

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



FY 2022 Request for Grant Applications

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

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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:**

FY2022 DDTF PET Renewal

**RGA File Number:**

2022DDTFPET

**Procuring Department:**

Massachusetts Office for Victim Assistance

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**Applicable Procurement Law**

MOVA adheres to 815 CMR 2.00, 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](#).

**Expected Duration of Contract (initial duration and any options to renew)**

<b><i>Contract Duration</i></b>	<b><i>Number of Options</i></b>	<b><i>Number of Years</i></b>	<b><i>Instructions</i></b>
Initial Duration	n/a	One – July 1, 2020-June 30, 2021	Initial 1 year contract
Renewal Options	1	One – July 1, 2021-June 30, 2022	Dependent on agency performance, identified renewal requirements, and availability of funds.
Total Maximum Contract Duration	n/a	2 years (July 1, 2020-June 30, 2022)	n/a

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

## Introduction

**This procurement is a funding renewal for currently funded DDTF PET agencies/programs only.** The purpose of this procurement is to seek qualified applicants who provide prevention, education and/or training related to crashes caused by persons driving under the influence of drugs or alcohol (OUI).

The Massachusetts Office for Victim Assistance (MOVA), operates under the guidance of the Victim and Witness Assistance Board (VWAB). The VWAB is the designated state authority to administer funds from the Drunk Driving Trust Fund (DDTF). M.G.L. Chapter 10 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.

## Eligibility

Qualified applicants within the Commonwealth of Massachusetts who are interested in applying for DDTF funds must operate as a nonprofit with 501(c)(3) status, community-based organization or a public agency with a history of providing services to crime victims, or efforts to prevent, educate, or train involved parties related to OUI crimes. The program must have the approval and support of the agency's Board of Directors, or agency leadership (for public agencies) in applying for DDTF funding.

Successful applicants must abide by the programmatic and fiscal requirements set forth in this RGA and the provisional edition of the DDTF Policies & Procedures Manual. Applicants are strongly encouraged to read all documents thoroughly prior to preparing your application, and ask questions during the open question and answer period.

## Renewal Proposals:

MOVA is seeking to continue to fund existing prevention, education, and training service (PET) 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 assisting victims after and OUI. Programs may receive up to, but will not exceed, one year of funding for this programming. PET programs may apply for funding for first time offender programs (i.e. below legal drinking age) but not repeat or perpetual offenders.

As an example, MOVA is seeking to fund the following types of projects:

- *Public Awareness* via cable, web, and other technology to educate about the dangers of OUI;
- *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.

## Available Funding

For FY22, MOVA anticipates making level funding - approximately \$250,000.00 - available to eligible and allowable programming. FY22 DDTF PET awards will run from July 1, 2021 – June 30, 2022. Funding for these awards will be supported via the Drunk Driving Trust Fund. MOVA anticipates that the FY23 procurement will be an open bid.

Funding associated with this grant is subject to receipt of identified funds and approval by the VWAB. MOVA reserves the right to reduce grant awards and/or modify required services or priorities associated with these grants.

## **Drunk Driving Trust Fund Victim Services (DDTF VS)**

Programs with a history of receiving or who are interested in providing victim services to victims of drunk or drugged driving are encouraged to apply to the upcoming FY23 Victims of Crime Act (VOCA) open bid, as it continues to replace the historically separately procured DDTF VS grant.

## **Matching Requirement**

There is no match requirement required for DDTF PET grant applications.

## **Method for Cost Reimbursement**

**DDTF grants are cost reimbursement.** Successful applicants will be provided the necessary instruction and forms regarding reimbursement. Successful applicants must have sufficient funds on hand to support the project without a cash advance. **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>

## Timeline

November 13, 2020	Anticipated Date, Release of Request for Grant Applications on <a href="#">COMMBUYS</a>
December 16, 2020	Deadline to submit written questions regarding RGA Answers to question will be posted on <a href="#">COMMBUYS</a> on or before December 18, 2020
<b>January 8, 2021</b>	<b>Grant Submission Deadline 5:00 p.m.</b>
March 2021	Pending Victim & Witness Assistance Board Meeting: Vote on DDTF PET awards
Spring 2021	FY22 DDTF PET contracting process
July 1, 2021	Start date for FY22 DDTF PET grant
June 30, 2022	End date for DDTF PET grant

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

## Bidders’ Conference

There will not be a bidders’ conference for this renewal. Applicants are encouraged to submit questions as detailed in the section below.

