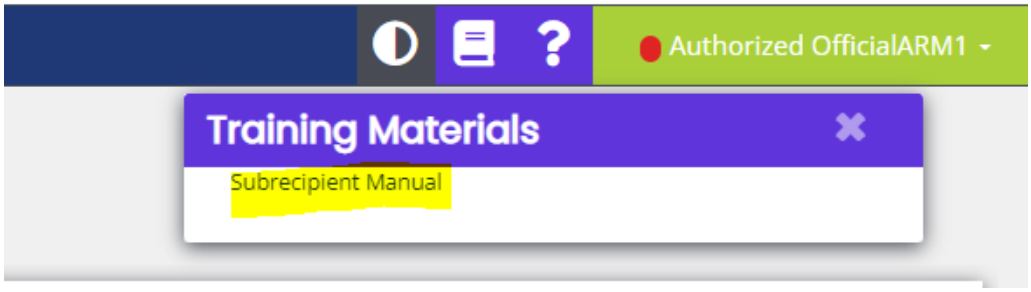
eGrants Sub-Contracting Step-by-Step Guide

This guide will walk through the steps to request sub-contracts with MOVA, including the Sub-Contract Request (SCR) and Request to Exceed Standard Consultant Rate (RESC) processes, via eGrants. Additional training, videos, and guides for eGrants can be found on MOVA's eGrants webpage. This guide will apply to all of MOVA's grants (CSVS, SAFEPLAN, VSS).

Access to eGrants

The Website

Use this link to access the MOVA eGrants system. Additional technical information about logging onto the eGrants system can be found in the eGrants Subrecipient Manual on eGrants by clicking the book icon in the top right corner of your Dashboard or on MOVA's eGrants webpage.



Registered Users

If a user has not yet been registered, visit the Registration Tutorial on MOVA's eGrants webpage or the eGrants Subrecipient Manual for instructions on registration.

Different user roles have different permissions in the system. Only the following users have the permissions to initiate, fill out, and submit the documents required for sub-contracting to MOVA:

- Agency Administrator
- Authorized Representative
- Programmatic Contact
- Alternative Programmatic Contact
- Fiscal Contact

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

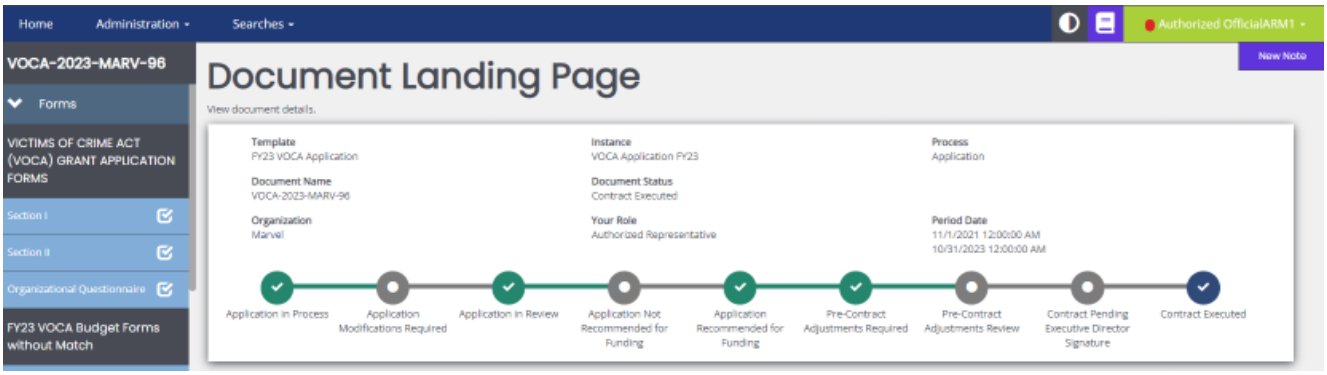
Sub-contract Requests (SCRs) in eGrants

The Sub-contract Request (SCR) process on eGrants should be utilized when a consultant or contractor is on the budget for more than $10,000 for the fiscal year. More specifics about when the Sub-Contract Request process on eGrants is required can be found in MOVA's Policies and Procedures and the Sub-contracting with MOVA Tip Sheet.

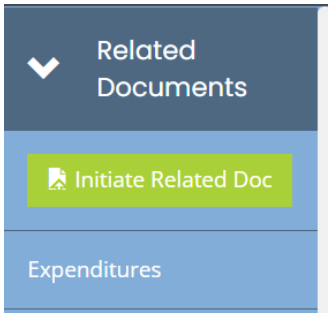
Initiating a Sub-contract Request (SCR)

To initiate a SCR, start by logging into the application for which you will be completing the form for. From your Dashboard, select the Searches tab at the top and click Applications.

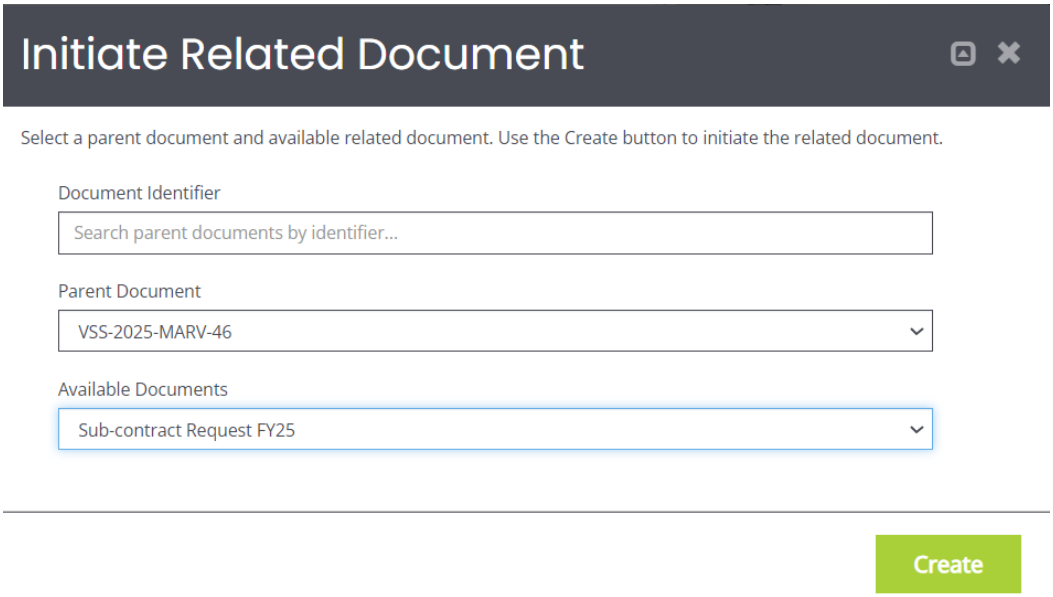
On the Applications Document Search page, search for your application using the filters. Once found, click on your application name to be taken to the Document Landing Page for the application.



