eGrants FY27 VSS Application Step-by-Step Guide

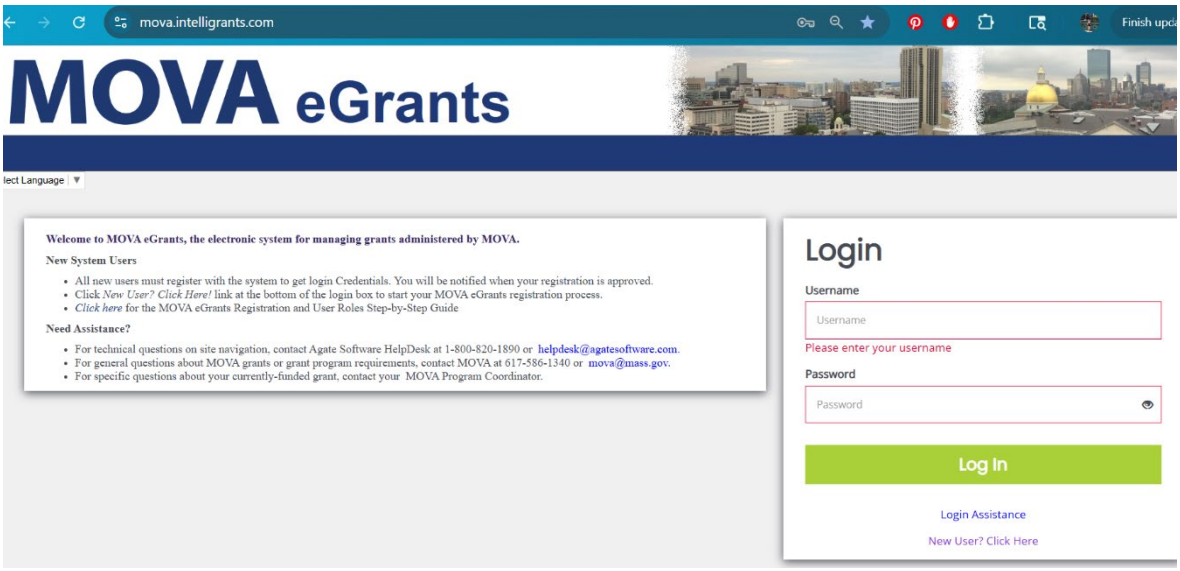
For FY27, all aspects of MOVA grants management will occur over our electronic grants management (eGrants) system. This guide will walk through each step necessary to apply for the FY27 Victim and Survivor Services (VSS) grant.

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.



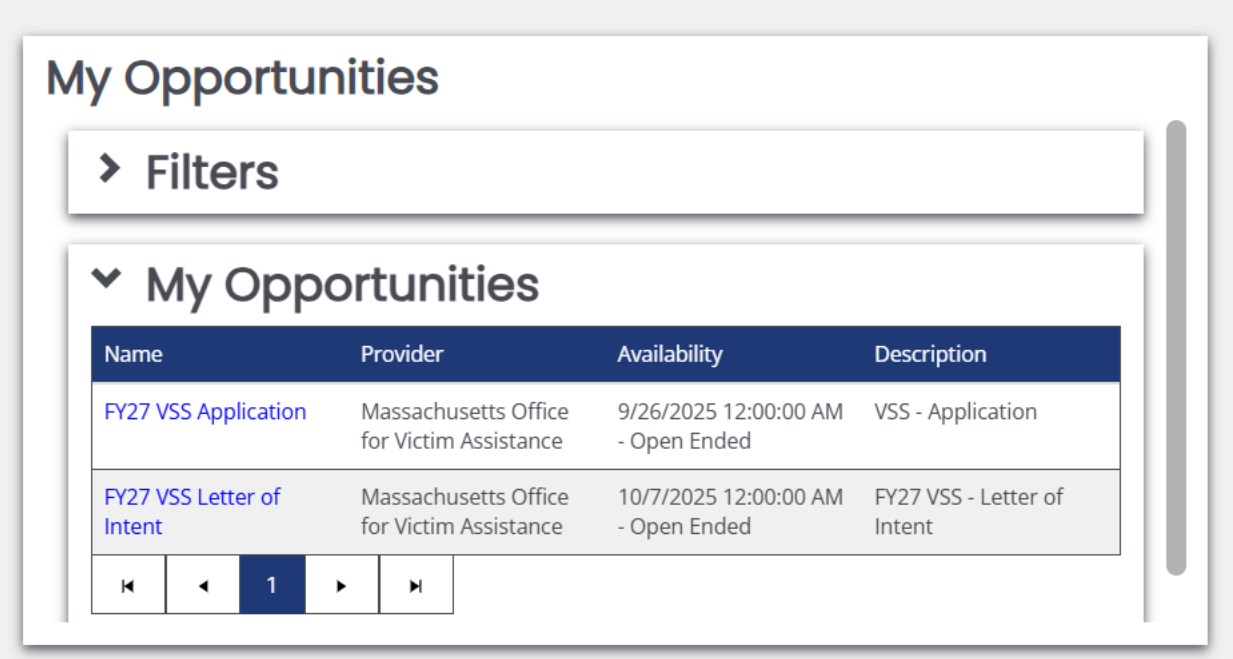
User Roles

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.

