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# Victim Services Training Grant

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Informational Webinar

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1 pm – 2 pm

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# Dan Cooper

## Director of Grants Management

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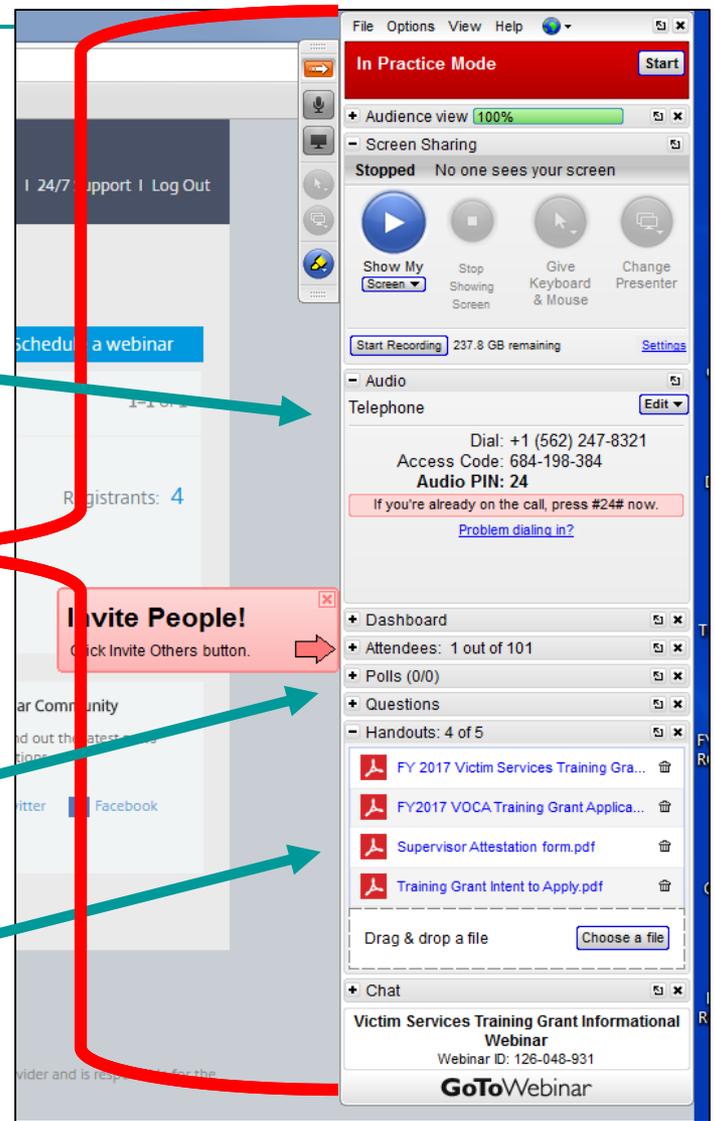
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# About this Webinar

## **Goal:**

To provide a brief overview of the Victim Services Training Grant

## **Submitting Questions:**

All questions are to be submitted in writing.

- Use the GoToWebinar control panel “Question” option
- We will try to answer as many as possible during the session
- All answers will be posted following the webinar on the MOVA website and on COMMBUYS

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# About this Webinar

- The RGA forms and a copy of today's presentation are available in the *Handouts* section of the GoTo control panel
  - Should you have any trouble with the forms please try downloading and saving to desktop, then reopening
- This webinar is a repeat of the May 12, 2016 webinar and will be repeated periodically throughout the coming year
- After the webinar, questions should be sent via e-mail to the Procurement Manager at [Kristen.Tavano@state.ma.us](mailto:Kristen.Tavano@state.ma.us)

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# Victim Services Training Grant

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# Victim Services Training Request for Grant Applications (RGA)

## Intent

- ❑ Provide funding to support both professional development and hosted trainings to eligible public or nonprofit agencies, including victim/survivor led programs

## Definitions – for the purposes of this RGA

- ❑ **Professional Development** - for *internal staff*, to enhance program and service delivery such as sending staff to trainings to learn critical victim service delivery skills
- ❑ **Hosting** – for *external staff* and providers to support free or reduced cost training opportunities for, and to, victim services programs, survivors of crime, or allied professionals to enhance the provision of services to victims of crime across the Commonwealth
- ❑ **Applicant** - Operate and identify as a victim assistance service provider or other provider such as a statewide coalition (within Massachusetts) that works directly or indirectly with, or support crime victims and operate as a public agency or nonprofit agency

