

# FY26 Application eGrants Step-by-Step Guide

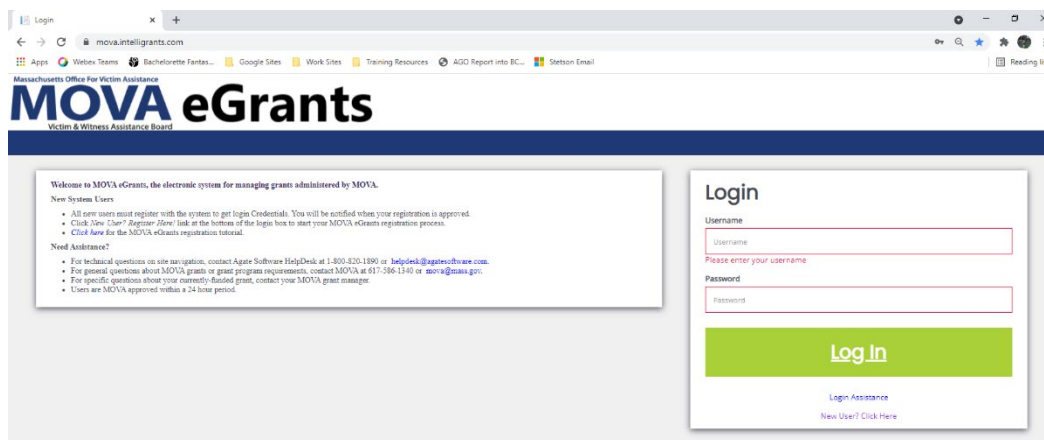
For FY26, all aspects of MOVA grants management will continue to occur over our [electronic grants management \(eGrants\) system](#). This guide will walk through each step necessary to apply for all FY26 renewal grants, including Culturally Specific Victim Services in Western Massachusetts (CSVs), SAFEPLAN, 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 FY26 application process and requirements – including the Request for Grant Applications (RGA) and/or application guide 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](#).

The screenshot shows a web browser window with the URL 'movaintel.grants.com'. The page header includes the MOVA logo and the text 'Massachusetts Office For Victim Assistance' and 'Victim & Witness Assistance Board'. The main content area is divided into two sections. On the left, a 'Welcome to MOVA eGrants' message states that the system is for managing grants administered by MOVA. It includes instructions for new system users, such as registering with the system to get login credentials, and provides links for technical assistance and general questions. On the right, there is a 'Login' form with fields for 'Username' and 'Password'. Below the fields is a green 'Log In' button. At the bottom of the login form, there are links for 'Login Assistance' and 'New User? Click Here'.

### User Roles

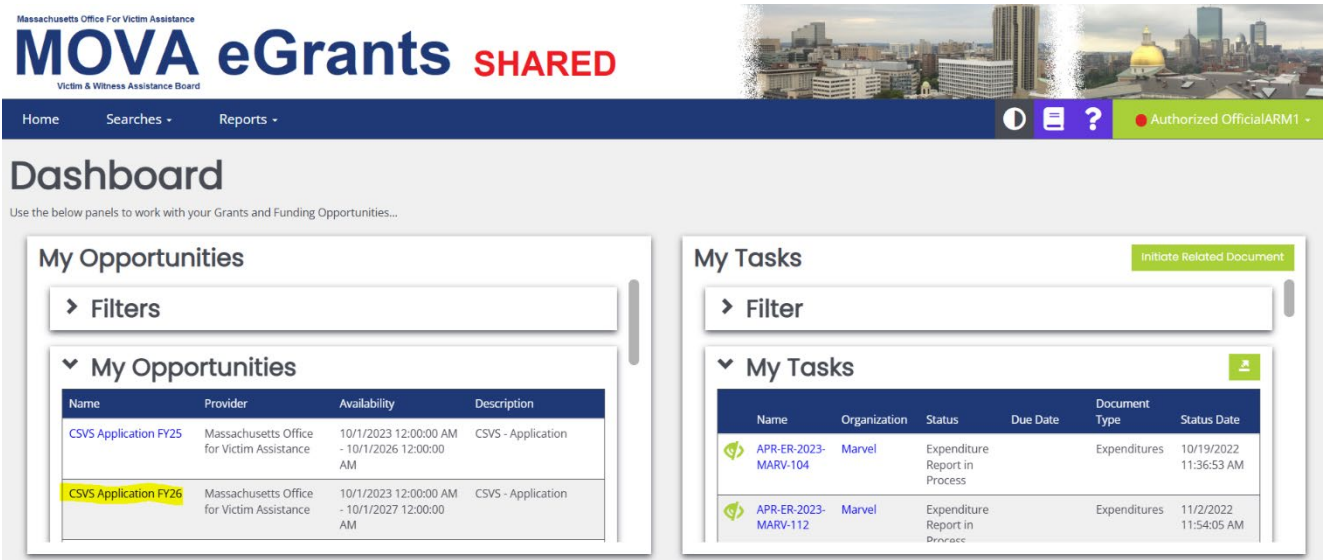
Only the following users have the permissions to initiate, fill out, and submit an application to MOVA:

