

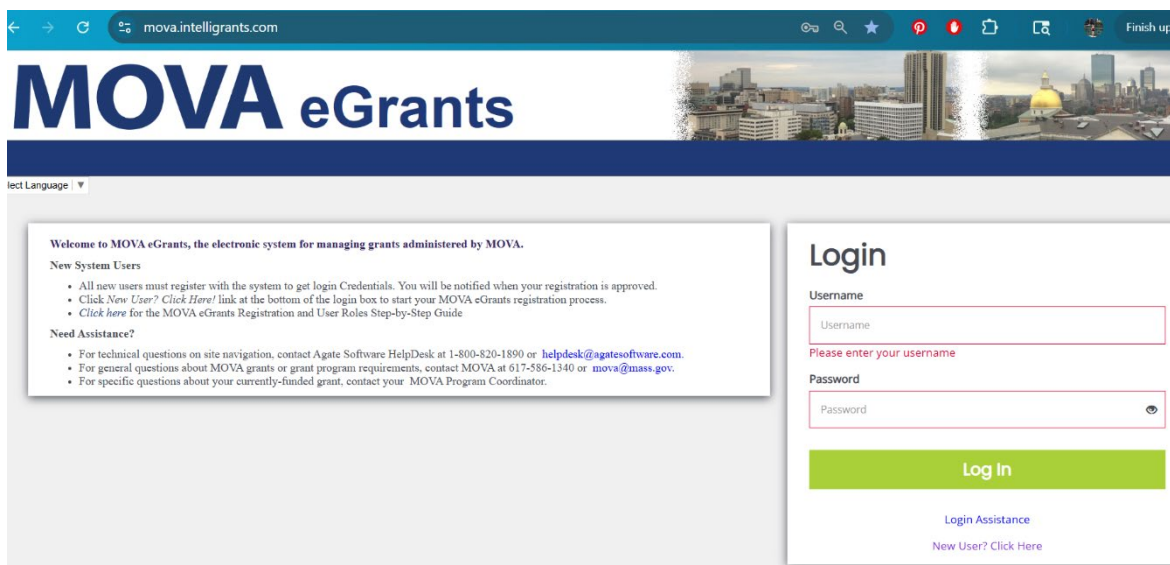
eGrants FY27 VSS Application Step-by-Step Guide

For FY27, all aspects of MOVA grants management will occur over our [electronic grants management \(eGrants\) system](#). This guide will walk through each step necessary to apply for the FY27 Victim and Survivor Services (VSS) grant.

More information about the FY27 application process and requirements – including the Call for Grant Applications (CGA)—can be found on [MOVA's webpage](#) and [COMMBUYS](#). Training, videos, and guides for eGrants can be found on [MOVA's eGrants webpage](#).

Access to eGrants The Website

Use this link to access [eGrants](#). Additional technical information about registering and logging onto eGrants can be found in the [eGrants Registration and User Role Step-by-Step Guide](#) on [MOVA's eGrants webpage](#).

The screenshot shows the MOVA eGrants website interface. At the top, there's a navigation bar with the MOVA eGrants logo and a cityscape image. Below the logo, there's a "Welcome to MOVA eGrants" message and a "New System Users" section with instructions for new users. To the right, there's a "Login" section with fields for "Username" and "Password", a "Log In" button, and links for "Login Assistance" and "New User? Click Here".

User Roles

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

- Agency Administrator
- Application Submitter

Before starting the application process, make sure that the individuals working on the application are assigned to one or more of these roles.

Once logged into the site, the user will be taken to their Dashboard, which functions as a home page. On the Dashboard, there will be a section titled My Opportunities where the Letter of Intent and application can be found.

My Opportunities

Filters

My Opportunities

Name	Provider	Availability	Description
FY27 VSS Application	Massachusetts Office for Victim Assistance	9/26/2025 12:00:00 AM - Open Ended	VSS - Application
FY27 VSS Letter of Intent	Massachusetts Office for Victim Assistance	10/7/2025 12:00:00 AM - Open Ended	FY27 VSS - Letter of Intent

1

Letter of Intent

MOVA encourages applicants to submit a Letter of Intent, a form on eGrants that asks for the organization’s name, the proposed program’s name, how much funding the applicant intends on applying for, and contact information for the application. This form is optional and non-binding and helps MOVA prepare for the review process.

Note: Agency Administrators and Application Submitters are the only roles who can initiate and proceed with the Letter of Intent process. To initiate, click on the link labeled FY27 VSS Letter of Intent and click “Proceed” in the pop-up box.

