Final FY26 Procurement Questions and Answers

Updated 1.28.25

General Questions – All Applicants

Q: What does MOVA's funding picture for FY26 and beyond look like?

A: To learn more about MOVA's current and future funding picture, please refer to [MOVA's Funding Update Webinar from October 2024](#).

Q: Must the budget in the FY26 application be exactly equal to the FY25 award amount?

A: All applicants may apply up to their current FY25 award amount (which includes VOCA Bridge funding, as applicable), including less than the FY25 award amount. Do not apply for more than your FY25 award amount.

Q: As outlined in the RGAs and/or CSVS Application Guide, MOVA has provided a range of total available funding between 10% less than FY25 awards and 3.42% more than FY25 awards. What does this mean?

A: These numbers reflect the total funding MOVA has available for all awards and not the potential changes that may be seen in individual award amounts. The range is dependent of funding availability at the time of award.

Q: With the incoming Presidential administration campaigning on antipathy towards LGBTQ+ communities (especially trans communities), can they impact your prioritization of LGBTQ+ survivors?

A: We don't yet have any information about the incoming administration's policies with respect to VOCA. Historically, the definition of "previously underserved communities" has been a decision made by the state or territory administering the VOCA funds and we do not have any current plans to change our definition.

Q: If we put bonuses into the original budget, can we amend it later to remove them if that becomes necessary?

A: Yes, you can.

Q: You mentioned that bonuses must be added to the original grant application. Our organization often has salary increases that we don't know about until after the application has been entered. How will MOVA handle these budget changes?

A: Bonuses are different than salary increases. Salary increases are a continuous increase to the cost of a staff member's employment, and bonuses are one-time additions to a staff member's pay. Salary increases are allowable and should be included in either the original budget request (application) or via a budget amendment as soon as possible during the fiscal year.

Q: Must performance increases be listed as separate line items?

A: You may list performance increases as separate line items or within the staff salary line item. Either is acceptable. If you include performance increases in staff salary line items, you must note this in the budget narrative for that line item.

Q: Do the requirements outlined in the RGAs for bonuses and gift cards apply to this current year (FY25)? Do these costs need to be specifically requested in the FY25 budget?

A: These requirements are applicable to the FY26 award. You may request to add in bonuses and gift cards in FY25 via budget amendment, subject to program coordinator approval.

Q: Will we need to put gift cards and bonuses in a specific (separate) line in the proposed budget (and not in the client assistance and personnel lines)?

A: Either strategy would be allowed. However, if you include it in the personnel or client assistance lines, we request that more details/breakdown of these requested expenses are provided in the budget narrative.

Q: This funding cycle is for renewals only - no new submissions?

A: Correct, this is a 1-year renewal for current FY25 grant recipients.

Q: Can you apply as a new applicant through another process for these funds - other than the eGrants process? Or are these funds totally set aside for returning grantees?

A: For the FY26 cycle, the funding is available for returning grantees only. We are in the process of planning our next competitive procurement, anticipated for SFY2027. Please sign up for our Constant Contact mailing lists for funding announcements by emailing mova@mass.gov.

Q: Do we still have the option to use the old (10%) de minimis rate and if so, do we need to do anything to document that rate?

A: You may elect to use **up to** the 15% de minimis rate. We may ask for additional information during contracting, but no additional information is required during the application other than to indicate this in the budget narrative of the indirect cost category section.

Q: Do we need to submit our application through eGrants AND COMMBUYS?

A: Only submit your application through eGrants.

Q: It's been referenced that the application is due on February 3rd and February 4th - would just like to clarify, which is it?

A: The application is due on eGrants February 4, 2025 at noon EST.

Q: How recently does the CASL (Contractor Authorized Signatory Listing form) need to have been signed?

A: We typically ask for this form to be completed and updated at the time of contracting. If you have any leadership or signatory changes outside of contracting, contact your program coordinator and we can update it as needed.

Q: Is there a cap for staff salary/hours for administrative staff for FY26 such as an Executive Director?

A: While there is no cap for administrative staff for your FY26 funding request, we expect that currently approved FY25 hours for staff such as executive directors are not significantly increased in the FY26 funding request. Note: salary and fringe expenses for EDs, board members and other administrators are unallowable unless directly contributing to direct services or the provision of direct services.

Q: Will rent continue to be fully funded by MOVA as a line item?

A: While rent is an allowable expense, MOVA cannot determine if the line item will be supported in part, fully, or at all until after application reviews.

