

CSVS FY26 Application Guide

This document will provide guidance to programs applying for FY26 Culturally Specific Victim Services in Western Massachusetts (CSVS) renewal grant funding. The purpose of this procurement is a continuation of grant funding to enhance culturally specific services for victims of crime from communities of color in Hampshire, Hampden, Berkshire & Franklin Counties in Western Massachusetts. Only programs who received a FY25 CSVS grant from MOVA are eligible to apply.

Logistics

The FY26 Renewal

MOVA is conducting a one-year renewal for the CSVS grants that will last from July 1, 2025 to June 30, 2026. CSVS programs should refer to their renewal letters for specific information on how much funding to apply for.

The Timeline

December 4, 2024	Anticipated open of the FY26 renewal application on eGrants
December 10, 2024	Optional FY26 Informational Session 10:00am-12:00pm (virtual) Register here.
January 8, 2025	CSVS Providers Meeting 10:00am-12pm (virtual) – technical assistance for the application. Register here.
January 27, 2025	Deadline to submit questions regarding application Answers to question will be publicly posted on or before January 28, 2025
February 11, 2025	Grant Submission Deadline 12:00 p.m. EST via MOVA's eGrants system
Spring 2025	FY26 Victim and Witness Assistance Board vote
Spring 2025	Award notification and contracting process via eGrants

The Renewal Application

eGrants

Steps for initiating, completing, and submitting the FY26 CSVS renewal application in eGrants can be found in the [FY26 eGrants Application Step by Step Guide](#).

Application Information

There are three parts of the FY26 Renewal Application: the application forms, the budget request, and the contact information.

Application Forms

CSVS applicants have two application forms to complete for the FY26 renewal: Application Questions and the Organizational Questionnaire.

The Application Questions form has two sections: the match question and the program narrative questions. The match question asks if the applicant would like to accept the blanket match waiver MOVA is offering for FY26 or if the applicant would like to report and make a matching contribution to the award for the fiscal year. More information about match requirements and match waivers can be found starting on page 22 of [MOVA's Policies and Procedures](#).

Please note: there is no penalty for accepting the blanket match waiver and acceptance of the waiver is encouraged if it makes sense for your program. Most applicants choose to opt into the match waiver. If you are considering opting out of the match waiver, please email movagrants@mass.gov for more information about match requirements.

There are four program narrative questions, only the first of which is required:

- 1) Provide a program narrative describing the continued services proposed to be supported with MOVA funding in FY26. The program narrative should be no more than 200 words and encompass the following for MOVA-funded services only:
 - 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;
 - The direct services which will be provided to the population(s) being served.
- 2) Describe any notable changes between your FY26 budget request and your current FY25 budget and/or any requested changes in scope if applicable.
 - For example:
 - Office Supplies and Consultant Categories: office supplies, which were included in the FY25 budget in the amount of \$1,000, have been moved to fund a translation and interpretation consultant to support direct services to clients in FY26.
 - Other Cost Category: client emergency expenses reduced from \$10,000 in the FY25 budget to \$1,000 in the FY26 request. Remaining \$9,000 moved to salary to support cost of living increases for advocates.
- 3) If any FY24 MOVA funds were reverted and/or if there are plans to revert FY25 MOVA funds, provide an explanation discussing why. A response to this question is required when applicable.
- 4) If the FY26 budget request has any currently vacant positions, explain the steps taken to fill the position(s) and the barriers to securing staffing. A response to this question is required when applicable.

The Organizational Questionnaire should be filled out with the information respective to your organization. Specific questions about this form should be directed to the Procurement Team Lead.

The Budget Request

Once a match option has been selected (see above) and saved, the budget forms will pop up in the lefthand panel. The budget categories for the FY26 renewal application are: salary, fringe, consultants, office and programmatic supplies, equipment, travel, contracts, other costs, and indirect. The [MOVA Grant Sub-recipient Policies and Procedures](#) describes these budget categories in detail beginning on page 27.

MOVA will be setting parameters for the following expenses for the FY26 renewal:

- Staff bonuses must be included in the original budget request and approved by MOVA during contracting.
 - Bonuses that are requested via a budget amendment during the fiscal year may not be approved.
- Gift cards for emergency client assistance must be requested in the original budget request and approved by MOVA during contracting or via a budget amendment before the final quarter of the fiscal year.
 - Gift cards (a new or increased line item) that are requested via a budget amendment that is submitted to MOVA on or after April 1, 2025 may not be approved.