Here, you will find all your application information. To initiate the process and open a SCR, scroll to the bottom of the lefthand panel to the Related Documents section and select the green Initiate Related Doc button.

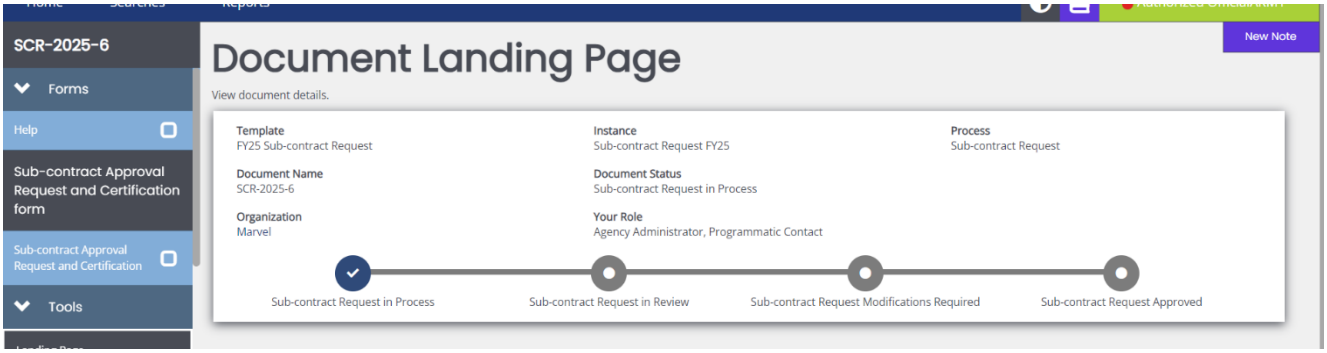


In the pop up, click the drop-down arrow for Available Documents and select "Sub-contract Request FY25." Click the green Create button.



From the second pop up, click Proceed.

The page will refresh and take you to the Document Landing Page for the SCR process. This form is attached to your application, but now exists separately so that it has its own process and statuses. On the Document Landing Page, you will be able to see that the status for the SCR is Subcontract Request in Process. The SCR has been successfully initiated.



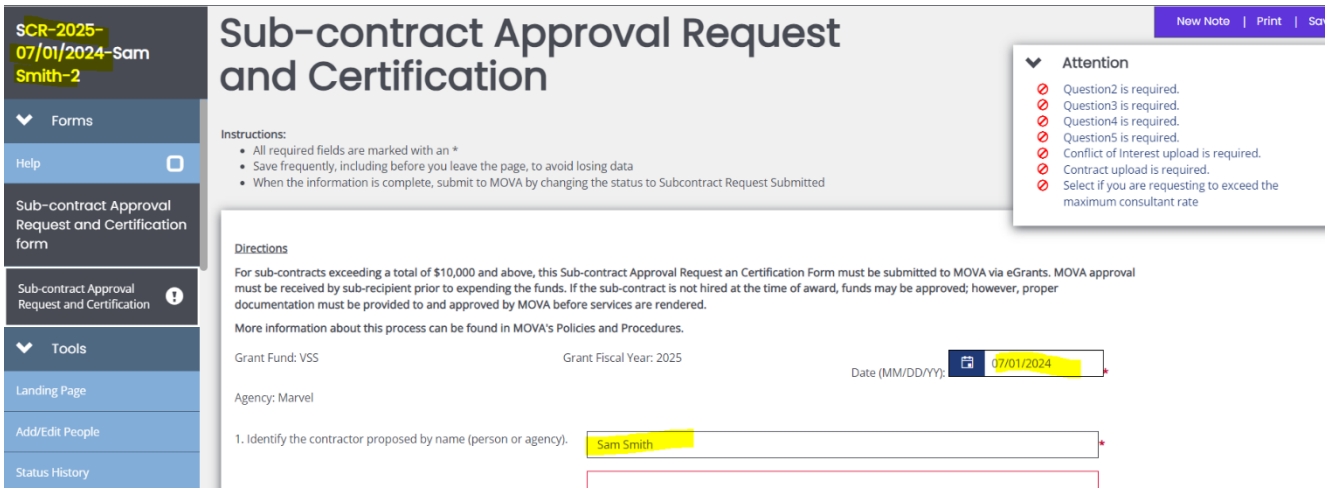
Completing a Sub-contract Approval Request and Certification Form

Once initiated, you will be able to see two new documents in the lefthand panel: Help and the Sub-contract Approval Request and Certification form. At any time, click into the Help page for instructions on how to complete the process.

The only required form for the SCR process is the Sub-contract Approval Request and Certification form. Click into the form from the lefthand panel and fill it out using the following instructions.

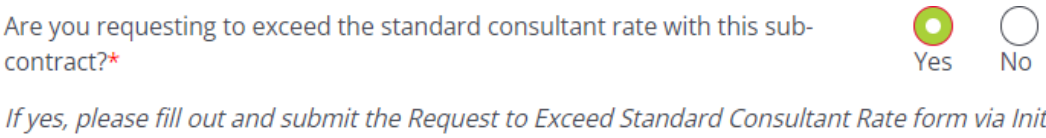
Much of the top portion of the form will be automatically filled out with the Grant Fund, Grant Fiscal Year, and Agency Name.

Fill out the questions in the form and save frequently. Once the date and question 1 (contractor/consultant name) has been filled out and the form has been saved, the document name will be updated to reflect this information. Using Sam Smith as an example:



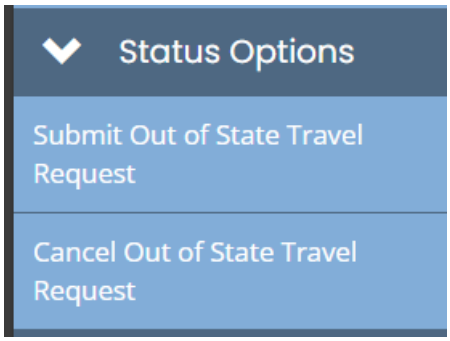
Fill out the rest of the form by answering the questions and attaching the required conflict of interest and signed contract between your organization and the consultant/contractor.

The last question on the form asks if you will be requesting to pay a consultant above the standard rate, which is $81.25/hr or $650 per day. If you are requesting to exceed that rate, select "yes," and the form will prompt you to initiate and fill out the Request to Exceed Standard Consultant Rate (RESC) form in eGrants, more instructions for which can be found below. For more information about this process, refer to MOVA's Policies and Procedures.

