



FY27 Victim and Survivor Services (VSS) Grant Application

Questions & Answers

Updated 11/24/25

Intent to Apply

Q: Is the FY27 VSS Intent to Apply on eGrants the same as filling out the Call for Grant Applications (CGA) on COMMBUYS?

A: Completion of the application must be done through MOVA's eGrants website. The intent to Apply can be found there. The Call for Grant Applications is the document which outlines this procurement process.

Q: Is the letter of intent the same as the intent to apply?

A: Correct. The letter of intent is also known as the intent to apply.

Q: How do we submit the letter of intent or navigate from the first page to the rest of the required information for the letter of intent?

A: There is only one page for the letter of intent. Fill out and save. Submit by clicking Submit Letter of Intent from the Status Options in the lefthand blue panel.

Q: Can consultants complete the Letter of Intent?

A: It depends on the organization's needs. There is nothing in the CGA that says they cannot.

Funding Considerations and Evaluation Criteria

Q: Is there a certain percentage of the available funds that will be allotted to specific types of victimizations? For example, a percent of the funding identified for child victims of crime.



A: Yes, federal funding requires that we allocate at least 10% of our annual Victims of Crime Act (VOCA) award to each of the following categories: sexual assault, child abuse, domestic violence, and previously underserved victimization types or populations.

Q: Does the size of the non-profit applying make a difference when being considered for a grant?

A: We encourage you to review our review process criteria on pages 17-18 in the CGA.

Q: Will decisions be made based on geographical location of agencies doing similar work? In other words, do you imagine awarding more than one grant in the same geographical area?

A: We encourage you to review our review process criteria on pages 17-18 in the CGA.

Q: Are there geographic funding priorities in the state?

A: There is no predetermined formula. As outlined in the Funding Objectives section of the CGA, MOVA will be considering supporting programming that operates across the geography of the Commonwealth. In addition, we will consider equitable distribution of direct services for victims and survivors of crime that reach populations, communities, and/or geographic areas that have been historically, or are currently, underserved.

Q: Can you clarify the priority category: "victims involved in the justice system?" Does this refer to victims who have reported their own victimization and involved in a criminal case for example or victims who have a history of incarceration, for example, related to their own substance use?

A: This priority category refers to survivors who are involved in the criminal legal system to address impact of the victimization/crime they have experienced, however, serving people who are incarcerated or have a history of incarceration is allowable under VSS awards as long as the services are related to a victimization they have experienced.



Q: What is the process for external/peer reviewers?

A: MOVA released a call for peer reviewers earlier in the application process. Interested parties responded to a questionnaire which closed on October 17th. Any new applicants will be added to a waitlist. If your organization is applying for FY27 VSS funding, you would still be eligible to be a peer reviewer as MOVA will complete a conflict of interest review with all peer reviewers.

Q: Can you talk about how MOVA determines the distribution of funding within geographic locations and has this changed with the potential reduction in funds available for FY27?

A: Through our review process, we will look at the totality of applications and ensure our VOCA funding priority categories are met. We will also assess location of services to ensure equitable distribution of services. For example, if there's only 1 program on the Cape, they may be given priority. However, there is no predetermined formula.

Budgets and Funding Availability

Q: Is there an amount that you recommend we apply for?

A: MOVA recommends that you apply for essential costs that are reasonable and necessary to provide direct victim services. The average FY26 VSS award amount was \$390k. We encourage you to review the CGA for evaluation criteria and stated priorities.

Q: Will there be a cap on how much funding we can ask for?

A: There is not a stated cap. MOVA recommends that you apply for essential costs that are reasonable and necessary to provide direct victim services. We encourage you to review the CGA for evaluation criteria and stated priorities.

Q: Is there a minimum award amount an applicant must request?

A: There is not a minimum amount an applicant must request.



Q: Given the "average" award amount expected - does that indicate that any previous grantees with larger amounts should not request level funding?

