

# CSVS FY25 Application Guide

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This document will provide guidance to agencies applying for FY25 Culturally Specific Victim Services in Western Massachusetts (CSVS) renewal grant funding.

## Logistics

### The FY25 Renewal

MOVA is conducting a one-year renewal for the CSVS grants that will last from July 1, 2024 to June 30, 2025. CSVS programs should refer to their renewal letters for specific information on how much funding to apply for.

### The Timeline

November 29, 2023	CSVS programs are sent renewal letters via email. Renewal applications open on eGrants.
December 4, 2023	FY25 Application Information Session 10:00am-12:00pm. <a href="#">Attend on Zoom here.</a>
January 11, 2024	CSVS Providers Meeting 10:00am-12:00pm. <a href="#">Register here.</a>
February 7, 2024	Deadline to submit questions regarding the renewal. Answers to questions will be shared with agencies on or before February 8, 2024. eGrants technical assistance will be ongoing.
February 15, 2024	<b>Grant Submission Deadline 12:00 p.m. EST via eGrants.</b>
Spring 2024	Victim and Witness Assistance Board vote on funding recommendations.
Spring 2024	Award notification and contracting process via eGrants.
July 1, 2024	Start date for FY25 CSVS grant.
June 30, 2025	End date for FY25 CSVS grant.

## The Renewal Application

### eGrants

Steps for initiating, completing, and submitting the FY25 CSVS renewal application in eGrants can be found in the [FY25 Application Step by Step Guide](#).

### Application Information

There are three parts of the FY25 Renewal Application: the application forms, the budget request, and the contact information.

### *Application Forms*

CSVS applicants have two application forms to complete for the FY25 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 FY25, or if the applicant would like to report and make a matching contribution to the award for the fiscal year.

Match is a percentage of the total award that the applicant would commit to contribute towards the award. It requires the applicant agency to include a matching contribution to the award which can be a cash or in-kind contribution but must be from a non-federal source.

When Congress passed the [VOCA Fix to Sustain the Crime Victims Act of 2021](#), MOVA issued automatic match waivers to all subrecipients, no longer requiring match from grant recipients. Since then, MOVA has updated the match waiver policy to continue offering automatic match waivers through state fiscal year 2025. The match question in the application asks if the applicant would like to opt in (they do not contribute and report match) or opt out (they do contribute and report match) of the match waiver.

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 agency. Most applicants choose to opt into the match waiver. If you are considering opting out of the match waiver, please email [movagrants@mass.gov](mailto:movagrants@mass.gov) for more information about match requirements.

There are two program narrative questions, the first of which is required. The first question asks the applicant to write a brief narrative describing the scope of the funded program. This should be focused on the services that are specifically supported by MOVA funding. The second narrative question is only required where applicable. It asks applicants to describe any changes between the FY24 budget and the requested budget for FY25, including if applicants will be requesting additional funding for administrative or operational expenses, as outlined in the renewal letter.

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. This application has different budget categories than the previous Excel spreadsheet that CSVS organizations have been using for FY23-24. The budget categories for the FY25 renewal application are: salary, fringe, consultants, office and programmatic supplies, equipment, travel, contracts, other costs, and indirect. The [FY24 MOVA Grant Sub-recipient Policies and Procedures](#) describes these budget categories in detail beginning on page 29.

## Indirect Costs

Indirect is one of the budget categories for the FY25 renewal. As outlined in the renewal letter notifications, CSVS applicants can request up to 20% more than the FY24 award for certain administrative expenses, and indirect is one of those expenses. Indirect costs can be added to your budget request for your FY25 award but are not required.

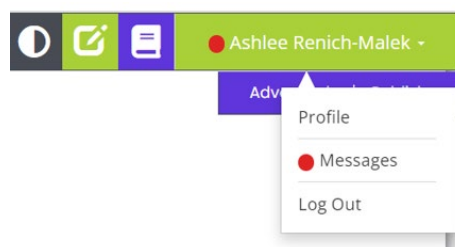
Indirect costs represent expenses that are not readily assigned to the grant but are necessary to the operation of the organization and the funded services and activities. Indirect costs are typically represented as a percentage of the total award dollars, depending on the type of indirect that an agency 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 is a standard 10% rate using the Modified Total Direct Cost (MTDC). If you select the 10% 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.

