

FY23 VOCA Application eGrants Step-by-Step Guide

In FY23, beginning with both the VOCA and SAFEPLAN applications, all aspects of MOVA grants management will occur over the [electronic grants management \(eGrants\) system](#). This guide will walk through each step necessary to submit an application in the new system for the FY23 renewal application.

More information about the FY23 application process and requirements – including the Request for Grant Applications (RGA) document, can be found on [COMMBUYS](#), and additional training, videos and guides for eGrants can be found on [MOVA's For Currently Funded Agencies website](#).

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 User Manual on [MOVA's For Currently Funded Agencies website](#).

Massachusetts Office For Victim Assistance
MOVA eGrants
Victim & Witness Assistance Board

Welcome to MOVA eGrants, the electronic system for managing grants administered by MOVA.

New System Users

- All new users must register with the system to get login Credentials. You will be notified when your registration is approved.
- Click [New User? Register Here!](#) link at the bottom of the login box to start your MOVA eGrants registration process.
- Click [here](#) for the MOVA eGrants registration tutorial.

Need Assistance?

- For technical questions on site navigation, contact Agate Software HelpDesk at 1-800-820-1890 or helpdesk@agatesoftware.com.
- For general questions about MOVA grants or grant program requirements, contact MOVA at 617-586-1340 or mov@mass.gov.
- For specific questions about your currently-funded grant, contact your MOVA grant manager.
- Users are MOVA approved within a 24 hour period.

Login

Username

Please enter your username

Password

[Log In](#)

[Login Assistance](#)
[New User? Click Here](#)

Registered Users

Current subrecipient users were required to register in the eGrants system by July 1, 2021. If a user has not yet been registered, visit the [Registration Tutorial](#) on [MOVA's For Currently Funded Agencies website](#) or the eGrants User Manual for instructions on registration.

Resources

- Link to website: <https://mova.intelligrants.com/>
- Registration tutorial: <https://mova.intelligrants.com/Documentation/MOVA/Registration1.mp4>
- Live demonstration training: <https://youtu.be/CiHm5YsI8T0>
- [eGrants User Roles](#)
- [eGrants User Manual](#) (last updated 2/25/21)
- [eGrants Frequently Asked Questions](#) (last updated 4/30/21)

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

- Agency Administrator
- Application Submitter
- Authorized Representative

Before embarking on the application process, please ensure that the individuals working on the application are assigned to one or more of these roles.

Initiating an Application

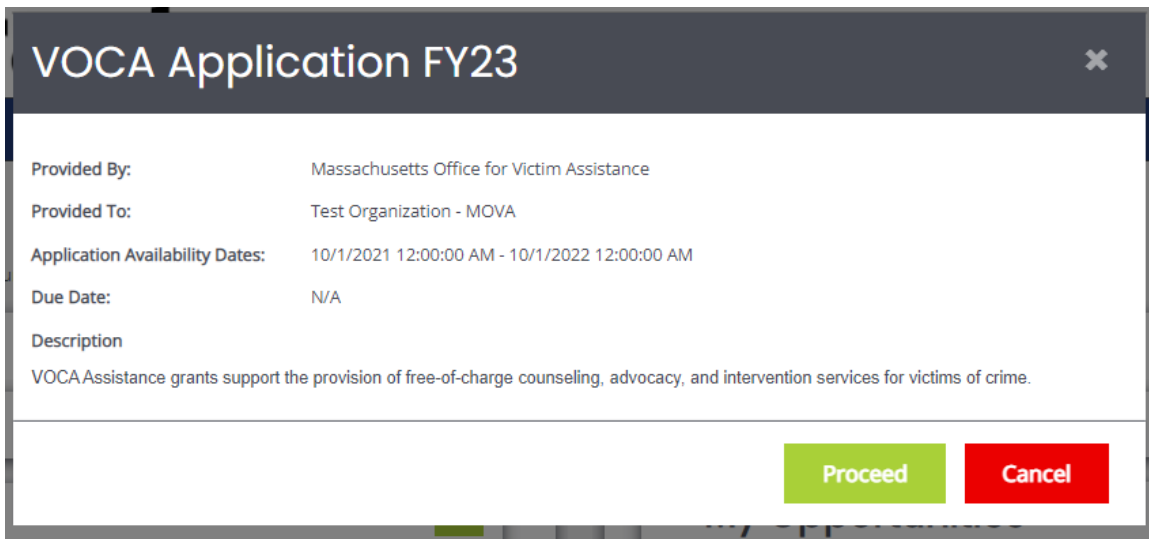
Once logged into the site, the user will be taken to their Dashboard, which functions as a home page. On the Dashboard, there will be a section titled My Opportunities where the application options can be found.

