

FY25 CSVS Procurement Questions and Answers

Updated 2.8.24

Q: Do I have to complete the application in one sitting?

A: No, you can save your application information and return to it as many times as needed prior to submitting the application. Applicants and other users with the applicable permissions can navigate back to the application using the Search tool located at the top of the page on eGrants.

Q: I received an error on eGrants that says I must name my line items uniquely. What does this mean?

A: eGrants requires that each line item has a unique name. For example, if Sarah Smith is a clinical consultant *and* a workshop consultant, it should be written in two separate line items as "Sarah Smith – clinical" and "Sarah Smith – workshops."

Q: Can we apply for more funding?

A: CSVS renewal applicants can apply for up to 20% more funding than the FY24 award. **The exact dollar amounts are detailed in the renewal notification letters that were sent to CSVS agencies on November 29, 2023.** The additional 20% may only fund administrative and operational costs necessary to support your funded program. These costs may not have been included in the original FY23/FY24 budget but are traditionally supported via MOVA administered grant awards. The increase in funding may support the following types of costs: indirect, personnel fringe expenses, payroll taxes for funded staff, insurance, financial and/or accounting needs and supports, database needs and supports, rental and/or utility costs for program space, and other administrative and operational costs necessary to support your funded program. CSVS applicants cannot apply for more than the 20% increase from the FY24 award.

Q: What are some examples of expenses in indirect costs?

A: Indirect expenses are those that are necessary to the operation of the organization and project but are not readily allocable to the project. These may include rent, utilities, machine rentals (copiers, etc.), insurance, or payroll supports.

Q: What do I do if I initiate the wrong type of application on eGrants?

A: MOVA will delete all erroneously-initiated applications at the end of the process. For the time being, you can just ignore the incorrect application you initiated and initiate, work on, and submit the application for the grant you are applying to.

Q: When I add a new line item at the top of the budget page, I do not see a corresponding line item in the budget narrative section. What do I do?

A: MOVA recommends that applicants fill out all expenses at the top of the page first, save using the button at the top right of the page, and then fill out the Budget Narrative sections that pop up after saving. After filling out all budget categories, review the Budget Summary tab and save once accuracy is confirmed.

Q: Will MOVA provide guidance regarding a maximum indirect cost rate (other than the organization's federally approved rate)?

A: There is no maximum indirect rate that applicants can use. Applicants may select to use the 10% de minimis rate or an approved and current negotiated rate.

Q: On the eGrants application, I do not see an option for adding additional personnel on the salary page. How might I do this?

A: You may be zoomed in too much - try to minimize the size of your screen. There should be a green plus sign at the end of the first salary row. Click that to add rows/click the red minus sign to remove rows.

Q: If we go ahead and update our contact information today (prior to the application due date), would that be considered the necessary contact info update for our renewal application (even though the application is not due until 1/31)?

A: Yes! Since the application is currently open, any updates that you make to contact information will meet the requirement of updating the contact information.

Q: Can your Contract Manager and Data Contact be the same individual in eGrants?

A: Yes they can be!

Q: Can we list two or more people as a type of contact on the contact information form?

A: In the contact information form, only one person should be listed for each type of contact. While your organization may have more than one person who can serve as a "Data Contact" or "Contract Manager," we ask that you only list one.

Q: What do I do if I initiate the wrong type of application on eGrants?

A: MOVA will delete all erroneously-initiated applications at the end of the process. For the time being, you can just ignore the incorrect application you initiated and initiate, work on, and submit the application for the grant you are applying to.

Q: Why do I see other grant applications in My Opportunities in eGrants if I am only eligible for CSVS?

A: All of MOVA's applications—which for FY25 are CSVS, VSS, and SAFEPLAN—will appear on all applicants' My Opportunities. Please ensure that you are initiating, working on, and submitting only the applicable application(s) for your organization. If you happen to erroneously initiate an application, you can just ignore it, and MOVA will delete all accidentally-initiated applications at the end of the process. Once you initiate the application, it will no longer be available in My Opportunities. Instead, use the Search tool to navigate back to the application to work on and submit it.

Q: When I initiate the application, I do not see the budget forms. How can I fix this?

A: You must first answer the match waiver question (the first question in the Application Questions form) and save that page before the budget is available to you. This is because eGrants will open different budget formats depending on if you are accepting the match waiver or not.

Q: Where is the information session recording for the procurement posted?

A: All our current procurement resources, including the recording of the info session, can be found on [our website](#).

Q: When I search for my application using the Search tool, I am unable to find it. How do I navigate to my application?

A: The application must first be initiated from the My Opportunities section in homepage/Dashboard. If you do not have a My Opportunities section on your Dashboard, reach out to your Program Coordinator. Once initiated, the application can be found using the Search tool as long as you have one of the following roles: Agency Administrator, Application Submitter, and/or Authorized Representative.