A: No, it does not necessarily indicate that. The average grant award amount was provided as a point of reference and information. We ask applicants to request reasonable and necessary costs to support the victim services your organization provides. However, overall funding availability for FY27 grant awards is lower than FY26 grant awards so the application process will be competitive.

Q: How much funding is currently available compared to FY26?

A: In FY26, MOVA's grant award budget is slightly over \$40 million. Currently, the available funding for grant awards in FY27 is ~\$30 million. If more funding becomes available, this amount may change.

Q: Can you explain the reasoning for the VSS fiscal year of 2024, but the awards are in 2025 for spending in 2026 and 2027?

A: We typically run our procurement processes in the fall and early winter for the subsequent fiscal year. While it is calendar year 2025, we are currently in our fiscal year 2026 which runs July 1, 2025-July 30, 2026, and we are procuring for the next fiscal year (2027) which will run from July 1, 2026-June 30, 2027.

Q: Are current grantees allowed to ask for any amount of funding or should it not be greater than the previous year's award?

A: Current grantees who are applying to the FY27 VSS grant may request reasonable and necessary costs to support the victim services your organization provides, which may be more or less funding from the FY26 award.



Contractor Authorized Signatory Listing (CASL) Form, Letter of Support from Organizational Leadership, and Reversion Narrative

Q: Where do we find the Contractor Authorized Signatory Listing (CASL) form?

A: The CASL is available for download in the contact information section of eGrants. Navigate to the Contact Information section (under your name in the upper righthand corner, click on Profile). In the lefthand menu, click on Contact Information. Complete the Contact Information and at the bottom of the section you will see the Authorized Signatory heading for the CASL form.

Q: If we are currently funded and the information in our Contact Information is accurate and up to date, do we need to re-submit the Contractor Authorized Signatory Listing (CASL)? Do we need to submit a new signatory form if there have been no changes since last submitted?

A: If the form was submitted for FY26 and accepted, a new CASL form is not required. Ensure that the authorized signatory listed in eGrants is still accurate.

Q: With regard to the required “Letter of Support from Organization Leadership,” can you clarify the “organizational leadership” who needs to sign that letter? Specifically, if an organization is a 501(c)3 nonprofit with a Board of Directors, must the letter be signed by the BOD, or should it be signed by the organization’s Executive Director - or both? If the letter must be signed by the Board, do we need signatures for all Board members or is the Board Chair/President sufficient?

A: If the organization has a board, it should be signed by the board. It does not need to include signatures from all board members, the board chair/president is sufficient.

Q: Can a consultant complete the intent to apply, the majority of the application and be the person identified on the Contractor Authorized Signatory Listing (CASL)?



A: It may be acceptable for a consultant to complete the letter of intent and application. However, it may depend for the CASL. Only the authorized signatory of the organization may complete the CASL form. Typically, this is an Executive Director, CEO, President, etc.

Q: For the letter of support from organizational leadership, we need to state that we agree to the terms and conditions of the VSS grant. Where can we find these?

A: We suggest reviewing MOVA's Grants Policies and Procedures. <https://www.mass.gov/info-details/policies-and-procedures>.

Q: Who do we address the Letter of Support to?

A: You can address it to Ashlee Renich-Malek, Grants Administration Specialist.

Q: For the CASL form, how are signatures accepted? How do we get the signatures into the box?

A: There are three types of electronic signatures that will be accepted on this form: 1) Traditional "wet signature" (ink on paper); 2) Electronic signature that is either: a. hand drawn using a mouse or finger if working from a touch screen device; or b. An upload picture of the signatory's hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign. Typed text of a name not generated by a digital tool, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.

A wet signature can be put into the box by printing out the form and getting the authorized signatory to sign in person. Acceptable electronic signatures can be put into the box by using a technology that supports signing documents.

Q: The CASL forms says, "Please note you cannot self-certify your own signature as a single signer listed above." How do we work with this?

A: A single person can be the authorized signatory and the certifier at the bottom of the page if there is at least one alternative authorized signatory listed in the chart.



Q: For the CASL, is the contractor the one who fills that out?

