FY26 Application eGrants Step-by-Step Guide

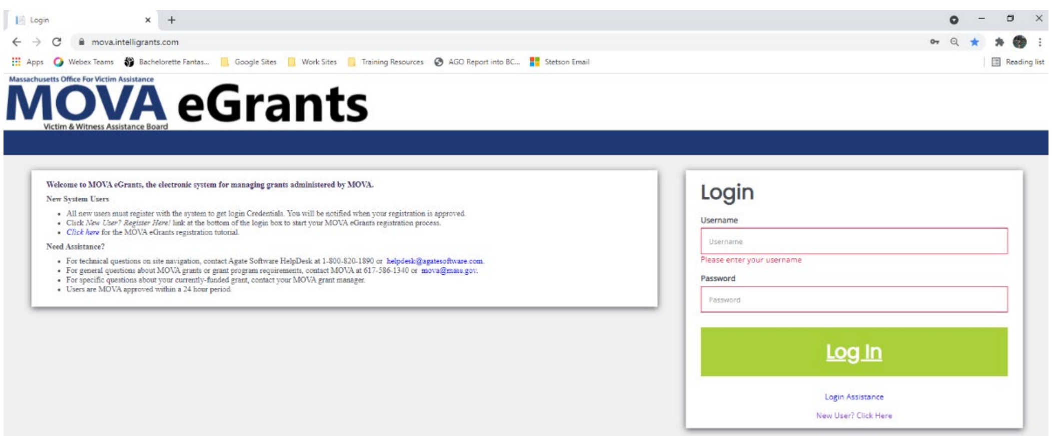
For FY26, all aspects of MOVA grants management will continue to occur over our electronic grants management (eGrants) system. This guide will walk through each step necessary to apply for all FY26 renewal grants, including Culturally Specific Victim Services in Western Massachusetts (CSVS), SAFEPLAN, 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.



User Roles

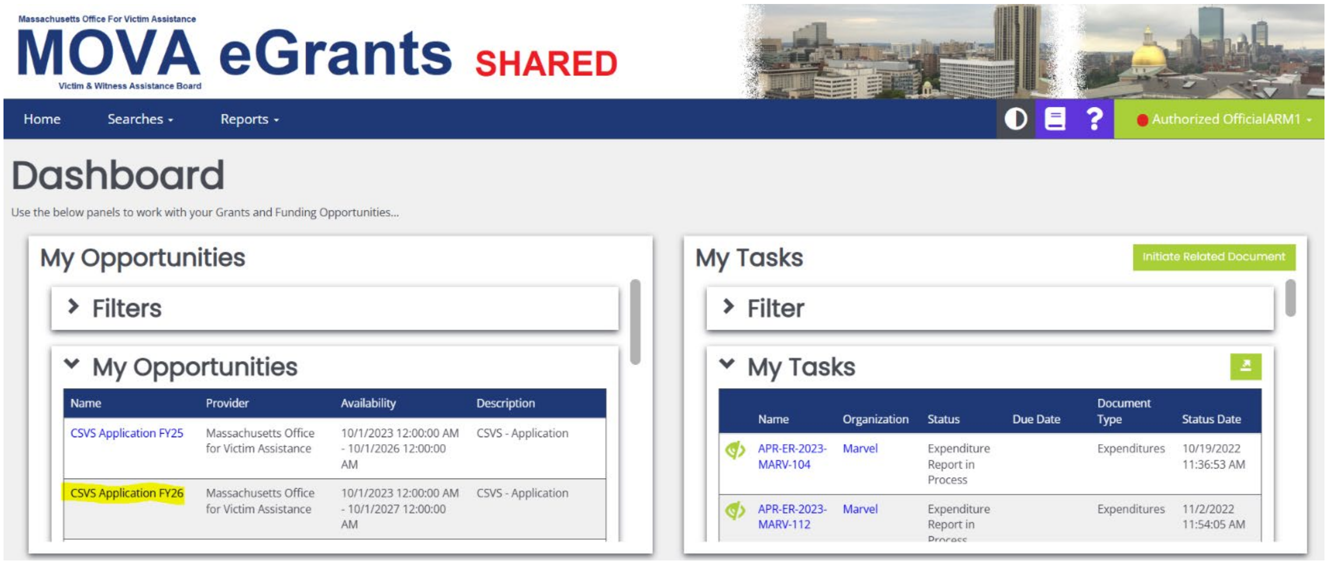
Only the following users have the permissions to initiate, fill out, and submit an application to MOVA:

- Agency Administrator
- Application Submitter
- Authorized Representative

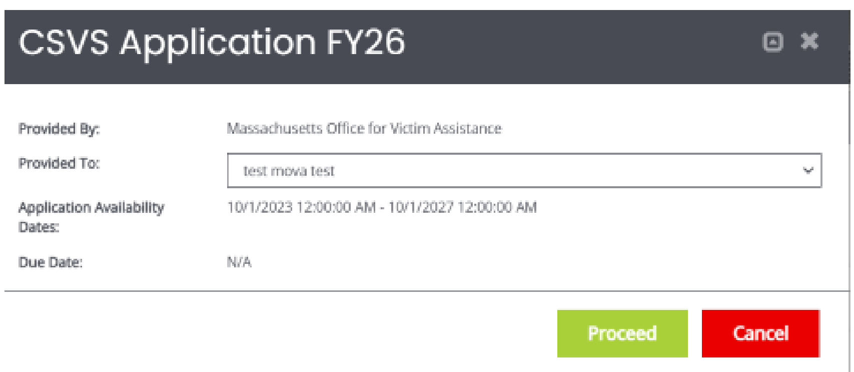
Before embarking on the application process, please ensure that the individuals working on the application are assigned to one or more of these roles.

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.



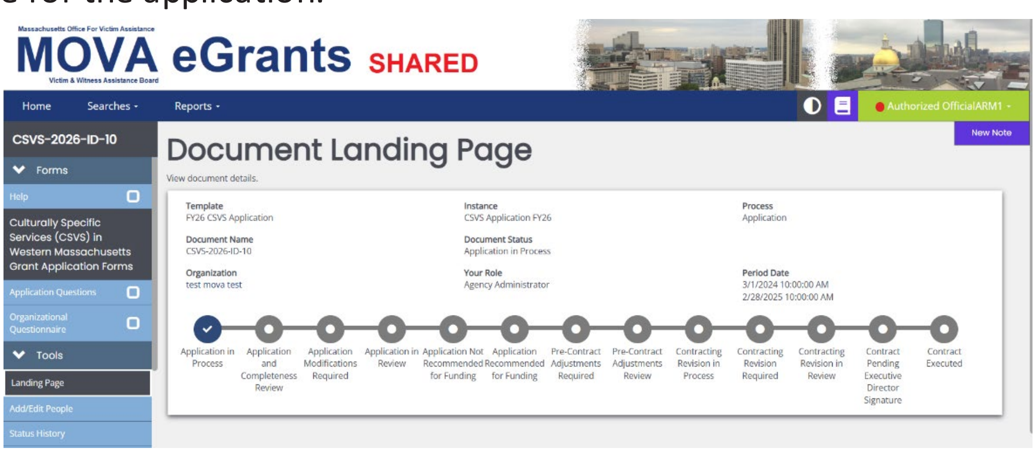
Select the link for the application that you are applying to and click Proceed in the pop up box. For example, the CSVS pop up will look like the following:



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.