The screenshot shows the MOVA eGrants dashboard. The header includes the logo for the Massachusetts Office for Victim Assistance and the text 'MOVA eGrants Victim & Witness Assistance Board'. The navigation bar has links for Home, Administration, and Searches, along with user information for 'Authorized OfficialARM1'. The main content area is titled 'Dashboard' and contains two panels: 'My Tasks' and 'My Opportunities'. The 'My Tasks' panel has a filter and a table with columns for Name, Organization, Status, Due Date, Document Type, and Status Date. The 'My Opportunities' panel has a filter and a table with columns for Name, Provider, Availability, and Description.

Name	Organization	Status	Due Date	Document Type	Status Date
CMR-2021-CHER-12	Test Organization - MOVA	Monitoring Findings Acknowledgement Required	7/21/2021 11:55:58 AM	Compliance Monitoring Report	
CMR-2021-CHER-13	Test Organization - MOVA	Pre-Visit Work Sheets	1/7/2021 10:24:40 AM	Compliance Monitoring Report	

Name	Provider	Availability	Description
SAFEPLAN Application FY23	Massachusetts Office for Victim Assistance	10/1/2020 12:00:00 AM - 10/1/2023 12:00:00 AM	SAFEPLAN - Application
VOCA Application FY23	Massachusetts Office for Victim Assistance	10/1/2021 12:00:00 AM - 10/1/2022 12:00:00 AM	VOCA - Application

Select the link labeled VOCA Application FY23. When the following box pops up, select Proceed.



VOCA Application FY23

Provided By: Massachusetts Office for Victim Assistance

Provided To: Test Organization - MOVA

Application Availability Dates: 10/1/2021 12:00:00 AM - 10/1/2022 12:00:00 AM

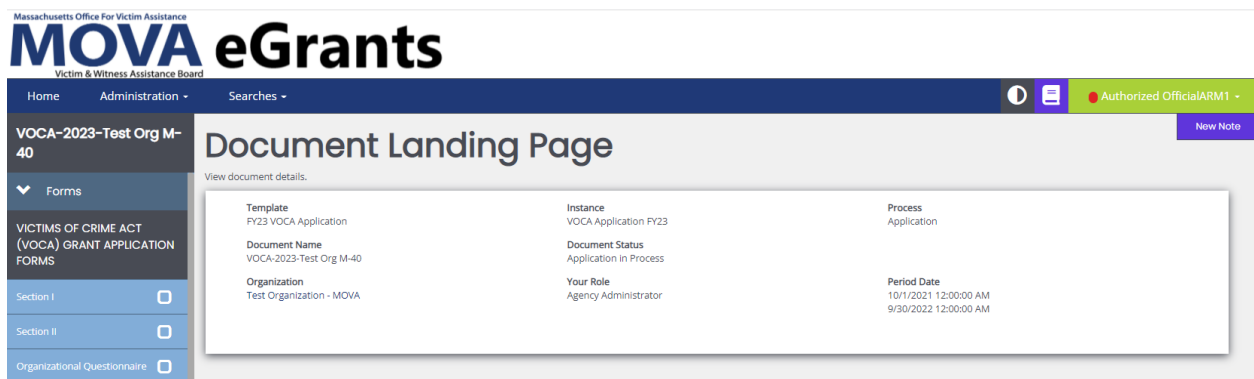
Due Date: N/A

Description
VOCA Assistance grants support the provision of free-of-charge counseling, advocacy, and intervention services for victims of crime.

[Proceed](#) [Cancel](#)

The FY23 VOCA Application Document Landing Page

Once initiated, the user will then be taken to the Document Landing Page, which functions as the home page for the application.



Massachusetts Office For Victim Assistance
MOVA eGrants
Victim & Witness Assistance Board

Home Administration Searches Authorized Official ARM1 - New Note

VOCA-2023-Test Org M-40

Forms

VICTIMS OF CRIME ACT (VOCA) GRANT APPLICATION FORMS

Section I

Section II

Organizational Questionnaire

Document Landing Page

View document details.

