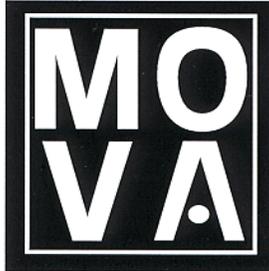


# Drunk Driving Trust Fund (DDTF) Prevention, Education and Training Grant

MASSACHUSETTS  
OFFICE FOR VICTIM  
ASSISTANCE



VICTIM & WITNESS  
ASSISTANCE BOARD

FY 2017 Request for Grant Applications

## ***Massachusetts Victim and Witness Assistance Board***

Attorney General Maura T. Healey, Chair  
Jonathan W. Blodgett, District Attorney, Essex County  
David F. Capeless, District Attorney, Berkshire County  
Josh Moulton, Victim/Public Member  
Evelyn Tobin, Victim/Public Member

Liam T. Lowney, Executive Director

Massachusetts Office for Victim Assistance  
One Ashburton Place, Room 1101  
Boston, MA 02108

(617) 586-1340 (TEL)

(617) 586-1341 (FAX)

[moval@state.ma.us](mailto:moval@state.ma.us) (e-mail)

<http://www.mass.gov/moval>

The mission of MOVA is to empower all crime victims and witnesses in the Commonwealth of Massachusetts. MOVA strives to ensure access to equitable services, across the Commonwealth, which meet the unique needs of those impacted by crime through survivor-informed policy development, fund administration, training, and individual assistance.

# Massachusetts Office for Victim Assistance

## Drunk Driving Trust Fund Prevention, Education and Training Grant (DDTF PET) Request for Grant Applications (RGA)

**RGA File Name/Title:**

FY2017 DDTF PET Open Bid

**RGA File Number:**

2017DDTFPET

**Procuring Department:**

Massachusetts Office for Victim Assistance

**Address:**

One Ashburton Place, Suite 1101  
Boston, MA 02108

**Telephone:**

617-586-1340

**Fax:**

617-586-1341

**Procurement Team Leader:**

Kristin Potrikus, Grants Program Specialist

**E-mail address:**

kristin.potrikus@state.ma.us

RGA and all required forms can be downloaded from <https://www.COMMBUYS.com/bs/>  
Or at [www.mass.gov/mova](http://www.mass.gov/mova)

**DDTF PET Grant**  
***FY2017 Request for Grant Applications***  
**Table of Contents**

Introduction	4
Eligibility	4
Available Funding	5
Matching Requirement	5
Method for Cost Reimbursement	5
Application Process	6
Register on COMMBUYS	6
Intent to Apply	6
Timeline	6
Bidders' Conference	6
Questions/Technical Assistance	6
Application Instructions	7
Documents for Application Submission	7
Required Attachments	10
Grant Application Submission	12
Evaluation Criteria	13

## Introduction

The Massachusetts Office for Victim Assistance (MOVA), under the direction of the Victim and Witness Assistance Board (VWAB), serves as a statewide resource for victims and victim service providers. The VWAB is the designated state authority to administer funds from the Drunk Driving Trust Fund (DDTF).

The MGL Section 66 allows the VWAB to award funding to community-based programs and public agencies in the commonwealth to provide counseling and support services to victims, witnesses and their family members of crashes caused by persons driving under the influence of drugs or alcohol.

The VWAB may also permit the allocation of funds for the purposes of impaired driving prevention, education and training services.

## Scope of Performance:

MOVA is seeking to fund Prevention, Education, and Training service (PET) programs. This request for grant applications will serve as the mechanism to solicit grant applications. PET programs will be reviewed and awarded as individual programs.

PET programs will focus on providing information that will help to prevent OUI from occurring; educate various target audiences about the dangers and consequences of OUI; and train personnel who will be involved in responding to OUI in some capacity. Programs may receive up to, but will not exceed, one year of funding for this programing.

