



## FY2026 SAFEPLAN Request for Grant Applications

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

**Attorney General Andrea Joy Campbell, Chair**  
**Anthony Gulluni, District Attorney, Hampden County**  
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**Lavinia Weizel, Public Member**  
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**Audrey Morrissey, Survivor Member**  
**Heather Bish, Survivor Member**

**Liam T. Lowney, Executive Director**

Massachusetts Office for Victim Assistance  
One Ashburton Place, Room 1310  
Boston, MA 02108

[mov@mass.gov](mailto:mov@mass.gov)  
[www.mass.gov/mov](http://www.mass.gov/mov)

**MOVA's mission is to empower all victims and survivors of crime across the Commonwealth.**

# Massachusetts Office for Victim Assistance

## FY2026 SAFEPLAN

### Request for Grant Applications (RGA)

#### RGA File Name/Title:

FY2026 SAFEPLAN Renewal

#### RGA File Number:

2026SAFEPLANVWA

#### Procuring Department:

Massachusetts Office for Victim Assistance

#### Address:

Massachusetts Office for Victim Assistance  
One Ashburton Place, Suite 1310  
Boston, MA 02108

#### Procurement Team Leader:

Ashlee Renich-Malek, Grants Administration Specialist

#### E-mail address:

movagrants@mass.gov

#### 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>Contract Duration</b> | <b>Number of Options</b> | <b>Number of Years</b>                | <b>Instructions</b>                                   |
|--------------------------|--------------------------|---------------------------------------|---|
| Initial Duration         | n/a                      | 1 year (July 1, 2025 - June 30, 2026) | One year renewal contract                             |
| Renewal Options          | n/a                      | n/a                                   | MOVA reserves the right to renew or extend contracts. |

## Introduction

This procurement is for currently funded SAFEPLAN host agencies only. The purpose of this procurement is to provide continued support to currently funded host agencies providing SAFEPLAN services. SAFEPLAN is a partnership between the Massachusetts Office for Victim Assistance (MOVA), community-based domestic violence/sexual assault agencies (host agencies), courts, and district attorney's offices. SAFEPLAN Advocates provide crisis intervention, individualized safety planning, referrals to additional critical resources, information about available options, support and advocacy services to victims of domestic violence, sexual assault, and stalking who are seeking protection through the court system via the [M.G.L. c. 209A](#) Abuse Prevention Order or [M.G.L. c. 258E](#) Harassment Prevention Order process. Currently, SAFEPLAN exists in 53 district and probate and family courts throughout Barnstable, Berkshire, Bristol, Essex, Franklin, Hampden, Hampshire, Middlesex, Plymouth, and Worcester Counties.

The SAFEPLAN Program is managed and coordinated statewide by MOVA. Community-based domestic violence/sexual assault agencies located across the Commonwealth employ the SAFEPLAN Advocates who are based in district, probate, and family courts in various regions across the Commonwealth.

The Massachusetts Office for Victim Assistance (MOVA) operates under the guidance of the Victim and Witness Assistance Board (VWAB). The VWAB administers funds for SAFEPLAN grant awards available through state line item 0840-0101 and through the Federal Victims of Crime Act of 1984 (VOCA), VOCA statute 34 USC 20103, which authorizes states to sub-award annual VOCA grants for the financial support of eligible crime victim assistance programs. State bridge funding legislation may also be used to support SAFEPLAN grant awards, subject to appropriation from the Massachusetts Legislature and Governor.

**Note:** Funding through this RGA is intended to support services for individuals who identify or share that they have experienced physical, financial, or emotional harm due to a crime. While this RGA references "victims" and "survivors," MOVA understands that not all individuals identify or define themselves with these words. The victim **is not** required to report the crime to law enforcement or participate in the criminal legal system to be eligible for services.

The contract duration will be for state fiscal year 2026, July 1, 2025 through June 30, 2026. Funding associated with this grant is subject to final state appropriations, receipt of identified federal funds, and approval by the VWAB. MOVA reserves the right to not award funding, reduce grant awards, and/or modify required services or priorities associated with these grants in the event of a reduction to funding. MOVA reserves the right to renew and/or extend contracts beyond June 30, 2026.

MOVA also reserves the right to increase grant awards and/or make additional awards to one or more of the sub-recipients by considering the responses submitted to this application, the needs of the communities, and/or best value to the Commonwealth. All grant awards are made by the VWAB.