Template FY23 VOCA Application	Instance VOCA Application FY23	Process Application
Document Name VOCA-2023-Test Org M-40	Document Status Application in Process	
Organization Test Organization - MOVA	Your Role Agency Administrator	Period Date 10/1/2021 12:00:00 AM 9/30/2022 12:00:00 AM

Here, there are a variety of categories. The two most important to note are:

- Document Name—this will be the name of the application and future award. 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 VOCA-2023-Test Org M-40.
- Document Status—this indicates the “status” of the application and future award. When filling out the application, the status will remain as Application in Process. Once submitted, the status will change to Application and Completeness Review, which indicates that MOVA has received the submission.

Application Forms

There are 3 forms outside of the budget that MOVA requires for the FY23 VOCA application. 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.

Errors

It is important to understand how the eGrants system communicates requirements and errors. After saving or navigating away from a page at any point in the process, an error check may pop up.

The screenshot shows the eGrants system interface. The main content area displays 'SECTION I' with instructions and a form titled 'Applicant Information'. The form is divided into two sections: 'Applicant Agency Information' and 'Applicant Leadership Information'. The 'Legal Name*' field in the 'Applicant Agency Information' section is highlighted with a red box, indicating a required field. A pop-up window titled 'Attention' is visible on the right, listing various required fields, with 'Applicant Information Legal Name is required' highlighted in yellow. The left-hand panel shows a list of forms, with 'Section I' marked with an exclamation point, indicating an error.

In the example above, the Legal Name for the agency is required, which is indicated by:

- 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 selecting it from the pop up in the right-hand corner. Additionally, the entire section will be labeled with an exclamation point in the left-hand panel if there are any errors on the page. All errors must be resolved before attempting to submit an application.

Section I

Section I asks for relevant Applicant Information, including agency information and relevant contact person's information. Fill out all of the information and select Save in the top right corner of the page.

The information does not automatically save, so it is essential with every page within eGrants that the user frequently saves in order to not lose work. The page is acceptable when a check appears in the box in the panel for the relevant form but requires attention if there is an exclamation point instead.

The screenshot shows a list of forms in the eGrants system. The 'Section I' form is marked with a checkmark, indicating it is complete. The 'Section II' form is marked with an exclamation point, indicating an error. The 'Organizational Questionnaire' form is marked with a square, indicating it is not yet started.

Section II

Section II has 4 sub-sections.

Match Waiver

This section is for agencies indicate whether they will be opting into or out of the blanket match waiver issued during FY2022. Users should select the choice consistent with the FY22 award(s). Depending on what is selected, the application will open budget forms either without match columns or with match columns. See more information about the budget forms below.

Percentage of VOCA Funding Allocated =

This section is for agencies to designate their crime populations. **Users should fill out the percentages consistent with their programs' data/populations served**, with total percentages equaling 100%. The percentages will auto-populate at the bottom of the sub-section.

VOCA Priority Categories

This section lists MOVA's specific priority categories and asks applicants to indicate which, if any, of these populations are the focus of its services. Applicants selecting any of the above priority areas in Section II of the application (VOCA Priority Categories) must have a program mission or purpose which includes offering specialized services to meet the needs of these crime types and populations. If serving any of the priority categories is not clearly stated in your mission statement or program purpose, provide additional information which describes/explains how your organization has a demonstrated history and expertise relevant to the selected priority category. If applicable, submit this description as an attachment via eGrants.

Program Narrative

In this section, applicants will complete 2 questions specific to the FY23 VOCA renewal.

Throughout this form and after all information is complete, please ensure to save using the Save button in the top right corner of the page.

Organizational Questionnaire

If an organization has more than one program and will submit two or more applications, questions 1-24 only need to be completed in the first application. It is essential that the Agency and Program names are filled out for each application.

Application Budget Forms

Introduction to Budget Forms

In lieu of submitting a budget through a MOVA-provided Excel workbook, all budget information will be input into the MOVA eGrants system. Within the application, there will be a FY23 VOCA Budget section in the left-hand panel where each category and the Budget Summary has a separate form in the system.

FY23 VOCA Budget Forms without Match	
FY23 - Salary	<input type="checkbox"/>
FY23 - Fringe	<input type="checkbox"/>
FY23 - Consultants	<input type="checkbox"/>
FY23 - Office & Programmatic Supplies	<input type="checkbox"/>
FY23 - Equipment	<input type="checkbox"/>
FY23 - Travel	<input type="checkbox"/>
FY23 - Contracts	<input type="checkbox"/>
FY23 - Other Costs	<input type="checkbox"/>
FY23 - Indirect Costs	<input type="checkbox"/>
FY23 Budget Summary	<input type="checkbox"/>

To fill out the budget request, select the relevant category and start by filling out the information in the first row. Similar to the Excel budgets, a Budget Narrative must accompany each line item. MOVA encourages applicants to fill out each line item first, save the page, and then fill out the Budget Narrative for each line item. Saving the page will insert the requested item's name into the budget narrative section. If an applicant attempts to insert Budget Narrative information *before* saving and before the line item is labeled in the budget narrative section, it will not be saved.