As an example, MOVA would is seeking following types of projects:

- *Public Awareness* via cable, web, and other technology to educate about the dangers of OUI; that it is not an accident but a crime
- *Targeted Awareness Training* for those who serve or sell alcohol
- *Youth Peer-to-Peer Programs* to educate teenage drivers about the consequences of substance abuse impaired driving
- *Programs* designed to diminish recidivism by exposing youth to the real-life consequences of bad driving decisions\*
- *Training* for those who respond directly to victims and survivors of OUI crashes, such as police officers, victim support workers, and other emergency services personnel

***It is important that you read the most recent version of DDTF Policies and Procedures carefully PRIOR to applying for DDTF funding to familiarize yourself with all programmatic and fiscal requirements.***

## Eligibility

***\*PET programs may apply for funding for first offender programs (i.e. below legal drinking age) but not adult repeat or perpetual offenders.***

Eligible Applicants:

PET applicants are eligible to apply for grants if:

- Applicant must be either community-based programs or public agencies in the Commonwealth that have a history of providing victims services or efforts to prevent, educate, or train involved parties related to OUI crimes.
- Have the commitment and support for any application, as well as the financial backing, of their Board of Directors or corresponding Leadership. DDTF PET is a **cost reimbursement grant**, see Method for Invoicing below (p. 5).

**Review of DDTF Policies and Procedures:**

These Policies and Procedures outline the purpose and intent of these funds. Any applicant that is awarded a Drunk Driving Trust Fund grant must abide by the requirements set forth in this request for grant applications and the current edition of the DDTF Policies and Procedures. Guidelines may be revised and applicants will comply with any subsequent revisions approved by MOVA and the Victim Witness Assistance Board (VWAB).

**Available Funding**

MOVA intends to make up to \$500,000 available with the approval of the VWAB, will award grants subject to the availability of funds. Priority will be given to previously funded DDTF projects.

**Matching Requirement**

There is no match requirement required for DDTF grant applications.

**Method for Expenditure Reports**

DDTF grants are cost reimbursement. Successful applicants will be provided the necessary instruction and forms regarding reimbursement. Successful applicants are to submit reimbursement expenditure reports on a monthly or quarterly basis. Reimbursements will be made only for costs included in the approved program budget, and only after the approved costs are incurred and expensed. Reimbursements are subject to the Commonwealth of Massachusetts Bill Paying Policy and General Payment Policies established by the Office of the Comptroller.

# Application Process

## Register on COMMBUYS

COMMBUYS, the Commonwealth's Procurement system will be utilized for posting the application, questions, and ultimately the awards related to this procurement. Any interested applicant considering applying for DDTF funds is encouraged to register on COMMBUYS as a "Seller". Information regarding registration and training can be found at: <http://www.COMMBUYS/training-and-registration.html>

## Intent to Apply

All applicants must submit an Intent to Apply Form, which can be found on [www.mass.gov/mova](http://www.mass.gov/mova) and COMMBUYS. A hard copy original is not required. You *must* inform MOVA of your program's intention to apply by **March 4<sup>th</sup>, 2016**. Confirmation of receipt will be sent via e-mail to the program contact listed on the form.

## Timeline

February 18, 2016	Anticipated Date, Release of Request for Grant Applications on COMMBUYS
February 25 <sup>th</sup> , 2016	Bidders' Conference (Non-mandatory) Webinar
March 4 <sup>th</sup> , 2016	Intent to Apply Form due
March 18 <sup>th</sup> , 2016	Deadline to submit written questions regarding RGA Answers to question will be posted on COMMBUYS and <a href="http://www.mass.gov/mova">www.mass.gov/mova</a> on or before March 23, 2016
March 31 <sup>st</sup> , 2016	<b>Grant Submission Deadline 3:00 p.m.</b>
May 18, 2016	Pending Victim and Witness Assistance Board Meeting Schedule: Vote on DDTF awards
July 1, 2016	Start date for DDTF grant
June 30, 2017	End date for DDTF grant

**Note: Timeline is subject to change at the discretion of MOVA and/or the Victim and Witness Assistance Board.**

## Bidders' Conference/Webinar

There will be a non-mandatory Bidders Conference Webinar on **February 25<sup>th</sup>, 2016 from 10:00 A.M.-11:00 A.M.** Applicants are encouraged to submit questions as detailed in the section below.