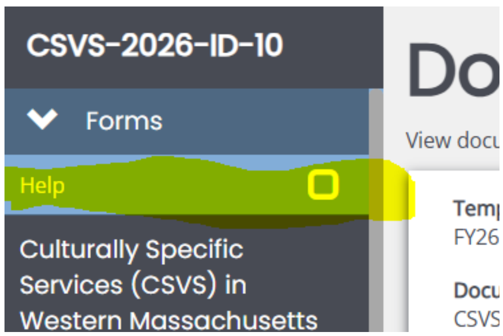


Here, there is a variety of information. The two most important pieces of information to note are:

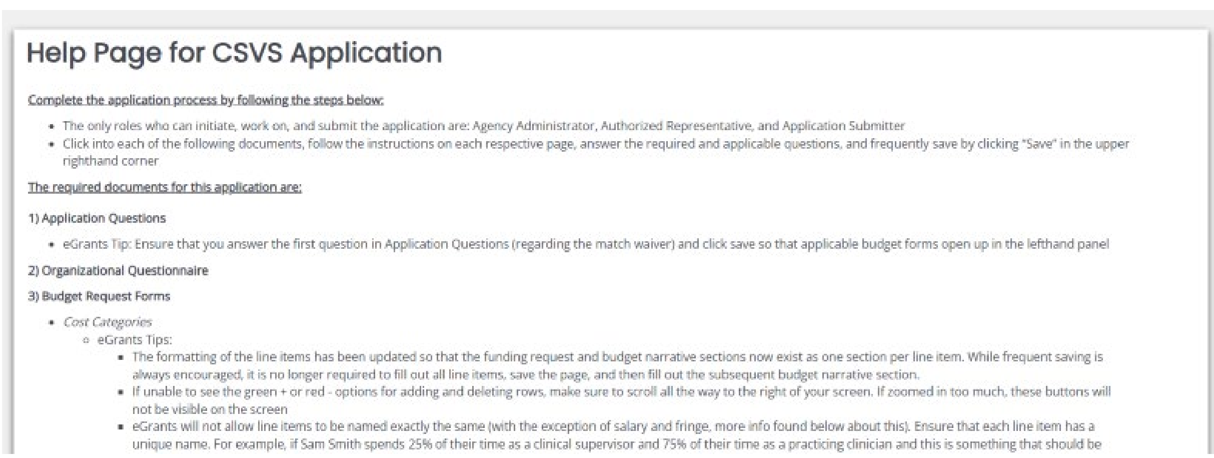
- Document Name—this will be the name of the application and ultimately any future award. Make note of this name and use it with any communications with MOVA or Agate, the website developer. The document name in this example is CSVS-2026-ID-10.
- Document Status—this indicates the "status" of the application.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

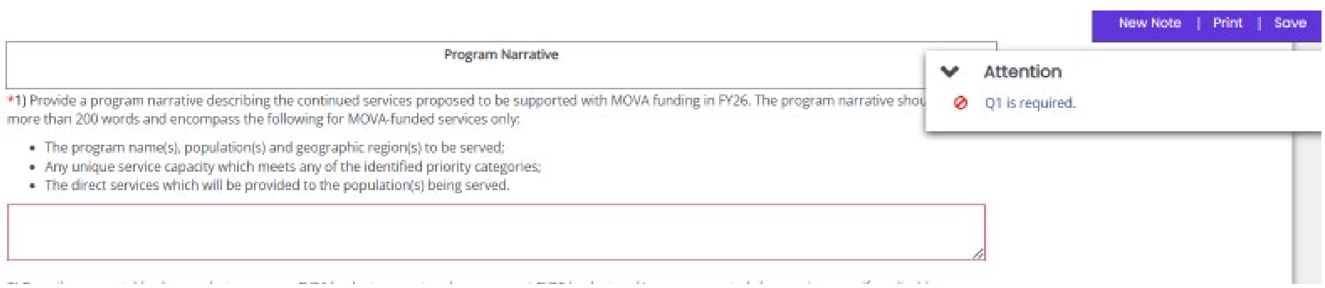
- Application Questions
- Organizational Questionnaire
- Court Coverage Agreement

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.



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.