- 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.



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 FY26

Provided By:

Massachusetts Office for Victim Assistance

Provided To:

test mova test

Application Availability Dates:

10/1/2023 12:00:00 AM - 10/1/2027 12:00:00 AM

Due Date:

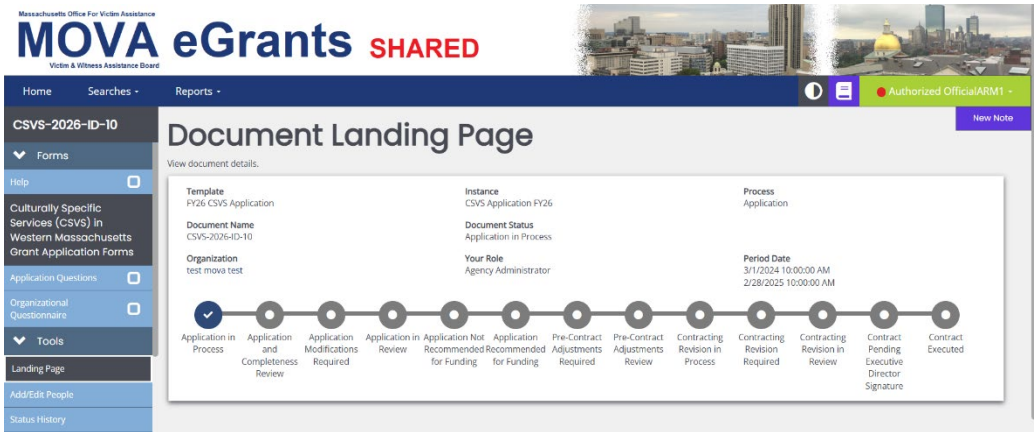
N/A

Proceed

Cancel

### The FY26 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.

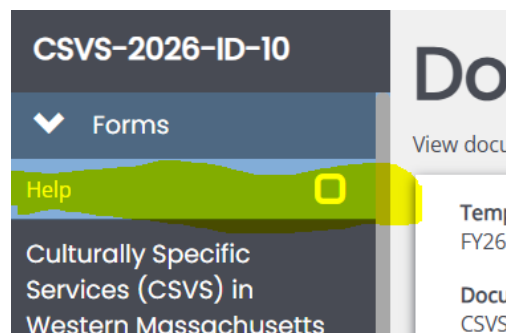


Here, there is a variety of information. The two most important pieces of information to note are:

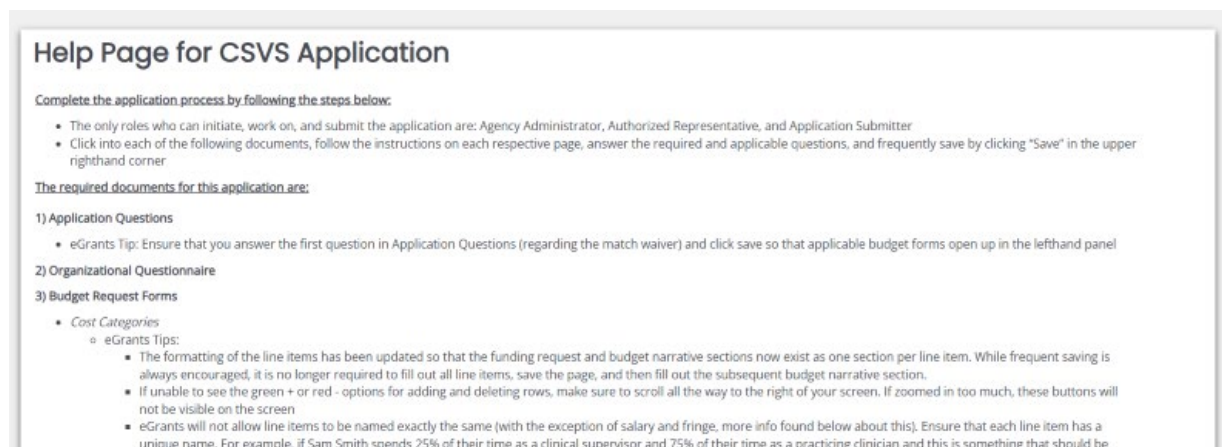
- Document Name—this will be the name of the application and ultimately any future award. Make note of this name and use it with any communications with MOVA or Agate, the website developer. The document name in this example is CSVS-2026-ID-10.
- Document Status—this indicates the “status” of the application. 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.

## Help Page

The first “form” available in the FY26 application is the Help Page:



When you click in, you will see that MOVA has listed instructions, tips, and resources for completing the application process:



This page will be updated for contracting assistance in the future, and Help Pages will be available for all processes on eGrants. Help Pages are not required and will not have any error checks.

## Application Forms

There are 2-3 forms required for your FY26 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
- Court Coverage Agreement

For VSS, the forms are:

- Application Questions
- Organizational Questionnaire

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 shows a web form titled "Program Narrative". At the top right, there are buttons for "New Note", "Print", and "Save". Below the title, there is a red asterisk followed by a paragraph of text: "\*1) Provide a program narrative describing the continued services proposed to be supported with MOVA funding in FY26. The program narrative should be more than 200 words and encompass the following for MOVA-funded services only:". Below this text is a bulleted list: "• The program name(s), population(s) and geographic region(s) to be served;", "• Any unique service capacity which meets any of the identified priority categories;", and "• The direct services which will be provided to the population(s) being served.". Below the list is a large text input area with a red border. To the right of the text input area, a pop-up box titled "Attention" with a downward arrow icon contains a red circle with a slash and the text "Q1 is required."

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.

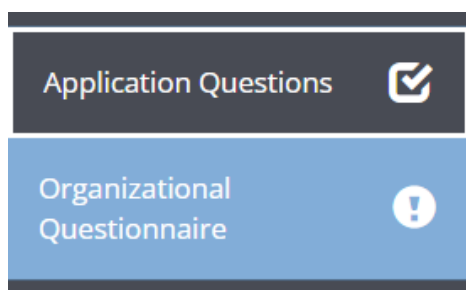
## CSVS and VSS ONLY: Match Waiver

In this section, indicate whether you will be opting into or out of the blanket match waiver. There is no penalty for accepting 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 completed, 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.

### *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

All budget information will be input into eGrants using the following instructions. 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	
FY25 - Salary	<input type="checkbox"/>
FY25 - Fringe	<input type="checkbox"/>
FY25 - Consultants	<input type="checkbox"/>
FY25 - Office & Programmatic Supplies	<input type="checkbox"/>
FY25 - Equipment	<input type="checkbox"/>
FY25 - Travel	<input type="checkbox"/>
FY25 - Contracts	<input type="checkbox"/>
FY25 - Other Costs	<input type="checkbox"/>
FY25 - Indirect Costs	<input type="checkbox"/>
FY25 Budget Summary CSVS Match	<input type="checkbox"/>

SAFEPLAN Budget Forms	
Salary	<input checked="" type="checkbox"/>
Fringe Benefits	<input checked="" type="checkbox"/>
Office & Programmatic Supplies	<input type="checkbox"/>
Travel	<input type="checkbox"/>
Other Costs	<input checked="" type="checkbox"/>
Indirect Costs	<input type="checkbox"/>
SAFEPLAN Budget Summary	
Summary of Costs	

To fill out the budget request, select the relevant category and fill out the requested information. FY26 budget forms have a slightly new format where the funding request (also known as “line item”) and budget narrative are compiled into one whole section, rather than separated as they were in previous fiscal years.