## Questions/Technical Assistance

Kristin Potrikus, Grants Program Specialist is the designated Procurement Team Leader for this RGA. Applicants may submit written questions about the RGA or Policies and Procedures until March 18, 2016. Questions should be faxed to 617-586-1341 or e-mailed to [kristin.potrikus@state.ma.us](mailto:kristin.potrikus@state.ma.us). Answers to all questions received will be posted on COMMBUYS and [www.mass.gov/mova](http://www.mass.gov/mova) on or before March 23, 2016. **In order to abide by the Commonwealth's Procurement Policies and Procedures, only written questions will be permitted.**

*Any amendments, cancellations, or corrections and clarifications to this RGA will be made by the Procurement Team Leader. Notifications will be posted on the MOVA website, COMMBUYS, and sent via e-mail to applicants intending to apply.*

## **Application Instructions**

All applicants are required to use the PDF application provided by MOVA. This application is fillable and progress can be saved. It is the responsibility of the applicants to ensure that they have downloaded the appropriate software to fill out this application. The software can be found at: [Adobe Reader](#)

Applicants who are applying for funds for more than one program within their agency are to complete an application for EACH program.

The completed e-mailed electronic application (1) and mailed hard copy of all documents with original signatures (1) are due in the MOVA office no later than **March 31, 2016 at 3pm. This deadline is non-negotiable and no exceptions will be made. No facsimiles accepted.** Proofread the application carefully and complete the checklist to ensure all information is included. The checklist is provided for applicant use and should not be submitted with the application(s).

## **Application**

### **Section I.**

#### **Organization Information and Eligibility Requirements**

Each applicant must complete this section with the contact information for the program's parent organization, including the legal name, current address, phone number, e-mail address, and leadership contact.

#### **Proposed DDTF Program and Program Contact Information**

Applicants will write a brief summary that reflects the free program services which will be supported by DDTF funding. Include the population and geographic region to be served, and any unique service capacity such as language capacity or specialized project to be offered. Do not include other activities offered by your organization that are not supported by the DDTF grant. Keep your summary brief, no more than 4 sentences, and in the present tense (i.e. "provides" instead of "will provide"). Note that you will be limited to the text box itself.

All contact information must be provided for the individuals who will be the programmatic contact (such as a Director or a Program Coordinator) and fiscal contact (such as a CFO or a Controller) for the DDTF-funded program, who are responsible for the DDTF-funded program.

#### **Program Details**

Applicants will indicate the DDTF PET project, the program staffing requested, a list of organizations with whom your program collaborates and counties served. Applicants will provide the total amount of funding that is allocated to this program (not including DDTF funding).

### **Section II.**

#### **Agency Description**

Please give an overview of the agency, the agency's mission, and the services it provides (including this project).

#### **Project Description**

Please give an overview of the program or project, the activities that will be implemented, and the project's catchment area and anticipated participant population.

#### **Need and Outcomes**

Please explain what the intended outcomes or results for this project are, including the intended impact on the target audience specifically, and why the project or program should be funded.

## Required Attachments

### A. Logic Model

Applicants will use the logic model to describe proposed activities. Applicants will detail:

- Inputs/Resources – Describe what resources will be used to support this project, DDTF funding is an appropriate response.
- Activities – What are the main actions this project will do/provide?
- Outputs – Who will the activities affect? Who is the targeted recipients of activities?
- Outcomes – What are the immediate measurable results of these activities?
- Impact – What are the long term intended results of each individual activity?

For successful applicants, MOVA will use this information to generate statistical measurements, program progress and evaluation metrics.

### B. Grant Funding Request Form and Narrative

Before completing the funding request, carefully read the instructions included with the document. It is essential that you carefully review the 2016 DDTF Policies & Procedures before you complete the funding request section. For each line item, it is required that a narrative is completed. Use this to justify and explain all costs in full detail.

Applicants will fill out the funding request detail sheet specifying how requested funding will be spent based on the following Cost Categories:

#### **Personnel**

The employees of applicants shall receive a salary commensurate with their level of responsibility, experience and education, within the established compensation policy of the employing agency, which is to be consistently applied to both Federal and non-Federal activities. This includes both direct service staff and administrative support staff.

#### **Fringe**

Fringe benefits in the form of employer contributions or expenses for payroll taxes (Social Security and Medicare), health/medical care, vision, dental, workmen's compensation, short/long term disability, pension plan costs, advertising costs to recruit new staff, employee training costs, and the like, are allowable, provided such benefits are granted in accordance with the established grant budget.