## Eligibility

Only applicants who received a FY2025 SAFEPLAN award and whose contracts end June 30, 2025 may apply during this renewal period. Only one application per agency or organization can be submitted during this procurement. Please note that while all currently funded agencies are eligible to apply, due to a reduction in federal funding, some agencies may not receive a renewal award.

Successful applicants must abide by the requirements set forth in this RGA and the effective edition of the [MOVA Grant Sub-recipient Policies & Procedures Manual](#). Applicants are strongly encouraged to read all documents thoroughly prior to preparing an application.

## Available Funding

Due to a reduction in recent federal VOCA award amounts, MOVA has limited funding available to support this renewal. For the FY26 SAFEPLAN award cycle, MOVA anticipates making between \$3,630,276 and \$4,171,590 available in awards via federal VOCA and supplemental state funding. The low end of the range is 10% lower than what was administered in FY25 for SAFEPLAN awards and the high end of the range is 3.42% higher than what was administered in FY25 for SAFEPLAN awards.

**Applicants should apply for their FY25 grant award amount.** Should the additional funds become available, MOVA reserves the right to increase or adjust awards, including awarding above the FY25 grant award amount, for one or more sub-recipients by taking into account the responses submitted to this application, the needs of SAFEPLAN, and/or best value to the Commonwealth. MOVA policies, procedures, and requirements will apply to all awards, regardless of funding source(s).

MOVA will be prioritizing the following expenses for the FY26 renewal:

- Direct service staff personnel costs (salary, fringe, related indirect costs where applicable),
- Administrative and management staff personnel costs necessary to manage the funded award (salary, fringe, related indirect costs where applicable),
- Other essential costs for the delivery of SAFEPLAN services.

MOVA reserves the right to reduce funding requests in these categories. Including only these items in a funding request does not preclude an applicant from reductions, nor does having additional items outside of those listed here necessitate automatic reductions. Funding decisions will be guided in part by the evaluative criteria on page 10 of this document. It is expected that agencies continue to serve all currently designated courts.

MOVA will be setting parameters for the following expenses for the FY26 renewal:

- Staff bonuses must be included in the original budget request and approved by MOVA during contracting.
  - Bonuses that are requested via a budget amendment during the fiscal year may not be approved.
- Gift cards for emergency client assistance must be requested in the original budget request and approved by MOVA during contracting or via a budget amendment before the final quarter of the fiscal year.
  - Gift cards (a new or increased line item) that are requested via a budget amendment that is submitted to MOVA on or after April 1, 2025 may not be approved.

## Matching Requirement and Waivers

In accordance with MOVA's match waiver policy, MOVA will issue a blanket waiver of the match requirement for all successful applicants through the grant duration of July 1, 2025 - June 30, 2026. Contact MOVA at [movagrants@mass.gov](mailto:movagrants@mass.gov) if your agency chooses to opt out of the automatic match waiver. Choosing to accept or opt out of the match waiver does not impact the outcome of your application. To review MOVA's match waiver policy and an informational sheet on the match waiver policy, please visit our [website](#).

## Method for Cost Reimbursement

**SAFEPLAN grants are cost reimbursement grants. Reimbursements will be made only for allowable costs included in the approved budget and only after the approved costs are incurred by the agency.** Successful

applicants will be provided with the necessary instruction regarding the reimbursement process. Successful applicants must have sufficient funds on hand to support the project without a cash advance. Reimbursements are subject to the Commonwealth of Massachusetts Bill Paying Policy and General Payment Policies established by the Office of the Comptroller.

### **Civil Rights Compliance**

All programs, activities, and services provided, performed, funded, or contracted by MOVA shall be conducted without discrimination. Agencies must comply with relevant state and federal non-discrimination laws and requirements. Specific information will be sent to successful applicants during award contracting.

## Application Process

### COMMBUYS

[COMMBUYS](#), the Commonwealth's Procurement system, will be utilized for posting the Request for Grant Applications (RGA). [eGrants](#), MOVA's grants management system, will be utilized for the completion and submission of the grant application.