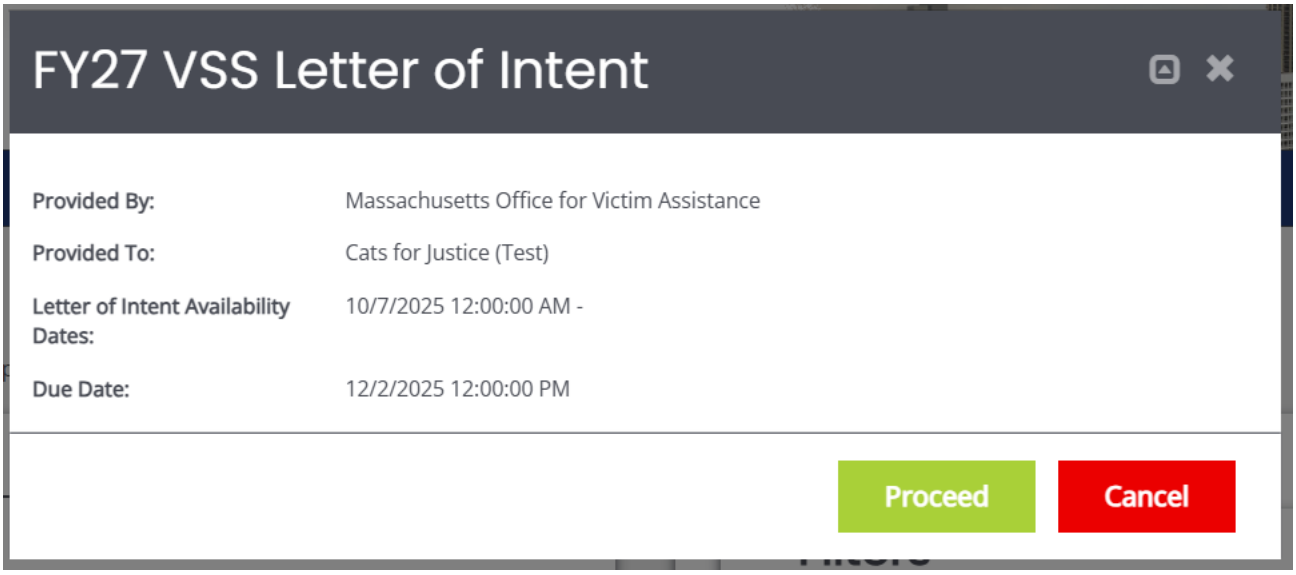
Once logged into the site, the user will be taken to their Dashboard, which functions as a home page. On the Dashboard, there will be a section titled My Opportunities where the Letter of Intent and application can be found.



Letter of Intent

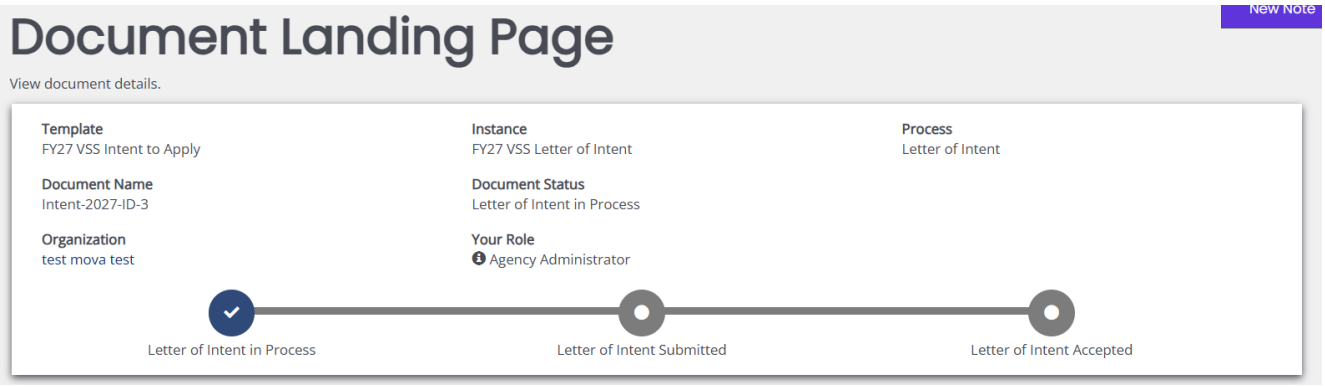
MOVA encourages applicants to submit a Letter of Intent, a form on eGrants that asks for the organization's name, the proposed program's name, how much funding the applicant intends on applying for, and contact information for the application. This form is optional and non-binding and helps MOVA prepare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



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.

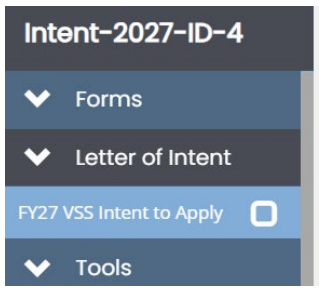


Here, there is a variety of information. For the Letter of Intent form, the most important piece of information is the Document Status. The “status” will indicate what part of the process the form is in.

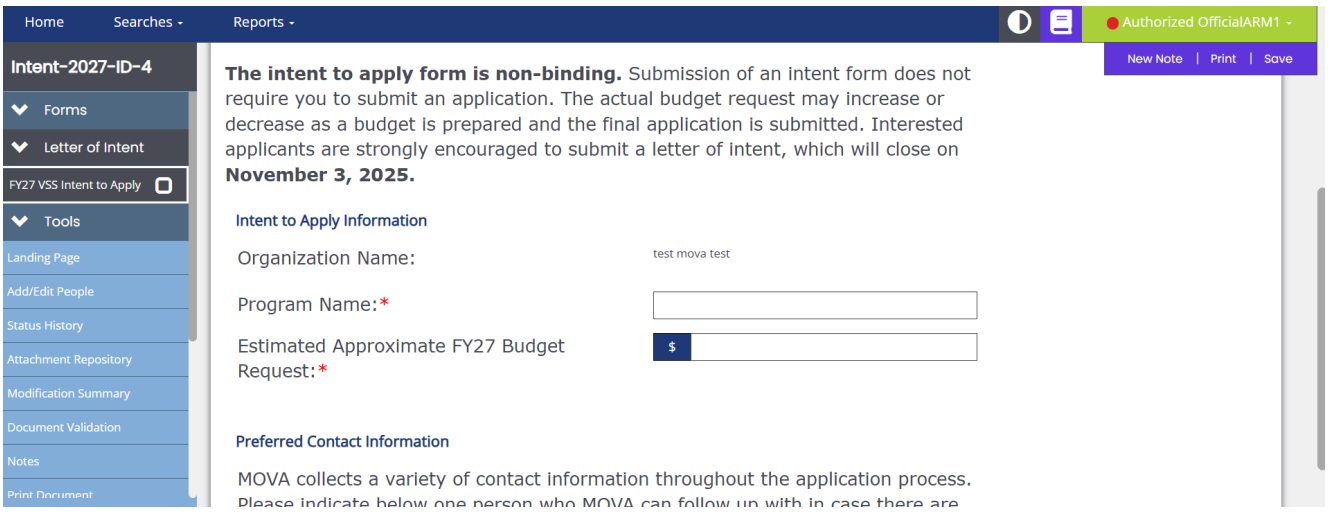
- Letter of Intent in Process means the form is being worked on and has not submitted to MOVA.
- When the Letter of Intent is submitted, it will auto-forward to the status of Letter of Intent Accepted, which means MOVA has received it.

Completing and Submitting the Letter of Intent

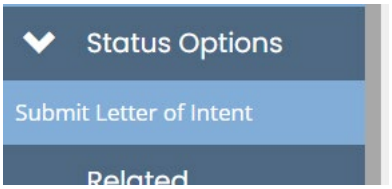
To access the Letter of Intent, click into the FY27 VSS Intent to Apply form from the lefthand blue panel.