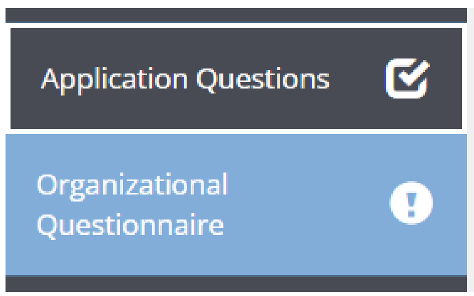
CSVS and VSS ONLY: Match Waiver

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.

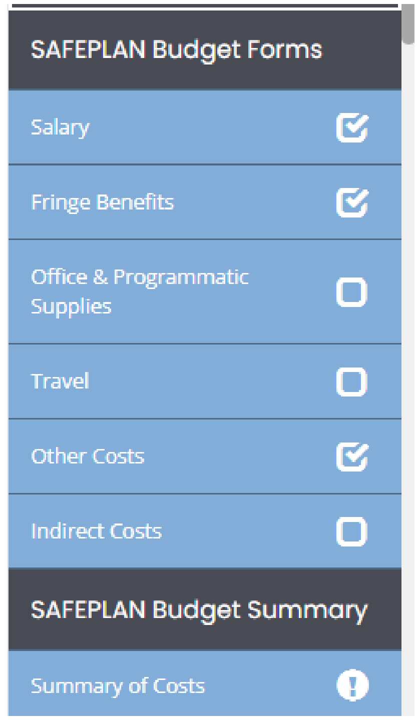
SAFEPLAN ONLY: Court Coverage Agreement Form

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.

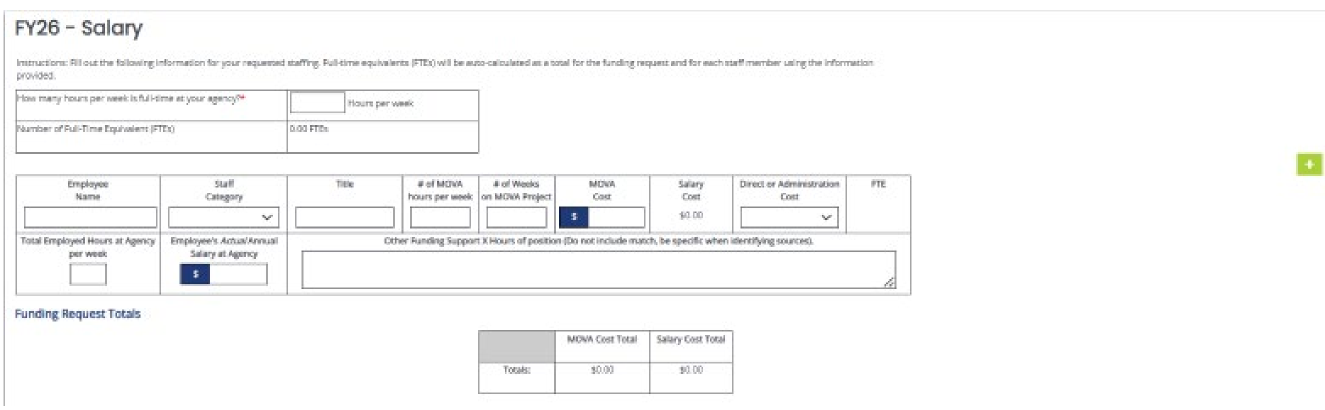
Application Budget Forms

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:



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.