Q: When I print/download the PDF of the application, I see more questions in the PDF than I do on eGrants. Am I missing something?

A: Thanks for bringing this to our attention! You only need to answer the questions that are on eGrants; the downloadable PDF has been updated to accurately reflect the FY25 questions.

Q: How do I see the My Task Bar or My Opportunities on eGrants as a new user?

A: Click on their name in the top right corner click "Edit Dashboard." From there, you'll get a new set of buttons in the upper righthand corner, and you'll click "Add Panel." There will be a pop up and a dropdown where they can select the panels they want to add. Add one panel, confirm it, and then click "Add Panel" from the upper righthand corner again to add the second panel. Finally, you'll click Save in the upper righthand corner. Please reach out to your Program Coordinator if you have any issues with this.

Q: Is there a template of the application to review?

A: We do not have a separate template, but within the application you can select "Print Document" from the lefthand panel and download all of the application forms as blank for you to refer to.

Q: Can you add rent to the indirect cost?

A: If rent is already a line item in your budget, it cannot be added to the indirect cost, nor can it be added in the de minimis calculation.

Q: What does de minimis mean?

A: De minimis refers to the 10% indirect rate that subrecipients can opt into if they do not and have never had a federally approved indirect rate. More information about de minimis can be found [here](#), and you can feel free to reach out to movagrants@mass.gov for questions and guidance regarding indirect rates and calculations at your specific organization.

Q: Are we allowed to increase salaries with the additional 20%?

A: No, salaries are not one of the line items eligible for the 20% increase.

Q: Can we put our accountant as a line item with the additional 20%?

A: Yes, adding an accountant would fall under the eligible items earmarked for the 20% increase.

Q: What steps would I have to go through in order to use a different indirect rate than the 10% de minimis?

A: Reach out to the Procurement Team Leader, Ashlee Renich-Malek, directly for guidance regarding negotiating an indirect rate with MOVA.

Q: On the budget form, is fringe associated with a direct position labeled as a direct or administrative cost?

A: Fringe associated with a direct position should be listed as direct.

Q: Are there any required uploads for the FY25 renewal?

A: No, uploads are not required for CSVS applicants.

Q: Regarding fringe, do you have any suggestions on how to build fringe into the FY25 budget request. The rate will change when health insurance rates are adjusted.

A: Use your best guesstimate. With the budget, you are working within a certain dollar amount so get the fringe as close to the amount as you can and amend the budget during contract to be more exact.

Q. If we will be switching to using contracting vendors for groups, is this an allowable cost?

A: This is MOVA-allowable. Please detail this change in program narrative section.

Q. Can multiple users make edits to the application long as only one person is logged into the application at any given time?

A: Yes! Please ensure that all users that need to work on the application have one of the following roles: Agency Administrator, Authorized Representative, or Application Submitter.

Q. Are we allowed to use a blanket 10% indirect rate?

A: Yes, you can utilize the de minimis request of 10% so long as you do not have a federally approved indirect rate.

Q. Will there be updated VOCA bridge advocacy info available?

A: Yes, In January 2024, Liam provided a MOVA/VOCA funding and advocacy update, which can be watched [here](#). MOVA also published an updated stakeholder toolkit, which can be accessed [here](#).

Q: Are there visuals of the figures regarding the VOCA and overall MOVA budget pictures?

A: In January 2024, Liam provided a MOVA/VOCA funding update, which includes visuals regarding the overall funding picture and can be watched [here](#).

Q. For question 19 in the Organizational Questionnaire, I answered yes since I had a site visit with MOVA. Question 20 is asking me to upload that report, which I don't have since I just initialed the report on eGrants. How should I answer this?

A: Question 19 on the Organizational Questionnaire asks if you've had a monitoring event from anyone other than MOVA over the past two years. If you've had a monitoring event with anyone other than MOVA, then you would select "yes" and upload the monitoring report under question 20. If you've only

had monitoring events with MOVA, then you would select “no,” and you would not be required to upload a monitoring report.

Q. Does our organization need to offer site visits and monitoring for all agency programs, or is this requirement specifically related to the program area receiving funding from MOVA?

A. MOVA does not require that your organization offers site visits.

Q. The Organization Questionnaire asks for audits and monitoring reports for our organization from the past two years. Since we have undergone monitoring events and audits from various state agencies in the past two years for our many programs, are you expecting the application to include documentation for all monitoring events and audits across the entire organization, or should the scope of information we provide be directly related to monitoring events and audits of victim services programming by agencies other than MOVA?

A. Please provide documentation for audits/monitoring activities conducted by entities other than MOVA for the MOVA-supported program only, not the whole organization.

