



FY25 CSVS RENEWAL INFORMATIONAL SESSION

DECEMBER 4, 2023

WELCOME AND INTRODUCTIONS

Housekeeping Facilitators

- Ashlee Renich-Malek, Grants Administration Specialist
- Kristen Tavano, Deputy Director of Grants Administration
- Madeleine Gorman, Director of Monitoring and Compliance
- Latasia Echols, Program Coordinator
- Liam Lowney, Executive Director



FY25 AND
BEYOND

AGENDA

**FY25
Application**

eGrants

Q&A

TIMELINE

- January 11, 2024 - Providers Meeting/Technical Assistance Session (optional webinar) 10:00am-12:00pm.
- February 7, 2024 - Deadline to submit questions regarding the application
 - Answers to question will be posted on www.mass.gov on or before February 8, 2024
- **February 15, 2024 - Grant Submission Deadline 12:00 p.m. EST via MOVA's eGrants system**
- Spring 2024 - Pending Victim and Witness Assistance Board Meeting: Vote on awards
- Spring 2024 - FY24 contracting via eGrants
- July 1, 2024 - Start date for FY25 grant
- June 30, 2025 - End date for FY25 grant

THE FY25 RENEWAL

- This procurement will represent one year and will run from July 1, 2024 – June 30, 2025
- Since this is a renewal, the intention is for CSVS applicants to apply for funding to support currently funded services through June 2025
- CSVS applicants can apply for up to 20% more* than their FY24 budgets

DOCUMENTS WITHIN THE PROCUREMENT

CSVs FY25 Application Guide

Application (via eGrants)

Organizational Questionnaire (via eGrants)

Budget Request (via eGrants)

Contact Information (via eGrants)

EGRANTS

Dashboard

Use the below panels to work with your Grants and Funding Opportunities...

My Tasks

[Initiate Related Document](#)

› Filter

› My Tasks



My Opportunities

› Filters

▼ My Opportunities

Name	Provider	Availability	Description
CSVs Application FY25	Massachusetts Office for Victim Assistance	11/29/2023 8:00:00 AM - Open Ended	CSVs - Application
SAFEPLAN	Massachusetts	11/29/2023	SAFEPLAN -

CSVS Application FY25

Provided By:

Massachusetts Office for Victim Assistance

Provided To:

test mova test

Application Availability Dates:

10/1/2023 12:00:00 AM - 10/1/2026 12:00:00 AM

Due Date:

N/A

Proceed

Cancel

INITIATING THE APPLICATION

APPLICATION QUESTIONS

Match

- Indicate if you will be accepting/opting out of the blanket match waiver

Program Narrative Questions

- Q1 required: provide a brief program narrative
- Q2 required where applicable: description of budgetary changes

ORGANIZATIONAL QUESTIONNAIRE

Organizational Questionnaire

- Answer all questions in the questionnaire
- Answers provided on the organizational questionnaire may be the same as the answers you provided when completing the questionnaire last year but please note that some questions have been updated and/or changed

FY25 BUDGET CATEGORIES

- Salary
- Fringe
- Consultants
- Office & Programmatic Supplies
- Equipment
- Travel
- Contracts
- Other
- Indirect Costs

INDIRECT COSTS

- Indirect costs are expenses that are not readily assigned to the grant project but are necessary to the operation of the organization and the project
- There are 3 different types of rates:
 - De minimis
 - Federally negotiated and approved rates
 - MOVA negotiated and approved rates

BUDGET REQUEST

FY25 CSVS Budget Forms with Match

FY25 - Salary



FY25 - Fringe



FY25 - Consultants



FY25 - Office & Programmatic Supplies



FY25 - Equipment



FY25 - Travel



FY25 - Contracts



FY25 - Other Costs



FY25 - Indirect Costs



FY25 Budget Summary CSVS Match



3. If any of the fields in a row contain data, all fields in that row must be completed.
4. To add or delete a line or item, click on the green "+" or red "-" symbols.
5. For any item entered in the budget, a budget narrative is required for that item.