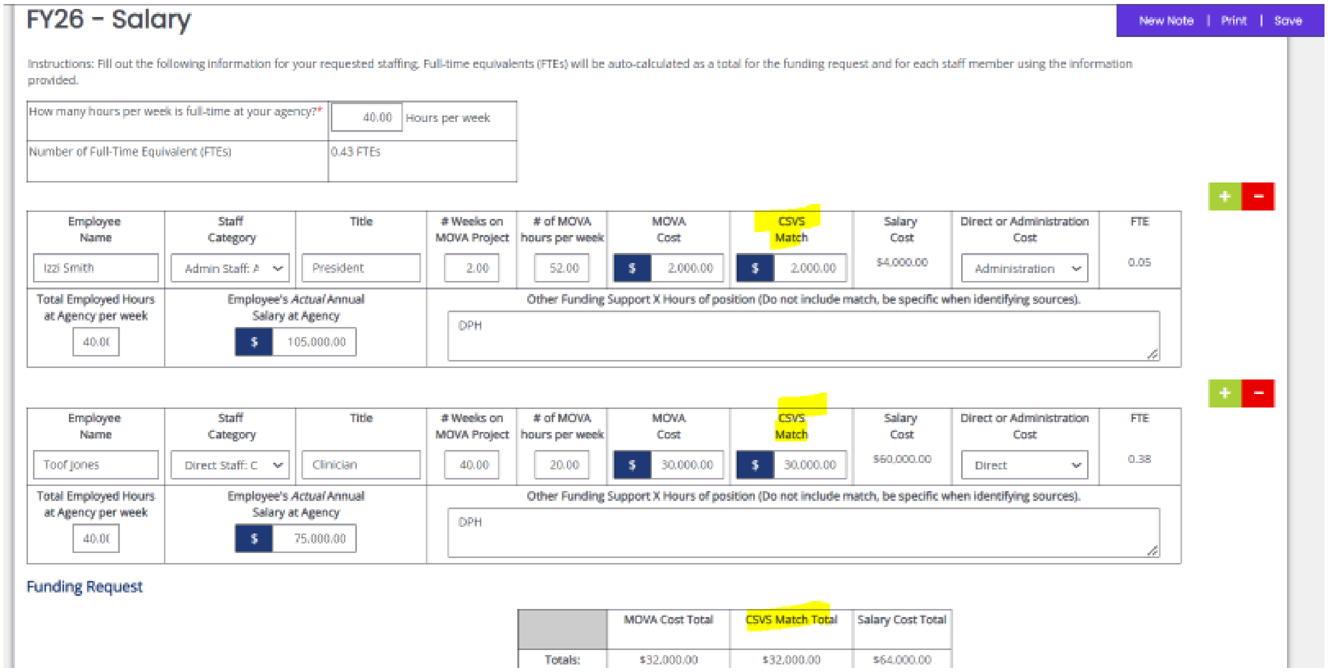
Some tips for navigating the budget forms successfully are as follows:

- 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
- <u>Click into every budget form (cost category) and saves the page even if no expenses are being requested for that category.</u> 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.

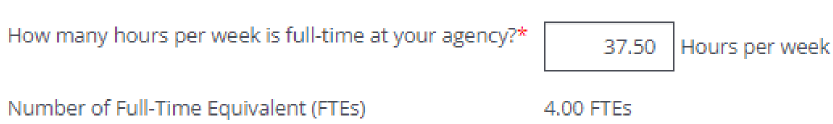
Budget Forms With Match

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.