Indirect Costs

Indirect costs represent expenses that are not readily assigned to the grant but are necessary to the operation of the organization and the funded services and activities. Indirect costs are typically represented as a percentage of the total award dollars, depending on the type of indirect that an agency is requesting. There are several ways for organizations to determine their indirect cost rate:

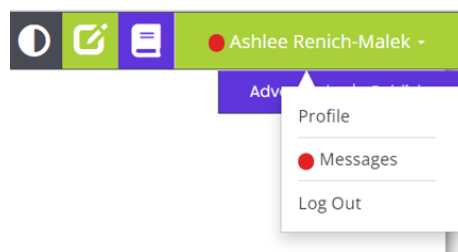
- De minimis – One of the most common ways to request indirect costs is by opting into the de minimis rate, which as of October 1, 2024, is a standard 15% rate using the Modified Total Direct Cost (MTDC). If you select the 15% standard rate, your agency does not need to provide financial documentation supporting the financial need. Additional resources for de minimis can be found on MOVA's webpage [here](#).
- Federally negotiated indirect cost rate – If your agency receives direct federal funding, you can negotiate with the federal government for a specific indirect rate. Following the negotiation process, which requires the agency to provide financial documentation supporting the need for the indirect rate, the federal government would issue an indirect letter outlining the approved rate, the timeline, and how to calculate indirect given the specific agreement.

- MOVA negotiated indirect cost rate – Your agency can negotiate a specific indirect rate with MOVA, if the agency does not already have a federally negotiated rate and does not receive direct funding from the federal government. Following the negotiation process, which requires the agency to provide financial documentation supporting the need for the indirect rate, MOVA would issue an indirect letter outlining the approved rate, timeline, and how to calculate the indirect rate given the specific agreement.

More information about indirect costs can be found starting on page 33 of the [MOVA Grant Sub-recipient Policies and Procedures](#). Feel free to reach out to the Program Coordinator or the Procurement Team Lead, Ashlee Renich-Malek at MOVAGrants@mass.gov, for questions about or assistance with calculating potential indirect costs.

Contact Information

Updating your Contact Information is a required part of the application process. To access your organization’s contact information, click on your name in the upper right corner of eGrants and click “Profile” from the dropdown.



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.

A screenshot of the 'Person Information' page in the eGrants system. The page has a left-hand navigation panel and a main content area. The navigation panel is titled 'Organization Information' and lists several tabs: 'Marvel' (selected), 'Organization Information', 'Organization Members', 'Organization Categories', and 'Contact Information' (which has a checkmark icon next to it). The main content area is titled 'Person Information' and includes a sub-header 'Profile' and a section 'Basic Information'. This section contains four text input fields: 'First Name' (with the value 'Authorized'), 'Middle Name', 'Last Name', and 'Prefix'.

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. The Authorized Signatory will be the person authorized to review and sign the official contract.

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> Testing.docx 11.63 KB</div><div>X</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.

Resources

- [eGrants](#)
- [MOVA's eGrants webpage](#)
- [MOVA's CSVS webpage](#)
- [MOVA's Policies & Procedures webpage](#)
- [FY26 eGrants Application Step by Step Guide](#)

Appendix A: Application Checklist

- ☐ Receive the renewal letter via email on December 4, 2024 and save within your grant records
- ☐ Attend the virtual FY26 Information Session and Application Walkthrough on December 10, 2024 10am-12pm on [Zoom](#)
- ☐ Between December 4, 2024 and February 11, 2025, work on the application
 - ☐ Initiate on eGrants
 - ☐ Fill out and save the forms on eGrants:
 - ☐ Application Questions
 - ☐ Organizational Questionnaire
 - ☐ FY26 Budget Request Forms
 - ☐ Contact Information
- ☐ Attend the virtual CSVS Providers Meeting on January 8, 2025 10am-12pm. [Register here.](#)
- ☐ Submit any questions to the Procurement Team Lead at MOVAGrants@mass.gov no later than January 27, 2025
- ☐ Submit the eGrants application for the FY26 renewal no later than February 11, 2025 at 12pm