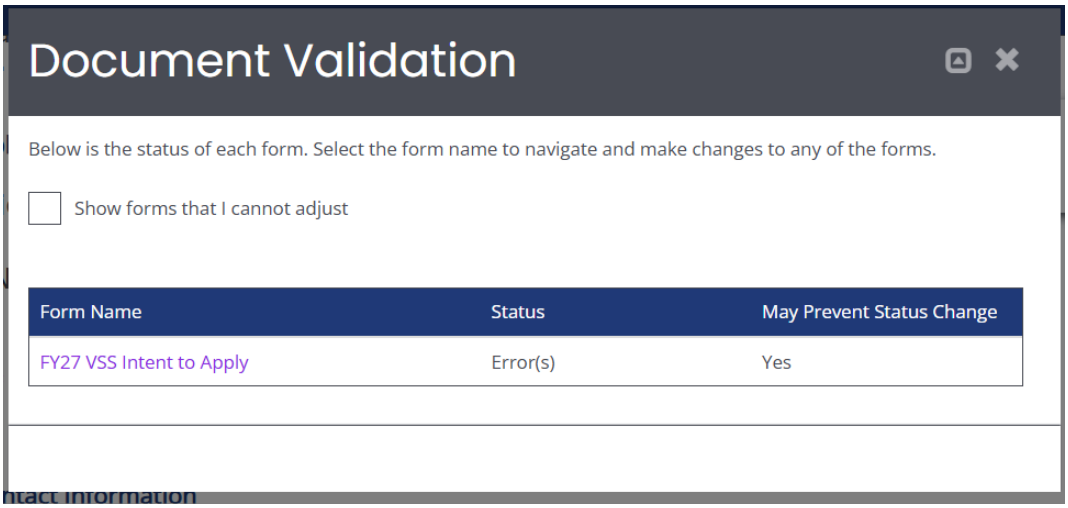
The Organization Name will be auto-populated from information previously entered. Fill out the rest of the form and then click Save in the upper righthand corner.



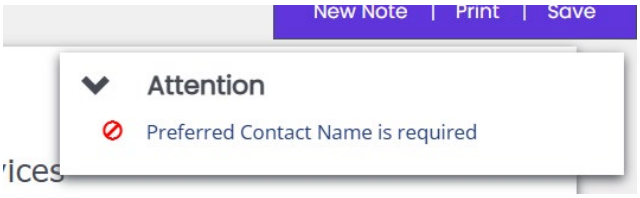
Once the form is completed and saved, scroll down the lefthand blue panel to find the Status Options. Select Submit Letter of Intent.



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

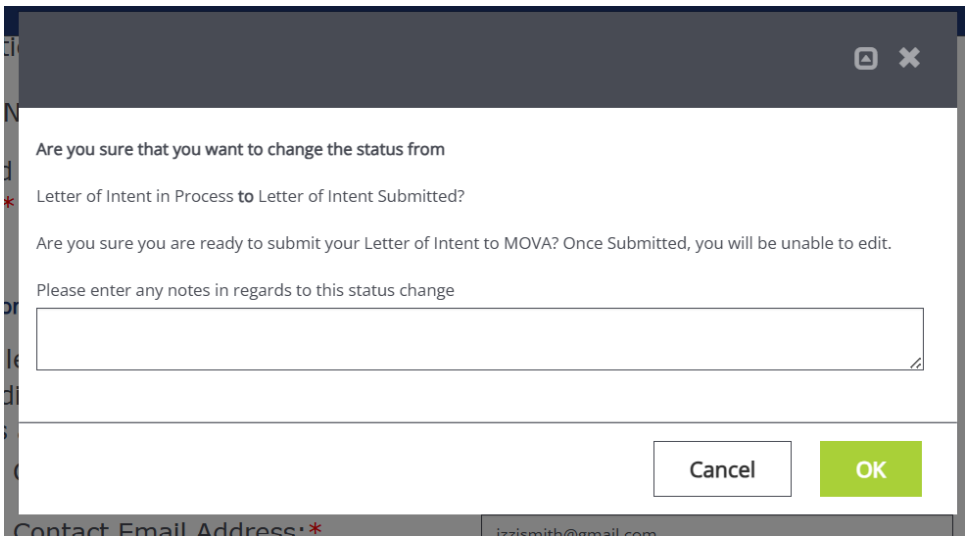


If an error has popped up, go back to the Intent to Apply form and find the error check in the upper righthand corner. More information about error checks can be found in the Error Checks section below.

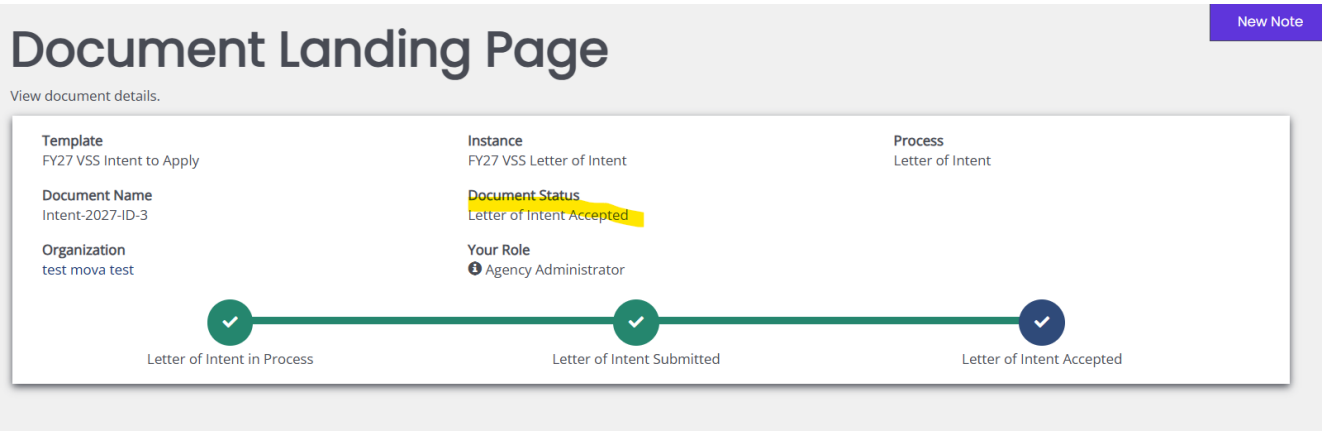


Go to the missing information manually or click on the error check to be taken to the missing information. Fill out the missing information and save the page.