### FY26 - 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)

0.00 FTEs

Employee Name	Staff Category	Title	# of MOVA hours per week	# of Weeks on MOVA Project	MOVA Cost	Salary Cost	Direct or Administration Cost	FTE
					\$	\$0.00		
Total Employed Hours at Agency per week			Employee's Actual/Annual Salary at Agency		Other Funding Support X Hours of position (Do not include match, be specific when identifying sources).			
			\$					

Funding Request Totals

	MOVA Cost Total	Salary Cost Total
Totals:	\$0.00	\$0.00

Some tips for navigating the budget forms successfully are as follows:

- Either zoom out or use the horizontal scroll bar at the bottom of your screen to see the whole page, including all of the required boxes and the green + button (and red minus button if applicable) for adding (and deleting) entire line items
- Save the page frequently, as eGrants does not save automatically
- Click 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.

FY26 - Salary

New Note | Print | Save

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?\*

40.00

Hours per week

Number of Full-Time Equivalent (FTEs)

0.43 FTEs

Employee Name

Izzi Smith

Staff Category

Admin Staff: A

Title

President

# Weeks on MOVA Project

2.00

# of MOVA hours per week

52.00

MOVA Cost

\$ 2,000.00

CSVS Match

\$ 2,000.00

Salary Cost

\$4,000.00

Direct or Administration Cost

Administration

FTE

0.05

Total Employed Hours at Agency per week

40.00

Employee's Actual Annual Salary at Agency

\$ 105,000.00

Other Funding Support X Hours of position (Do not include match, be specific when identifying sources).

DPH

Employee Name

Toof Jones

Staff Category

Direct Staff: C

Title

Clinician

# Weeks on MOVA Project

40.00

# of MOVA hours per week

20.00

MOVA Cost

\$ 30,000.00

CSVS Match

\$ 30,000.00

Salary Cost

\$60,000.00

Direct or Administration Cost

Direct

FTE

0.38

Total Employed Hours at Agency per week

40.00

Employee's Actual Annual Salary at Agency

\$ 75,000.00

Other Funding Support X Hours of position (Do not include match, be specific when identifying sources).

DPH

Funding Request

	MOVA Cost Total	CSVS Match Total	Salary Cost Total
Totals:	\$32,000.00	\$32,000.00	\$64,000.00

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?\*

37.50

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.

Fringe

eGrants will auto-populate each staff member’s name and base salary from the Salary page, as demonstrated in the example below:

FY26 - Fringe

Employee Name

Izzi Smith

Base Amount

\$ 2,000.00

Fringe Rate

10 %

Calculation

\$200.00

MOVA Cost

\$ 200

CSVS Match

\$ 0

Total Fringe Cost

\$200.00

Direct or Administration Cost

Administration

Fringe Breakdown

5% FMLA, 5% health

Employee Name

Toof Jones

Base Amount

\$ 30,000.00

Fringe Rate

10 %

Calculation

\$3,000.00

MOVA Cost

\$ 3,000

CSVS Match

\$ 0

Total Fringe Cost

\$3,000.00

Direct or Administration Cost

Direct

Fringe Breakdown

5% FMLA, 5% health

Funding Request Totals

	Calculation Total	MOVA Cost Total	CSVS Match Total	Fringe Cost Total
Totals:	\$3,200.00	\$3,200.00	\$0.00	\$3,200.00

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.

## 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.

## Budget Summary

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

## Indirect Cost Tool

Within the FY26 application, eGrants has a new indirect cost tool. This is an *optional* page that can help calculate indirect expenses.

Once the budget is filled out, click into the indirect cost tool to find all the line items and their respective costs autopopulated. Note that salary and fringe items that are named the same, such as Sam Smith's salary and Sam Smith's fringe, will be totaled into one line.