#### **Travel**

Costs incurred for travel are necessary to be able to support the DDTF PET project. Such travel may include expenses incurred for mileage, tolls, and parking. Everyday commuting expenses for an employee to get to and from work are not allowable.

#### **Equipment**

Equipment purchased with DDTF funds must be used only for the purposes of the DDTF project. Agencies are expected to maintain internal controls on equipment based on acceptable accounting principles identified in the US DOJ, OJP Financial Guide, effective edition "Equipment Acquired with Juvenile Justice Act (OJJDP) Formula and Victims of Crime Act (OVC) Assistance (Formula) Funds."

#### **Supplies and Equipment:**

*Supplies* are considered non-depreciable cost (perishable items). These items are normally items that

are used and spent, such as paper, pens, or other consumables.

**Program Implementation Costs:**

Typically these costs are normally expenses associated with the operation of a program such as rent, utilities, trainings, etc. For some applicants that have multiple programs, these costs are pro-rated, in which a formula is applied to determine for what share a DDTF program is responsible. Indirect Cost requests should be included as part of Program Implementation Costs.

**C. Paid Staff (Employees and Contractors): Job Descriptions and Resumes**

*Employees*

Any personal or identifying information, beyond the employee's name, **must** be redacted from these documents. All applications become public documents after funding decisions are made. Applicants must provide a one-page job description for each proposed DDTF-funded position. Describe only the activities funded through DDTF funds. Staff titles must match those titles listed in the narrative, logic model, and funding request. The qualifications, lines of supervision, work hours and job activities should be clearly defined. The job descriptions will become part of the grant. If available, place the corresponding resume after each job description.

*Consultants*

If funding is requested for consultants, applicants must submit a copy of any contracts or other documentation of services to be provided, and related fees, used to retain consultant services identified in the budget proposal. If currently not hired, such documentation must be provided to MOVA before services are rendered. See DDTF Policies & Procedures regarding further information on use of consultants.

**D. Support Letters and MOUs**

Letter from Agency Leadership

Submit a letter written and signed by the President or Chair of the Board of Directors, or in instances where there is not a Board, a letter from the agency head, that indicates support for the application submittal, and that the applicant agrees to abide by all terms and conditions of the DDTF program and any modifications or additional requirements that may be imposed by law.

Letters of Support/MOUs

Submit a minimum of two letters of support from within the catchment area the applicant intends to serve. No more than four letters will be read. *Non-profit programs* must obtain letters of support from at least one criminal justice or law enforcement agency within their stated catchment area, which may include a DA's Office, police department, court personnel, judges, parole, probation, etc. *Public agencies* must obtain letters of support from at least two other programs, one of which is from a non-profit or non-criminal justice agency, which serve victims within their jurisdiction.

The letters may come from individuals or agencies that work in coordination with your program, such as other victim service providers, law enforcement agencies, mental health agencies, schools, hospitals, religious institutions, etc. The letters should directly address DDTF funded activities and **must** be written in the current year.

A Memorandum of Understanding (MOU) may be submitted in place of a required letter but must include: 1) description of partner agencies; 2) history of relationship; 3) roles & responsibilities of each, including resources each partner will contribute to the project, agreed upon geographic service delivery

area, and individuals responsible for implementing the project; and 4) commitment to partnership, and length of agreed upon partnership. If your agency is applying for funding for services that will rely on a partnership with another DDTF applicant, submittal of an MOU is highly recommended.

## General Attachments

Applicants are required to submit the following attachments. This section will only be completed once.

### MOVA Provided Attachments:

Forms are available on COMMBUYS and [www.mass.gov/mova](http://www.mass.gov/mova).

#### A. Contractor Authorized Signatory Listing Form

All applicants must complete the Contractor Authorized Signatory Listing Form, which identifies the individual(s) authorized to sign contracts for the organization. Applicants 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.

#### B. Commonwealth Terms and Conditions

See "C" below for further clarification.

#### C. Request for Taxpayer Identification Number and Certification (W-9) Form

Two forms must be completed by a potential applicant prior to doing business with the Commonwealth, the Commonwealth Terms and Conditions Form (listed above) and the Request for Taxpayer Identification Number and Certification (W-9) Form. No applicant will be awarded any contract unless both forms are on file with the Office of the State Comptroller. Terms and Conditions and W-9s only have to be submitted to the Commonwealth once, unless there is a change in the agency (i.e. agency name, address or contact information).