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:



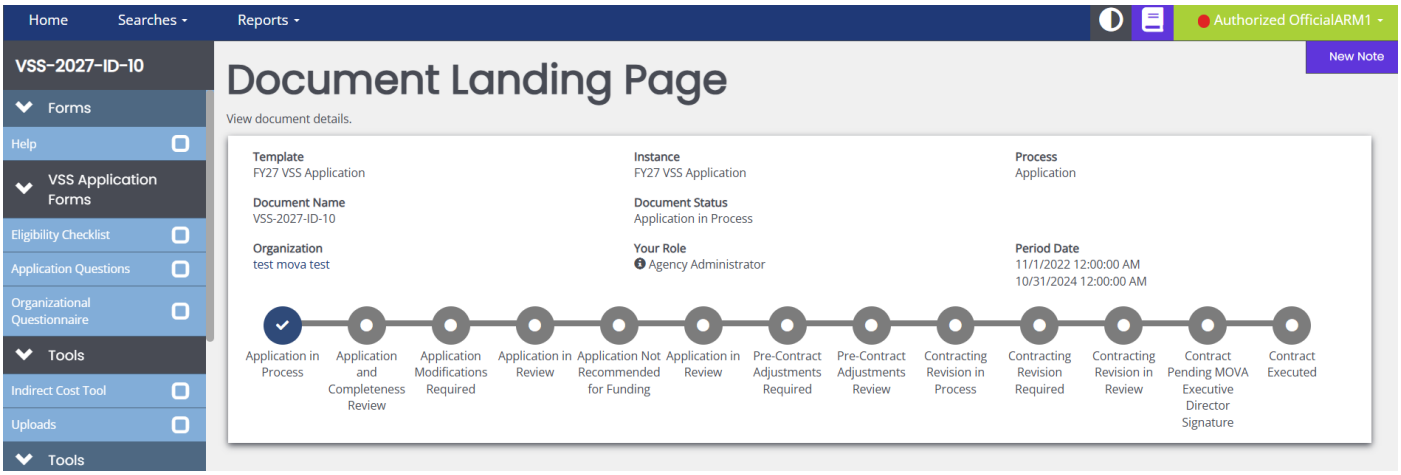
Click the green OK to submit the Letter of Intent. Users will be auto-refreshed onto the Document Landing Page where the status will be changed to Letter of Intent Accepted.



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.

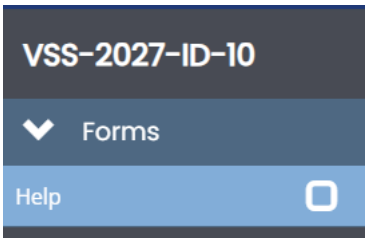


Note the most important information for the application:

- 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.

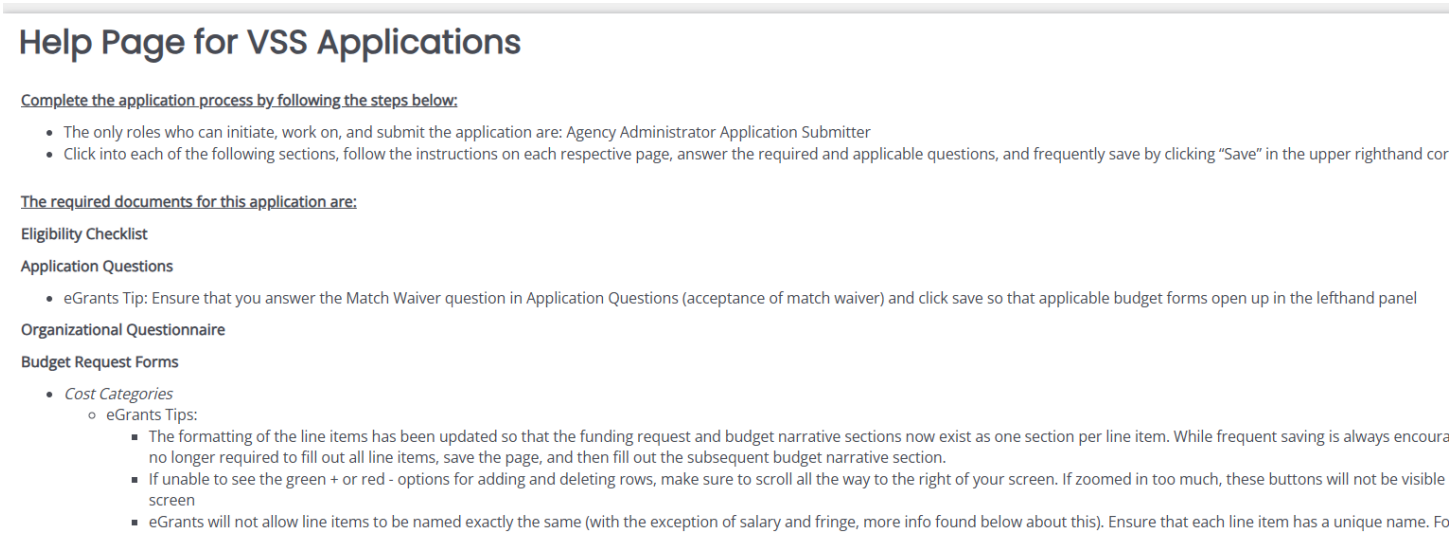
Help Page

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

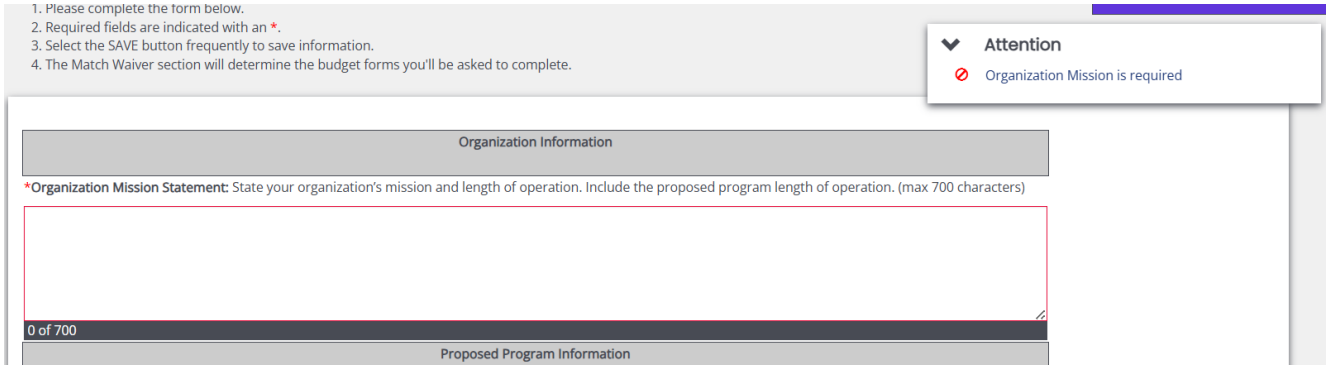
There are 3 forms required for your FY27 application in addition to the budget request and uploads section:

- 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.