FY27 VSS Letter of Intent

Provided By:

Massachusetts Office for Victim Assistance

Provided To:

Cats for Justice (Test)

Letter of Intent Availability Dates:

10/7/2025 12:00:00 AM -

Due Date:

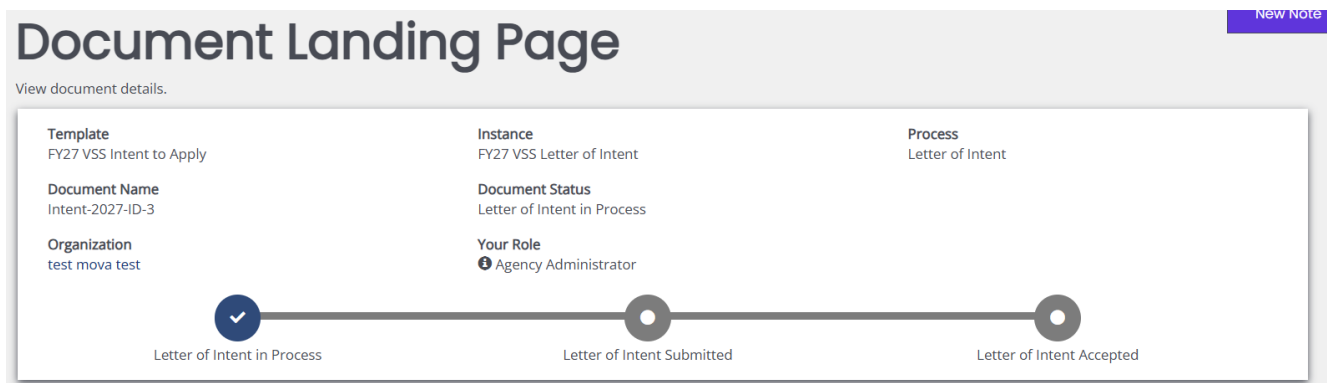
12/2/2025 12:00:00 PM

Proceed

Cancel

Document Landing Page

Users will be auto-refreshed into the Document Landing Page for the Letter of Intent, which acts as a home page for the form.



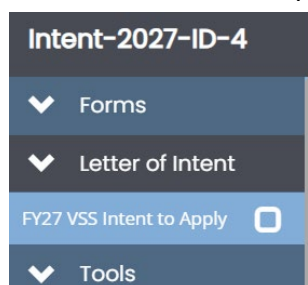
The screenshot shows the 'Document Landing Page' for a Letter of Intent. It features a header with 'View document details.' and a 'New Note' button. The main content area is divided into three columns: Template (FY27 VSS Intent to Apply), Instance (FY27 VSS Letter of Intent), and Process (Letter of Intent). Below these, it shows Document Name (Intent-2027-ID-3), Document Status (Letter of Intent in Process), and Organization (test mova test). A progress bar at the bottom indicates the current status: Letter of Intent in Process (checked), Letter of Intent Submitted, and Letter of Intent Accepted.

Here, there is a variety of information. For the Letter of Intent form, the most important piece of information is the Document Status. The “status” will indicate what part of the process the form is in.

- Letter of Intent in Process means the form is being worked on and has not submitted to MOVA.
- When the Letter of Intent is submitted, it will auto-forward to the status of Letter of Intent Accepted, which means MOVA has received it.

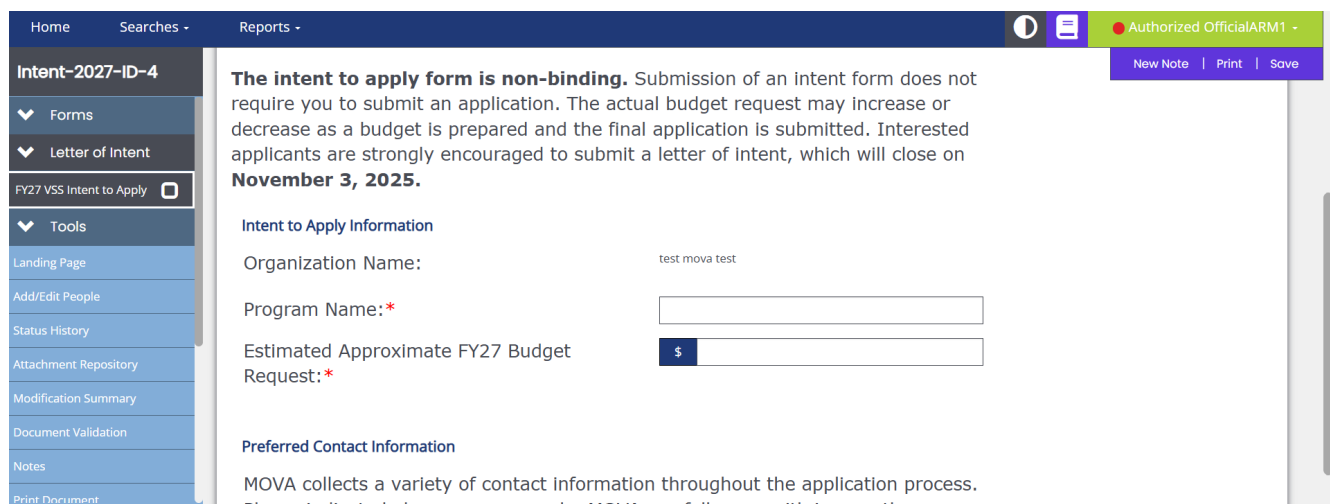
Completing and Submitting the Letter of Intent