Salary

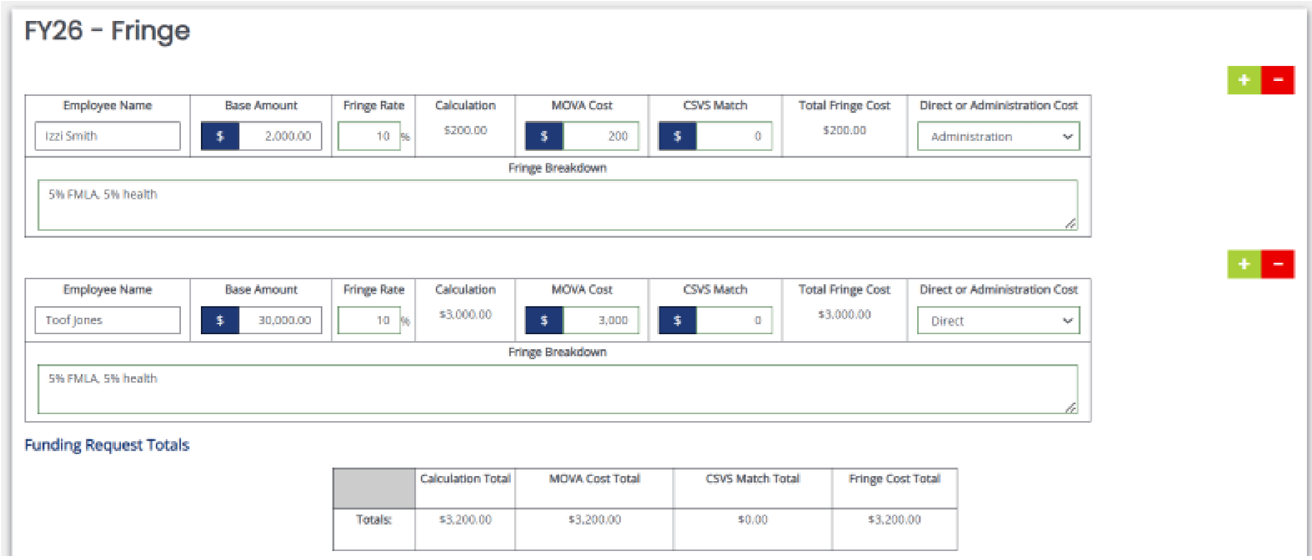
Start by filling out the first question at the top of the page that asks how many hours per week is considered full time at the agency. This number will be used for calculations throughout the salary page, including the number of Full-Time Equivalents (FTEs) below.



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:



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.

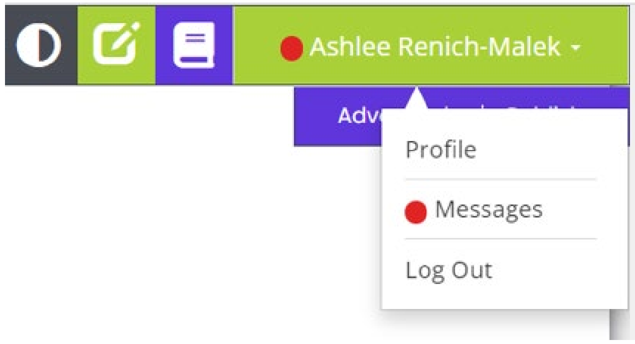
Optional Upload
VSS pass-through agencies are required to use the Optional Upload section to upload all subrecipient funding requests. Use the green plus sign to create as many rows as necessary. If you are unsure if you are a pass-through agency, contact the Procurement Team Lead at movagrants@mass.gov.

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

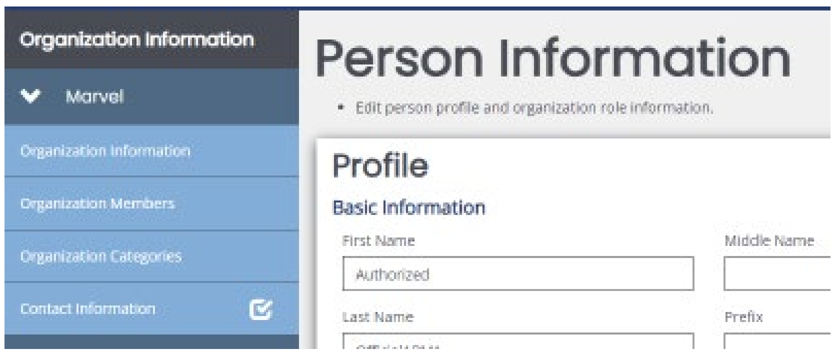
Contact Information

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."