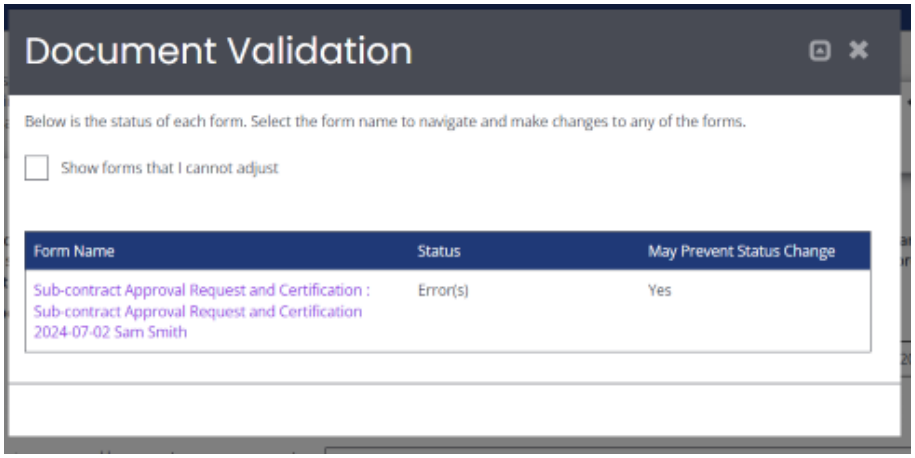


Submitting a Sub-contract Request (SCR)
Once the form has been completed and saved, a checkmark will appear.

Scroll down the lefthand panel and select and confirm the status of Submit Sub-contract Request. There is also an option to cancel the Sub-contract Request if the process has been initiated in error. If Cancel Sub-contract Request is selected and confirmed, all data for this form will be deleted.

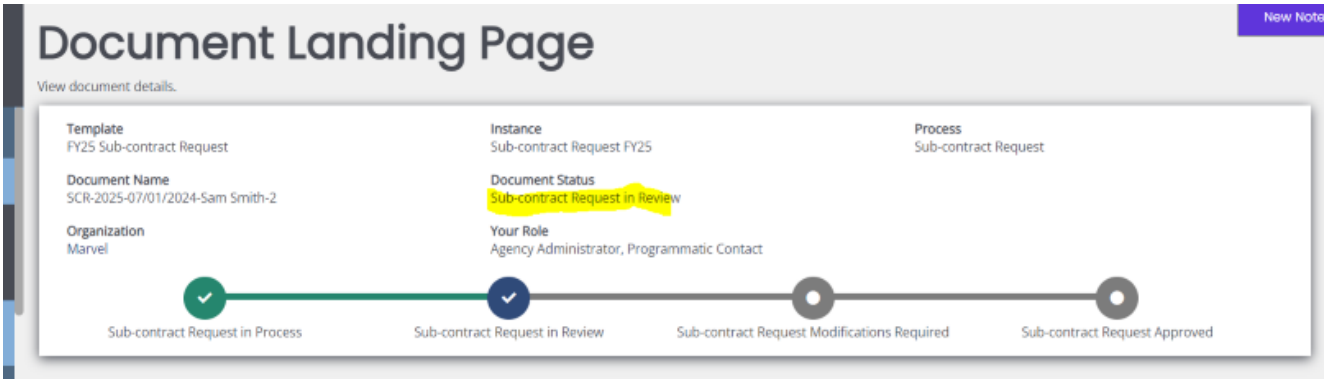


If there are any errors, the system will tell you in the pop up below and prevent you from submitting:

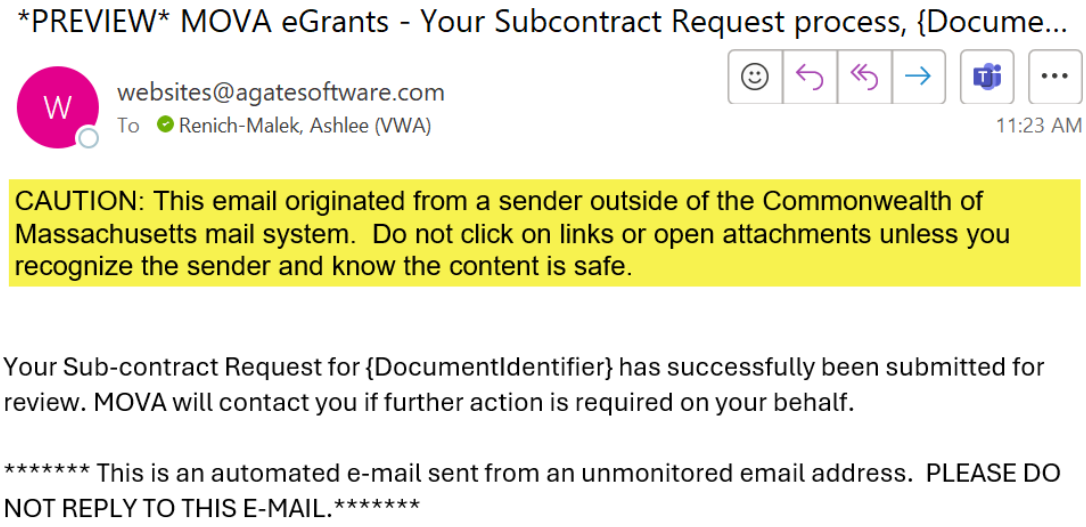


Address the errors and missing information and save the page before attempting to submit.

Once the status of Submit Sub-contract Request has been selected and confirmed, the page will refresh onto the Document Landing Page and show that the document is in Program Coordinator review in the status of Sub-contract Request in Review.



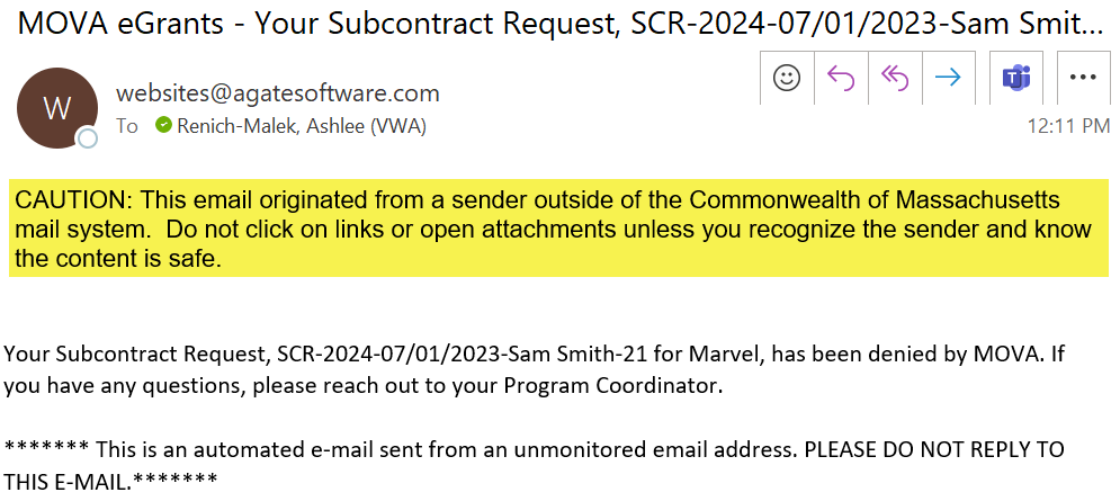
The applicable roles will also receive an email confirmation shortly after submitting that will look similar to the following:



No further actions will be required of you at this time. Below, find the steps on how to find MOVA's questions and feedback and how to submit additional information to support the request.

