grants Administration
- Hannah Hanchett, Data Coordinator
- Kristin Nguyen, Director of Grants Administration



OPENING REMARKS

LOGISTICS

-
- VWAB voted on awards and applications were pushed to Pre-Contract Adjustments Required
 - Off-eGrants contracting requirements:
 - Authorized signatories receive and sign the standard contract/ISA
 - All contracting materials, including OMT Goals + Key Outcomes and Contact Info, will be due to MOVA no later than May 30th

CONTRACTING BEGINS

The following roles should have received the message below that initiates the contracting process:

- Agency Administrator,
- Application Submitter,
- Authorized Representative

SAFEPLAN-2026-Test Org M-1 pre-contract adjustments are required



mova@intelligrants.com

To ● Renich-Malek, Ashlee (VWA)



Fri 5/2

Test Organization - MOVA,

Your grant application, SAFEPLAN-2026-Test Org M-1, 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*****



FY26 CONTRACTING

EGRANTS WALKTHROUGH





CONTACT INFO

PRE-CONTRACTING
ADJUSTMENTS
SUBMITTED/REVIEW

Email confirmation

versus

Document Landing Page
confirmation

SAFEPLAN-2026-Test Org M-1 submitted for MOVA's contracting review

M

mov@intelligrants.com

To Renich-Malek, Ashlee (VWA)

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12:32 PM

Start your reply all with:

Thank you for your confirmation.

Completed.

I confirm.

Feedback

Test Organization - MOVA has successfully submitted SAFEPLAN-2026-Test Org M-1 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*****

SAFEPLAN-2026-Test Org M-1

Forms

Help

SAFEPLAN Application Forms

Application Questions

Organizational Questionnaire

Court Coverage

SAFEPLAN Budget Forms

Document Landing Page

View document details.

Template
FY26 SAFEPLAN

Document Name
SAFEPLAN-2026-Test Org M-1

Organization
Test Organization - MOVA

Instance
SAFEPLAN Application FY26

Document Status
Pre-Contract Adjustments Review

Your Role
Agency Administrator, Application Submitter

Process
Application

Period Date
7/1/2025 12:00:00 AM
6/30/2026 11:59:00 PM

Due Date
2/13/2025 12:00:00 PM

Application in Process

Application and Completeness Review

Application Modifications Required

Application in Review

Application Not Recommended for Funding

Application in Review

Pre-Contract Adjustments Required

Pre-Contract Adjustments Review

Contracting Revision in Process

Contracting Revision Required

Contracting Revision in Review

Contract Pending Executive Director

Contract Executed

PRE-CONTRACTING ADJUSTMENTS REQUIRED

If MOVA requires more information or has questions, we will push the application back to the status of Pre-Contract Adjustments Required

You will receive an email that looks similar to the following

Your Application, SAFEPLAN-2026-Test Org M-1 needs Pre-Contract Adju...



mova@intelligrants.com

To  Renich-Malek, Ashlee (VWA)



12:37 PM

Start your reply all with:

[Resubmitted. Thank you.](#)

[Completed.](#)

[I did this.](#)

[Feedback](#)

Your grant application, SAFEPLAN-2026-Test Org M-1 for Test Organization - MOVA, has been found to be in need of Pre-Contract Adjustments. Please log into eGrants, navigate to your application, and click on the Notes section from the lefthand panel to view MOVA's questions and feedback. Make the necessary adjustments to your grant application and re-submit for review.

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

NOTES SECTION

SAFEPLAN-2026-Test
Org M-1

Tools

Landing Page

Add/Edit People

Status History

Attachment Repository

Modification Summary

Document Validation

Notes

Print Document

Document Messages



Notes

MOVA and subrecipients can use this section to communicate questions or required follow up. Type your message in the space below, feel free to customize the formatting using the tools, and submit your note by clicking the paper airplane icon. All users with access to this document will also have access to these notes.



New Note

Ashlee SAO - 5/9/2025 9:58:14 AM

Please make the following adjustments and resubmit to MOVA no later than May 25th:

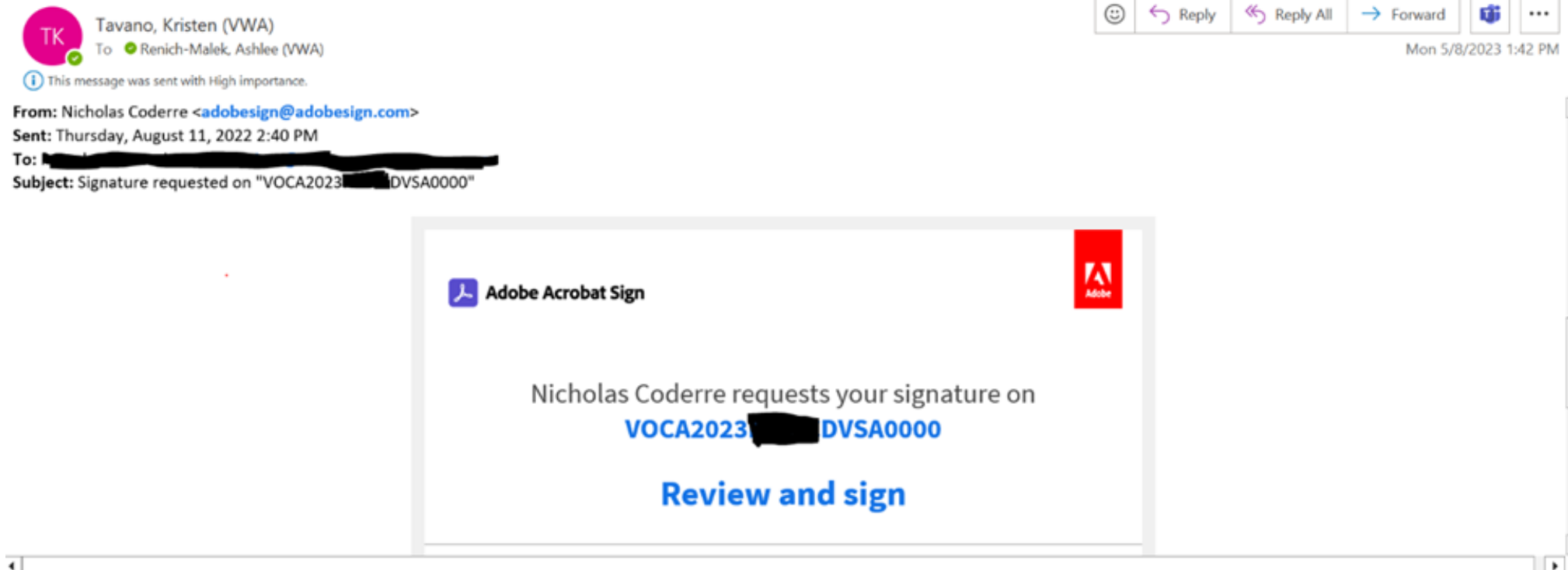
- 1) Resubmit the CASL form in the Contact Information page with a wet signature
- 2) Upload a current lease



Reply

OFF EGRANTS CONTRACTING: STANDARD CONTRACT/ISA

- In the beginning of June, MOVA will begin sending authorized signatories their contracts to be signed via Adobe Sign
- Authorized signatories are to check their emails—including Junk/Other inboxes—and sign the contract in mid-June



CONTRACT EXECUTED

Your Application, CSVS-2026-ID-27, has reached Contract Executed.



websites@agatesoftware.com

To ● Renich-Malek, Ashlee (VWA)



Fri 5/2

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, CSVS-2026-ID-27, has reached the status of Contract Executed. You can log onto eGrants and the application to view the completed and signed contract, but no further actions are required at this time.

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

- When MOVA has reviewed and approved all of your contracting information, MOVA will upload the signed Standard Contract/ISA onto the Contracting Form page eGrants
- Applicable users will receive an email and be able to view & download the finalized contract and begin expenditure reporting once MOVA pushes the application into the status of Contract Executed



GOALS + KEY OUTCOMES

EGRANTS WALKTHROUGH



INITIATING GOALS & KEY OUTCOMES

My Opportunities

▼ My Opportunities

Name	Provider	Availability	Description
CSVS OMT Goals and Key Outcomes FY26	Massachusetts Office for Victim Assistance	3/1/2024 12:15:00 PM - Open Ended	
SAFEPLAN OMT Goals and Key Outcomes FY26	Massachusetts Office for Victim Assistance	1/23/2025 12:00:00 AM - Open Ended	
VSS OMT Goals and Key Outcomes FY26	Massachusetts Office for Victim Assistance	3/1/2024 12:15:00 PM - Open Ended	
<div>⏪⏩1⏪⏩</div>			

Select your grant type from My Opportunities.

If you receive both a VSS and SAFEPLAN grant, you will need to complete both forms.

INITIATING GOALS & KEY OUTCOMES

Select your FY25 Goals and Key Outcomes file from the drop down to copy over all information.

If you mistakenly start the form blank, email MOVASstats@mass.gov to restart.

VSS OMT Goals and Key Outcomes FY26

Provided By: Massachusetts Office for Victim Assistance

Provided To: Amelia's MOVA Test Organization

Copy Forward Document: VSS-OMT-2025-MOVA Test -17 (Goals and Key Outcomes Approved)

OMT Goals and Key Outcomes Availability Dates: 3/1/2024 12:15:00 PM -

Due Date: N/A

Agreement Language:

To copy your FY25 Goals and Key Outcomes onto your FY26 form, please select the FY25 Goals and Key Outcomes Approved document from the "Copy Forward Document" dropdown menu, then select Proceed. You will be able to make edits before submitting the final FY26 Goals and Key Outcomes!

Agree Decline



FREQUENTLY ASKED QUESTIONS

Q: HOW WILL WE KNOW IF MOVA HAS BEEN SUCCESSFUL IN OBTAINING A STATE INVESTMENT?

A: If we are successful, you may receive an increased FY26 award and we will notify you.