Q. The Organizational Questionnaire asks for audits and monitoring reports for our organization from the past two years. Would an audit for our entire agency suffice?

A. Please only provide documentation for audits/monitoring activities conducted by entities other than MOVA that includes the MOVA-supported program. If the audit includes the MOVA-supported program, we would definitely want to see that.

Q. I am able to access the application, but I cannot add rows to the budget pages or save anything. What is the problem?

A. You can only work on and submit the application if you have one of the following roles: Agency Administrator, Authorized Representative, or Application Submitter. If you do not have one of these roles and would like to make changes to the application, reach out to the Agency Administrator for your agency and have them assign you one of the aforementioned roles.

Q. For question 18 in the Organizational Questionnaire, do we upload the audit even if we do not have any findings or issues?

A. No, question 18 asks that you only upload the audit report if you have any findings, deficiencies, material weaknesses, or reportable conditions that were found in that audit.

Q. The Contact Information is not available to me. How do I access this?

A. To access Contact Information in eGrants, which is not located within the application, 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. Fill out and save the Contact Information from there.

Q. The CASL (Contractor Authorized Signatory Listing) section is not in Required Uploads. Where do I upload this for the application?

A. The CASL fields and upload section are found in the Contact Information form. To access Contact Information in eGrants, which is not located within the application, 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. Fill out and save the Contact Information, including the CASL info at the bottom of the page, from there.

Q. Is there guidance about how to determine whether the staff category for a position is direct or admin? Same question for the associated cost for that staff - how to determine if it is direct or administrative?

A. MOVA asks that agencies use their best judgement when selecting staff categories from the dropdowns in eGrants. If you select a "direct" type of position for the staff category, then you should also select "direct" as the associated cost, and vice versa. If you have specific questions, feel free to reach out to MOVA for further clarification.

Q. When I review my budget summary, eGrants is prompting me to report match contributions, and I see that the budget pages also have columns for reporting match. What do I do?

A. MOVA is offering a blanket match waiver for the FY25 CSVS renewal. Please go into the form labeled Application Questions and answer the first question regarding the match waiver to reflect the type of budget that is applicable to your application. For example, if you are accepting the match waiver, please select "Accept Full Match Waiver," save the page, and the budget forms without match will appear. Fill out the rest of the application accordingly.

Q. Are resumes required for this application?

A. Resumes are not required at this time.

Q. Could the CSVS request cover a van to support transportation of our survivors to programs and services?

A. MOVA's Allowable & Unallowable Cost Examples, which serves as an addendum to our Policies and Procedures, states that "purchase or lease of vehicles, unless identified in an RGA" in an unallowable cost.

Q. Is it possible to go back and edit the application fields online after I've saved them?

A. It sure is! You can just update the info on the form(s) as you see fit and save the page with the changes. This should document your updates.

Q. While we know we aren't allowed to purchase any vehicles with this grant, is it possible to include maintenance and other costs like gas and mileage for our existing vehicle? The vehicle is used to transport our clients to the various services supported by this grant.

A. While this is an allowable cost and can be included in the FY25 budget request, please note that this is not an eligible expense for the 20% increase, if you choose to pursue that.

Q. In the beginning of the application it asks about the additional costs that we would like to cover if we are requesting the additional 20%. So, when I complete the budget and budget narrative of the

application, am I putting in what we currently have in our most recently amended budget? Am I including the costs associated with the positions that we are currently hiring for and that are listed in our current budget? It asks for "employee" information and I want to respond appropriately. Am I also adding the other budgetary items in alignment with the most recent budget?

A. To answer all 3 questions, please write a budget that reflects the costs you anticipate for FY25. This may or may not necessarily reflect your current FY24 budget 100%. If you are requesting an amount higher than your current FY24 budget (up to a 20% increase, the specific numbers of which can be found in your renewal letter), those costs should be allowable and included in your proposed FY25 budget.

Q. Should the budget narrative total with the newly requested amount (including that additional 20%) be reflected in both the "application questions" and the "budget summary?"

A. You are correct that your FY25 request should be reflected in both the Application Form (in program narrative question #2) on eGrants and within the actual budget, the summary of which (including the total dollar amount you are requesting) can be reviewed in the Budget Summary tab.

Q. We currently have two consultants who will likely transition into W-2 roles by the end of this fiscal year. Because the board has not yet approved that transition, should I keep these individuals in the consultant category or move them to staff based on the "anticipation?" Would it be permissive to leave it as is and make that adjustment with a budget amendment if/when that transition occurs?

A. Either option works. MOVA's recommendation would be writing the budget how you envision it will be (whether they'll still be consultants or if you anticipate they'll be staff) on July 1, 2024 when the grant starts. There will be opportunities for budget amendments leading up to and after the contract is executed as well.