To access the Letter of Intent, click into the FY27 VSS Intent to Apply form from the lefthand blue panel.



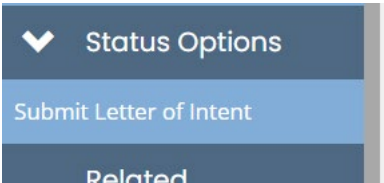
The sidebar menu for 'Intent-2027-ID-4' shows a list of options: Forms, Letter of Intent, FY27 VSS Intent to Apply (selected), and Tools.

The Organization Name will be auto-populated from information previously entered. Fill out the rest of the form and then click Save in the upper righthand corner.



The screenshot shows the 'FY27 VSS Intent to Apply' form. The left sidebar contains a menu with options like Forms, Letter of Intent, and Tools. The main content area includes a warning about the non-binding nature of the form and a deadline of November 3, 2025. Below this, there are sections for 'Intent to Apply Information' and 'Preferred Contact Information'. The 'Intent to Apply Information' section includes fields for Organization Name (auto-populated as 'test mova test'), Program Name, and Estimated Approximate FY27 Budget Request. The 'Preferred Contact Information' section includes a note about MOVA collecting contact information.

Once the form is completed and saved, scroll down the lefthand blue panel to find the Status Options. Select Submit Letter of Intent.

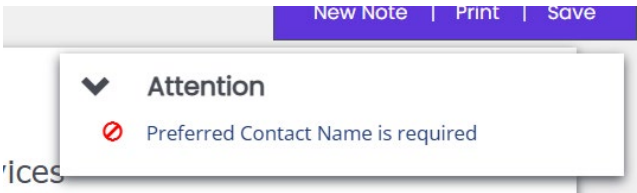


If any information is missing, the following error will pop up.

A dialog box titled 'Document Validation' with a close button in the top right. Below the title bar, it says 'Below is the status of each form. Select the form name to navigate and make changes to any of the forms.' There is a checkbox labeled 'Show forms that I cannot adjust'. Below this is a table with three columns: 'Form Name', 'Status', and 'May Prevent Status Change'. The table has one row with the following data: 'FY27 VSS Intent to Apply', 'Error(s)', and 'Yes'.

Form Name	Status	May Prevent Status Change
FY27 VSS Intent to Apply	Error(s)	Yes

If an error has popped up, go back to the Intent to Apply form and find the error check in the upper righthand corner. More information about error checks can be found in the [Error Checks](#) section below.



Go to the missing information manually or click on the error check to be taken to the missing information. Fill out the missing information and save the page.

Submit by clicking Submit Letter of Intent from the Status Options in the lefthand blue panel. If there are no errors, the following will pop up:

A dialog box with a dark header bar containing a close button. The main content area has the following text: 'Are you sure that you want to change the status from Letter of Intent in Process to Letter of Intent Submitted?'. Below this is another line of text: 'Are you sure you are ready to submit your Letter of Intent to MOVA? Once Submitted, you will be unable to edit.' Then it says 'Please enter any notes in regards to this status change' followed by a text input field. At the bottom right are two buttons: 'Cancel' and 'OK'.

Click the green OK to submit the Letter of Intent. Users will be auto-refreshed onto the Document Landing Page where the status will be changed to Letter of Intent Accepted.

Document Landing Page

View document details.

Template

FY27 VSS Intent to Apply

Instance

FY27 VSS Letter of Intent

Process

Letter of Intent

Document Name

Intent-2027-ID-3

Document Status

Letter of Intent Accepted

Organization

test mova test

Your Role

Agency Administrator

Letter of Intent in Process

Letter of Intent Submitted

Letter of Intent Accepted

Intro to the FY27 VSS Application

To initiate the FY27 VSS application, go to the Dashboard by clicking the blue “Home” tab in the upper lefthand corner of the page at any time. Find the My Opportunities panel and click on the link labeled FY27 VSS Application. Click Proceed in the pop-up box.