Sub-contract Request Denied

You will receive an email if MOVA denies your subcontract request. MOVA will leave a comment in the Notes section to document the denial and then follow up over email if this occurs.


MOVA eGrants - Your Subcontract Request, SCR-2024-07/01/2023-Sam Smit...

W websites@agatesoftware.com
To Renich-Malek, Ashlee (VWA) 12:11 PM

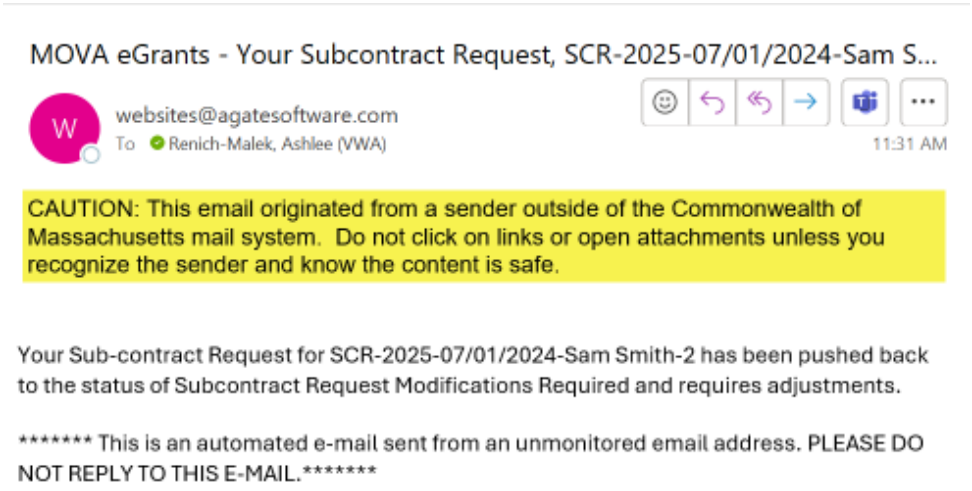
CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Your Subcontract Request, SCR-2024-07/01/2023-Sam Smith-21 for Marvel, has been denied by MOVA. If you have any questions, please reach out to your Program Coordinator.

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

Sub-contract Request (SCR) Modifications Required

If MOVA requires more information from you, the request will be pushed back to the status of Sub-contract Request Modifications Required. You will receive a My Task on your Dashboard on eGrants, and you will receive an email notification.


MOVA eGrants - Your Subcontract Request, SCR-2025-07/01/2024-Sam S...

W websites@agatesoftware.com
To Renich-Malek, Ashlee (VWA) 11:31 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 Sub-contract Request for SCR-2025-07/01/2024-Sam Smith-2 has been pushed back to the status of Subcontract Request Modifications Required and requires adjustments.

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

Similar to other eGrants processes, you will be responsible for logging into eGrants, navigating to the document, scrolling down the lefthand panel, and clicking into the Notes section to see MOVA's follow up and questions. Address MOVA's follow up and resubmit the SCR by scrolling down the lefthand panel to Status Options, clicking Submit Sub-contract Request, and confirming OK in the pop again. Once again, the page will be refreshed to the Document Landing Page, and your application will be in the status of Sub-contract Request in Review.

For more information about how to work the Notes section, refer to previous step-by-step eGrants guides for contracting and expenditure reporting.

Sub-contract Request Approved

Once your subcontract request has been approved, you will receive an email notification from the system.

MOVA eGrants - Your Subcontract Request, SCR-2024-2023-4 is approved.

W websites@agatesoftware.com
To Renich-Malek, Ashlee (VWA) 12:12 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 Subcontract Request for SCR-2024-2023-4 has been approved. No further action is required at this time.

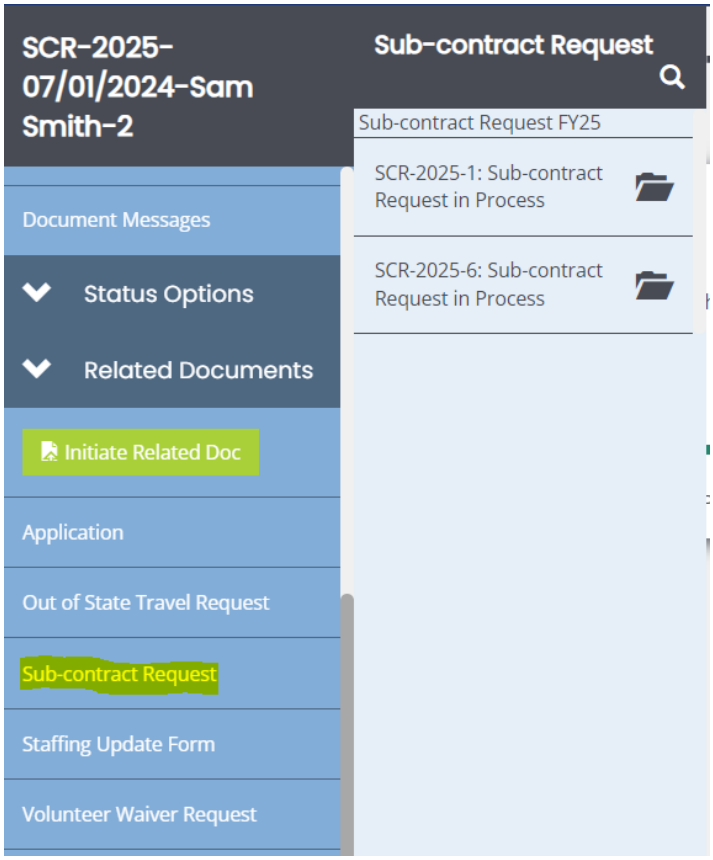
******* This is an automated e-mail sent from an unmonitored email address. PLEASE DO NOT REPLY TO THIS E-MAIL.*******

You will be able to click into the form(s) that you submitted for future reference, but you will not be able to change them.