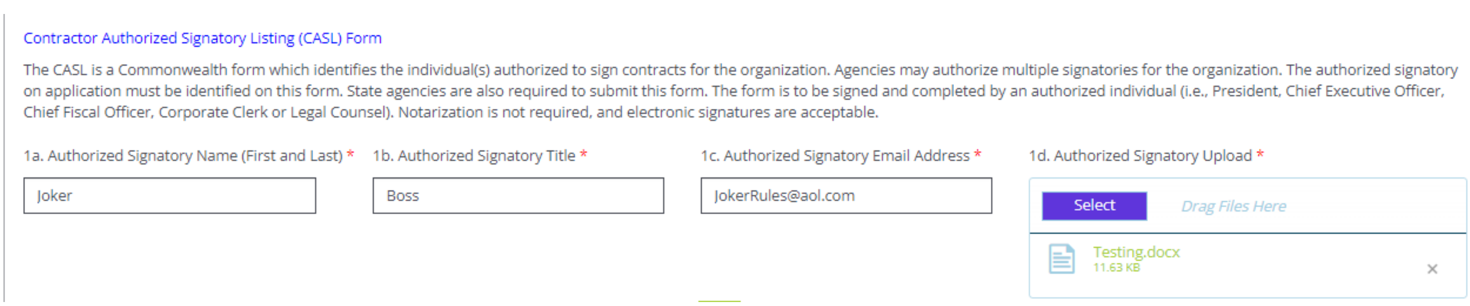


You'll be taken to the Person Information page, which consists of your profile information on eGrants. In the lefthand panel, find and click on the tab titled Contact Information.



Review the current contact information (if applicable), fill out any missing information, and update any inaccurate information.

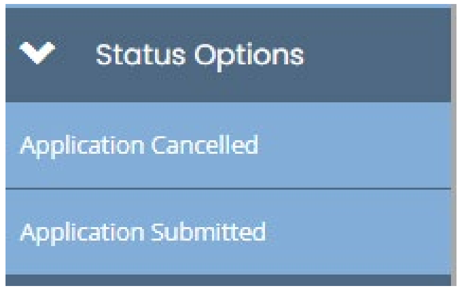
For the Authorized Signatory, click on the link titled Authorized Signatory Information to download the Contractor Authorized Signatory Listing (CASL) form. Fill out and upload the form into upload section 1D. Then, type in the information from the CASL form in sections 1a through 1c. Please note that the information typed into eGrants must match the information in the signed and uploaded form or MOVA will be unable to accept.



<u>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.</u>

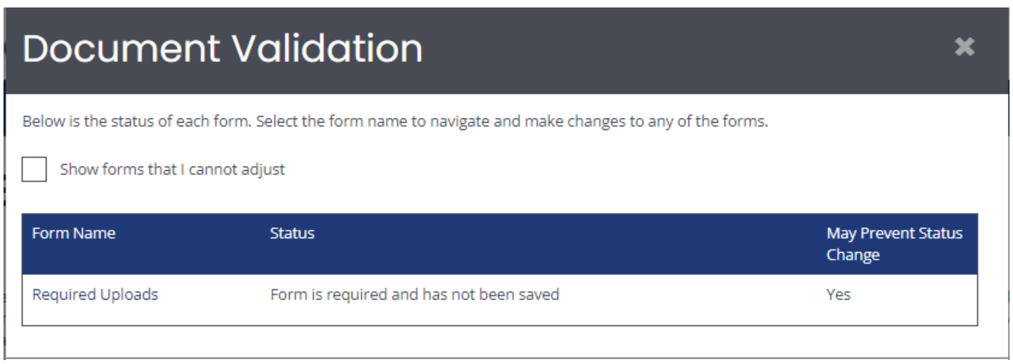
Submitting the Application

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.