Q: WHAT IS THE TIMELINE FOR THE CONTRACTING PROCESS?

A:

- May 30, 2025 – Contracting materials DUE.
 - Initiate & submit Goals + Key Outcomes for MOVA review
 - Complete Contact Information
 - Update budget & upload all contracting materials, push to Pre-Contract Adjustments Submitted
- Early June – Standard Contracts/ISA emailed to authorized signatories via AdobeSign
- Mid-June – Standard Contract/ISA signatures due via AdobeSign
- July 1, 2025 – Fiscal year 2026 begins

Q:WHAT REQUIREMENTS ARE NEW OR DIFFERENT IN FY26 COMPARED TO FY25?

A:

- **SAFEPLAN only**

- Job descriptions
- Memorandum of Understanding (MOU) - MOVA and host organization

- **All grants**

- Civil Rights Form (removed)

Q: IF I HAVE A VACANCY AT THE START OF FY26, WHEN IS THE FIRST STAFFING UPDATE FORM DUE?

A: If your agency has a vacancy at the start of FY26, the first staffing update form will be due on August 1, 2025. This form will be completed on eGrants by clicking "Initiate Related Doc" and selecting Staffing Update Form from within your application/contract. You will be required to submit the form monthly until notified by your Program Coordinator.

Q: OUR AWARD LETTER ADDENDUM INDICATES THAT WE ARE RECEIVING ONE FUNDING SOURCE BUT THE AWARD NOTIFICATION LISTS MULTIPLE SOURCES – WHICH IS ACCURATE?

A: The award letter addendum is specific to your FY26 award and reflects your actual allocation(s) and the dollar amount(s). The award notification lists all possible funding sources that may be used over the year to support all or part of your award.

Q: WHAT RESOURCES ARE AVAILABLE TO ASSIST ME?

A:

- MOVA staff
 - Program Coordinator
 - MOVAGrants@mass.gov
- Today's recording/slides
- Help section in eGrants

Q: WHO WILL BE SENT THE STANDARD CONTRACT/ISA TO SIGN?

A: The person listed in eGrants as the authorized signatory will be emailed directly with the standard contract/ISA in early June.

Q: ON EGRANTS, THERE ARE ONLY ERROR CHECKS FOR 3 FORMS. DO I HAVE TO SUBMIT THE REST IF I SUBMITTED THEM FOR FY25?

A: The forms are still required even if you submitted in FY25 and there are no error checks. Refer to your Contract Conditions for your specific requirements.

Q: WHAT IS THE TIMELINE FOR SETTING GOALS & KEY OUTCOMES?

- **May 30, 2025:** Goals & Key Outcomes due via eGrants
- **July 1, 2025:** start collecting data relating to your Goals & Key Outcomes
- **October 1 – 31, 2025:** first OMT of FY26 due in eGrants along with Goals & Key Outcomes

Q: WHAT ROLES HAVE ACCESS TO THE GOALS AND KEY OUTCOMES PROCESS?

- Agency Administrator
- Authorized Representative
- Fiscal Contact
- Programmatic Contact
- Alternative Programmatic Contact
- Application Submitter
- Data Contact

Q: CAN I KEEP MY GOALS AND KEY OUTCOMES THE SAME AS LAST YEAR?

A: Yes, to keep your goals and key outcomes the same as last year, select your approved Goals and Key Outcomes form from the drop-down menu before clicking “Proceed” to create the FY26 form. Otherwise, you will create a blank form.

You will be able to make any changes once you initiate the form.

Q: CAN I KEEP MY MILESTONES THE SAME AS LAST YEAR?

A: Yes, however before submitting, you should review the milestones to make sure they are attainable and aligned with your current objectives.

When setting your milestones for the entirety of FY26, take into account any programmatic or staffing changes and progress made on milestones in FY25.

Q: HOW MANY GOALS & KEY OUTCOMES DO I NEED?

A: You are required to have a minimum of 4 goals and 2 key outcomes being measured during the FY26 reporting period.

Q: CAN I CHANGE MY GOALS AND KEY OUTCOMES ONCE THEY HAVE BEEN APPROVED?

A: In FY26, subrecipients will not be able to change Goals and Key Outcomes independently. If you need to make a change after they have been approved, please contact MOVASTats@mass.gov or your Program Coordinator.

Q: WILL SAFEPLAN PROGRAMS NEED TO SUBMIT GOALS & KEY OUTCOMES?

A: SAFEPLAN programs will be using the measures implemented by MOVA but will be required to set their own milestones for both Goals and Key Outcomes.

If you have both a VSS program and SAFEPLAN program, you will have two separate goals & key outcomes forms.



OPEN QUESTIONS AND ANSWERS

Massachusetts Office For Victim Assistance

MOVA

Victim & Witness Assistance Board

FOLLOW US ON SOCIAL MEDIA

   @MASSMOVA

VISIT OUR WEBSITES

WWW.MASS.GOV/MOVA

WWW.MASS.GOV/ASKMOVA

WWW.MASS.GOV/GARDENOFPEACE

CONTACT US

MOVA@MASS.GOV

617-586-1340