Q: May an organization use funding for mortgage payments in lieu of lease payments if an organization will own their space in the upcoming fiscal year?

A: Mortgage payments are unallowable.

Q: Will MOVA consider allowing reversion of funds at the end of FY26 and not penalizing organizations who do this?

A: Because of the timing of FY26 grant reviews, we will not know total FY25 reversion at the time of application review and funding recommendations. We will be considering FY23-24 reversion and current FY25 spending progress. See the evaluation criteria section of the relevant RGA for more information on application review.

Q: Is there a need to send an intent to apply for renewal?

A: No, there is no intent to apply for this renewal.

Q: Can we apply for up to the total we received in FY25 (original and VOCA Bridge)?

A: Yes, you may apply up to your total current FY25 award (which includes VOCA Bridge funding as applicable).

Q: Since timely submission is a criterion for grant renewal, does an early submission influence the decision or amount of the award?

A: No, it does not.

Q: For the program narrative question (VSS and CSVS only), how should our service categories and populations be reported?

A: Please include all populations and services in the program narrative description. Data percentages will be reported with the 2025 SAR in late August, and MOVA will be able to provide specific technical assistance at that time.

Q: Since it is expected that there will be at least a 10% cut in FY26 do we adapt our proposal with that in mind, or simply with our current budget?

A: The 10% reduction refers to all funding available to MOVA, not the funding available to specific programs. All applicants may apply up to their FY25 award amount (which includes Bridge). Do not apply for more than your FY25 award amount.

Q: If we are in a position where we have staffing changes that will occur in FY26 but not impact FY25, how would we go about capturing that?

A: Submit a FY26 budget that accurately reflects the personnel who you propose funding with the FY26 grant. Reflect any changes in personnel—including but not limited to names, positions, salaries, and FTE—in the application question regarding changes in budget and scope (question 2 for CSVS and VSS, question 3 for SAFEPLAN).

Q: Do we have to submit theories of change or organizational charts for this procurement?

A: No, those documents are not required for the FY26 renewal procurement.

Q: Is the limit on indirect 15% or can we submit our federally negotiated rate if it is higher?

A: You may utilize a federally negotiated rate if you have one.

Q: If we are ready to submit our application, should we wait until the next Q&A session to see if there will be any new information re: priorities, etc. or will it all be clarification information provided?

A: It will be clarification information from here on out. This is the last Q&A session, but you can reach out to Ashlee for questions up until January 27th 2025. Up until the application due date, you may also request that your application be pushed back to you for changes if it's already been submitted.

Q: Our staff are supported by multiple funding streams in addition to MOVA funding. For question #20 in the Organizational Questionnaire, should we report on all of the program's vacancies or just the vacancies supported with MOVA funding?

A: Please only report on the vacancies supported with MOVA funding.

Q: On the Organizational Questionnaire, question #3 reads "3) Please list all current funding sources that will support the grant program and the length of time the agency has received the funding source: (If you have no additional funding sources to report, please enter N/A)." If the grant program is solely funded by MOVA, should we list MOVA as a funding source? Or should we enter N/A if no there are no funding sources other than MOVA?

A: If MOVA is the sole funding source for the program, please report "n/a."

Q: There are two questions that appear to be new or phrased differently than in the past - 19 a-d, which pertain to policies to report fraud with MOVA grant funds, and reduce the risk of fraud with grant funds. We have policies to address/reduce the risk of fraud, but is MOVA looking for any specific language in these policies? If so, is there an example of a policy or a sample statement available?

A: The Organizational Questionnaire questions on fraud, waste, and abuse are updated this year in response to updates to the DOJ Grant Financial Guide, which can be found here. Please attach your organization's policies to the Organizational Questionnaire. While there is no specific language available at this time, you can find information on MOVA's fraud, waste, abuse policy on page 38 of MOVA Grant Sub-Recipient Policies and Procedures Manual.

eGrants Questions – All Applicants

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: Why do I see other grant applications in My Opportunities in eGrants if I am only eligible for one of the grants?

A: All of MOVA's applications will appear on all applicants' My Opportunities. 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, please disregard it. MOVA will delete all accidentally-initiated applications at the end of the process. NOTE: Once you initiate an 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: When I initiate the application, I do not see the budget forms. How can I fix this?

A: CSVS and VSS applicants 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: Where can I access and update my Contact Information?

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: 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: Are there any required uploads for the FY26 renewal?