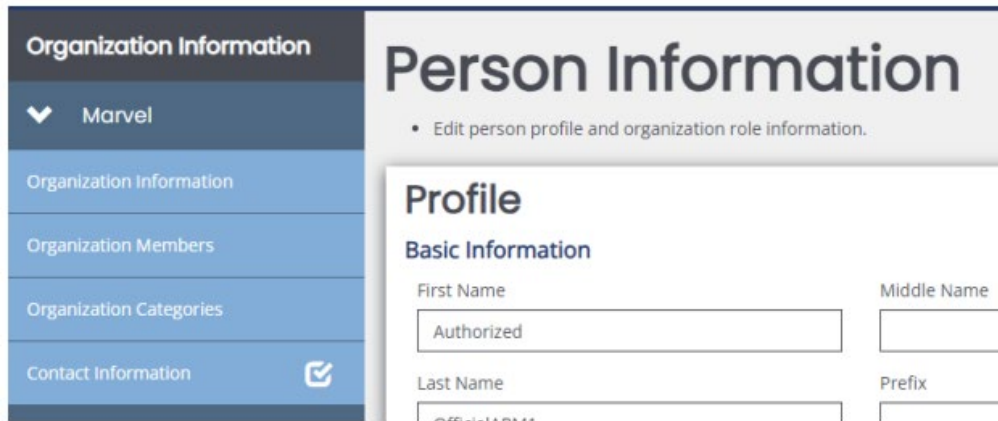
More information about indirect costs can be found starting on page 34 of the [FY24 MOVA Grant Sub-recipient Policies and Procedures](#). Feel free to reach out to the Program Coordinator or the Procurement Team Lead for questions about or assistance with calculating potential indirect costs.

## *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.

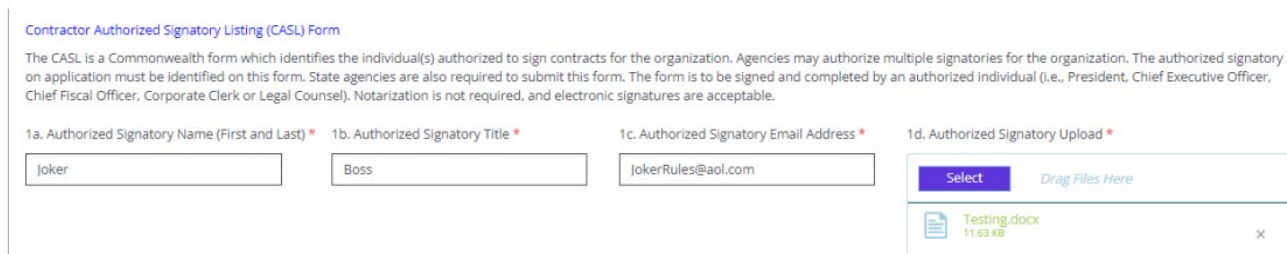


You'll be taken to the Person Information page, which consists of your profile information on eGrants. In the lefthand panel, find and click on the tab titled Contact Information.



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.



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 FY24 Policies & Procedures webpage](#)
- [FY25 Application Step by Step Guide](#)

# Appendix A: Application Checklist

- ☐ Receive the renewal letter via email on November 29, 2023 and save within your grant records
- ☐ Attend the FY25 Information Session and Application Walkthrough on December 4, 2023 10am-12pm on [Zoom](#)
- ☐ Between November 29, 2023 and February 15, 2024, work on the application
  - ☐ Initiate on eGrants
  - ☐ Fill out and save the forms on eGrants:
    - ☐ Application Questions
    - ☐ Organizational Questionnaire
    - ☐ FY25 Budget Request Forms
    - ☐ Contact Information
- ☐ Attend the CSVS Providers Meeting on January 11, 2024 10am-12pm. Register on [Zoom](#)
- ☐ Submit any questions to the Procurement Team Lead no later than February 7, 2024
- ☐ Submit the eGrants application for the FY25 renewal no later than February 15, 2024 at 12pm