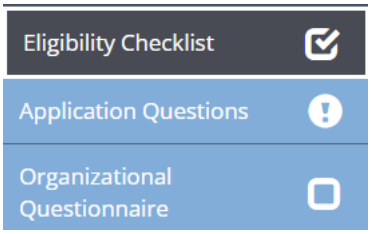


Using the Organization Mission Statement section as the example above, the error check indicates that the field is required by providing:

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

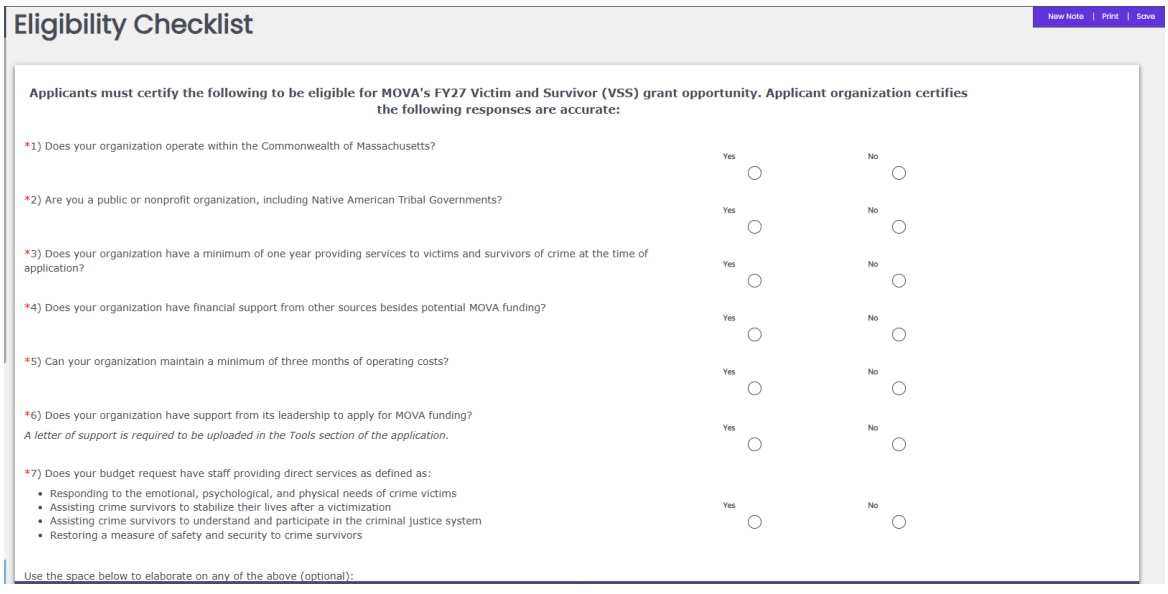
The user can be taken directly to the error in question by clicking on it from the pop-up in the right-hand corner.

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

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



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

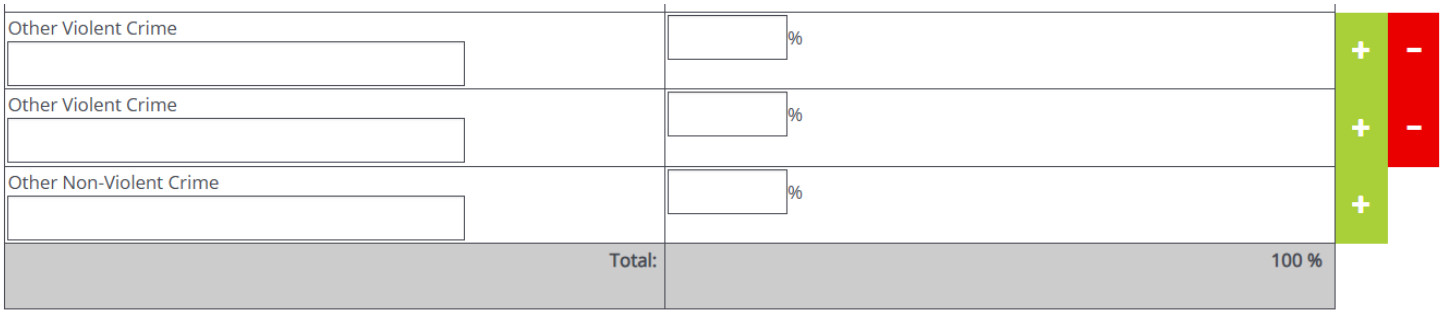
This section is required and limited to 1500 characters. Users may enter text directly into the textbox or copy and paste from elsewhere.

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 thatis 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%.



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

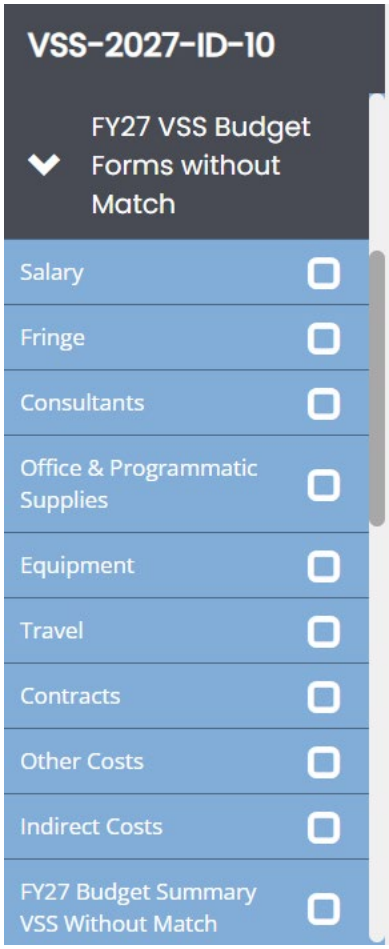
There are four required narrative questions and each response is limited to 2500 characters. Users may enter text directly into the textbox or copy and paste from elsewhere.