A: Only the authorized signatory of the organization may complete the contractor authorized signatory listing (CASL) form. Typically, this is an Executive Director, CEO, President, etc.

Q: If I am both an authorized signatory and the certifier in the CASL form, will one signature suffice?

A: No, ensure that you have a signature in both the authorized signatory section and at the bottom as a certifier. If you are self-certifying, it is necessary to have a back-up authorized signatory and their signature provided in the chart.

Q: Can a fiscal representative sign the Reversion Narrative?

A: Yes, a fiscal representative can sign the Reversion Narrative letter.

Q: Is there a minimum amount of reversion that organizations should be submitting Reversion Narratives for?

A: No, this is an optional upload and up to the organization.

Application Components

Q: Can we submit more than one VSS application?

A: No. Organizations should include all proposed programming under one application.

Q: What will be different for currently funded organizations versus new organizations?

A: The same application process and evaluation criteria will be applied to all applicants. For currently funded applicants, history of grant funding reversion will also be considered.

Q: The Organizational Questionnaire (Q22a) asks about staff vacancies. Is Q22a asking about the whole organization or our VSS funded program?



A: Q22 is only asking about any vacancies that would impact the VSS application. The text from the question is as follows: *Have any grant-funded staff positions been vacant within the past year? (select no if applying for this grant for the first time and/or if the vacant positions are new positions in FY27).* For example, if you are applying for a position and the position is vacant, you would answer yes, unless it is a new position that would not be filled without the receipt of a FY27 VSS award.

Q: In the past the application has required submission of job descriptions, org charts, logic models but I don't see where those are asked about in the application. Are those still required or only during contracting?

A: Job descriptions, org charts, and logic models are not required with the FY27 VSS application. Such documents may be requested during contracting for successful applicants. Contracting information will be shared with successful applicants in the Spring.

Q: Are we expected to provide information on victimization and main types of services categories?

A: Yes, that type of information will be included within the Application Questions section of the application on eGrants.

Q: Do we need to submit separate applications if we provide two discreet programs?

A: An organization should submit only one application. Your application can encompass these two programs.

Q: In eGrants, the due date for submitting the Victim and Survivor Services (VSS) application is listed as 11/3 on our front page. Is this a mistake? Also, is the SAFEPLAN renewal application deadline also 12/3?

A: The intent to apply form is due 11/3. The SAFEPLAN and VSS applications are both due 12/3.

Q: Will a logic model be required?



A: A logic model will not be required. All materials required for the application phase of FY27 VSS awards are outlined in eGrants and the CGA.

Q: Will there be an option for adding supporting documents in application?

A: Applicants will only be able to upload/include information that is requested within the application. Additional/supportive information should not be submitted and will not be reviewed by MOVA.

Q: In the Organizational Questionnaire, for the question “Has the organization had a site visit or monitoring event by any funder (other than MOVA) in the last two years?” — could you please confirm whether this refers to the entire organization or just the program submitting the MOVA application? Would a visit by DPH for renewal of a clinic license be considered within scope for this question?

A: This question refers to only programming that is MOVA-funded. When we ask about site visits by another program or funder what we're really looking for is whether another entity has come in to review an organization for compliance. That could be fiscal, administrative, or programmatic compliance related to grant funding. Something like a clinic license renewal visit wouldn't typically count unless that process also included a review of those compliance areas.

Q: In the Organizational Questionnaire, will a memo attesting that our organization is in the process of creating a fraud, waste, and abuse policy suffice for the application?

A: Yes, this will suffice for the purposes of the application.

Q: In the Organizational Questionnaire section, for the question “Please list all current funding sources that will support the grant program and the length of time the organization has received the funding source: (If you have no additional funding sources to report, please enter N/A),” are you interested in learning more about other sources of government funding only? Or are you also interested in private funding sources? If you are interested in private funding sources, how much detail would you like for us to include - i.e. listing each



foundation that supports OTR or would the total amount of funding from foundations and individuals be sufficient?

A: Please include any funding source (government, foundation, private, etc.) that supports the victim services grant program you are applying for.