A: No, uploads are only required for pass-through VSS applicants.

Q: Who can help me with my MOVA portal account access?

A: Please contact your Program Coordinator for any eGrants access questions.

Q: Where is the CASL (Contractor Authorized Signatory Listing form) located on eGrants?

A: The CASL is located at the bottom of the Contact Information page, which is located in your Organization Profile section. You can navigate to this by clicking the green button with your name at the top right of your screen, selecting Profile from the dropdown, and scrolling down the lefthand panel to find Contact Information.

Q: Can we print an Excel version of the documents such as the approved budget and expenditures in eGrants?

A: Although there is a print button, it will only download a PDF file. Once it is downloaded and saved, you may print out the PDF version of the document.

Q: The program narrative question (VSS and CSVS only) has a word limit of 200. Does this apply to the other questions?

A: No, the word limit only applies to the program narrative question.

Q: For the program narrative application question (CSVS and VSS only), it says the answer should "should be" at/under 200 words. How strict is that word limit?

A: We encourage you to remain at/under 200 words as we are looking to ensure consistency in program summaries.

Q: On the Indirect Costs page of the budget in eGrants, I'm getting an error check and I'm not able to enter any content into that Type of Rate section to make it go away. We have an indirect cost waiver.

A: If you are not going to be reporting indirect costs, you can delete any and all information on that page and save it. Make sure that you clear all selections and typing. If you have information in there, eGrants is looking for the whole row to be filled out and will give the error check.

Q: I notice that there is now an option to categorize the Program Director as Direct Staff, and a similar column at the end of the row titled Direct or Admin Cost, with only those two dropdowns. Please advise.

A: You use the staff category column as you see fit for each staff member on the budget. At the end of the row, there is also a column for Direct or Admin Costs. For staff, please match those costs to what services/roles that personnel will be providing on the award (i.e. if they are a direct service personnel, their costs should be direct).

Q: Our Authorized Signatory signed last year and the form is uploaded. Do we need to redo this if the signatory is the same as last year?

A: No you do not need to redo this. Please makes sure the same person is listed as the authorized signatory in eGrants and on the form.

Q: If a staff member provides some direct services and some administrative support, should they be separated into two line items?

A: In that instance, yes please.

Q: There are new data questions in the Application Questions section that are not addressed in the RGAs or training materials. Can you confirm that we should answer these?

A: This was an error in the eGrants system, which is now resolved. To confirm: these "new" questions are not required and should no longer be visible on your application.

VSS Questions

Q: When MOVA says that FY26 VSS awards will be reduced approximately 10% overall, is that a 10% reduction from the final FY25 awards (including VOCA Bridge Funding) or 10% reduction from initial FY25 awards (which did *not* include VOCA Bridge Funding)?

A: With the funding we currently have available, we are anticipating a 10% overall reduction to funding availability in FY26 across MOVA funding compared to current FY25 levels, which includes VOCA Bridge funding.

This does not mean that all agencies will receive a 10% reduction to their award. Some may not receive a reduction at all, while others may see more than a 10% reduction to their award. Specific funding reductions per agency/award will be determined at the time of the grant application review with consideration of the grant evaluation criteria.

Q: For the VSS application, should be we include staff who work on our program but our FY25 grant does not cover the cost of their salaries and show them as a zero cost for MOVA?

A: You do not need to include staff on the funding request who you will not be requesting funding for in FY26.

Q: For pass-throughs who need to upload subrecipient budgets, how should we submit the budgets during the application?

A: MOVA will reach out to applicable pass-throughs with the budget template for pass-throughs.

Q: The uploads section in the VSS application doesn't allow me to not upload (and I'm not a pass-through agency) so I think it's supposed to be optional. Can you advise?

A: Correct! Do not upload anything unless you are a pass-through agency.

CSVS Questions

Q: Will my program be able to use the additional 20% we were awarded in FY25 towards other areas besides 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?

A: CSVS applicants may apply up to their FY25 award amount, including the additional 20% increase in FY25, to support the aforementioned costs as long as the scope of the project does not change. Changes in scope for the renewal require prior approval from MOVA.

Q: Regarding the additional 20%, will our program be able to move some of our consultants to salary as new hires?

A: Since the consultants are already providing services, the scope of the project is not changing. Therefore, this would be allowable. Keep in mind that MOVA will not know what the funding picture looks like beyond FY26, so we encourage you to consider how this may be attainable to your budget with the possibility of changes in funding.