Multiple Subcontract Requests

At any time, you can initiate and have multiple SCRs in various statuses. To initiate another SCR, simply follow the same steps: click Initiated Related Doc and select & confirm "Sub-contract Request FY25."

To navigate between multiple SCRs, scroll all the way to the bottom of the lefthand panel and click on Sub-contract Request under Related Documents. Doing so will pop out another panel with all the SCRs for the fiscal year connected to that contract. Clicking on any of the documents will take you to their Document Landing Pages and subsequent SCR information.



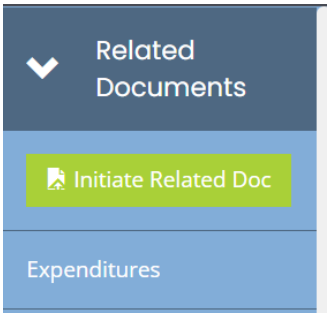
Requests to Exceed Standard Consultant Rates (RESCs) in eGrants

Beginning in FY24, subrecipients will have the option to request a consultant rate that exceeds the standard of $650 per 8-hour day or $81.25/hour. A RESC will always be required before such a rate can be included on a MOVA budget and must be approved before entering into any such agreements with consultants. If the consultant line costs $10,000 or more, the Sub-contract Request process as detailed above should be completed before or in tandem with the RESC. More information about the RESC process can be found in MOVA's Policies and Procedures.

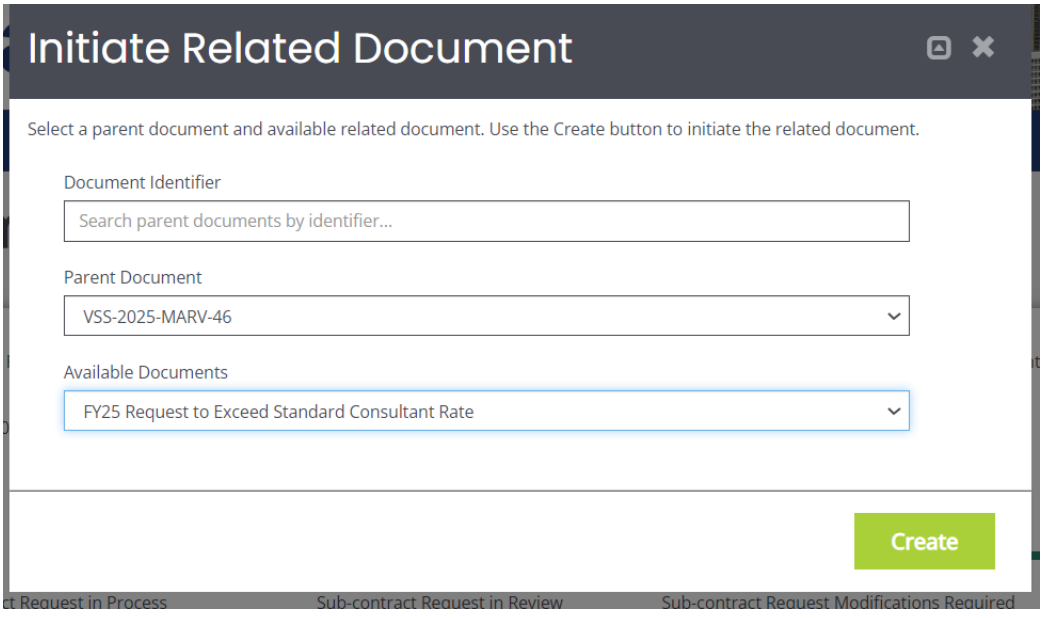
Initiating a Request to Exceed Standard Consultant Rate (RESC)

To initiate a RESC, ensure that you are logged into the application for which you will be completing the form for. Find instructions for how to use the Search function or how to otherwise navigate to your application above.

Once logged into the application, scroll down the lefthand panel to the Related Documents section to find and click the Initiate Related Doc button, just like initiating the SCR process.

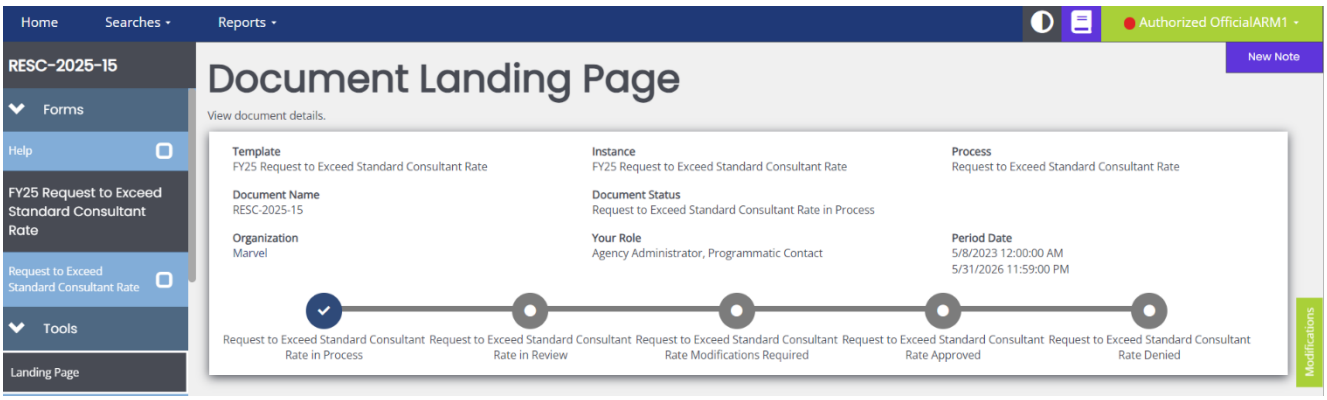


In the pop up, click the drop-down arrow for Available Documents and select "FY25 Request to Exceed Standard Consultant Rate." Click the green Create button.



From the second pop up, click Proceed.

Once again, the page will refresh and take you to the Document Landing Page for the RESC process. This form is attached to your application, but now exists separately so that it has its own process and statuses. On the Document Landing Page, you will be able to see that the status for the RESC is Request to Exceed Standard Consultant Rate in Process. The RESC has been successfully initiated.