#### D. General Subgrant Conditions & Certification Form

The General Subgrant Conditions & Certification Form must be read, understood, agreed upon, and signed by the authorized signatory and the Program Director.

#### E. Assurances Form

The authorized signatory of your agency is required to sign and date the assurances form.

#### F. Certifications Regarding Lobbying, Debarment, Suspension and other Responsibility Matters

Applicants seeking DDTF funds are to complete this certification stating that the DDTF funded employees will not engage in lobbying activities. In addition, your agency must certify that it has a drug-free workplace and is not presently debarred.

#### G. Office for Civil Rights Certification Form.

Recipients of DDTF funds, unless exempt, are required to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEO). This certification must be submitted with the application, and renewed every two years. Applicants that are exempt are still required to submit the form.

### Applicant Attachments:

#### H. Agency Travel Policy

Mileage reimbursement will be made at the agency rate, not to exceed the current effective federal reimbursement rate. A travel policy indicating this rate must be provided to MOVA. If a current policy

exists, it must be adhered to for this grant. If no policy exists, an agency must follow the federal rate.

**I. List of Agency Board Members (state agencies are exempt)**

Provide a list of the agency's Board of Directors indicating who the officers are and their addresses, and contact information for the President of the Board. If there is a separate Advisory Board relating to a service to be funded, provide a list of its members and addresses as well.

**J. Audit Report (state agencies are exempt)**

Submit a complete copy of your agency's audited financial statements, audit amendment documents, and management letters from the most recent audit report. If any findings have been noted, a corrective action plan must be submitted with the audit report.

**K. Attorney General's Division of Public Charities Report (state agencies are exempt)**

Agency's must be registered and in compliance with the Attorney General's Division of Public Charities in order to be eligible for PET funding.

**L. Agency**

Attach to the application copies of your agency's brochure(s) and/or outreach materials. Place brochures in an envelope, so as to assure they are not misplaced. It is not a requirement to create brochures with this grant.

**M. The following documentation is optional if Applicant chooses to request an indirect cost rate:**

Approved Indirect Cost Rate Agreement or MOVA Indirect Cost Rate Form

If the applicant is seeking funding for indirect costs, they must provide a copy of the agency/program Federal or State Agreement indicating the percentage chargeable. If the applicant does not have such approval, applicants may submit the MOVA Indirect Cost Rate form, indicating percentage (not to exceed 5%). In this instance, only employees and consultants who are providing direct services may be factored into the indirect equation.

**O. Agency and DDTF Program Organizational Structure Charts**

**Agency Structure**

Applicants must provide a chart of the agency's current administrative structure, indicating where the existing DDTF program(s) fits into the agency and direct lines of supervision.

**DDTF Program Structure**

Applicants must provide an organizational chart for each program that uses DDTF-funded staff. Indicate all DDTF program positions on the organizational chart, including paid and unpaid/volunteer staff. Applicants do not need to put every unpaid/volunteer position on the chart, but do need to indicate the approximate number of unpaid/volunteer staff and where they fit into the agency structure. The organizational chart for the DDTF program must delineate the total hours that the direct service staff are employed, and the funding sources that support the staff time. (For example, Jane Smith, Rape Crisis Counselor, 40 hrs/wk - .5 FTE DDTF/.5 FTE DPH).

# Grant Application Submission

**Applications are due March 31<sup>st</sup>, 2016 at 3pm.**

Send applications to:  
Kristin Potrikus, Grants Program Specialist  
Massachusetts Office for Victim Assistance  
One Ashburton Place, Room 1101  
Boston, MA 02108

Applicants will submit their application by utilizing two methods;

## **1. Hard Copy**

A printed copy of all application documents and required attachments must be submitted either via U.S. Post Office, UPS, FedEx or hand delivery to MOVA. All original documents that require a “wet/blue ink” signature must be sent as part of the application, MOVA retains all original documents as part of the application file. Only original applications with original signatures will be accepted.

It is strongly recommended that if hard copy applications are sent using a U.S. Post Office, UPS, or FedEx that a tracking number is obtained and used for your submission. These tracking numbers can be shared with the DDTF Procurement Team Leader.

