FY24 SAFEPLAN Request for Grant Applications
Questions and Answers – FINAL 2.8.23

Q: How often will the Q+A be updated and posted?
A: We will post responses and/or guidance in the Q&A/FAQ which will be on our website:
https://www.mass.gov/service-details/voca-state-victim-assistance-funding. It will first be posted on
Friday, December 16th and will be updated weekly if there are new questions.

Q: What is the topic of the 12.7 eGrants Practice to Perfect session?
A: The eGrants Practice to Perfect session on December 7th walked participants through the FY24
renewal application via eGrants. Each session we have held this year has had a different topic, and this
upcoming one will be focused on the renewal application. The recording of this and all other Practice to
Perfect sessions can be found here: https://www.mass.gov/info-details/egrants

Q: Where can we find eGrants training videos?
A: https://www.mass.gov/info-details/egrants

**Q: When selecting from the 'staff category' drop down menu in the personnel – salary funding request
page, how do we list a staff person with multiple roles/responsibilities?**
A: If a staff member fits into multiple categories, select the category that represents how the majority of
the staff member's funded time is spent. However, if there is a 50/50 split of staff duties, please use two
lines – one for direct and one for administrative and select from the drop down appropriately.

**Q: For staff categories, if has a clinical master's degree that makes them license eligible—but they
have not obtained their license—and they are working under a licensed clinician, what category
would they fit under?**
A: We recommend selecting Direct Staff: Clinician for this example, because it speaks more to the type
of service the staff member provides.

Q: Can multiple people work on one application from the same agency?
A: Yes, multiple people from the same agency can work on one application given they have the
appropriate role. Roles that can initiate, work on, and submit applications are the Agency Administrator,
Authorized Representative, and Application Submitter.

**Q: In looking at our eGrants application, there is a glitch that is not calculating the Crime Types
Served. Additionally, there is a glitch where Program Narrative Question 1 does not have a box in
which to type.**
A: Thanks for letting us know. We are aware of this glitch and are actively working with the eGrants
developer to resolve this issue. UPDATE: this has been resolved.

Q: Do the program narrative questions have word or character limits?
A: No, you may adjust the text box to fit your response.

Q: What is an example of an optional upload, and is this desirable?
A: The optional upload section is really for use by MOVA pass-through agencies as they will be uploading
their subrecipient budgets. Any information provided, which is not requested via the RGA, will not be
considered by MOVA.

Q: Is the FY23 application from last year still in the system that we could use as a guide for FY24?
A: Yes, you application is still in the system! Please contact your Program Coordinator for technical assistance if needed to find your FY23 application in eGrants.

Q: Is there a way to copy what was in our FY23 application directly into Section I of the FY24 application?
A: No, FY23 information will not carry forward into the FY24 application. However, you are able to copy and paste information.

Q: Is it the case that our application should not exceed our current award, AND individual line items should not exceed the ones in the current award? No shifting between line items?
A: Your application should not exceed your current award, but you are able to make changes to line items (including adding or removing items) within the scope of your currently funded services.

Q: Will MOVA consider increases to salaries this year to account for the current cost of living recession costs and the competitive job market? Are there any specific requirements around how much we can increase personnel lines?
A: You may be able to adjust your request to update existing budget line items, but the funding request must be level to the FY23 award.

Q: If we could find ways to save FY23 funds for needs that are not being considered a priority for FY24, would we be able to roll those over into FY24?
A: Unspent funds will not roll over from FY23 to FY24.

Q: Since this is a renewal, should we be applying for the same priority areas as our current funding or can we shift around a bit?
A: Generally, it is fine to shift a bit as long as does not significantly change current scope of services under this grant.

Q: Can we submit a Contractor Authorized Signatory Listing (CASL) form dated from 2021, if it's still up to date?
A: The CASL form must updated with 2022/2023 dates.

Q: Is it possible for you to send a spreadsheet that reflects the eGrants budget and narrative sections so we can work on it "offline" as we prepare to submit (then we can just copy and paste into e-grants when we are done)?
A: You can use an old version of the Excel budget. When we created eGrants, this was provided to our developer, and the eGrants budget was created based on that template. You can enter data and then copy and paste into eGrants if that is helpful. Additionally, you may download a blank PDF of the application—specific pages or the whole thing—by clicking Print Document from the Tools section in the lefthand panel of the application.