It is essential that the applicant enters every budget form and saves the page even if no expenses are being requested for that category. Saving the page will insert a checkmark into the box in the side panel. The application cannot be submitted if there are any forms with empty checkboxes or exclamation points, indicating error(s).

If at any point, a user would like to update a number in the budget, the user must not place the cursor behind the last number in the box and try to delete. An example of what not to do can be found below:

Employee Name	Title	Hours per Week	Weeks per Year	Total Salary Cost	Total Salary Cost	Direct or Administration Cost
Izzi	Accountant	11.00	111.00	\$ 100,000.00	\$100,000.00	Direct

Instead, place the cursor behind the second-to-last number in the box and delete from there.
A correct example can be found below:

Employee Name	Title	Hours per Week	Weeks per Year	Total Salary Cost	Total Salary Cost	Direct or Administration Cost
Izzi	Accountant	11.00	111.00	\$ 100,000.00	\$100,000.00	Direct

More information about each budget category can be found below.

Budget Forms With Match

If an applicant opts out of the match waiver, budget forms will have an additional column at the end of every row titled VOCA match where applicable match dollars should be reported.

Employee Name	Title	# of VOCA hours per week	# Weeks on VOCA Project	VOCA Cost	VOCA Match	Total Salary Cost	Direct or Administration Cost
				\$	\$	\$0.00	
Total:				\$0.00	\$0.00	\$0.00	

Salary

Each budget category will request the same information as the Excel budgets prior to FY23. Start by filling out the first row with the first staff member's information. Add a row by selecting the big green plus sign at the end of the row. Once there is more than one row, rows can be deleted using the big red minus sign at the end of the row.

Employee Name	Title	# of VOCA hours per week	# Weeks on VOCA Project	VOCA Cost	Total Salary Cost	Direct or Administration Cost
Ashlee R-M	GM	100.0	52.0	\$ 1,000,000.00	\$1,000,000.00	Direct
Izzi R-M	Accountant	50.0	52.0	\$ 50,000.00	\$50,000.00	Administration
Total:				\$1,050,000.00	\$1,050,000.00	

Fill out each line item *first* and then save the page. Once saved, each employee's name will pop up in the Budget Narrative section. Only once the employee's name is auto-populated in the Budget Narrative section should an applicant fill out the rest of the row. If an applicant attempts to fill out the Budget Narrative before the employee's name has been auto-populated, that information will not be saved.

This shows an example of when the Budget Narrative is *not* ready to be filled out:

Budget Narrative for Salary

Employee Name	Total Employed Hours at Agency per week	Employee's <i>Actual</i> Annual Salary at Agency	Other Funding Support X Hours of position (Do not include match, be specific when identifying sources).
[Redacted]	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

This shows an example of when the Budget Narrative *is* ready to be filled out:

Budget Narrative for Salary

Employee Name	Total Employed Hours at Agency per week	Employee's <i>Actual</i> Annual Salary at Agency	Other Funding Support X Hours of position (Do not include match, be specific when identifying sources).
Ashlee R-M	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Izzi R-M	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

Fringe

Similar to the formerly used Excel budgets, eGrants will auto-populate each staff member's name and base salary from the Salary page.

Employee Name	Base Amount	Fringe Rate	Calculation	VOCA Cost	Total Fringe Cost	Direct or Administration Cpst	
Ashlee R-M	\$ 1000000.0	<input type="text"/> %	\$0.00	\$ <input type="text"/>	\$0.00	<input type="text"/>	+ -
Izzi R-M	\$ 50000.00	<input type="text"/> %	\$0.00	\$ <input type="text"/>	\$0.00	<input type="text"/>	+ -
Total:			\$0.00	\$0.00	\$0.00		

If any employee auto-populates whom will not have any fringe VOCA reimbursement (or match if relevant), the employee can be deleted using the big red minus sign to the right of that employee's name.

Fill out the relevant fringe information. An employee's fringe request cannot exceed that of the base amount (VOCA reimbursement from the salary page) multiplied by the fringe rate.

Similar to the Salary page and all budget pages moving forward, fill out the line items first, save the page, and then fill out the Budget Narrative.