Users will be taken to the Document Landing Page for the application.

Home

Searches

Reports

Authorized OfficialARM1

VSS-2027-ID-10

Forms

Help

VSS Application Forms

Eligibility Checklist

Application Questions

Organizational Questionnaire

Tools

Indirect Cost Tool

Uploads

Tools

Document Landing Page

View document details.

Template

FY27 VSS Application

Instance

FY27 VSS Application

Process

Application

Document Name

VSS-2027-ID-10

Document Status

Application in Process

Organization

test mova test

Your Role

Agency Administrator

Period Date

11/1/2022 12:00:00 AM
10/31/2024 12:00:00 AM

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 MOVA Executive Director Signature

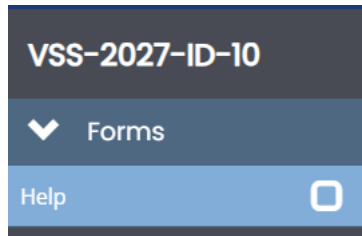
Contract Executed

Note the most important information for the application:

- Document Name—this will be the name of the application and ultimately any future grant. 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 VVS-2027-ID-10.
- Document Status—this indicates the “status” of the application. When filling out the application, the status will remain as Application in Process. Once submitted, the status will change to Application in Review, which indicates that MOVA has received the submission.

Help Page

The first “form” available in the FY27 application is the Help Page:



In the help page, MOVA has listed instructions, tips, and resources for completing the application process:

This page will be updated for contracting assistance in the future, and Help Pages will be available for all

Help Page for VSS Applications

Complete the application process by following the steps below:

- The only roles who can initiate, work on, and submit the application are: Agency Administrator Application Submitter
- Click into each of the following sections, follow the instructions on each respective page, answer the required and applicable questions, and frequently save by clicking “Save” in the upper righthand cor

The required documents for this application are:

Eligibility Checklist

Application Questions

- eGrants Tip: Ensure that you answer the Match Waiver question in Application Questions (acceptance of match waiver) and click save so that applicable budget forms open up in the lefthand panel

Organizational Questionnaire

Budget Request Forms

- *Cost Categories*
 - eGrants Tips:
 - The formatting of the line items has been updated so that the funding request and budget narrative sections now exist as one section per line item. While frequent saving is always encoura no longer required to fill out all line items, save the page, and then fill out the subsequent budget narrative section.
 - If unable to see the green + or red - options for adding and deleting rows, make sure to scroll all the way to the right of your screen. If zoomed in too much, these buttons will not be visible screen
 - eGrants will not allow line items to be named exactly the same (with the exception of salary and fringe, more info found below about this). Ensure that each line item has a unique name. Fo

processes on eGrants. Help Pages are not required and will not have any error checks.

Application Forms

There are 3 forms required for your FY27 application in addition to the budget request and uploads section:

- Eligibility Checklist
- Application Questions
- Organizational Questionnaire

Although these can be filled out in any order, this guide will review each of the forms in the order in which they appear in the application.

Error Checks

It is important to understand how the eGrants system communicates requirements. After saving or moving away from any page, an error check may pop up. The error check will appear in the upper righthand corner under an “Attention” heading.

- Please complete the form below.
- Required fields are indicated with an *.
- Select the SAVE button frequently to save information.
- The Match Waiver section will determine the budget forms you'll be asked to complete.

Attention
Organization Mission is required

Organization Information

*Organization Mission Statement: State your organization's mission and length of operation. Include the proposed program length of operation. (max 700 characters)

0 of 700

Proposed Program Information

Using the Organization Mission Statement section as the example above, the error check indicates that the field is required by providing:

- A red box around the missing information and
- A specific direction in the top right corner of the screen

The user can be taken directly to the error in question by clicking on it from the pop-up in the right-hand corner.

When a form is complete, the lefthand blue panel will display a checkmark. If a form is missing required information, an exclamation point will be present. In the example below, the Eligibility Checklist is complete, the Application Questions is missing required information, and the Organizational Questionnaire has not yet been started.

Eligibility Checklist

Application Questions

Organizational Questionnaire

✓

!

□

Eligibility Checklist

The first form in the FY27 VSS application is the Eligibility Checklist. Go to the form by clicking on “Eligibility Checklist” from the lefthand blue panel.