Q: For Organizational Questionnaire: is there a way to provide a note, comments or explanations? Sometimes an answer might be "in between" a simple yes or no.

A: There is not. Please answer the questions to the best of your ability with what is available within the questionnaire. Contact movagrants@mass.gov with specific questions.

Q: Under "Application Questions - Counties Served": Should community-based organizations list a specific catchment area where our offices are located (e.g., related counties); or, if we also provide support services statewide (e.g., emergency shelter and relocation assistance, online Support Groups, etc.), should we check "Statewide" and explain, instead?

A: We are looking for your catchment area/where services are provided. In this instance we would say you are not statewide. You may receive and provide a response to a hotline call from outside your catchment area, etc. but this should be reflective of the primary location(s) that you serve.

Q: In the Victimization section, the total needs to be 100%. However, if multiple clients have multiple services, the total may be greater than 100%. Is there any guidance? Or is a rough percentage acceptable?

A: A rough percentage is acceptable.

Q: In the past, organizations have been required to submit resumes for project staff along with the application. I just wanted to confirm that resumes are not a required upload for the FY27 application?

A: That is correct – staff resumes are not to be submitted with the FY27 VSS application.

Eligibility

Q: Will it be possible for organizations which provide direct victim services to apply under a fiscal sponsor?

A: Organizations can apply with a fiscal sponsor. The victim service organization would be the applicant, and the fiscal sponsor would function as a sub-contract under the victim service organization.

Q: Can organizations who receive Civil Legal Aid for Victims of Crime (CLAVC) funding apply for the FY27 VSS open bid?

A: Yes, if your organization is eligible, you may apply for VSS funding in addition to your CLAVC funding.

Q: I wanted to clarify the language in the CGA that states programs must “have staff providing direct services as defined by...” Our services are overseen by staff but are largely carried out by volunteers. Would we still be eligible under this requirement?

A: During the application process, MOVA is unable to make any determinations about eligibility since those determinations require information from the entire application to make accurately. The CGA will certainly be your best tool in self-determining eligibility and allowability as you work through the application.

Q: Would it be acceptable for our state office to oversee the grant and pass through funds to the six local programs across the state?

A: Applying as a pass-through is allowed. If this is what you choose to do, please ensure that you upload all subaward budgets in the Uploads section when you apply.

Allowable Costs and Services

Q: Is it allowable for services to be provided to individuals who are incarcerated?

A: Yes, as long as the services are provided to victims and survivors of crime and are focused on responding to emotional, psychological, and physical needs arising from the victimization(s).

Q: Sometimes survivors of human trafficking have charges against them related to substance use, for example. Is it allowable to accompany survivors to court when the charges are (against) the survivor?

A: While funded services should be focused on addressing the victimization and providing support related to the victimization, we acknowledge that there are times when charges have been made against the survivor that are related to the victimization. If you have questions about allowability of a specific service, please reach out to MOVA to discuss allowability.

Q: Is there an indirect rate that can be applied to budget expenses?

A: Yes, you may elect to use the de minimis indirect rate (up to 15%) if you do not have and are not negotiating a federally approved rate. You can also include a current federally approved indirect rate or request to negotiate an indirect rate with MOVA. An indirect rate negotiation with MOVA includes the submission of financial information that supports the indirect rate requested.

Q: Are relocation assistance costs such as moving services allowable?

A: Yes. Relocation assistance is allowable, provided it is needed as the result of a crime.

Q: Are housing stabilization costs such as paying someone's rent for a month, or paying a utility bill to assist survivors with their home stability allowable?

A: Costs related to housing stabilization (such as utility assistance or monthly rent) are generally allowable. These costs are allowable if responding to needs resulting from a crime. More details



are included in the MOVA Grants Policies and Procedures Manual. <https://www.mass.gov/info-details/policies-and-procedures>.

Q: Since cash cannot be given out directly to participants, does that also include gift cards?