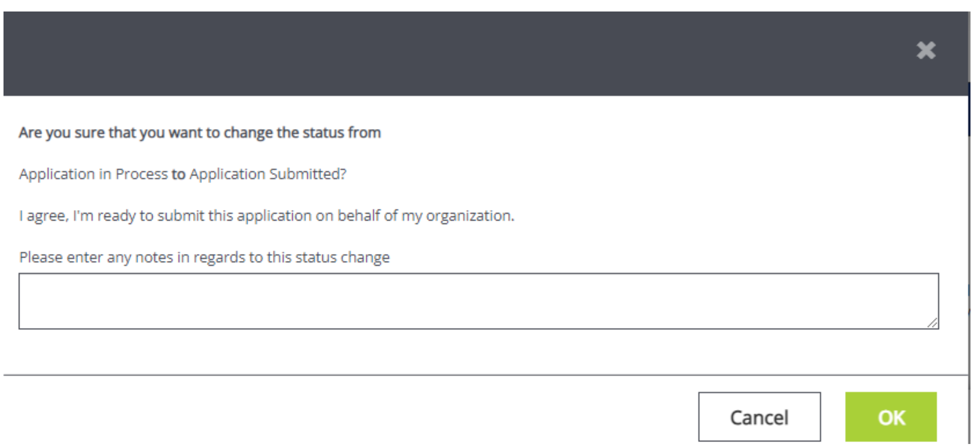


If Application Cancelled is selected and confirmed, the application will officially be cancelled and all information will be deleted.

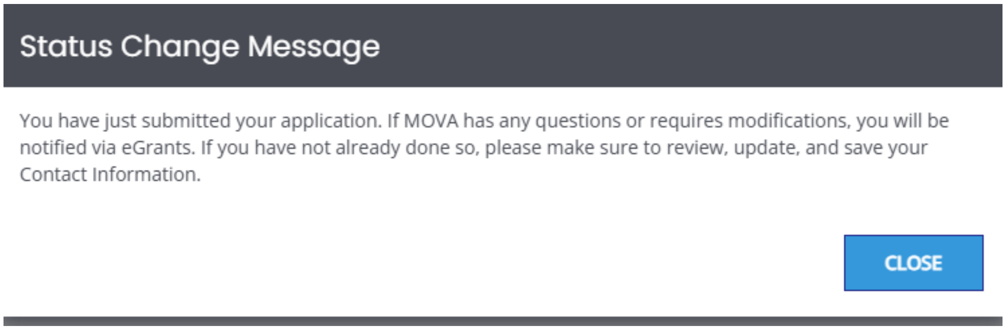
To submit the application, select Application Submitted. If there are any issues with the application, a box will pop up and detail the areas that require attention. For example:



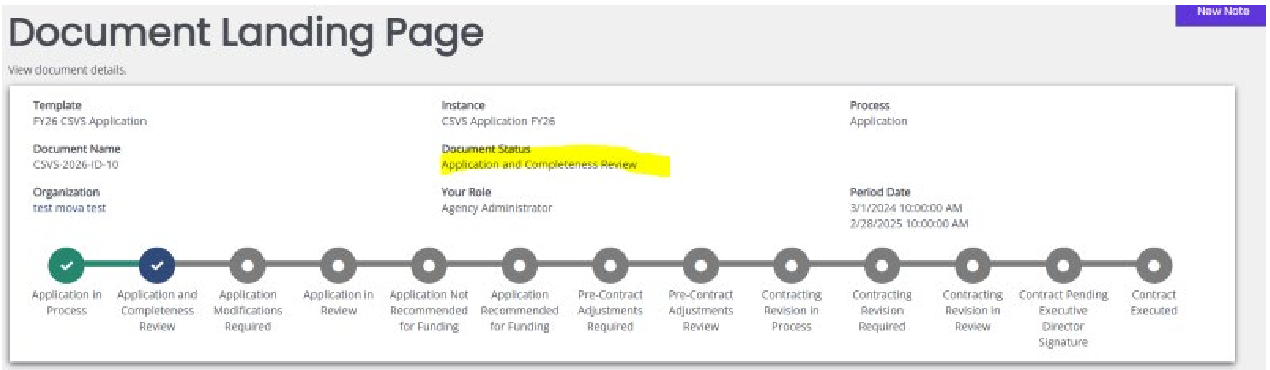
If the application is eligible for submission, a box will pop up with the following:



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:



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.



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.

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.