

**FY2017 DDTF PET Bidders' Conference and Procurement
Questions & Answers as of 3/17/16**

The deadline to submit questions regarding the DDTF 2017 RGA is March 18th, 2016. MOVA will make every attempt to update Questions and answers as frequently as practicable during that timeframe. Final Questions and Answers will be posted on or about March 23, 2016.

Eligibility:

Q: Are overtime costs for police officers allowable if the overtime is directly related to the administration of prevention, training, and education programs funded under this grant?

A: Yes, DDTF PET projects can cover the overtime costs for police officers.

Q: Can we collaborate with other agencies on a proposal?

A: Yes, this is allowable.

Q: As a city government agency, are Police Departments exempt from the application requirements that say "state agencies are exempt" (referring to the list of board members, audit report, and AG public charity report)?

A: As a city government agency, Police Departments are exempt from these documents just as a stage agency would be.

Q: Is this funding opportunity available for Municipal Offices or is it only open to private organizations?

A: Municipal offices are eligible for DDTF PET funding. Please review the Policies and Procedures manual for allowable and unallowable costs under the DDTF PET grant.

Q: Do we have to abide by the 75% direct service, 25% administrative costs split?

A: No, this policy is for direct victim service programs only. If you appear in the "red" on the budget form, this is okay. Please request funding as necessary with disregard to this policy.

Types of Projects:

Q: We have several ideas for programs we might want to fund with this grant, including PSA videos and a public speaker geared towards high school and college students, a mock crash demonstration around prom season, and training for bartenders and bar managers on preventing over-serving, etc. Would we need to submit separate applications for all of these ideas? Or could we combine multiple activities that are geared towards students into one application and then a separate application for the bar training if necessary?

A: I would recommend submitting separate applications for each idea/program. The risk of submitting all ideas into one proposal, for example, is if it is scored lower than other proposals by reviewers the entire project would not be funded. By submitting separate and distinct

applications and proposals, it is easier to outline the project in the narrative and logic model portion of the proposal.

Using the PSA and crash demonstration as an example- if the PSA is a component of this project, and the crash demonstration at prom season is the final “result” of the project, this would be submitted as one application. If providing TIPS training’s to local bartenders is a separate and distinct component of your prevention project, I would recommend submitting this as a separate application.

Q: Can you give me a sense of the funding amounts typically asked for? I do not see a limit or range in the RGA.

A: Currently, we fund projects ranging from as low as \$2,000 and the highest being \$74,000. This fiscal year, we have funded five programs at a total of \$225,000. For FY17, we have increased funding ranging to around \$500,000. While priority is given to currently funded programs, there is room in our budget to fund new programs as well. To give you an idea of what we are looking at currently, many of the intents I have received so far for this cycle of grants are around \$10K-\$20K, however this amount can change as the intent to apply is non-binding from the actual budget proposed. The funding request is typically based on the needs of the program, for instance, how many officers you are looking to fund overtime for, as well as program supplies (for example).

Q: Are activities working towards detecting and prosecuting OUI allowable under the DDTF PET grant?

A: No, please see page 16 of the DDTF Policies and Procedures Manual:

Activities that seek to improve the criminal justice system

DDTF funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as expert testimony at a trial. Victim witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with DDTF funds.

Q: Can we purchase food for our events?

A: Yes, food for PET related events is allowable. Food must be for participants only- food for staff is an unallowable cost.

Q: Are PSA’s an allowable project proposal?

A: Yes, creating a PSA is allowable under DDTF PET.

Q: Can we give PET event participants some sort of incentive to participate in our events, such as a prize or scholarship?

A: Yes, an incentive for event participants is allowable, however it must not be excessive and within the scope of the project (for example, winning PSA team receives \$1,000 scholarship on

behalf of your agency). Any event incentive must be paid out and expensed to the grant within the contract fiscal year.

Deadline:

Q: Is the March 31st deadline flexible?

A: No, this is the final deadline and applications submitted after 3 PM will not be reviewed.

Intent to apply:

Q: Do I need to submit a funding request on the intent to apply if we are not sure yet? Is this request binding?

A: If you are unsure what you will be requesting by the intent to apply due date of March 4th, please submit a range of what you think you may request. This request is not binding.

Q: What if the amount we write on Intent to Apply does not exactly match what we come up with in our final budget?

A: The FY17 request on the Intent to Apply is not binding.

Q: What is the date you are aiming to approve or not approve the letter of intents?

A: There is no formal “approval” process for a letter of intent- this letter just indicates that you are interested in applying for the grant and gives us a approximate range of the amount of funding programs are anticipating requesting this next fiscal year. The formal review process of the proposals and applications begins after the due date of March 31st. Applications will be reviewed by internal staff at MOVA, as well as external reviewers from other state agencies. All final funding decisions are at the discretion of the Victim Witness Assistance Board.

If you are looking for guidance on what types of projects MOVA is looking to fund, please review our current program list and the RGA, which indicates the types of projects that are allowable under the PET grant.

Application Documents:

Q: If our department already receives other grants from the State and has submitted a W9 in the past, do we need to submit that document for the DDTF Prevention, Education and Training application?

A: Please submit a W9 with application forms.

Q: I cannot located the application. I have the intent to apply form, program descriptions, and even the application checklist. But, not the actual application PDF.

A: There are multiple attachments required with the application; all of the required documents can be found on COMMBUYS:

COMMBUYS, www.commbuys.com/bsa, the Commonwealth's Procurement system will be utilized for posting the application, questions, and ultimately the awards related to this procurement. Although COMMBUYS registration is not required, 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>.

To access the DDTF bid, click on 'Contract & Bid Search', search for 'bids', using 'any of the search criteria', select '1111-Victim and Witness Assistance Board' as the organization, and click 'find it'.

A few people have indicated that they are having issues registering with COMMBUYS, so please know that *this is not required* and all you need to use COMMBUYS for is to access the documents required with the application.

The application documents can also be found on our website at:

<http://www.mass.gov/mova/grants/drunk-driving-trust-fund/>

I would also recommend, when visiting the website, to review "Forms and Documents" and "2016 DDTF Policies and Procedures." This document can also be found on the COMMBUYS Posting.