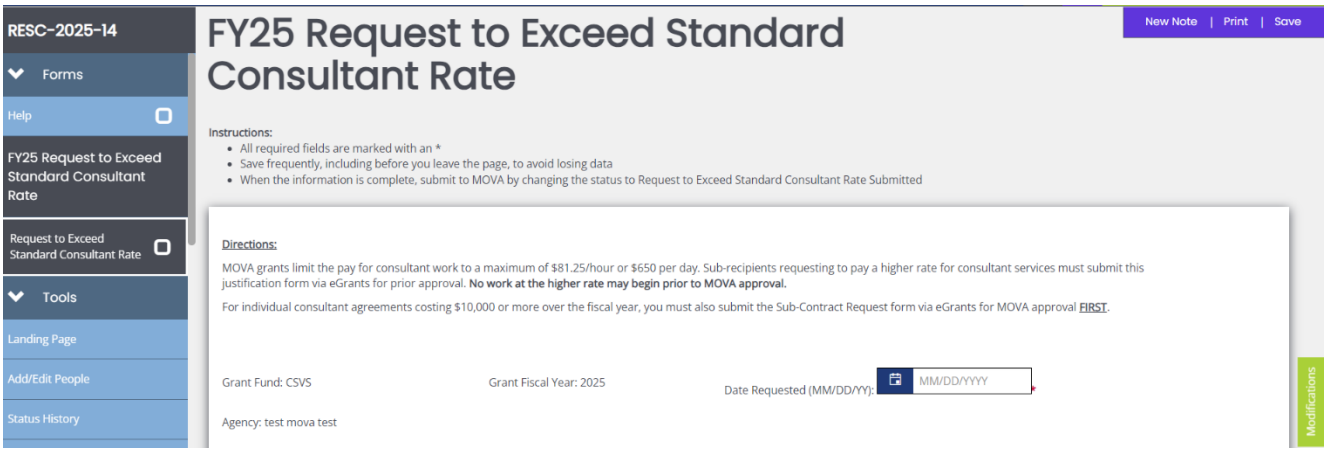


Completing a Request to Exceed Standard Consultant Rate (RESC) Form

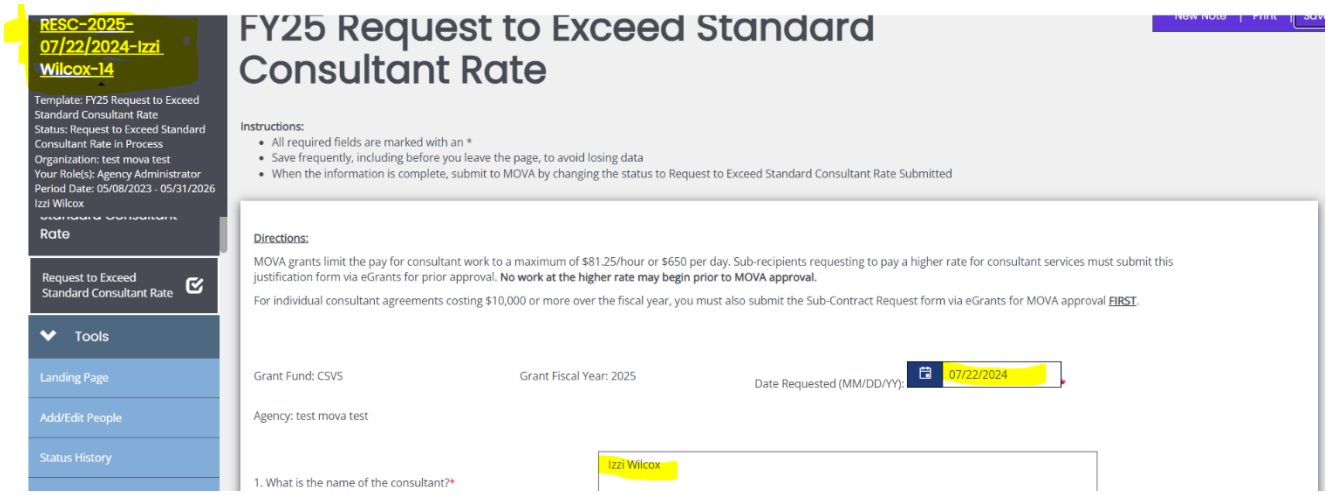
Once initiated, you will be able to see two new documents in the lefthand panel: Help and the Request to Exceed Standard Consultant Rate form. At any time, click into the Help page for instructions on how to complete the process.

The only required form for the RESC process is the Request to Exceed Standard Consultant Rate form. Click into the form from the lefthand panel and fill it out using the following instructions.

Much of the top portion of the form will be automatically filled out with the Grant Fund, Grant Fiscal Year, and Agency Name.



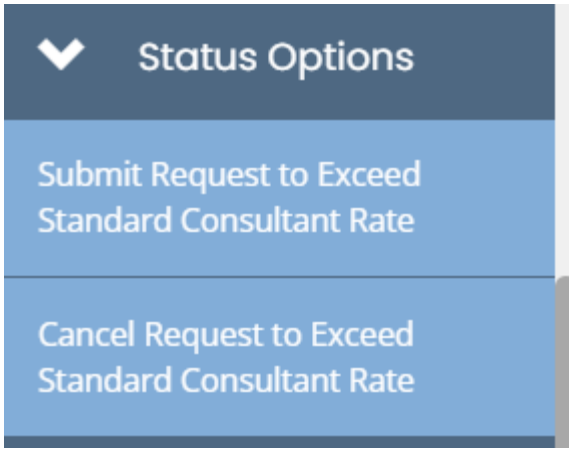
Fill out the questions in the form and save frequently. Once the date and question 1 (consultant name) has been filled out and the form has been saved, the document name will be updated to reflect this information. Using Izzi Wilcox as an example:



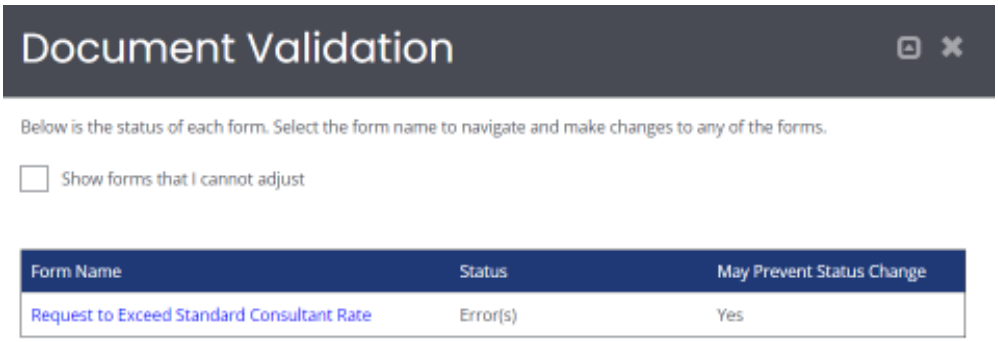
Fill out the rest of the form by answering the questions. If the SCR is not required for this consultant, a Conflict of Interest must be uploaded as well.

Submitting a Request to Exceed Standard Consultant Rate (RESC)
Once the form has been completed and saved, a checkmark will appear.

