Massachusetts Office For Victim Assistance

MOVA

Victim & Witness Assistance Board

FY25 CSVS RENEWAL APPLICATION TECHNICAL ASSISTANCE SESSION

JANUARY 11, 2024

AGENDA

- Timeline

- Commonly Asked Questions

- Questions From Audience

Massachusetts Office For Victim Assistance
MOVA
Victim & Witness Assistance Board

TIMELINE

- February 7, 2024 - Deadline to submit questions regarding the application
  - Answers to question will be posted on <u>our website</u> on or before February 8, 2024
- **February 15, 2024 - Grant Submission Deadline 12:00 p.m. EST via MOVA eGrants**
- Spring 2024 - Pending Victim and Witness Assistance Board Meeting: Vote on awards
- Spring 2024 - FY25 contracting process via MOVA eGrants
- July 1, 2024 - Start date for FY25 grant
- June 30, 2025 - End date for FY25 grant

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EGRANTS DEMO

FREQUENTLY ASKED QUESTIONS

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: 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: 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: 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: 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: IN PREVIOUS YEARS, THERE WAS AN ISSUE WITH INFORMATION DISAPPEARING FROM ONE USER ON EGRANTS IF ANOTHER WAS USING IT. IS THAT ISSUE NO LONGER A CONCERN?

A: We anticipate that likely will still be a concern. We encourage you to avoid more than one person being in the same form doing the same thing at the same time.

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: 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: 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: 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: WHAT ARE SOME EXAMPLES OF 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: 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 2/15)?

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.

QUESTIONS?

- We will remain on

- Questions will be accepted until February 7 – movagrants@mass.gov.

- All questions and answers will be posted by February 8.

- Applications due no later than **12:00pm EST on February 15**.

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