Eligibility Checklist

[New Note](#)
[Print](#)
[Save](#)

Applicants must certify the following to be eligible for MOVA's FY27 Victim and Survivor (VSS) grant opportunity. Applicant organization certifies the following responses are accurate:

*1) Does your organization operate within the Commonwealth of Massachusetts?

Yes ☐ No ☐

*2) Are you a public or nonprofit organization, including Native American Tribal Governments?

Yes ☐ No ☐

*3) Does your organization have a minimum of one year providing services to victims and survivors of crime at the time of application?

Yes ☐ No ☐

*4) Does your organization have financial support from other sources besides potential MOVA funding?

Yes ☐ No ☐

*5) Can your organization maintain a minimum of three months of operating costs?

Yes ☐ No ☐

*6) Does your organization have support from its leadership to apply for MOVA funding?
A letter of support is required to be uploaded in the Tools section of the application.

Yes ☐ No ☐

*7) Does your budget request have staff providing direct services as defined as:

- Responding to the emotional, psychological, and physical needs of crime victims
- Assisting crime survivors to stabilize their lives after a victimization
- Assisting crime survivors to understand and participate in the criminal justice system
- Restoring a measure of safety and security to crime survivors

Yes ☐ No ☐

Use the space below to elaborate on any of the above (optional):

Answer Yes or No for your organization by using the radio buttons for each of the eligibility criteria. Be sure that your selections are accurate, and regularly save the page by clicking the Save button in the top righthand corner. eGrants does not auto-save, so it is important that any work done in eGrants—for the application or otherwise—is saved often.

Application Questions

Move to the next section by clicking Application Questions from the lefthand blue panel. This form asks users to answer the following sections. More information about each can be found in the FY27 VSS Call for Grant Applications (CGA) found on [MOVA’s website](#).

Organization Mission Statement

This section is required and limited to 700 characters. Users may enter text directly into the textbox or copy and paste from elsewhere.

Program Name

This section is required. Enter the proposed program’s name, which should be different from your organization’s name. Users may enter text directly into the textbox or copy and paste from elsewhere.

Proposed Scope of Services

This section is required and limited to 1500 characters. Users may enter text directly into the textbox or copy and paste from elsewhere.

Counties Served

This section is required. Users should select all of the checkboxes for the primary counties that their organization serves. If “Statewide” is selected, users are required to provide a written explanation in the textbox that is limited to 300 characters.

Victimization Types Served

This section is required. Enter a percent for how much MOVA funding would support each victimization type. This can be an estimate. Users may enter zero if a type is not applicable. The total percentage must add up to 100%.

Other Violent Crime	<input type="text"/>	%	+	-
<input type="text"/>	<input type="text"/>	%		
Other Violent Crime	<input type="text"/>	%		
Other Non-Violent Crime	<input type="text"/>	%	+	
Total:		100 %		

If “Other Violent Crime” or “Other Non-Violent Crime” are selected, users are required to use the textbox to write what the “Other” crime is.

Additional rows can be added for the “Other” crime types by clicking the green “+” button or unnecessary rows can be removed by clicking the red “-” button.

Service Types Provided

This section is required. Users should select all of the checkboxes for the primary service types that their organization provides.

Populations Served

This section is required. Users should select Yes or No to indicate if any services under the MOVA grant would be designed and intended for the following populations: culturally-specific , victims and survivors of crime who have disabilities, victims and survivors of crime who identify as LGBTQIA+, or any other specific population. If Yes is selected, users are required to describe what and how the services they provide are for the specific population. Each textbox is limited to 1000 characters.

Match Waiver

This section is required. Users should indicate whether their organization will be opting into or out of the blanket match waiver. More information can be found in [MOVA’s Match Waiver Policy and Procedure](#). Once a selection has been made and the page has been saved, the selected budget forms will open in the lefthand blue panel.

Narrative Questions

There are four required narrative questions and each response is limited to 2500 characters. Users may enter text directly into the textbox or copy and paste from elsewhere.

Organizational Questionnaire

The entire form is required for users to fill out based on their organization’s information. Be sure that information is accurate, and the page is frequently saved.

Application Budget Forms

All budget information will be entered into eGrants using the following instructions, Within the application, there will be a budget section in the lefthand blue panel. Each cost category (for example: consultants) and the Budget Summary (which shows totals) have separate forms in the system. Below is an example:

VSS-2027-ID-10
 FY27 VSS Budget
 ▼ Forms without Match

Salary	<input type="checkbox"/>
Fringe	<input type="checkbox"/>
Consultants	<input type="checkbox"/>
Office & Programmatic Supplies	<input type="checkbox"/>
Equipment	<input type="checkbox"/>
Travel	<input type="checkbox"/>
Contracts	<input type="checkbox"/>
Other Costs	<input type="checkbox"/>
Indirect Costs	<input type="checkbox"/>
FY27 Budget Summary VSS Without Match	<input type="checkbox"/>

To fill out the budget request, select a cost category and fill out the requested information. While the budget forms vary slightly, each will at minimum require a line item name, amount requested from MOVA for FY27, and a budget narrative where the line item should be described and detailed. Be sure to complete all information requested.