Organizational Questionnaire

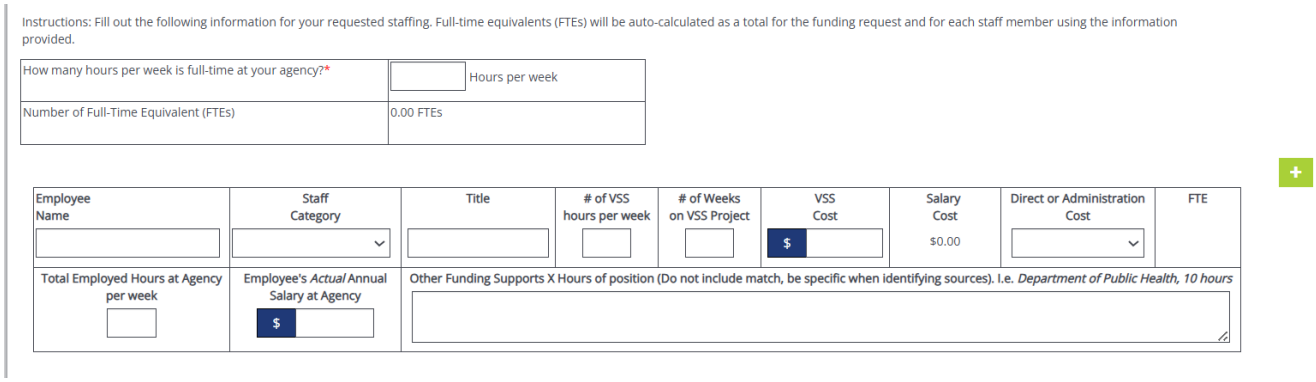
The entire form is required for users to fill out based on their organization’s information. Be sure that information is accurate, and the page is frequently saved.

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:



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 mimimum 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.



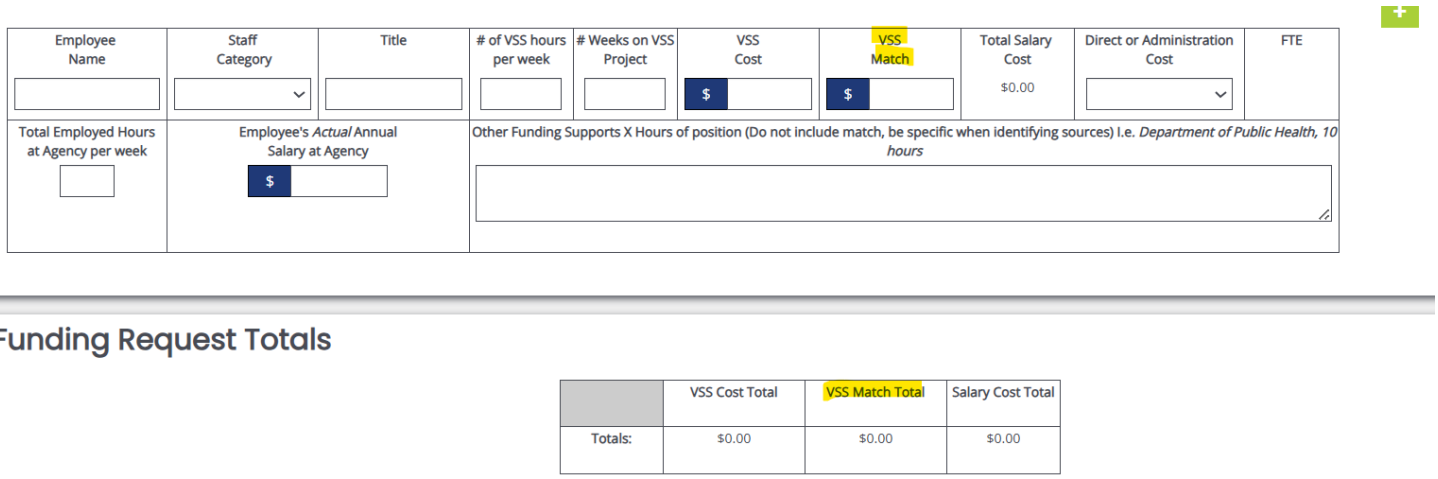
Some tips for navigating the budget forms successfully are:

- 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.

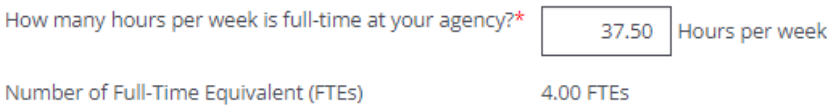
Budget Forms With Match

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.



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.



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, organizationss must select which category is most fitting for the position. The categories are as follows:

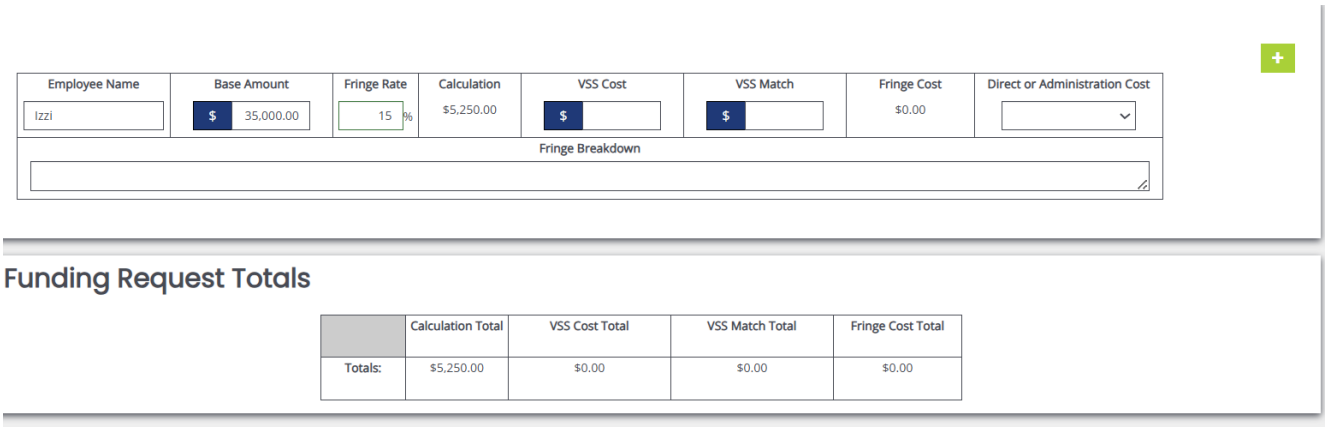
- Direct Staff: Advocate/Counselor
- May include: Victim Service Provider, Hotline Staff, Relief Staff, Direct Care Staff, Support Staff, Case Manager, Legal Advocate
- Direct Staff: Clinician
    - Instructions: This category is reserved for positions that require a license to practice.