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# Eligible applicants and projects

## Eligible applicants

- Operate and identify as a victim assistance service provider or other provider such as a statewide coalition (within Massachusetts) that works directly or indirectly with, or support crime victims and operates as a public or nonprofit agency

## Eligible projects, examples

- Professional development funding for applicant's staff to enhance program and service delivery such as:
  - sending staff to trainings to learn critical victim service delivery skills
  - sending staff to a victim services related national conference
- Multidisciplinary team trainings (must have one lead applicant)
- Hosting trainings for external victim service programs, allied professionals, or ancillary victim service related programs designed to enhance victim service delivery
  - Multi-day trainings
  - Training series (multi-part training)

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# Allowable Cost Examples

## Professional Development training costs

- Conference and training registration fees
- Trainer contract costs to provide a training for staff (costs must be within allowable MOVA consultant rates)
- Training registration fees – including webinar participation
- Travel expenses \*
- Lodging (may not exceed allowable GSA rate)
- Continuing Education Units (CEUs)

## Hosting Costs (i.e. Conferences and Workshops)

- Conference or meeting arrangements
- Publicity costs to advertise event
- Registration costs – in order to offer free or reduced cost conferences
- Continuing Education Units (CEUs) - for participants
- Conference space costs
- Technology costs – rental or use costs related to conducting webinar/web broadcast
- Simulcasting and Translation services costs – to expand audience and ensure accessibility
- Travel expenses \*
- Administrative costs specific to the event such as:
  - Pro-rated salaries of personnel coordinating events
  - Pro-rated rental space for personnel work space

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# Unallowable Cost Examples

- Training costs for federal employees and military personnel
- Offender or prevention focused trainings
- Conference or training costs covered by host agency for any individual who is a featured speaker at the same training or conference
- Prevention activities (applicants may request funding for the non-prevention aspect of training/event)
- Degree programs (CEUs are allowable)
- Lobbying events
- Late registration fees
- Development of print, video, and multimedia products for re-use, re-broadcasting
- Charging of fees and generating retained program income

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# Application

## Two-step process:

1. Complete and submit an Intent to Apply form no less than five (5) days prior to submitting an application (required)
2. Complete and submit an application no less than 60 or 90 days prior to date of training or event for which funding is requested
  - Submit applications to **provide staff professional development** **60** days prior to the event
  - Submit applications to **host** trainings **90** days prior to the event

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*Plan ahead, applications can be submitted several months in advance of the training or event*

# Application

- ❑ The application is a fillable PDF form and should be submitted in that format (not scanned) via e-mail to [movagrants@state.ma.us](mailto:movagrants@state.ma.us)
- ❑ Application instructions can be found in the RGA
- ❑ The application is all-inclusive (includes budget)
- ❑ Applicants will receive confirmation of their submittal

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*Fill in every box on the application –including the  
Zip +4*

# Unique Scenarios

## ☐ Limit

- Applicants (agency/organization) are limited to two approved events/trainings per year

## ☐ Board Approval

- Requests in excess of \$10,000 must receive VWA Board approval

## ☐ Award and Reimbursement Timing

- These will be cost reimbursement awards. It is recommended that applicants wait for approval prior to expending any funds
- If awarded funding, awardees must submit for reimbursement *and submit training report* within **30** days of the event
- Supplemental billing will not be allowed
- Approved budgets may be amended prior to expenditure only with express approval from MOVA

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# Unique Scenarios

## ☐ Conference funding requests

- Expectation is that applicant reviews multiple venues (at least 3) and can justify costs associated with the venue. Any cost limitations are outlined in the RGA and the application
- Must be submitted 90 days prior to event

## ☐ Training requests

- Must be submitted 60 days prior to event/training
- MOVA reimbursement (award) is to the organization/agency *not* to individual(s)
- Requests to send more than one staff person to a training/event are allowable
  - A separate “Supervisor Attestation” form should be submitted for each staff person attending