A: Gift cards are allowable provided they are intended to address needs resulting from the crime experienced. More details are included in the MOVA Grants Policies and Procedures Manual. <https://www.mass.gov/info-details/policies-and-procedures>.

Q: Can you talk more about outreach and/or education vs. prevention?

A: The intention of Victim and Survivor Services (VSS) funding is to provide direct services to victims and survivors of crime. If you are doing an activity to increase knowledge about the direct services provided by your organization, that is allowable. If the goal of the activity is solely prevention, or education to prevent crime, that would not be allowable under a VSS award.

Q: Would education/outreach staff who provide education in schools to prevent domestic violence be considered prevention or would it be allowable?

A: It would be allowable as long as you are including an outreach component which creates awareness of the services available.

Q: Victims of domestic violence go through intense and costly attorney fees due to the abuser dragging out the process for the continued power of many subjects. Is providing assistance for attorney fees for domestic violence victims allowable?

A: Legal assistance related to the victimization that is reasonably necessary is allowable. This includes services that help victims navigate the legal system such as:

- Assistance with immigration, legal documents, guardianship, divorce, and custody issues that protect a victim's safety, privacy or other interests.
- Services, other than criminal defense, that help victims assert their rights in a court case.



- Assistance with motions to vacate or remove a conviction from the court record, or similar actions where allowed, based on a person being a crime victim.
- Civil actions, other than tort actions, that are reasonably necessary as a direct result of the crime.
- Funds to pay for lodging and meals for victims and their families so they can attend court.

Q: What is considered an administrative cost, as opposed to a direct cost?

A: A direct cost is a cost related to the provision of direct services to victims or survivors of crime (such as an advocate position's salary and fringe costs) and administrative costs are those that support your organization in the provision of direct services (such as office supplies, office utility costs, etc).

Q: It is noted that crime prevention is an unallowable cost. Can you provide examples of what that would be?

A: Primary prevention is unallowable - this is intervention before a crime occurs. An example of this would be an educational campaign to prevent a certain type of crime (drunk driving, for example) or to prevent individuals from becoming crime victims.

Q: Can our organization apply for two types of services under the one application? For example, we would like to apply for a service we currently provide and for a new legal service that we have a need for.

A: There is no limit to the type of services you can apply for within a grant application provided that they are all allowable service types as outlined in the CGA.

Q: Are staffing hours that support financial and programmatic administrative tasks necessary to oversee grant tasks such as data reporting, preparation and submission of expense reports, etc. allowable?



A: Yes, applicants can include administrative position costs in the budget that are necessary for the provision of direct services to victims and survivors of crime.

Q: Is it ok to request funds to pay for services provided by a grant writer that helped my organization to apply for this grant?

A: No, MOVA cannot pay for grant writers.

Q: When electing an indirect cost rate, who is the federal cognizant agency?

A: There are three types of indirect cost rates that an applicant can utilize in MOVA's budget. First, you can use your organization's federal- or state-approved indirect cost rate with proof that it is approved and current. This can be referred to as the approved federal indirect cost rate from your applicable cognizant agency. An example of a cognizant agency would be U.S. Department of Health and Human Services. If you don't have an approved rate but would like to negotiate one, go to the Department of Justice's [Indirect Costs Resource Document](#) to learn how to request a rate. Second, if you don't have or are not negotiating a federal- or state-approved indirect cost rate, you can request a "de minimis rate" from us. This lets you charge up to 15% of the total of the following Modified Total Direct Costs (MTDC) to the grant. The third is choosing to negotiate a rate higher than 15% with MOVA, which can be done by emailing MOVAGrants@mass.gov. More information on allowable indirect costs can be found on page 18 of the [MOVA Grants Policies and Procedures Manual](#).

Q: Is the application process too late to request the de minimis rate?

A: Nope, this is exactly when you would request the de minimis rate! You would simply include it in the Indirect Cost budget category and provide the calculation in the budget narrative. The Optional Indirect Cost Tool can also be used to calculate de minimis.

Q: Can MOVA VSS grant funds be used to send advocates to the Massachusetts Office for Victim Assistance Training Academy (MTA)?