Instructions: Fill out the following information for your requested staffing. Full-time equivalents (FTEs) will be auto-calculated as a total for the funding request and for each staff member using the information provided.

How many hours per week is full-time at your agency?*	<input type="text"/> Hours per week
Number of Full-Time Equivalent (FTEs)	0.00 FTEs

Employee Name	Staff Category	Title	# of VSS hours per week	# of Weeks on VSS Project	VSS Cost	Salary Cost	Direct or Administration Cost	FTE
<input type="text"/>	<div>▼</div>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>\$</div> <input type="text"/>	\$0.00	<div>▼</div>	
Total Employed Hours at Agency per week	Employee's Actual Annual Salary at Agency	Other Funding Supports X Hours of position (Do not include match, be specific when identifying sources). I.e. Department of Public Health, 10 hours						
<input type="text"/>	<div>\$</div> <input type="text"/>	<div></div>						

Some tips for navigating the budget forms successfully are:

- Users can zoom out or use the horizontal scroll bar at the bottom of their screen to see the whole page, including all required boxes and the green + button (and red minus button if applicable) for adding (and deleting) entire line items
- Save the page frequently, as eGrants does not save automatically
- **Click into every budget form (cost category) and save the page even if no costs are being requested for that category.** Saving the page will insert a checkmark into the box in the lefthand blue panel

The application cannot be submitted if there are any forms with empty checkboxes or exclamation points, indicating error(s). More information about specific budget forms can be found below.

Budget Forms With Match

If an organization opts out of the match waiver, it is required to enter match into the budget. The budget form will have an additional column at the end of every row titled VSS Match where applicable match dollars should be reported.

Employee Name	Staff Category	Title	# of VSS hours per week	# Weeks on VSS Project	VSS Cost	VSS Match	Total Salary Cost	Direct or Administration Cost	FTE
<input type="text"/>	<div></div>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00	<div></div>	
Total Employed Hours at Agency per week	Employee's Actual Annual Salary at Agency		Other Funding Supports X Hours of position (Do not include match, be specific when identifying sources) i.e. Department of Public Health, 10 hours						
<input type="text"/>	\$ <input type="text"/>		<div></div>						

Funding Request Totals

	VSS Cost Total	VSS Match Total	Salary Cost Total
Totals:	\$0.00	\$0.00	\$0.00

Salary

At the top of the Salary form in the budget request, organizations will be asked to enter how many hours per week is considered full-time employment at their organization (e.g., 35 hours per week, 40 hours per week, etc.). This number will be used to auto-calculate the full-time equivalent (FTE) for each employee in the budget request. This will then be used to auto-calculate the number of full-time equivalents (FTEs) at the top of the page.

How many hours per week is full-time at your agency?*

37.50

Hours per week

Number of Full-Time Equivalent (FTEs)

4.00 FTEs

Fill out each row with the staff members’ information. Add a row by selecting the green plus sign at the end of the row. Once there is more than one row, rows can be deleted using the red minus sign at the end of the row.

For each employee, organizations must select which category is most fitting for the position. The categories are as follows:

- Direct Staff: Advocate/Counselor
- May include: Victim Service Provider, Hotline Staff, Relief Staff, Direct Care Staff, Support Staff, Case Manager, Legal Advocate
- Direct Staff: Clinician
 - Instructions: This category is reserved for positions that require a license to practice.

- Direct Staff: Direct Staff Supervisor
- Direct Staff: Lawyer
- Direct Staff: Program Director/Coordinator
- Direct Staff: Other
- Admin Staff: Agency Leadership
 - May include: Executive Director, President
- Admin Staff: Fiscal/Billing Staff
- Admin Staff: Program Director/Coordinator
- Admin Staff: General
 - May include: Executive Assistant, Administrative Assistant, Office Manager
- Admin Staff: Other

If a staff member fits into multiple categories, select the one that represents how the majority of the staff member’s funded time would be spent.

Fringe

eGrants will auto-populate each staff member’s name and base salary from the Salary form, as seen in the example below. The user will fill in the rest of the information, starting with the fringe rate. The system will auto-calculate the eligible budget request.