## Questions/Technical Assistance

Kristen Tavano, Senior Grant Procurement Manager is the designated Procurement Team Leader for this RGA. Applicants may submit written questions about the RGA or Policies and Procedures until December 16, 2020. Questions should be e-mailed to [kristen.tavano@mass.gov](mailto:kristen.tavano@mass.gov). Answers to all questions received will be posted on COMMBUYS and [www.mass.gov/mova](http://www.mass.gov/mova) on or before December 18, 2020. **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 COMMBUYS, and sent via e-mail to applicants intending to apply.*

## **Documents for Application Submission:**

### **A. Application Narrative**

**Template not provided.** Via a word document or PDF, respond to the following questions.

1. Provide an overview of the existing PET program or project, the activities related to the program or project, and the project's catchment area and state number of individuals to be reached. Include information on program/project effectiveness in FY21, including number of individuals reached. Note: if your event(s) were impacted due to COVID-19, describe the impact and the limitations to executing your planned program/project.
2. Identify the ongoing need for PET program/project described in question 1. Be specific through inclusion of demographics, using the most recent data available and comparison data, if available.
3. Explain what the intended outcomes or results for this project are, including the intended impact on the target audience, how the effectiveness of the project has been and will continue to be measured, and why the project or program should continue to be funded.

### **B. Logic Model**

Applicants will use the FY21 logic model to update proposed FY22 DDTF PET funded activities. Successful applicants will revise and enhance the logic model during the contracting process. Include the following information:

- *Inputs/Resources* – resources that are being invested in the program/project.
- *Activities* – actions or events that the program/project does with the resources provided.
- *Outputs* – products that result from those activities and who will be included in them.
- *Projected outcomes* – both short- and long-term changes in behavior or knowledge as a result of the program/project. Short-term outcomes are immediate, measurable results of the activity that are typically presented in less than 2 years, and long-term outcomes are intended project results in the future (i.e. 4 to 5 years, or more).

### **C. FY22 Grant Funding Request Form and Narrative**

For each line item, it is required that a budget narrative is completed to justify and explain all costs in full detail. Review the effective version of the DDTF Policies & Procedures, PET allowable costs, for more information on the allowable costs within each category.

### **D. Paid PET Staff: Job Descriptions and Resumes**

Any personal or identifying information, beyond the employee's name, **should** be redacted. 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.

### **E. Organizational Questionnaire**

Submit form addressing questions based on applicant agency (if submitting multiple applications, you must submit this form with each application).

### **F. 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.

# Grant Application Submission

## Applications are due no later than 5:00pm on January 8, 2021.

*Final decisions to extend or waive deadline requirements due to extraordinary circumstances (such as the closure of state government due to inclement weather conditions, strikes, or unforeseen circumstance) may warrant an exception, which will be communicated by MOVA. Individual applications received after the submission deadline will be deducted points from their overall score.*

Applicants must submit all documents as separate attachments. Application documents created by MOVA must be received in their respective formats (excel) and cannot be accepted in an alternative format i.e. scanned copies. Electronic signatures are required. Applicants may use read receipts to ensure delivery of applications.

Application documents must be e-mailed to: [MOVAGrants@state.ma.us](mailto:MOVAGrants@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:* 2022DDTFPET\_ApplicationNarrative\_AgencyName
- *Example 2:* 2022DDTFPET\_FundingRequestForm\_AgencyName

## Evaluation Criteria

MOVA will conduct a preliminary review of applications to ensure eligibility. Applications will be subsequently reviewed for completeness, including submission of critical elements (application narrative, funding request form and logic model). Those applications that do not meet all of the eligibility requirements as outlined may not be funded.

The evaluation system is a tool only and is not wholly determinative of which agencies are awarded grants. MOVA will make a best value determination and reserves the right to negotiate budgets with successful applicants. As this RGA is considered a continuation of the awards from FY21, any award will be approved based on demonstrated need, justification for request, and current funding available. Additional evaluative criteria may include, but is not limited to: prior compliance with requirements such as timely submission of expenditure and data reports; monitoring findings and agency response.

The following areas will be considered when reviewing applications:

- Has applicant provided a complete application, including a detailed narrative and funding request, which outlines DDTF PET allowable services and describes program/project effectiveness in FY21?
- Has applicant provided an overview of the program and identified the ongoing need for this program through specific data?
- Has applicant identified the intended outcomes for the program, including how the effectiveness of the program will be measured?

## Debriefing Procedures:

Unsuccessful applicants may request a debriefing from MOVA. To request a virtual debriefing, the agency must contact the Procurement Team Leader via e-mail. Requests for a virtual 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.



If selected for a DDTF award, a copy of the Standard Contract Form will be e-mailed to the Executive Director of your agency and copied to the identified Contract Manager in your grant, and must be signed before the deadline in order to enter into a contract with the Commonwealth. By signing this form, the Contractor agrees to comply with all applicable Massachusetts and federal laws and regulations and to perform the contract in accordance with the Commonwealth Terms and Conditions for Human and Social Services.

The applicant may not alter this RGA or its components except for those portions intended to collect the bidder's response. Modifications to the body of the RGA, application, specifications, terms and conditions, or any other documents that would change the intent of this RGA are prohibited. Any modifications other than those made where the applicant is prompted for a response will disqualify the response.

Applications are expected to be complete upon submittal. MOVA reserves the right to deny review of an incomplete application. Review the Checklist carefully to ensure that required information is not omitted from the application. Do not submit any materials that are not requested, as they will not be considered.

Successful applicants will receive an award notification, however, this is not equivalent to budget approval which will occur separately during the contracting process.