Scroll down the lefthand panel and select and confirm the status of Submit Request to Exceed Standard Consultant Rate. There is also an option to cancel the Request to Exceed Standard Consultant Rate if the process has been initiated in error. If Cancel Request to Exceed Standard Consultant Rate is selected and confirmed, all data for this form will be deleted.

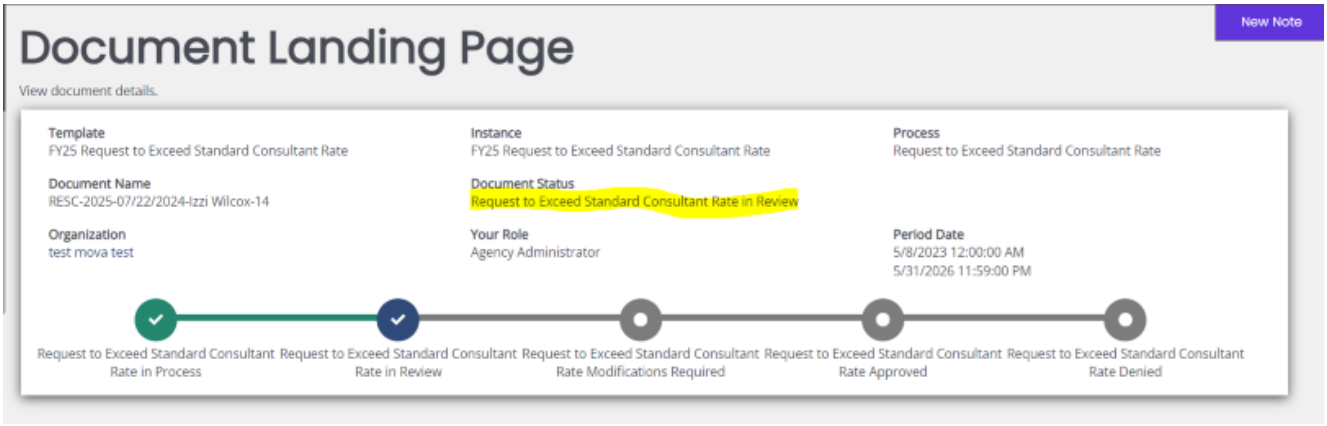


If there are any errors, the system will tell you in the pop up below and prevent you from submitting:

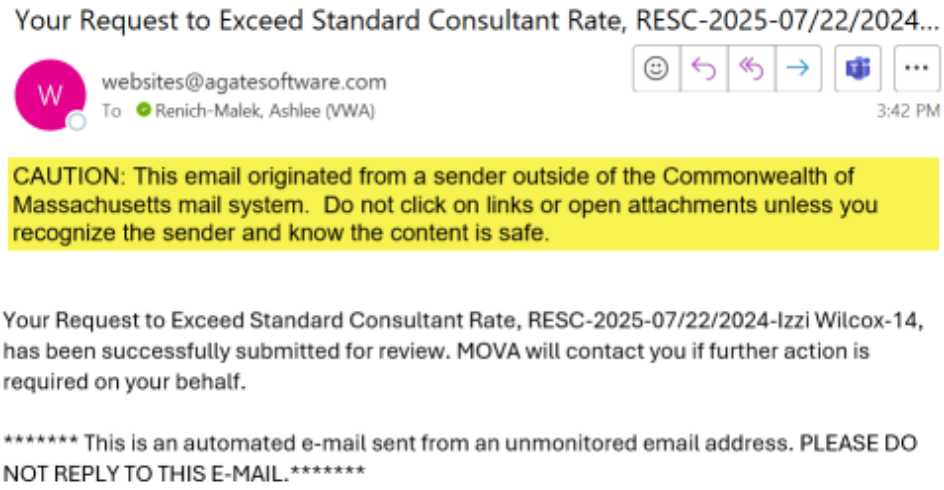


Address the errors and missing information and save the page before attempting to submit.

Once the status of Submit Request to Exceed Standard Consultant Rate has been selected and confirmed, the page will refresh onto the Document Landing Page and show that the document is in Program Coordinator review in the status of Request to Exceed Standard Consultant Rate in Review.



The applicable roles will also receive an email confirmation shortly after submitting that will look similar to the following:


Your Request to Exceed Standard Consultant Rate, RESC-2025-07/22/2024...

W websites@agatesoftware.com
To Renich-Malek, Ashlee (VWA) 3:42 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 Request to Exceed Standard Consultant Rate, RESC-2025-07/22/2024-Izzi Wilcox-14, has been successfully submitted for review. MOVA will contact you if further action is required on your behalf.

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

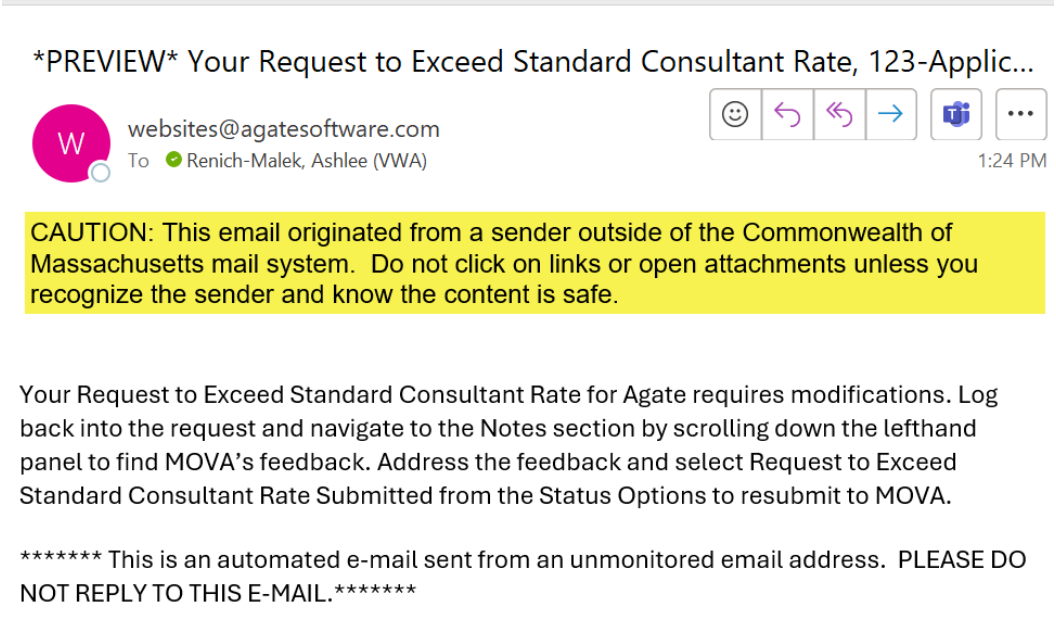
No further actions will be required of you at this time. Below, find the steps on how to find MOVA's questions and feedback and how to submit additional information to support the request.