Q: In terms of client numbers, is there a particular timeframe we should use?
A: Please use the most recent year's (FY22) data to inform your responses.

Q: When I log onto eGrants, there is nothing on my Dashboard: no My Tasks and no My Opportunities. How should I proceed?

A: If this occurs, please send a screenshot of your Dashboard to MOVAGrants@mass.gov, and we will update it for you.

Q: How should I calculate the percentages for Section II, Part 1. Crime Type Served? Can the percentages be estimates?
A: You should complete Part 1. Crime Types Served based on the percentage of your funded program's services that will be directed towards each listed crime type in FY24. As you are being asked to predict the services that you will provide in FY24, the percentages entered can be estimates but they should be based on the services provided by your program and the crime types experienced by the victims/survivors you work with. You should use past OMT data or service data collected by your program to help inform these decisions.

Q: Can you review background check requirements for staff as there was some confusion regarding the requirement of fingerprinting?
A: The determination of suitability to interact with minors special condition, as released by Office of Justice Programs, does require a fingerprint search or, if not legally available, a name-based search. Full details, as outlines by OJP, can be found [here](#).

As fingerprint searches are not available without a statutory mandate in MA, we will not be monitoring the fingerprinting requirement of this special condition but do expect that name-based searches will be performed in accordance with the requirements of the special condition for all covered individuals. More guidance can be found on MOVA's website and in the FY23 Policies & Procedures Manual.

Q: Does a CORI count as a name-based search?
A: Yes, a CORI counts as a name-based search.

Q: Just to be sure - we should submit an amount no greater than the FY23 grant?
A: Correct. In your FY24 application, you should apply for no more than the total amount your agency was awarded in FY23.

Q: Should everyone working on the grant be able to see each other's documents in eGrants?
Yes, anyone who has an eGrants role in your organization that is able to access application documents should be able to see what is in progress.

Q: In prior grant applications there was a useful document that was a timeline/checklist for documents and other requirements that was very helpful... is this still available?
A: A submission checklist is not available for this procurement, but eGrants has error checks built into the application to ensure all necessary information is provided by the applicants.

Q: If there is a change in leadership during the procurement, who should be listed in the application?
A: If possible, please list the new leadership contact in the application. We will be pulling data from the applications for contracting, so having the most current data would be helpful.

Q: Does the "Domestic and Family Violence" selection encompass physical assault and imminent fear? The SAFEPLAN OMT has a "Types of Abuse" question where physical assault and imminent fear are selections we use regularly. Therefore, is "physical assault" and "imminent fear" included in the "domestic and Family Violence" definition or if we should list them in the crime type question as "other violent crimes?"

A: In this case, the OMT is more specific than what we're asking for in the application. Please document physical assault and imminent fear under "Domestic and Family Violence" on the SAFEPLAN application where applicable.

Q: When trying to save changes, the screen timed out and gave me and error titled "Error Processing Request." What should I do?
A: Sometimes the technology can act a bit wonky. Log out and log back in to make and save your changes. If you continue to have the same issue, reach out to MOVA for further technical assistance.

Q: Can you please confirm that we are not submitting anything through COMMBUYS and only submitting through Intelligrants (eGrants)?
A: The FY24 SAFEPLAN application should be submitted only on eGrants, not on COMMBUYS.

Q: Do we need a new logic model or are we working off the current one?
A: Logic models will not be updated during the application phase, but rather during contracting. More information about this will be forthcoming in the spring.

Q: For the Program Narrative questions, it looks like questions 1 & 2 are the same from the FY23 application? And we're looking for clarification on question 3: is this from the perspective of court responses, the host program services, other service providers /resources in community or all of the above?
A: You are correct that narrative questions #1 and #2 are the same as the FY23 application. MOVA is looking for these responses to reflect information learned during the last fiscal year (FY22) and that is pertinent to FY24. Question #3 should be a response to any and all unmet needs identified by your SAFEPLAN program or the survivors seeking SAFEPLAN services.