

FY25 Application eGrants Step-by-Step Guide

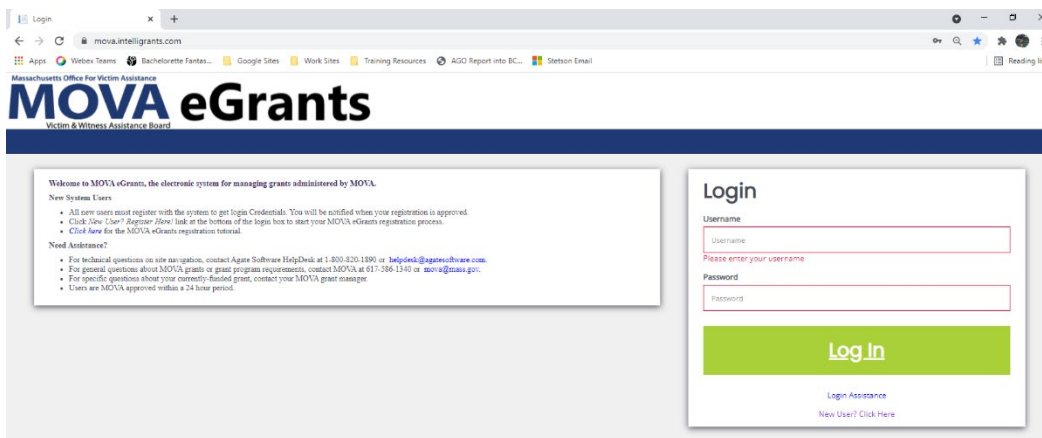
For FY25, all aspects of MOVA grants management will continue to occur over our [electronic grants management \(eGrants\) system](#). This guide will walk through each step necessary to submit an application for all FY25 renewal grants, including Culturally Specific Victim Services in Western Massachusetts (CSVS), SAFEPLAN, and Victim and Survivor Services (VSS). Although differences between the applications will be detailed below, the process remains mostly the same.

More information about the FY25 application process and requirements – including the Request for Grant Applications (RGA) documents—can be found on [MOVA’s webpage](#). The RGA documents for SAFEPLAN and VSS can also be found on [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 logging onto eGrants can be found in the eGrants Subrecipient Manual 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
- 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.

Dashboard

Use the below panels to work with your Grants and Funding Opportunities...

My Tasks

Initiate Related Document

Filter

My Tasks

| Name | Organization | Status | Due Date | Document Type | Status Date |
|----------------------|--------------|-------------------------------|----------|---------------|------------------------|
| APR-ER-2023-MARV-104 | Marvel | Expenditure Report in Process | | Expenditure s | 10/19/2022 11:36:53 AM |
| APR-ER-2023-MARV-112 | Marvel | Expenditure Report in Process | | Expenditure s | 11/2/2022 11:54:05 AM |

My Opportunities

Filters

My Opportunities

| Name | Provider | Availability | Description |
|----------------------------|--|---|--------------------|
| CSVS Application FY25 | Massachusetts Office for Victim Assistance | 10/1/2023 12:00:00 AM - 10/1/2026 12:00:00 AM | CSVS - Application |
| FY23 SAFEPLAN OMT Period 1 | Massachusetts Office for Victim Assistance | 1/1/2023 7:00:00 AM - 11/19/2023 7:00:00 AM | |

Select the link for the application that you are applying to and click Proceed in the pop up box. For example, the CSVS pop up will look like the following:

CSVS Application FY25

Provided By: Massachusetts Office for Victim Assistance

Provided To: test mova test

Application Availability Dates: 10/1/2023 12:00:00 AM - 10/1/2026 12:00:00 AM

Due Date: N/A

Proceed Cancel

The FY25 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.

CSVS-2025-ID-4

Forms

Culturally Specific Services (CSVS) in Western Massachusetts Grant Application Forms

Application Questions

Organizational Questionnaire

FY25 CSVS Budget Forms

Document Landing Page

View document details.