Request to Exceed Standard Consultant Rate Denied

You will receive an email if MOVA denies your Request to Exceed Standard Consultant Rate. MOVA will leave a comment in the Notes section to document the denial and then follow up over email if this occurs.

Request to Exceed Standard Consultant Rate (RESC) Modifications Required

If MOVA requires more information from you, the request will be pushed back to the status of Request to Exceed Standard Consultant Rate Modifications Required. You will receive a My Task on your Dashboard on eGrants, and you will receive an email notification.


PREVIEW Your Request to Exceed Standard Consultant Rate, 123-Applic...

W websites@agatesoftware.com
To Renich-Malek, Ashlee (VWA) 1:24 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 Request to Exceed Standard Consultant Rate for Agate requires modifications. Log back into the request and navigate to the Notes section by scrolling down the lefthand panel to find MOVA's feedback. Address the feedback and select Request to Exceed Standard Consultant Rate Submitted from the Status Options to resubmit to MOVA.

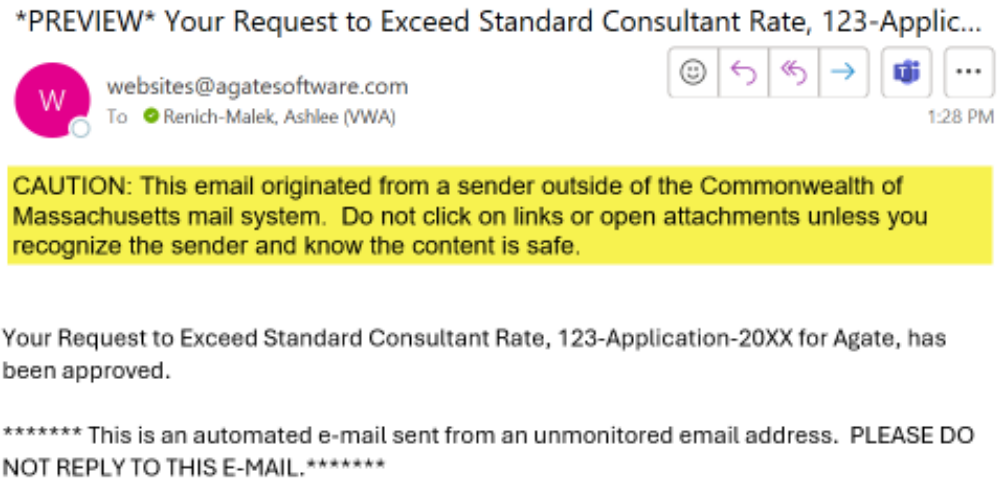
******* This is an automated e-mail sent from an unmonitored email address. PLEASE DO NOT REPLY TO THIS E-MAIL.*******

Similar to other eGrants processes, you will be responsible for logging into eGrants, navigating to the document, scrolling down the lefthand panel, and clicking into the Notes section to see MOVA's follow up and questions. Address MOVA's follow up and resubmit the RESC by scrolling down the lefthand panel to Status Options, clicking Submit Request to Exceed Standard Consultant Rate, and confirming OK in the pop again. Once again, the page will be refreshed to the Document Landing Page, and your application will be in the status of Request to Exceed Standard Consultant Rate in Review.

For more information about how to work the Notes section, refer to previous step-by-step eGrants guides for contracting and expenditure reporting.

Request to Exceed Standard Consultant Rate (RESC) Approved

RESC has been approved, you will receive an email notification from the system.


PREVIEW Your Request to Exceed Standard Consultant Rate, 123-Applic...

W websites@agatesoftware.com

To Renich-Malek, Ashlee (VWA) 1:28 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 Request to Exceed Standard Consultant Rate, 123-Application-20XX for Agate, has been approved.

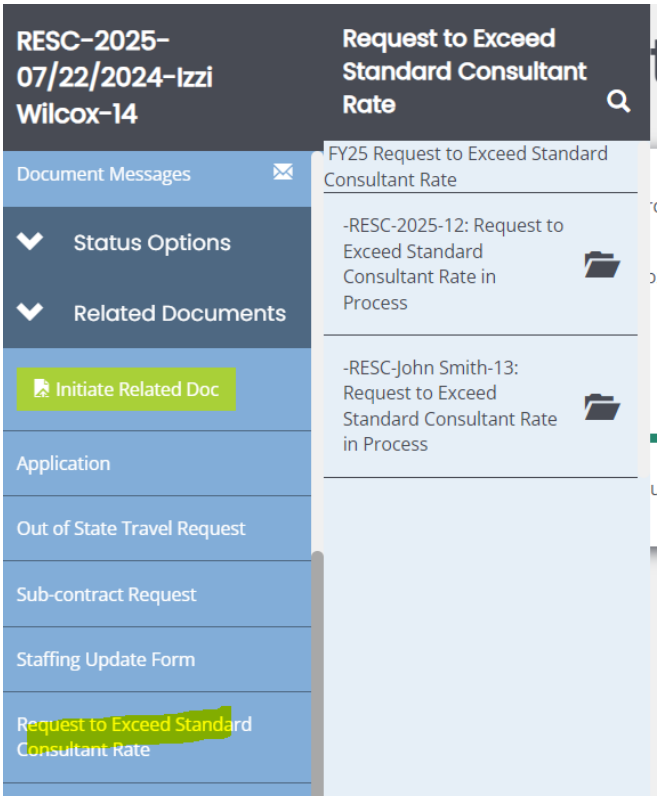
******* This is an automated e-mail sent from an unmonitored email address. PLEASE DO NOT REPLY TO THIS E-MAIL.*******

You will be able to click into the form(s) that you submitted for future reference, but you will not be able to change them.

Multiple RESCs

At any time, you can initiate and have multiple RESCs in various statuses. To initiate another RESC, simply follow the same steps: click Initiated Related Doc and select & confirm "FY25 Request to Exceed Standard Consultant Rate."

To navigate between multiple RESCs, scroll all the way to the bottom of the lefthand panel and click on Request to Exceed Standard Consultant Rate under Related Documents. Doing so will pop out another panel with all the RESCs for the fiscal year connected to that contract. Clicking on any of the documents will take you to their Document Landing Pages and subsequent RESC information.



Conclusion

By following the above steps, subrecipients can successfully use the MOVA eGrants system to propose Sub-contract Requests (SCRs) and Requests to Exceed the Standard Consultant Rate (RESCs) for any of MOVA's grants.

Please direct your questions to your assigned MOVA Program Coordinator or the Grants Administration Specialist, Ashlee Renich-Malek.

Resources

- MOVA's Policies and Procedures
- MOVA's eGrants webpage
- Sub-contracting with MOVA Tip Sheet