A: Yes, the VSS grant can be used to send advocates to MOVA's MTA.



Q: The indirect cost tool gives us the option to include or not include a cost in the indirect cost calculation. Assuming the cost is allowable, what reason would we have NOT to include an allowable cost in the indirect cost calculation?

A: If the cost is allowable within what is outlined in your federally approved rate letter, a reason to not include could be if you are not requesting your full indirect calculation.

Q: For a federal indirect rate, does the designation of direct versus administrative for each line item in the budget bear any weight on whether it can or cannot be used in the indirect calculation?

A: If you have a federally approved indirect rate, the costs which are allowable to use in your base calculation will be outlined in your rate letter.

Q: Our organization has a federally negotiated indirect cost rate. This letter also mentions that the indirect cost rate's base is "total direct salaries and wages excluding fringe." Would MOVA accept this negotiated rate across all of the cost categories for this CGA, or only for the Salary cost category? If only for salaries, should we then use the de minimis rate for all of the other costs eligible for MTDC?

A: If you have a federally approved indirect cost rate, you would include only the costs allowed/approved within the letter. It seems like salaries only are included in your base rate. Because you have a federally approved indirect cost rate, you are not eligible to use a de minimis rate for any other costs. It is not mandatory that you request the full indirect cost that the organization is eligible for.

Grant Requirements

Q: What are the monthly expense and quarterly data reporting requirements?



A: Monthly expense reports will be submitted to MOVA via eGrants and will be due on the 30th of every month following the close of the monthly expense period. Performance data reporting will occur quarterly and will be due on the 30th of the month following the end of the quarter. Data collection information can be found in the [MOVA Data and Performance Reporting Guide](#).

Q: If we are offering some services that don't track demographics for those services, even if they are serving victims of crime, could those services still be covered?

A: Some information collected in quarterly performance reports is optional and some information is required. If you do not have demographic information about a participating individual, there is an option to select "anonymous" that can be used. More information about data reporting can be found in the [MOVA Data and Performance Reporting Guide](#).

Q: Is match funding required for the VSS grant opportunity?

A: The match requirement has been waived for this grant opportunity. We encourage acceptance of this waiver. However, you can choose to opt out of the match waiver if your organization feels there is benefit in reporting a match contribution. More information about match and match waivers is available on [MOVA's website](#).

Q: Are there any additional funding sources (foundations, Department of Public Health, etc) that supplements/supports the program's full budget that is not allowable under MOVA/VOCA requirements?

A: All sources of match should be non-federal in origin.

Q: If the organization as a whole has other programs that receive federal funding, but it is not used for the specific VSS funded program, is that allowable?

A: Applicants are allowed to receive additional federal funds. The only provision related to federal funds is that they cannot be used as a source of match. We do encourage all applicants to accept the match waiver if it makes sense for their organization. If you are opting out of the match waiver, the items that you will identify to be used as match in your VSS budget cannot be



supported by federal dollars. They may be supported by state or local dollars, donations, fundraising, or be an in-kind match.

Q: Historically, my organization has reported match, but MOVA encourages organizations to accept the match waiver. We will of course disclose to MOVA the other funding sources for our VSS program—we will be proposing to continue the model where MOVA pays 50% and DPH 50% for clinician salary. Is it okay for us to continue to do this and still accept the match waiver?

A: Yes, this is acceptable and encouraged.

Q: If we have gift cards on the budget, how would that need to be reported on the budget and for performance reporting?

A: There are two instances in which you would be reporting gift cards. The first is during the expense report for which you are requesting reimbursement for the gift cards. The purchase of the gift cards should be recorded in your financial management system and identified as a MOVA cost, and the receipt for that purchase should be kept on record and provided to MOVA.

The second type of reporting for gift cards would be during quarterly performance reporting, which occurs with MOVA's Outcome Measurement Tool (OMT), more information of which would be provided to successful applicants in the spring. We do track demographics for all services, including gift card distribution, and you can view what those demographics are in the OMT Data Tracker.