Template

FY25 CSVS Application

Document Name

CSVS-2025-ID-4

Organization

test mova test

Instance

CSVS Application FY25

Document Status

Application in Process

Your Role

Agency Administrator

Process

Application

Application in Process

Application Modifications Required

Application in Review

Application Not Recommended for Funding

Application Recommended for Funding

Pre-Contract Adjustments Required

Pre-Contract Adjustments Review

Contract Pending Executive Director Signature

Contract Executed

Here, there is a variety of information. The two most important pieces of information to note are:

- Document Name—this will be the name of the application and ultimately any 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 CSVS-2025-ID-4.
- 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.

Application Forms

There are 2-3 forms required for your FY25 application in addition to the budget request.

For CSVS, the forms are:

- Application Questions
- Organizational Questionnaire

For SAFEPLAN, the forms are:

- Application Questions
- Organizational Questionnaire
- Prioritization Form

For VSS, the forms are:

- Application Questions
- Organizational Questionnaire
- Court Coverage Agreement

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. After saving or navigating away from a page at any point in the process, an error check may pop up.

The screenshot displays a web form titled "Program Narrative" with a text input area. Above the form, there are navigation links: "New Note", "Print", and "Save". Below the form, a red asterisk indicates a required field: "*1. Provide a brief narrative describing the scope of the program and the services supported by the grant." Below this, an example is provided: "For example: The MOVA grant supports a domestic violence shelter and all services provided to DV survivors, including but not limited to trauma-informed workshops, safety planning, and referrals to outside resources. The DV shelter hosts up to 10 survivors (and dependents) while supporting clients' pursuit of restraining orders, future safety plans, and other supports." A yellow error message box titled "Attention" with a red circle icon is overlaid on the right side of the form, stating "Program Narrative Q1 is required." The form itself has a yellow highlight on the left side.

Using the Program Narrative section as the example above, Question 1 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 blue panel if there are any errors on the page. All errors must be resolved before attempting to submit an application.

Application Questions

The Application Questions form has 2 sub-sections for CSVS and VSS and only one sub-section for SAFEPLAN.

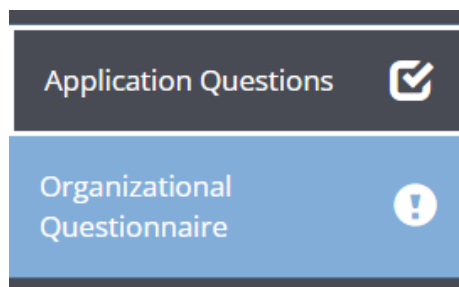
CSVS and VSS ONLY: Match Waiver

In this section, indicate whether you will be opting into or out of the blanket match waiver. 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.

Program Narrative

In this section, applicants will complete the applicable narrative questions specific to their grant applications.

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.



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

Users are to fill out this form with the organizational information relevant to the program. For VSS only, as multiple programs were combined under one contract last year, please use the singular, unified name for the Program box in this section.

SAFEPLAN ONLY: Court Coverage Agreement Form

This form is used to verify court coverage under the SAFEPLAN award. At a minimum, one total row is required to complete this form. To view an example, click on the Court Coverage Agreement Example link at the top of the page.

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 eGrants. Within the application, there will be a budget section in the left-hand blue panel where each cost category and the Budget Summary has a separate form in the system. The examples below are from a CSVS without match and a SAFEPLAN application respectively:

| FY25 CSVS Budget Forms with Match | SAFEPLAN Budget Forms |
|--|---|
| FY25 - Salary <input type="checkbox"/> | Salary <input checked="" type="checkbox"/> |
| FY25 - Fringe <input type="checkbox"/> | Fringe Benefits <input checked="" type="checkbox"/> |
| FY25 - Consultants <input type="checkbox"/> | Office & Programmatic Supplies <input type="checkbox"/> |
| FY25 - Office & Programmatic Supplies <input type="checkbox"/> | Travel <input type="checkbox"/> |
| FY25 - Equipment <input type="checkbox"/> | Other Costs <input checked="" type="checkbox"/> |
| FY25 - Travel <input type="checkbox"/> | Indirect Costs <input type="checkbox"/> |
| FY25 - Contracts <input type="checkbox"/> | SAFEPLAN Budget Summary |
| FY25 - Other Costs <input type="checkbox"/> | Summary of Costs <input type="checkbox"/> |
| FY25 - Indirect Costs <input type="checkbox"/> | |
| FY25 Budget Summary CSVS Match <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. 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 clicks into every budget form (cost category) 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 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 each cost 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 VSS or CSVS Match where applicable match dollars should be reported.

| Employee Name | Staff Category | Title | # Weeks on MOVA Project | # of MOVA hours per week | MOVA Cost | CSVS Match | Total Salary Cost | Direct or Administration Cost | FTE |
|----------------------|----------------------|----------------------|-------------------------|--------------------------|-------------------------|-------------------------|-------------------|-------------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | \$ <input type="text"/> | \$ <input type="text"/> | \$0.00 | <input type="text"/> | <input type="text"/> |
| Total: | | | | | \$0.00 | \$0.00 | \$0.00 | | |

Salary

Start by filling out the first question at the top of the page that asks how many hours per week is considered full time at the agency. This number will be used for calculations throughout the salary page, including the number of Full-Time Equivalents (FTEs) below.

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

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. Find more information about each of the columns (i.e. Staff Category, Direct or Administration Cost, etc.) in the respective VSS RGA, SAFEPLAN RGA, or CSVS Procurement Guide. The example below is pulled from a CSVS without match application:

Personnel - Salary

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?*

Hours per week

Number of Full-Time Equivalent (FTEs)

1.55 FTEs

| Employee Name | Staff Category | Title | # of MOVA hours per week | # of Weeks on MOVA Project | MOVA Cost | Total Salary Cost | Direct or Administration Cost | FTE |
|---------------|-------------------------|------------------|--------------------------|----------------------------|-------------|-------------------|-------------------------------|------|
| Izzi | Admin Staff: Agency | CEO | 2 | 52 | \$ 3,000 | \$3,000.00 | Administration | 0.05 |
| Boop | Direct Staff: Clinician | Clinician | 40 | 52 | \$ 60,000 | \$60,000.00 | Direct | 1.00 |
| Skye | Direct Staff: Program | Program Director | 20 | 52 | \$ 35,000 | \$35,000.00 | Direct | 0.50 |
| Total: | | | | | \$98,000.00 | \$98,000.00 | | |

Again, 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). |
|---|---|--|---|
| <div style="background-color: yellow; width: 100px; height: 20px;"></div> | <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). |
| Izzi | | <input type="text"/> | \$ <input type="text"/> | <input type="text"/> |
| Boop | | <input type="text"/> | \$ <input type="text"/> | <input type="text"/> |
| Skye | | <input type="text"/> | \$ <input type="text"/> | <input type="text"/> |

Fringe

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

FY25 – Fringe

Funding Request

Cost

| Employee Name | Base Amount | Fringe Rate | Calculation | MOVA Cost | Total Fringe Cost | Direct or Administration Cost | | |
|---------------|-------------|------------------------|-------------|-------------------------|-------------------|-------------------------------|---|---|
| Izzi | \$ 3000.00 | <input type="text"/> % | \$0.00 | \$ <input type="text"/> | \$0.00 | <input type="text"/> | + | - |
| Boop | \$ 60000.00 | <input type="text"/> % | \$0.00 | \$ <input type="text"/> | \$0.00 | <input type="text"/> | + | - |
| Skye | \$ 35000.00 | <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 MOVA reimbursement (or match if relevant), the employee can be deleted using the 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 (MOVA 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 (Cost Categories)

Fill out all of the other budget pages with any applicable expenses.