Select the line items that you would like included in the indirect calculation using the checkboxes to the right of each respective line item:



Indirect Cost Tool

[New Note](#)
[Print](#)
[Save](#)

Last Saved 12/2/2024 8:39 AM

Instructions:

The line items in your budget and the corresponding expenses have been autopopulated into the Indirect Cost Tool below. To include an item in the indirect calculation, click the checkbox next to the item. At the bottom of the page, input the indirect rate and the tool will autocalculate the indirect eligible using the rate and line items selected.

Indirect Cost Tool

Category:	Line Item Name:	Dollar Request (\$):	Include in Indirect Cost Calculation?
FY26 - Salary	Izzi	\$1,100.00	<input checked="" type="checkbox"/>
FY26 - Salary	Boop	\$38,500.00	<input checked="" type="checkbox"/>
FY26 - Salary	Toof	\$49,000.00	<input checked="" type="checkbox"/>
FY26 - Fringe	misc fringe	\$1,000.00	<input type="checkbox"/>
FY26 - Consultants	consultant	\$250.00	<input type="checkbox"/>

At the bottom of the page, input the indirect cost rate. The indirect cost tool will then calculate the eligible indirect given the rate and the line items selected.

Modified Total Direct Cost (MTDC)/Indirect Base:	\$88,600.00
Indirect Rate:	<input type="text" value="11"/> %
Eligible Indirect Request:	\$9,746.00

This is an optional tool. The numbers that appear here are not required to be included in your budget nor is use of the tool required.

## Optional Upload

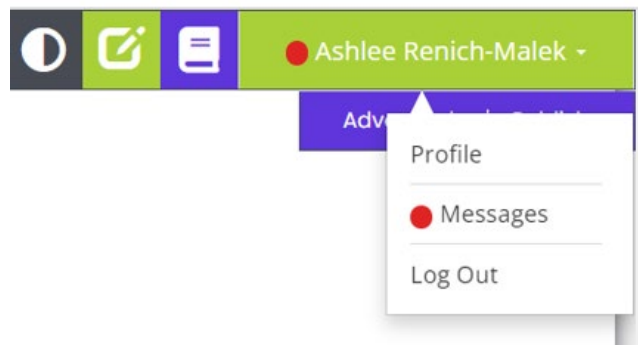
VSS pass-through agencies are required to use the Optional Upload section to upload all subrecipient funding requests. Use the green plus sign to create as many rows as necessary. If you are unsure if you are a pass-through agency, contact the Procurement Team Lead at [movagrants@mass.gov](mailto:movagrants@mass.gov).

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

## Contact Information

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

CancelOK

Feel free to enter any relevant notes and select OK to submit the application to MOVA. Once submitted, the applicant will first see the following popup confirming that the application was successfully submitted:

Status Change Message

You have just submitted your application. If MOVA has any questions or requires modifications, you will be notified via eGrants. If you have not already done so, please make sure to review, update, and save your Contact Information.

CLOSE

When that popup is closed, the applicant will be taken back to the Document Landing Page and the Document Status will be Application and Completeness Review. This also confirms that the application has been submitted to MOVA.

**Document Landing Page** New Note

View document details.

<b>Template</b> FY26 CSVS Application	<b>Instance</b> CSVS Application FY26	<b>Process</b> Application
<b>Document Name</b> CSVS-2026-ID-10	<b>Document Status</b> Application and Completeness Review	
<b>Organization</b> test mova test	<b>Your Role</b> Agency Administrator	<b>Period Date</b> 3/1/2024 10:00:00 AM 2/28/2025 10:00:00 AM

Progress Bar:

- Application in Process (Completed)
- Application and Completeness Review (Current Step)
- Application Modifications Required
- Application in Review
- Application Not Recommended for Funding
- Application Recommended for Funding
- Pre-Contract Adjustments Required
- Pre-Contract Adjustments Review
- Contracting Revision in Process
- Contracting Revision Required
- Contracting Revision in Review
- Contract Pending Executive Director Signature
- Contract Executed

## Conclusion

By following all of the above steps, applicants can successfully use eGrants to submit their FY26 renewal applications.

## Resources

This document serves as a step-by-step guide and provides best practices for successfully submitting FY26 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 FY26 applications and procurement process should be directed to Procurement Team Lead, Ashlee Renich-Malek, at [MOVAGrants@mass.gov](mailto:MOVAGrants@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.