# Unique Scenarios

- ❑ Request in excess of \$10,000 dollars include:
  - Contractor Authorized Signatory Listing Form
  - Assurances Form
  - Certifications Regarding Lobbying, Debarment, Suspension and other Responsibility Matters
  - Office for Civil Rights Certification Form
  
- ❑ If request is in excess of \$25,000, also include:
  - Federal Funding and Transparency Act (FFATA) form
  - General VOCA Subgrant Conditions & Certification Form
  - Acceptance of Special Conditions
  
- ❑ Non-vendors:
  - Non state vendors may apply if all eligibility criteria are met. To receive an award, recipient must become a state vendor by submitting
    - Commonwealth Terms and Conditions
    - Request for Taxpayer Identification Number and Certification (W-9) Form
    - Electronic Funds Transfer Sign Up Form

# Unique Scenarios

- ❑ Multidisciplinary teams (MDT)
  - Sending Multi-Disciplinary Teams (MDT) to trainings (i.e. teams comprised of staff from multiple agencies such as a SAIN team or high risk teams).
  - Should utilize one lead applicant agency acting as the primary contact and fiduciary
  - A Supervisor/Chief Executive Attestation should be completed and attached for each member of the MDT
  
- ❑ Multi-day trainings
  - Multi-day professional development or hosted trainings/conferences are allowable

# Unique Scenarios

## ❑ Charging fees for events

- Fees may be charged to supplement hosting costs and to provide otherwise non-allowable items such as meals for attendees. Any revenue generated must be utilized for the event

## ❑ Match

- Applicants are encouraged, but not required, to seek and provide non-federal funding for applications in the form of cash and/or in-kind contributions.

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# Review Process

- ❑ The following areas will be considered when reviewing applications
  - Are proposed trainings/events aligned with broader victim service provider training needs?
  - Has applicant clearly stated how the proposed training will enhance program and direct service delivery to crime victims?
  - Has applicant provided a clear and reasonable budget?
  
- ❑ Timing for review
  - Initially 10 business days, unless VWA Board approval is required (requests in excess of 10K)
    - Board meets monthly except July, August, December, and April

*Work backwards from prospective event to determine application timeline. For example, you want to send a staff person to a Professional Development training (conference) September 15, 2016. What is the deadline to start the process?*

- **Intent Deadline - July 10, 2016**
- **Application deadline – July 15, 2016**
- **Award Notice (and expenditure approval) – July 25, 2016**

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# Timing

Remember to work backwards...

Dates provided are deadlines, *not due dates* documentation can be submitted in advance of deadline.



Training Date	Application Deadline	Intent Deadline
9/15/16	7/15/16	7/11/16

Hosting event	Application Deadline	Intent Deadline
10/15/16	7/15/16	7/11/16

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# Award Notification

## ☐ If application is approved

- Awardees will be notified via email to include
  - Award letter
  - Expense report template
  - Training report template
- In the case of awards in excess of \$10,000
  - Standard Commonwealth Contract

## ☐ If application is not approved

- Applicant will be notified via email
  - Provided reason application was not approved and either
    - Directed to modify application and re-apply
    - Given the reason application was not approved and given the opportunity for a debriefing (must be requested within 14 business days)

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# Post Award



*What if costs change prior to the event??*

*Things change.... budgets may be amended only with express approval from MOVA*

- ❑ Expense Reporting
  - Are due no more than 30 days after the event (template will be provided)
  - Proof of expense in the form of general ledger/journal back-up will be required
  - All receipts and corresponding records must be maintained at agency/organization
  
- ❑ Performance Report (training report)
  - Must accompany Expense report to receive reimbursement (template will be provided)
  
- ❑ MOVA will conduct a reporting webinar (TBD) for awardees in early August
  
- ❑ Overall policies
  - Training funds are subject to the VOCA Policies and Procedures manual, effective edition

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Questions?

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# If you have a question about the RGA or Application

- We will take questions until 2 pm
  - If we are unable to get to your question in the time allotted for this webinar questions may be sent via email to the Procurement Manager, [kristen.tavano@state.ma.us](mailto:kristen.tavano@state.ma.us)
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# Thank you for attending this webinar

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*If you have additional questions please  
send them via email to  
[Kristen.Tavano@state.ma.us](mailto:Kristen.Tavano@state.ma.us)*