We would need to ensure that you have a gift card policy that outlines how you purchase and use gift cards and have two levels of approval within the organization documented for any funding used to support participant emergency expenses including gift cards. A sample policy can be found here: <https://www.mass.gov/doc/sample-gift-card-policy/download>. We also have this Gift Card Best Practices Informational Sheet that you can also review.

Q: Do services provided by volunteers qualify as direct services?

A: Direct services are defined as those that respond to the emotional, psychological, and physical needs of crime victims; assist crime survivors to stabilize their lives after a victimization; assist crime survivors to understand and participate in the criminal justice system; restore a measure of safety and security to crime survivors. See page 7 of the CGA for more information.

Q: We have a \$10k contract. Should this be ready with the grant application?

A: No, this does not need to be submitted with the application. This will be done during contracting if you receive a grant.

Other

Q: If multiple organizations provide the same program under their umbrellas, they can collaborate on an application?

A: Yes, this is possible. There would be a lead applicant and "sub-contracts" for organizations offering services under the application.

Q: How do collaborative partners request reimbursement - is it one partner as fiscal agent?

A: Collaborative applications would have to identify one lead applicant.

Q: Do you recommend we coordinate with other agencies in our region so we do not overlap with each other? Are collaborative applications more competitive?

A: This is a decision that would have to be made by the applying organization. As outlined on page 7 of the CGA, one of MOVA's funding objectives is to support collaborative approaches to the provision of services that maximize resources and services for victims and survivors of crime. However, coordinated/collaborative applications are not required.



Q: What, if any, impacts might the current administration have on this funding or procurement?

A: MOVA is committed to supporting all victims and survivors of crime, including through funding opportunities such as the FY27 VSS grant. We will continue to share any information we have regarding grant conditions or restrictions as they become available.

Q: Are we using Federal "language" as we are in Federal Applications?

A: While Victims of Crime Act (VOCA) funding is federal money, MOVA reviews and awards all grants independently. Applicants should use language they feel comfortable with that reflects their organization and services.

Q: How does reimbursement and receiving funds from MOVA work?

A: Grantees are required to submit monthly expense reports on eGrants that reflect costs that are on their approved budget and that were incurred the previous month, including backup documentation. MOVA reimburses within 45 days of receiving an error-free submission.

Q: Where would rent and liability insurance fit on the budget?

A: Rent and liability insurance can go into the Other Costs category in the budget.

Q: Is the cost of travel to a professional development training considered a Direct or Administrative cost?

A: This would be an administrative cost.

Q: As a new Executive Director, what tools do you recommend to help write the application?

A: The FY27 VSS Call for Grant Applications, the eGrants FY27 VSS Application Step-by-Step Guide, and the eGrants FY27 VSS Video Walkthrough are the most comprehensive materials for navigating the application requirements and process. You can also find more information on our [website](#).



Q: For pass-throughs using the Subaward Budget Template: If a funded employee works 100% of their time on project-related activities, but their salary level is such that it is only partially funded by the pass-through award, how do we reflect that under the columns for # of MOVA hours and # weeks on MOVA Project? Should the Total Personnel Cost reflect their entire salary, and then the MOVA Cost reflect the portion that is covered by the pass-through award?

A: Yes, the Total Personnel Cost would reflect the entire salary, while the number of hours, number of weeks, and MOVA cost columns would reflect what would be covered by the award. In the Budget Narrative for Salary section beneath the Funding Request for Salary section, you will also denote the total number of hours employed at the agency, the employee's actual annual salary, and, if applicable, the other funding that supports the position if not completely supported by MOVA's funding.

Q: We have approximately 4 FTE positions that are occupied by a team of 13 part-time staff whose individual hourly schedules vary substantially throughout the year. Instead of attaching specific hours to specific individuals, could we request funding for the equivalent number of FTEs accounted for by these 13 individuals?

A: We encourage you to list each staff person and position in the budget. The amount of hours per week that you list can be approximate. You can note this in the budget narrative.

eGrants & Technical Assistance

Q: There will be 4 different people inputting information into eGrants for our application. Is that acceptable?