- 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.



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 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.

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.

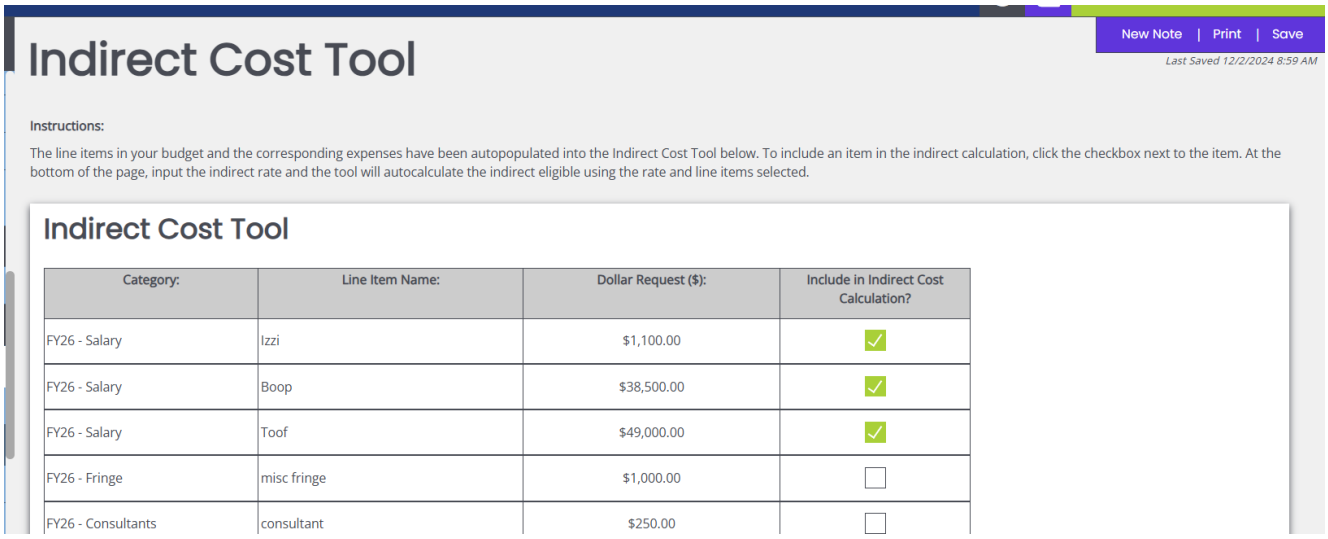
MOVA will not review additional uploads besides the ones listed above. Do not upload materials that are not requested by the application.

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:



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.

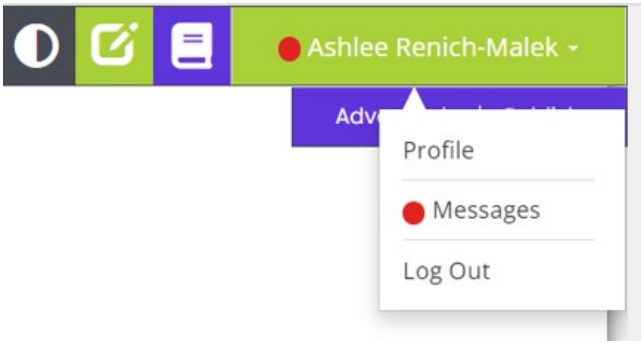
Modified Total Direct Cost (MTDC)/Indirect Base:	$88,600.00
Indirect Rate:	11 %
Eligible Indirect Request:	$9,746.00

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.

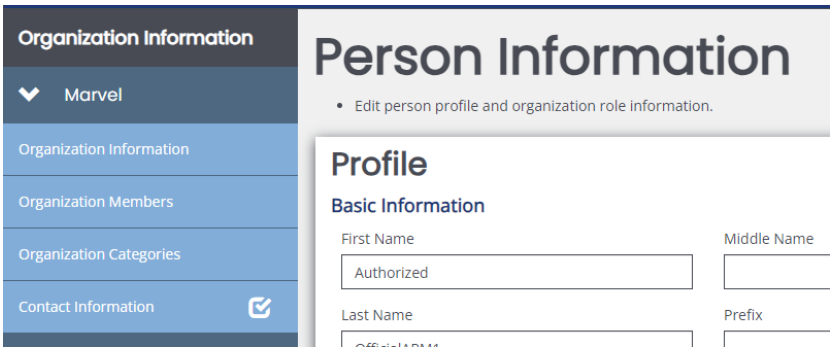
Contact Information

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.”

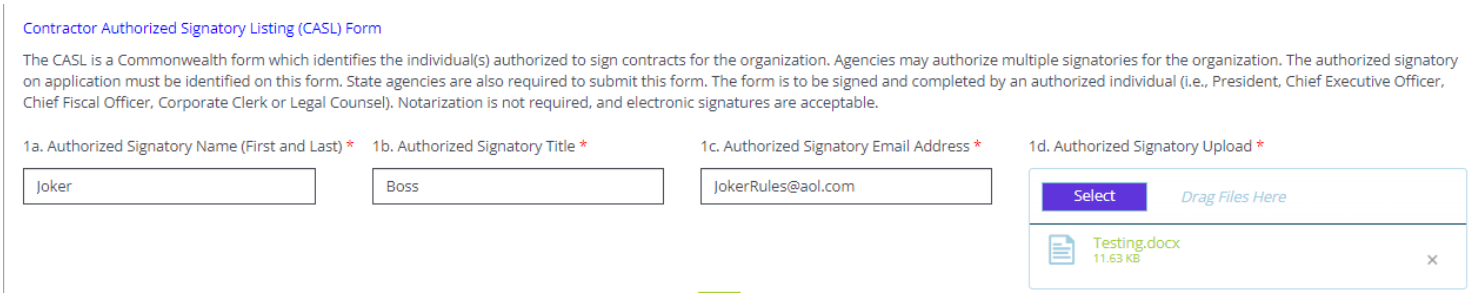


The Person Information page, which includes a user’s profile information on eGrants, will appear. In the lefthand blue panel, find and click on the tab titled Contact Information.