Other Budget Pages

Fill out all of the other budget pages—Consultants, Office & Programmatic Supplies, Equipment, Travel, Contracts, Other Costs, and Indirect Costs—with any relevant information.

Remember to save all budget pages, even if no dollars are being requested for a particular category.

Finally, for the easiest use of the system, make sure to fill out the line items first, save the

page, and fill out the Budget Narrative last only once each line item's name pops up in the Budget Narrative section.

FY23 Budget Summary

The Budget Summary will auto-calculate. Review the Budget Summary for accuracy and save the page once verified.

Required Uploads Page

Indirect Rate

If the agency is not requesting any indirect costs, then select Not Applicable and an upload will not be required.

If the agency is requesting indirect costs, select the applicable indirect rate and upload the relevant document:

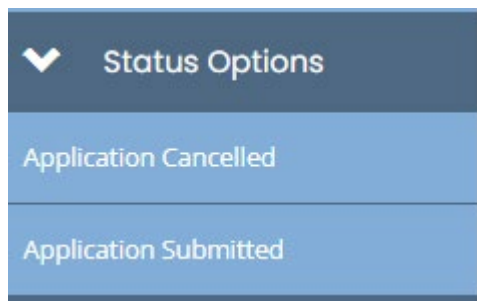
- If Federally Approved Indirect Rate is selected, upload the agency's current federal indirect rate letter
- If 10% De Minimis or MOVA-Negotiated Indirect Rate are selected, upload a letter on agency letterhead attesting that the agency has no former federally approved indirect rate and detailing any communication with MOVA regarding negotiation

Funding Request Prioritization Form

Visit [COMMBUYS](#) or [MOVA's VOCA RGA website](#) to download the Funding Request Prioritization Form. Follow the instructions on the form to fill out and then upload onto this page. More information about this can be found on pages 7 and 8 of the Request for Grant Applications (RGA).

Submitting the Application

Once the applicant is satisfied with all of the information in the application and all of the forms have been saved, scroll to the bottom of the left-hand panel to find the Status Options. There are two options—Application Cancelled and Application Submitted.



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

To submit the application, select Application Submitted. 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?

I agree, I'm ready to submit this application on behalf of my organization.

Please enter any notes in regards to this status change

Feel free to enter any relevant notes and select OK to submit the application to MOVA. Once submitted, the applicant will be taken back to the Document Landing Page and the Document Status will be Application and Completeness Review. This confirms that the application has been submitted to MOVA.

Document Landing Page

View document details.

Template FY23 VOCA Application	Instance VOCA Application FY23	Process Application
Document Name VOCA-2023-Test Org M-40	Document Status Application and Completeness Review	
Organization Test Organization - MOVA	Your Role Agency Administrator	Period Date 10/1/2021 12:00:00 AM 9/30/2022 12:00:00 AM

Conclusion

By following all of the above steps, applicants can successfully use the MOVA eGrants system to submit their FY23 VOCA Renewal applications.

Timeline

The FY23 VOCA Renewal application will be available on eGrants beginning January 4, 2022 and will be due to MOVA no later than February 1, 2022 at 11:59 p.m. On January 10, MOVA will be hosting an optional FY23 VOCA informational webinar (bidders' conference). On January 11, 2022, MOVA will be hosting an optional FY23 Application eGrants Walkthrough webinar for both VOCA and SAFEPLAN. Both sessions will be recorded and posted on [MOVA's VOCA RGA website](#). More information regarding the timeline can be found in the Request for Grant Applications (RGA).

Resources

This document serves as a step-by-step guide and provides best practices for successfully submitting a FY23 VOCA Renewal application within the MOVA eGrants system.

More information about the FY23 VOCA Renewal can be found:

- [MOVA's VOCA RGA Website](#)
- [COMMBUYS](#)
- Informational Session (bidders' conference)—hosted by MOVA on January 10, 2022 and posted to [MOVA's VOCA RGA website](#) shortly after
- FAQ—Answers to all questions received will be posted on [COMMBUYS](#) and www.mass.gov on or before January 27, 2022

More information about the MOVA eGrants system can be found:

- [MOVA's For Currently Funded Agencies Website](#)
- eGrants User Manual

All questions regarding the FY23 VOCA Renewal application should be directed to Senior Procurement Manager, Kristen Tavano, in writing at Kristen.Tavano@mass.gov.

Disclaimer: All screenshots used in this guide are taken from MOVA's test website. The live website may appear different, but all functionality and instructions still apply. process.