A: Yes, it is. Ensure those users have Agency Administrator or Application Submitter roles.

Q: As we go along and work on completing the application who do we contact to help solve questions?



A: Email MOVAGrants@mass.gov.

Q: Can information from our current grant be directly copied into the system?

A: As this is an open and competitive bid, a new application will have to be completed for each applicant. If you have completed previous applications via eGrants, you do always have access to your previous application information if you would like to copy over any of the information.

Q: In eGrants, the Letter of Intent shows that it is due on December 3rd and the application shows that it is due on November 3rd, but the dates are opposite in the CGA. Which are true?

A: Thank you for calling this to our attention! The due dates in eGrants have been updated to be accurate. The Letter of Intent is due on 11/3, and the application is due on 12/2 at noon EST.

Q: In eGrants, I have the Application Submitter role and while I am able to fill out and save the Letter of Intent, I do not have the option to change the status to submitted. How do I move forward?

A: It seems as if the Application Submitter role did not have the correct permissions to submit. While this is being fixed on the back end, MOVA can temporarily assign the Agency Administrator role to your user for the Letter of Intent so you can submit. Contact movagrants@mass.gov if you need assistance.

Q: In the Salary and Fringe budget forms, if I do not know the name of a staff person yet (because they are not hired), what should I put? Does "Position Title - To Be Hired" work?

A: Yes, "Position Title - To Be Hired" works, so does putting "New Hire" in the Employee Name column. Anything that makes it clear that the position is vacant suffices.

Q: Is there a word limit for each question in the Organizational Questionnaire?

A: The majority of the questions are yes/no or uploads. If there is a textbox, eGrants will show you if there is a character limit.



Q: When I initiate the application on eGrants, I cannot see the budget forms. How can I fix this?

A: Applicants must first answer the match waiver 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: In the budget request on eGrants, MOVA requests that applicants use round dollars (not cents). For the fringe and indirect categories, eGrants does the calculation to the cents and when I enter my own calculation (which is rounded to the whole dollar, up or down depending on the amount) in the VSS Cost box, I get an error message "The Total Fringe Cost cannot exceed the Calculation." For example, a salary base amount of \$74,279.00 at a fringe rate of 37.81% calculates to \$28,084.89. When I enter \$28,085.00, I get an error message. Do you have any suggestions on how to address this or should I just round down to the whole dollar in these situations?

A: Since eGrants will not let you request more than the calculation, you should round down in those circumstances.

Q: Where can I upload the Contractor Authorized Signatory Listing (CASL) form?

A: The CASL form will be uploaded onto the bottom of the Contact Information page.

Q: How can I find the Contact Information page?

A: In eGrants, click on your name in the upper righthand corner and then click "Profile." You will be taken to your information, and then you will see a lefthand panel with other page options. Click on the last page option, which is titled Contact Information.

Q: When I upload a file on eGrants and try to click on the link, I get a .txt file that I cannot open instead of the actual file. How can I make sure that the file is being properly uploaded?



A: This will occur if you try to click on the file you just uploaded without saving the page. Upload the file, save the page, and then the file will be downloadable in the correct and accessible format.

Q: There are (2) glitch items in the FY27 budget I need assistance with. The total hours for the agency stays red even when I place the number 40 in it, and the FTEs will not allow me to change it. How can I resolve these?

A: You must fill out the entire line item for the error check to be satisfied. In this case, you are missing the budget narrative information.

Q: Can I remove from the list of Organization Members individuals who are no longer with the organization?

A: You can inactivate users who are no longer with the organization by clicking the pencil button to the right of their name and inputting an inactivation date. Users cannot be deleted, but this will ensure they no longer have access to the system.

Q: I get an error check for the population question and for the first two narrative questions that I am over the character limit when I am actually under it. How should I navigate this?

A: eGrants has been updated as of the afternoon of November 19, 2025 and this issue should now be resolved. If you continue to experience this issue, contact movagrants@mass.gov