## **2. Electronic Format**

The PDF grant application and grant funding request forms are fillable and can be saved. It is strongly encouraged that applicants save their progress as they complete their applications. Applicants will submit the application and required backup documents in their entirety as attachments. Electronic signatures are accepted but not required for forms submitted electronically.

Applicants will submit one e-mail with their Application, Funding Request Form, and all other required documentation as separate attachments to [MOVAGrants@state.ma.us](mailto:MOVAGrants@state.ma.us). If you are limited by the attachment space through your e-mail service, you may send more than one e-mail, note in the subject line that it is 1 of 2 or 2 of 2, for example.

Application documents created by MOVA must be received in their respective formats (PDF) and cannot be accepted in an alternative format i.e. scanned copies.

Application documents must be e-mailed to: [MOVAGrants@state.ma.us](mailto:MOVAGrants@state.ma.us)

CC: the Procurement Team Leader on all submissions: [kristin.potrikus@state.ma.us](mailto:kristin.potrikus@state.ma.us)

Ensure that attachments are labeled correctly, clearly identifying whom they are from and what the document is. MOVA recommends using the following example as a proper attachment label:

- *Example 1:* 2017DDTF\_Application\_AgencyName
- *Example 2:* 2017DDTF\_FundingRequestForm\_AgencyName

Applicants may use read receipts to ensure delivery of electronic applications and may share tracking receipts with the Procurement Team Leader.

## **Evaluation Criteria**

MOVA will conduct a preliminary review of applications to ensure eligibility. Those applications that do not meet applicant eligibility (pg. 4) will not be evaluated. Once this determination has been made, applications will be evaluated as follows:

### **Application Scoring:**

Once determined eligible MOVA will utilize the following criteria.

- Service alignment. Are proposed services aligned with the needs identified in the application?
- Stated outcomes and results of programming. Are outcomes/results aligned with the intended impact of the programming
- Scope of services. Do the proposed activities align with the proposed needs (location and impact)
- Logic model. Do proposed activities and outcomes align with narratives

The scoring and evaluation system is an evaluative tool only and is not wholly determinative of which agencies will be awarded grants. Priority will be given to currently funded continuation projects. MOVA reserves the right to negotiate with successful applicants.

## **Award Notification and Grant Period**

### **VWAB Approval:**

In May of 2016, the Victim Witness Assistance Board intends to vote to determine which applications will receive a grant or Interdepartmental Service Agreement (ISA) for PET grant applications and approve award amount recommendations.

### **Award notification:**

On or about May 20, 2016 MOVA will notify successful applicants via e-mail of their award and approved award amount.

### **Grants agreements:**

MOVA, with approval from the VWAB, will award grants for PET programming. The agreement instrument for Community-based programs is the Commonwealth Standard Contract form, for public agencies it is an ISA. These documents bind the awardees to DDTF Policies and Procedures, any applicable state terms and conditions, and any requirements as indicated within this Request for Grant Application.

### **Debriefing Procedures:**

Unsuccessful applicants may request a debriefing from MOVA. To request a debriefing, the agency must contact the Procurement Team Leader in writing or via e-mail. Requests for debriefing must specify which grant the debriefing is referring to and be received within 14 days of the award vote by the VWAB. The Procurement Team Leader will schedule a mutually convenient time to meet, in person or via conference call. A debriefing presents an opportunity for the unsuccessful applicant to ask questions regarding the evaluation of its response and the review process overall.

Debriefings are forums in which areas of weakness or non-compliance in the applicant's application can be identified and discussed, along with suggested improvements for future applications. Unsuccessful applicant aggrieved by the decision of a department must participate in a debriefing as a prerequisite to an administrative appeal.

**Additional Information:****Soliciting for External Reviewers:**

MOVA is seeking individuals with diverse experiences in victim services, law enforcement, community services, victim-survivors of OUI, educators, and other interested parties to assist in future grant review. If interested in volunteering time to review, score, and make recommendations for future awards please contact the procurement team leader.

**Grant Policy**

MOVA adheres to the Comptroller's policy for State Grants, Federal Sub-Grants and Subsidies (September 2014). Information pertaining to these procurement regulations may be found on the comptroller's website.