FY25 - Consultants

Funding Request

Cost

Name of Consultant	Description of Service	Hourly Rate	Total Hours/Year	Calculation	MOVA Cost	CSVs Match	Total Consultants Cost	Direct or Administration cost
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$0.00	\$ <input type="text"/>	\$ <input type="text"/>	\$0.00	<input type="text"/>
Total:				\$0.00	\$0.00	\$0.00	\$0.00	

+

Budget Narrative for Consultants

Consultant Name

Additional Notes

BUDGET REQUEST - SALARY PAGE

Personnel - Salary

Instructions: Fill out the following information for your requested staffing. Full-time equivalents (FTEs) will be auto-calculated as a total for the funding request and for each staff member using the information provided.

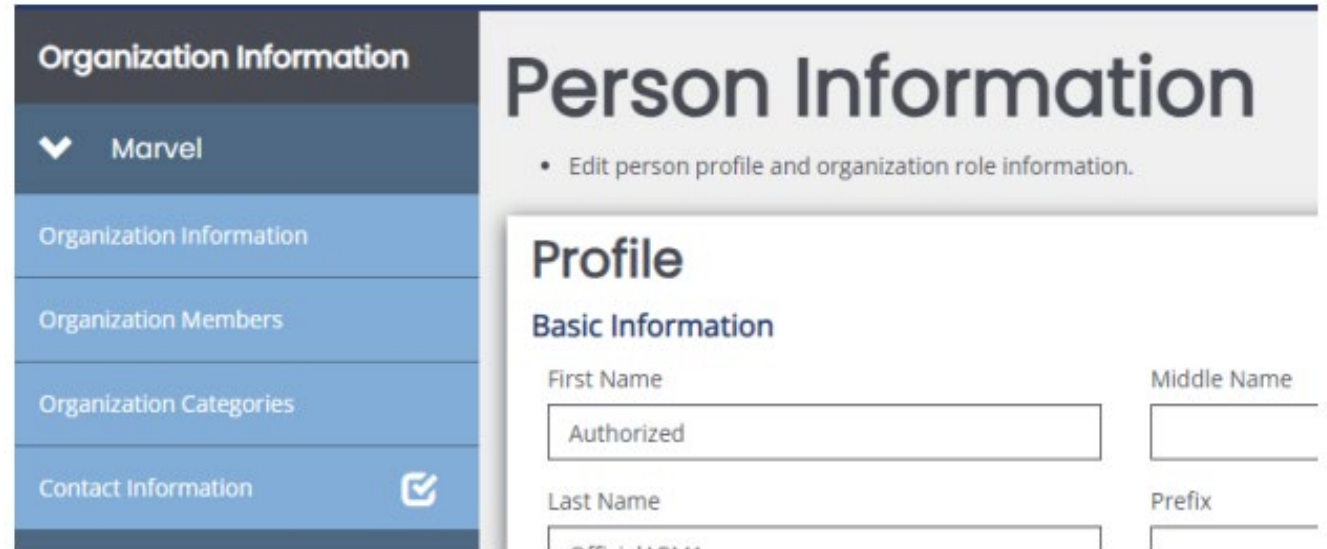
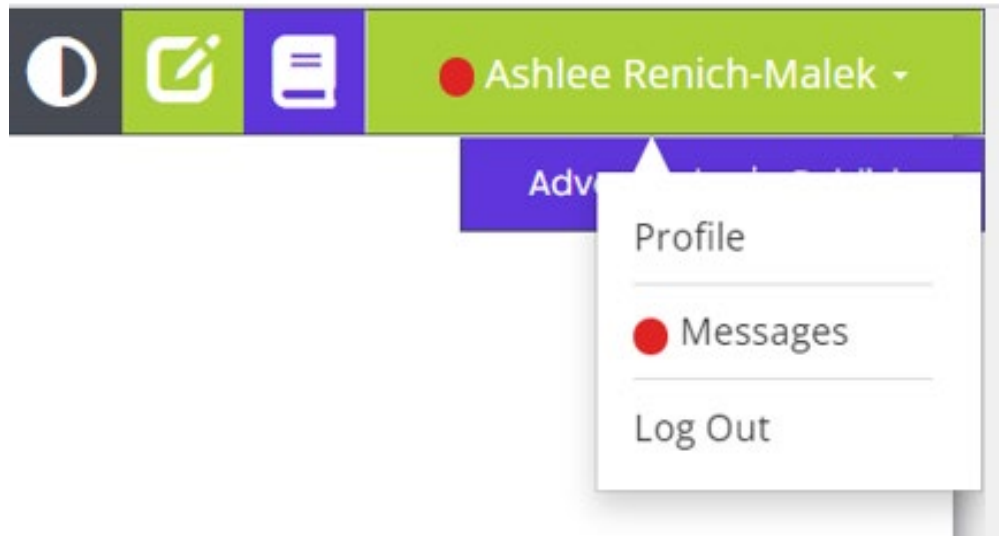
How many hours per week is full-time at your agency? Hours per week

