

Massachusetts Office For Victim Assistance

MOVA

Victim & Witness Assistance Board

**FY25 VSS + SP
RENEWAL
APPLICATION
TECHNICAL
ASSISTANCE SESSION**

JANUARY 11, 2024

1:00-2:00PM

WELCOME AND INTRODUCTIONS

Housekeeping

Facilitators

- Ashlee Renich-Malek, Grants Administration Specialist
- Kristen Tavano, Deputy Director of Grants Administration

AGENDA

- Timeline
- Commonly Asked Questions
- Questions From Audience

TIMELINE

- January 24, 2024 - Deadline to submit questions regarding RGA
 - Answers to question will be posted on [COMMBUYS](#) and www.mass.gov on or before January 25, 2024
- **January 31, 2024 - Grant Submission Deadline | 2:00 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

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 VSS AND/OR SAFEPLAN?

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: LAST YEAR WE HAD 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: HOW DO I GET THE LINE ITEMS IN THE BUDGET REQUEST TO POPULATE INTO THE PRIORITIZATION FORM?

A: The Prioritization Form will auto-populate with the information that you put into the budget pages. Therefore, the budget request information should be completed prior to completing the Prioritization Form.

Q: WILL CONTACT INFORMATION BE IMPORTED FROM PRIOR YEARS?

A: Contact information will not be copied over from previous applications, but if you have filled this information out during FY24 at any point, that information will still be there. We ask that you review its accuracy and save.

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: WHERE IS THE INFORMATION SESSION RECORDING FOR THE RGA POSTED?

A: All our current procurement resources, including the recording of the info session, can be found on our website and on COMMBUYS

QUESTIONS?

- We will remain on
- Questions will be accepted until January 24 – movagrants@mass.gov.
- All questions and answers will be posted by January 25.
- Applications due no later than **12:00pm EST on January 31**.

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