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

Budget Summary

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

VSS ONLY: Prioritization Form

All VSS applicants—with the exception of pass-through agencies—will be required to fill out the Prioritization Form in eGrants. Select Yes from the pass-through question if you are a pass-through agency but leave it blank if you are not. If you are unsure if you are a pass-through agency, reach out to the Procurement Team Leader.

The form will auto-populate the names and VSS dollar commitment from each line item in the funding request. MOVA recommends that agencies finalize the funding request before moving on to the Prioritization Form.

For each line item, agencies will be responsible for prioritizing the costs against one another, with rank #1 being the highest priority. Each line item requires a justification, including if there are any other possible funding sources for that line item. Each ranking number can only be used once.

Optional Upload

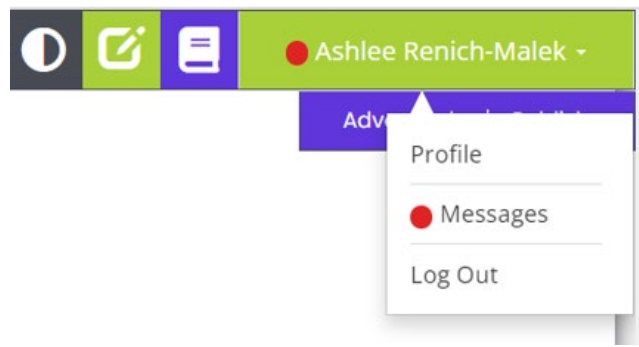
VSS pass-through agencies are required to use the Optional Upload section to upload all subrecipient funding requests. Use the green plus sign to create as many rows as necessary.

The Optional Upload section may also be used to upload additional documentation that may support the application.

Contact Information

Due to feedback from subrecipients about the FY24 procurement processes, Contact Information will no longer be located within the application. Instead, Contact Information can be found within Organization Information, which exists separately from the application and contract. This allows for contact information to be updated throughout the fiscal year instead of just once during the application process.

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



You'll be taken to the Person Information page, which consists of your profile information on eGrants. In the lefthand 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 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) * | 1b. Authorized Signatory Title * | 1c. Authorized Signatory Email Address * | 1d. Authorized Signatory Upload * |
| <input type="text" value="Joker"/> | <input type="text" value="Boss"/> | <input type="text" value="JokerRules@aol.com"/> | <div> <div>Select</div> <div>Drag Files Here</div> </div> <div> <div></div> <div>Testing.docx</div> <div>11.63 KB</div> <div>×</div> </div> |

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

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.

Status Options

Application Cancelled

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

Cancel

OK

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 in Review. This confirms that the application has been submitted to MOVA.

Document Landing Page

Template

FY25 CSVS Application

Instance

CSVs Application FY25

Process

Application

Document Name

CSVs-2025-ID-4

Document Status

Application in Review

Organization

test mova test

Your Role

Agency Administrator

Application in Process

Application Modifications Required

Application in Review

Application Not Recommended for Funding

Application Recommended for Funding

Pre-Contract Adjustments Required

Pre-Contract Adjustments Review

Contract Pending Executive Director Signature

Contract Executed

Conclusion

By following all of the above steps, applicants can successfully use eGrants to submit their FY25 renewal applications.

Resources

This document serves as a step-by-step guide and provides best practices for successfully submitting FY25 renewal applications for CSVS, SAFEPLAN, and VSS grants within the MOVA eGrants system.

More information about these Requests for Grant Applications (RGAs) can be found:

- [Grant Funding Opportunity webpage](#)
- [COMMBUYS](#)

More information about the MOVA eGrants system can be found:

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

All questions regarding the FY25 applications and procurement process should be directed to Procurement Team Lead, Ashlee Renich-Malek, at Ashlee.Renich-Malek@mass.gov.

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