

Office of Massachusetts Attorney General Andrea Joy Campbell



Request for Proposal (RFP)

FY2025 Face-to-Face Mediation Programs

Release Date: April 22, 2024

Response Due Date: May 17, 2024

Project Start Date: July 1, 2024

Project End Date: June 30, 2025

FY2025 Face-to-Face Mediation Programs Grant (FTFMP)
Grantor: Office of Massachusetts Attorney General Andrea Joy Campbell
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The Massachusetts Office of the Attorney General (AGO) is pleased to announce the FY2025 Face-to-Face Mediation Programs (“FTFMP”). FTFMP adds a more formal mediation process to the continuum of consumer assistance services and grantees handle a range of consumer issues. Mediators funded or supported by FTFMP are neutral, trained in mediation skills and techniques, and conduct mediations pursuant to statutory requirements such as M.G.L. c. 233, §23C.

Eligibility

The following entities are eligible to apply for grant funding:

- Non-profit organizations within Massachusetts;¹
- Local governmental agencies; and
- Colleges or universities.

Funding, Duration, and Anticipated Timeline

This RFP is subject to and contingent upon the availability of funds. Funding is available under the Local Consumer Aid Fund, created by M.G.L. c. 12, §11G. Applicants will be considered for funding based on the following:

- Applicant’s capacity to meet and adhere to the requirements outlined in this RFP and the FTFMP Standards and Responsibilities;
- Applicant’s demonstrated need; and
- Availability of funds.

The maximum an applicant may request is \$50,000.

Grants will be awarded for the period of July 1, 2024 to June 30, 2025. All funds must be expended by June 30, 2025. Unexpended funds must be returned to the AGO within 45 days of contract expiration. At its sole discretion, the AGO will require funds spent on ineligible costs to be repaid to the AGO or re-budgeted to an appropriate expense category.

Renewal Option

At its sole discretion, the AGO may exercise an option to renew grantee contracts for an additional year. Award renewal is subject to the availability of additional funding and a

¹ Non-profit organizations that are public charities (generally speaking, public charities have 501(c)(3) status) must be in full compliance with the statutory requirements set forth in G.L. ch. 12, secs. 8E and 8F, and G.L. ch. 68, sec. 19, including initial registration and filing of annual financial reports with the AGO’s Non-Profit Organizations/Public Charities Division. Public charities must also comply with obligations and reporting requirements set by the Internal Revenue Service. As of September 2023, the Non-Profit Organizations/Public Charities Division requires all charitable registrations and annual filings to be made through the Charity Portal. Please find more information [here](#).

grantee's performance under its active FTFMP award. If the AGO chooses to exercise its option to renew grantee contracts, the AGO will provide a renewal request form in March 2025. Any renewals granted will be processed as contract extensions.

Standards and Responsibilities

Prior to submitting an application, applicants should review the FTFMP Standards and Responsibilities which can be found at the [AGO's Current Grant Opportunities website](#). Grantees must accept and implement in full the FTFMP Standards and Responsibilities. A grantee's deviation from the FTFMP Standards and Responsibilities or its grant proposal may be grounds for termination, reduction, or suspension of funding. A grantee may also be precluded from consideration for future grant opportunities for failure to adhere to the FTFMP Standards and Responsibilities or its grant proposal.

Cash Flow and Disbursement of Grant Funds

Grant disbursements will be issued to grantees by Electronic Funds Transfer provided that all necessary contract and periodic reporting documents are received by the established deadlines. No paper checks will be issued. Grant awards will be disbursed in full to grantees soon after contract execution.