Employee Name	Base Amount	Fringe Rate	Calculation	VSS Cost	VSS Match	Fringe Cost	Direct or Administration Cost
Izzi	\$ 35,000.00	15 %	\$5,250.00	\$	\$	\$0.00	▼

Fringe Breakdown

+

Funding Request Totals

	Calculation Total	VSS Cost Total	VSS Match Total	Fringe Cost Total
Totals:	\$5,250.00	\$0.00	\$0.00	\$0.00

If any staff member who will not have a fringe request is auto-populated, users can delete this information by clicking the red minus sign to the right of that staff member’s name. If you have listed only one staff member, as is shown in the example above, add another row using the green “+” sign and then delete the original row when the red “-” sign appears.

Fill out the fringe information. A staff member’s fringe request must be calculated using the amount requested under MOVA reimbursement on the Salary form. This amount should be multiplied by the fringe rate.

Other Budget Forms (Cost Categories)

Fill out all of the other forms with any budget requests. Remember to save all budget forms, even if no dollars are being requested for a particular cost category.

Budget Summary

The Budget Summary will auto-calculate. Review the Budget Summary for accuracy and save the page when done. Any time a change is made to a budget form, the Budget Summary will require review.

Additional Forms

Uploads

Organizations are required to submit a Letter of Support from Organization Leadership stating that they are aware and supportive of the application and that they agree to abide by all terms and conditions that may be required to receive a MOVA grant. This should be on organization letterhead and signed by organization leadership.

To upload, click into the Uploads form from the lefthand blue panel. The first section on the Uploads page will be for the Letter of Support from Organization Leadership. Users can drag the file into the box that says “Drag Files Here” or they can click “Browse” to open their File Explorer and select the appropriate file from there.

MOVA has also provided optional sample text for the Letter of Support from Organization Leadership. This can be found by clicking on the blue title “Letter of Support from Organization Leadership.” This will automatically download the sample text.

***Letter of Support from Organization Leadership:**

Upload a signed letter by leadership at your organization that indicates support for the application to this grant opportunity and that the organization agrees to abide by all terms and conditions of the MOVA grant program and any modifications or additional requirements that may be imposed by law. In instances where there is not a Board, submit a letter from the organization head.

Drag Files Here

Next, the Reversion Narrative section is an optional upload for current or former MOVA grantees who may have previously reverted funding. A narrative can be uploaded using the same steps: either drag a file into the box or click “Browse” to choose a document from the File Explorer. This is not required.

The Pass-Through Subaward Budget Requests section should be used by VSS pass-through agencies to upload sub-grantee funding requests. Use the green plus sign to create as many rows as necessary. If you are unsure if you are a pass-through agency, contact the Procurement Team Lead at MOVAGrants@mass.gov.

MOVA will not review additional uploads besides the ones listed above. Do not upload materials that are not requested by the application.

Optional Indirect Cost Tool

If your organization has a federally approved indirect rate or will be electing the de minimis rate, this is an optional page that can help calculate your indirect request.. More information about indirect costs can be found in [the MOVA Grants Policies and Procedures Manual](#).

Once the budget request is filled out, click into the indirect cost tool. All line items and dollar amounts will be auto-populated. Note that salary and fringe items that are named the same, such as Sam Smith’s salary and Sam Smith’s fringe, will be auto-calculated into one line.

Select the line items that should be included in the indirect calculation using the checkboxes to the right of each item:

Indirect Cost Tool

New Note | Print | Save

Last Saved 12/2/2024 8:59 AM

Instructions:

The line items in your budget and the corresponding expenses have been autopopulated into the Indirect Cost Tool below. To include an item in the indirect calculation, click the checkbox next to the item. At the bottom of the page, input the indirect rate and the tool will autocalculate the indirect eligible using the rate and line items selected.

Indirect Cost Tool

Category:	Line Item Name:	Dollar Request (\$):	Include in Indirect Cost Calculation?
FY26 - Salary	Izzi	\$1,100.00	<input checked="" type="checkbox"/>
FY26 - Salary	Boop	\$38,500.00	<input checked="" type="checkbox"/>
FY26 - Salary	Toof	\$49,000.00	<input checked="" type="checkbox"/>
FY26 - Fringe	misc fringe	\$1,000.00	<input type="checkbox"/>
FY26 - Consultants	consultant	\$250.00	<input type="checkbox"/>

At the bottom of the page, enter the indirect cost rate. The indirect cost tool will then calculate the amount of indirect which may be requested given the rate entered and the line items selected.