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

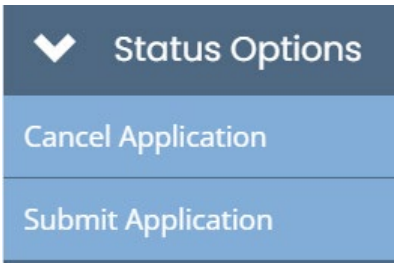
For the Authorized Signatory, click on the blue link titled Authorized Signatory Information to download the Contractor Authorized Signatory Listing (CASL) form. Fill out and upload the form into upload section 1d. Then, type in the information from the CASL form in sections 1a through 1c. Please note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



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.

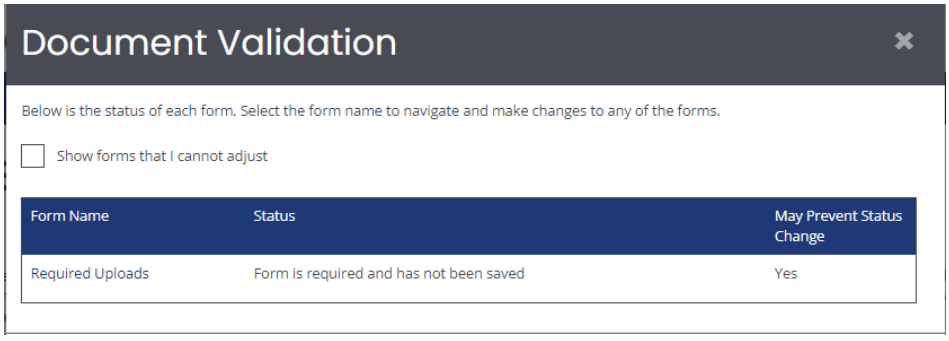
Submitting the Application

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.

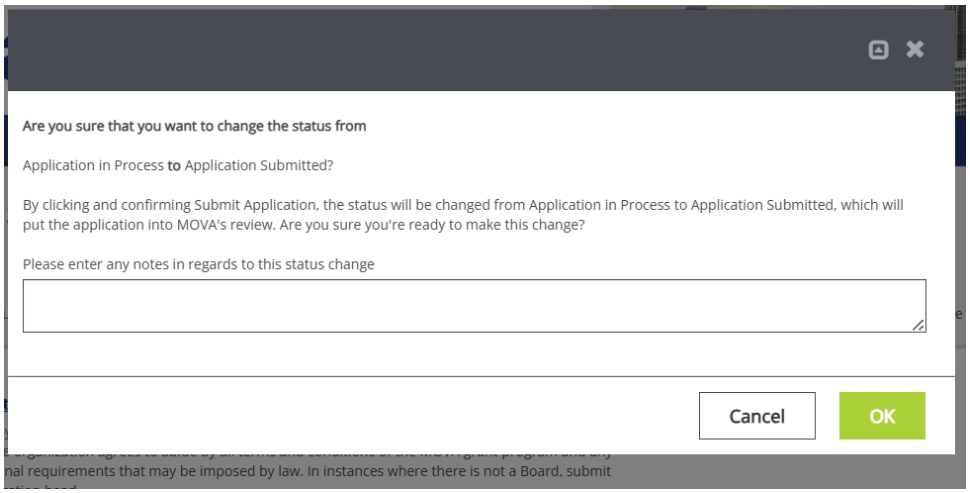


If Cancel Application is selected and confirmed, the application will officially be cancelled and all information will be deleted.

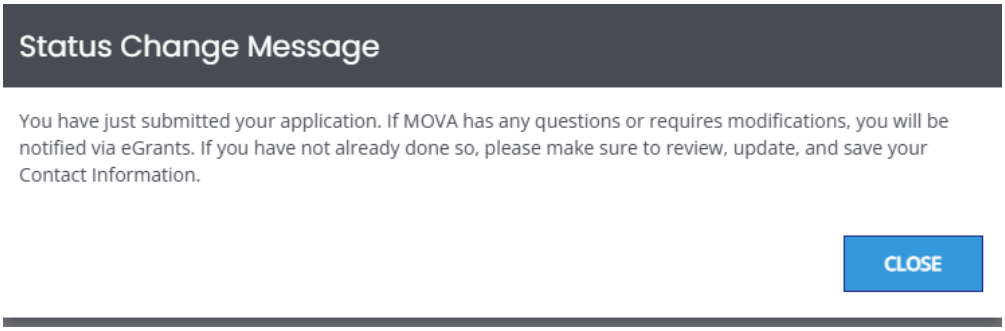
To submit the application, select Submit Application. If there are any issues with the application, a box will pop up and detail the areas that require attention. For example:



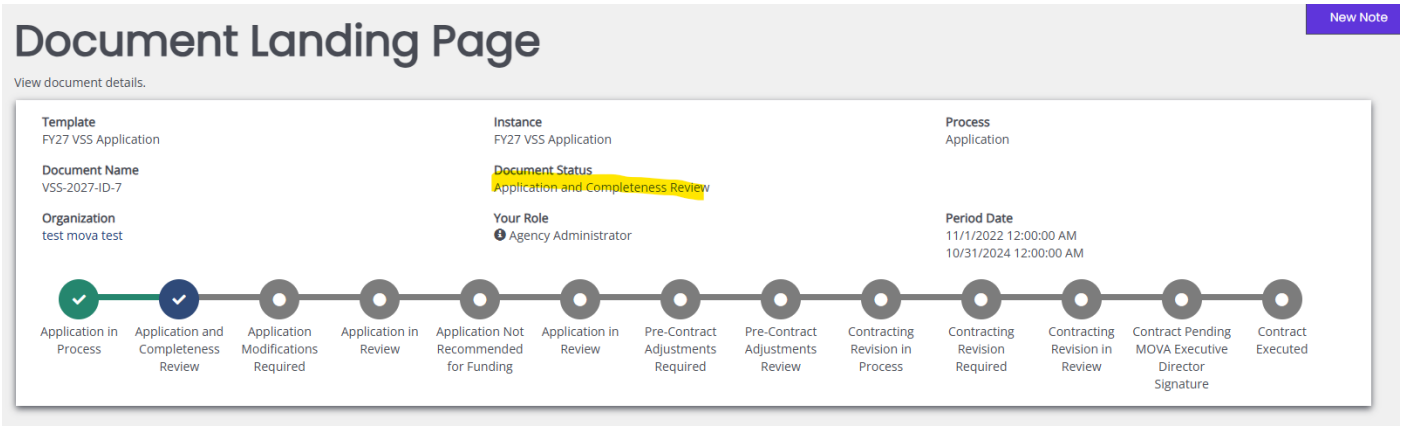
If the application is eligible for submission, a box will pop up with the following:



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:



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.



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.