Submission Instructions

- Proposals must be delivered electronically through the [AGO's Grant Applications Portal](#) by 5:00 p.m. on Friday, May 17, 2024.
- Interested applicants may access grant information and application details at the [AGO's Current Grant Opportunities website](#)
- Applications received after the deadline will not be reviewed.
- Applications will not be accepted in any other format.
- New applicants will be asked to create a free online account. Any applicant that has applied for any AGO grant using the [AGO's Grant Applications Portal](#) may log into its existing account.
- Once applicants have started an application, the application may be saved and returned to later.
- Confirmation of Receipt: Applicants typically receive an email confirmation within 48 business hours. If a confirmation is not received, please call 617-963-2150 for further instructions and assistance.
- If the applicant experiences issues with the [AGO's Grant Applications Portal](#), they should email AGOgrants@mass.gov or call 617-963-2150 for assistance. The AGO encourages applicants to upload documents in advance of the deadline to avoid last minute submission issues.

Evaluation

All funding decisions and amounts of funding will be made at the sole discretion of the AGO. Applicants may receive no funding or less funding than requested. Some of the criteria utilized in the selection process include:

- Strength of mediation programming;
- Applicant's ability to work with underserved populations in their communities;
- Applicant's previous history of community engagement; and
- Geographic diversity of applicant's service area (the AGO's goal is to provide resources across the state)

Prior FTFMP grant recipients will be evaluated further on the timeliness and accuracy of their required reporting, the quality of their outreach events, and their satisfactory implementation of the FTFMP Standards and Responsibilities.

Questions

Questions regarding this RFP may be submitted to AGOgrants@mass.gov only until 5:00 p.m. on May 10, 2024. When submitting your question(s), please include "FY2025 Face-to-Face Mediation Programs" in the email subject line. Questions received and answers provided regarding this RFP will be posted on the [AGO's Grant Applications Portal](#).

Reasonable Accommodation

Applicants that seek reasonable accommodation, which may include the receipt of the RFP information in an alternative format, must communicate such requests in writing to AGOgrants@mass.gov, no later than 5:00 p.m. on May 10, 2024.

Expectations and Requirements for Grantees

- Awards are contingent upon the applicant satisfactorily completing all necessary documents (see below) by the deadlines established by the AGO.
- Any changes to a grant program or budget, at any time during the grant period, must be requested in writing by grantees and must be approved, in advance, by the AGO.
- All funds must be used in a manner consistent with the applicant's grant application and accompanying proposal which shall both become part of the Scope of Services Agreement.
- Grantees must complete two semiannual reports in a format to be provided by the AGO.
- Grantees are required to send at least one representative to an annual meeting, hosted by the AGO, during the project period to discuss mediation trends, best practices, and grant program developments.
- At its sole discretion, the AGO may require grantees to provide programmatic documentation or financial records related to their grant awards.

Required Commonwealth Contract Documents

The following documents, completed without alteration, will be required as part of the *application submission*:

- Request for Taxpayer Identification Number and Certification (W-9)
- Electronic Funds Transfer (EFT) Form
- Nonprofits must submit one of the following unless they are exempt from filing with the AGO's Non-Profit Organizations/Public Charities Division (NPCD):

- Their most recent filing package submitted to NPCD;²
- A current Certificate of Solicitation issued by NPCD; or
- A current Letter of Good Standing issued by NPCD.

Links to blank W-9 and EFT forms will be provided in the online application form.

The following documents will be required upon any notification of a grant award at a deadline established by the AGO and *should not be submitted with the grant application*:

- Standard Contract Form
- Scope and Services Agreement
- Contractor Authorized Signatory Listing

No grant funds will be disbursed unless the necessary documents are submitted by the deadlines established by the AGO.

Public records

All submitted responses and information are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10, and M.G.L. c. 4, § 7, cl. 26. Applicants should not submit any personal, medical, or other sensitive information.

Updates to this RFP

Any changes/corrections to any part to this RFP will be posted on the [AGO's Current Grant Opportunities website](#). It is the applicant's responsibility to check this web page frequently for any updates.

² The package should include the applicant's Form PC, IRS Form 990/990-EZ/990-PF and, as applicable, a CPA's review report or an audited financial statement.