Modified Total Direct Cost (MTDC)/Indirect Base:	\$88,600.00
Indirect Rate:	11 %
Eligible Indirect Request:	\$9,746.00

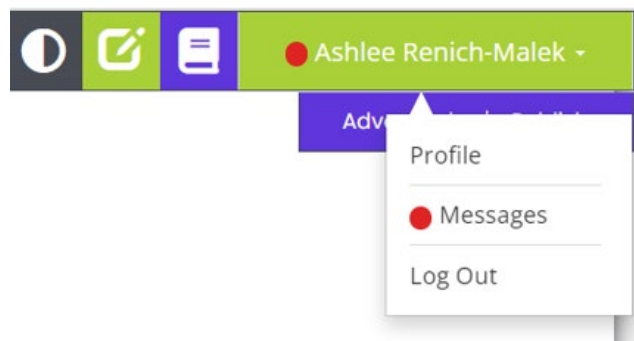
This is an optional tool. The numbers that appear in the tool are not required to be included in the budget request nor is use of the tool required.

Contact Information

Contact Information can be found within Organization Information, which is separate from the application.

This information should be completed with your application.

To access Contact Information, users should click on their name in the green box in upper righthand corner of the screen and click "Profile."



The Person Information page, which includes a user's profile information on eGrants, will appear. In the lefthand blue panel, find and click on the tab titled Contact Information.

A screenshot of the 'Person Information' page. On the left is a blue sidebar with 'Organization Information' at the top, followed by a dropdown menu showing 'Marvel'. Below this are links for 'Organization Information', 'Organization Members', 'Organization Categories', and 'Contact Information' (which is highlighted with a checkmark icon). The main content area is titled 'Person Information' and includes a sub-header 'Profile' with the text 'Edit person profile and organization role information.' Below this is a 'Basic Information' section with form fields for 'First Name' (containing 'Authorized'), 'Middle Name', 'Last Name' (containing 'ASHLEIGH'), and '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 blue 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) *

Joker

1b. Authorized Signatory Title *

Boss

1c. Authorized Signatory Email Address *

JokerRules@aol.com

1d. Authorized Signatory Upload *

Select

Drag Files Here

Testing.docx

11.63 KB

X

Updating the Contact Information is an application requirement and should be filled out before the application is submitted to MOVA. The application will be considered incomplete if the Contact Information is incomplete.

Submitting the Application

In order to submit your organization’s application to MOVA, scroll to the bottom of the lefthand blue panel to find the Status Options. There are two options: Cancel Application and Submit Application.

▼ Status Options

Cancel Application

Submit Application

If Cancel Application is selected and confirmed, the application will officially be cancelled and all information will be deleted.

To submit the application, select Submit Application. If there are any issues with the application, a box will pop up and detail the areas that require attention. For example:

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
Required Uploads	Form is required and has not been saved	Yes

If the application is eligible for submission, a box will pop up with the following:

Are you sure that you want to change the status from

Application in Process to Application Submitted?

By clicking and confirming Submit Application, the status will be changed from Application in Process to Application Submitted, which will put the application into MOVA's review. Are you sure you're ready to make this change?

Please enter any notes in regards to this status change

Cancel

OK

Select OK to submit the application to MOVA. Once submitted, the user will see the following pop-up confirming that the application was successfully submitted:

Status Change Message

You have just submitted your application. If MOVA has any questions or requires modifications, you will be notified via eGrants. If you have not already done so, please make sure to review, update, and save your Contact Information.

CLOSE

When that popup is closed, the user will be taken back to the Document Landing Page and the Document Status will be Application and Completeness Review. This also confirms that the application has been submitted to MOVA.

Document Landing Page

View document details.

Template

FY27 VSS Application

Document Name

VSS-2027-ID-7

Organization

test mova test

Instance

FY27 VSS Application

Document Status

Application and Completeness Review

Your Role

Agency Administrator

Process

Application

Period Date

11/1/2022 12:00:00 AM
10/31/2024 12:00:00 AM

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 MOVA Executive Director Signature

Contract Executed

Conclusion

This document serves as a step-by-step guide and provides best practices for successfully submitting FY27 VSS applications.

Resources

More information about MOVA and the FY27 VSS Call for Grant Applications (CGA) can be found:

- [FY27 VSS Grant Funding Opportunity webpage](#)
- [MOVA Grants Policies and Procedures Manual](#)
- [COMMBUYS](#)

More information about the MOVA eGrants system can be found:

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

All questions regarding the FY27 application and procurement process should be directed to Procurement Team Lead, Ashlee Renich-Malek, at MOVAGrants@mass.gov.

Disclaimer: Some screenshots used in this guide are taken from the eGrants test website. The live website may appear slightly different, but all instructions still apply.