Number of Full-Time Equivalent (FTEs) FTEs

Employee Name	Staff Category	Title	# of VOCA hours per week	# of Weeks on VOCA Project	VOCA Cost	Total Salary Cost	Direct or Administration Cost	FTE
<input type="text" value="Green"/>	<input type="text" value="Direct Staff: Advocati"/>	<input type="text" value="Advocate"/>	<input type="text" value="40.00"/>	<input type="text" value="52.00"/>	<input type="text" value="\$ 50,000.00"/>	\$50,000.00	<input type="text" value="Direct"/>	1.00
<input type="text" value="Blue"/>	<input type="text" value="Admin Staff: Fiscal/BI"/>	<input type="text" value="CFO"/>	<input type="text" value="20.00"/>	<input type="text" value="52.00"/>	<input type="text" value="\$ 20,000.00"/>	\$20,000.00	<input type="text" value="Administration"/>	0.50
<input type="text" value="Pink"/>	<input type="text" value="Direct Staff: Direct St"/>	<input type="text" value="Clinical Supervisor"/>	<input type="text" value="20.00"/>	<input type="text" value="52.00"/>	<input type="text" value="\$ 25,000.00"/>	\$25,000.00	<input type="text" value="Direct"/>	0.50
Total:					\$95,000.00	\$95,000.00		



CONTACT INFO

A screenshot of a 'Person Information' form. The form is titled 'Person Information' and includes a sub-header 'Profile'. Below this, there is a section for 'Basic Information' with fields for First Name, Middle Name, Last Name, and Prefix. The 'First Name' field is filled with 'Authorized'. The 'Organization Information' sidebar on the left shows a list of organization-related items, with 'Contact Information' highlighted and marked with a checkmark.

YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE IF THE CONTACT INFORMATION IS NOT COMPLETED AND UP-TO-DATE

CIVIL RIGHTS & NON-DISCRIMINATION

All programs, activities, and services provided, performed, funded, or contracted by MOVA shall be conducted without discrimination. Agencies must be in compliance with relevant state and federal non-discrimination laws and policies.

Specific information will be sent to successful applicants during award contracting.



FREQUENTLY ASKED QUESTIONS

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: 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: CAN WE APPLY FOR MORE FUNDING?

A: CSVS renewal applicants can apply for up to 20% more funding than the FY24 award amount. **The exact dollar amounts are detailed in the renewal notification letters that were sent to agencies on November 29, 2023.** The additional 20% may only fund administrative and operational costs necessary to support your funded program.

QUESTIONS?

- Questions will be accepted until February 7, 2024 – movagrants@mass.gov.
- All questions and answers will be posted on our website by February 8, 2024.
- Applications due no later than 12:00pm EST on February 15, 2024.



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