### Timeline

|                          |   |
|--------------------------|---|
| December 4, 2024         | Anticipated Date, Release of RGA on <a href="#">COMMBUYS</a> ; application open on eGrants  |
| December 10, 2024        | Optional FY26 Information Session* 10:00am-12:00pm. <a href="#">Register here.</a>  |
| January 13, 2025         | Optional eGrants Technical Assistance Session* 1:00-2:00pm. <a href="#">Register here.</a>  |
| January 27, 2025         | Deadline to submit questions regarding RGA<br>Answers to question will be posted on <a href="#">COMMBUYS</a> and <a href="#">www.mass.gov</a> on or before January 28, 2025 |
| <b>February 13, 2025</b> | <b>Grant Submission Deadline 12:00 p.m. EST via eGrants</b>   |
| Spring 2025              | Victim and Witness Assistance Board vote  |
| Spring 2025              | Agency award notification and contracting process via eGrants   |
| July 1, 2025             | Start date for FY26 SAFEPLAN grant  |
| June 30, 2026            | End date for FY26 SAFEPLAN grant  |

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

\*These sessions are open and applicable to all FY26 MOVA renewal procurements

### Informational Session

An informational session will be held via webinar on December 10, 2024 from 10:00am-12:00pm. Attendance is not required. Registration link available in the timeline above. The session will be recorded and available on MOVA's website. Applicants are also encouraged to submit questions as detailed in the section below.

### Questions/Technical Assistance

Ashlee Renich-Malek, Grants Administration Specialist, is the designated Procurement Team Leader for this RGA. MOVA will host an optional webinar on January 13, 2025 from 1:00-2:00pm to address technical assistance questions. Applicants may submit questions about the RGA or Policies and Procedures until January 27, 2025. Questions may be submitted via e-mail to [movagrants@mass.gov](mailto:movagrants@mass.gov). Answers to all questions received will be posted on [COMMBUYS](#) and [www.mass.gov](#) on or before January 28, 2025.

*Any amendments, cancellations, corrections or 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.*

## **Application Instructions**

Applicants should only submit one application per agency. Via the eGrants system (<https://mova.intelligrants.com/>) select FY26 SAFEPLAN Application from the “My Opportunities” section on your homepage to proceed with your application.

## **Application Questions**

### **Program Narrative**

In narrative form:

- Describe any notable changes between your FY26 budget request and your current FY25 budget and/or any changes in staffing if applicable.
  - For example:
    - Office Supplies and Salary Cost Categories: office supplies, which were included in the FY25 budget in the amount of \$1,000, have been moved to fund an increase in salary for Sam Smith.
    - Other Cost Category: client emergency expenses reduced from \$10,000 in the FY25 budget to \$1,000 in the FY26 request. Remaining \$9,000 moved to salary to support cost of living increases for advocates.
    - Salary Cost Category: Sam Smith was reduced from 20 hours per week to 15 hours per week in the Anytown District Court and funds were not shifted out of the category
- If any FY24 SAFEPLAN funds were reverted and/or if there are plans to revert FY25 SAFEPLAN funds, provide an explanation discussing why. A response to this question is required when applicable.
- If the FY26 budget request has any currently vacant positions, explain the steps taken to fill the position(s) and the barriers to securing staffing. A response to this question is required when applicable.

## **Organizational Questionnaire**

Complete and submit form addressing questions based on applicant agency.

## **Proposed Court Coverage Agreement**

This proposed agreement shall include the names, schedules, and court assignments for each of the Advocates, volunteers/interns, and the coverage plan for times when an Advocate will not be available in court. Include the specific days and times for each Advocate’s schedule, along with the procedure for the court to contact the back-up Advocate (e.g., cell phone, beeper). Upon MOVA approval, this document will become part of the applicant’s grant file and utilized as a reference by both MOVA and court staff. **This document must be updated and submitted to MOVA for approval throughout the grant period if any changes occur.** Since this is a renewal grant, all designated courts should continue to be covered.

## **FY2026 Budget Request**

In eGrants, click into each budget category, fill out the information for each line item and subsequent budget narrative, and save the page before continuing. Each line item requires a denotation of either an administrative or direct cost and a Budget Narrative to justify and explain all costs in full detail.

Applicants are encouraged to include whole numbers in their budget requests (i.e., round up to the nearest dollar for each cost). Review the [MOVA Grant Sub-recipient Policies & Procedures Manual](#) and additional resources on [MOVA’s website](#) for more information on the allowable costs within each category.

## **Salary Page**

At the top of the Salary page in the funding request, applicants will be asked how many hours per week is considered full-time at their agency (i.e., 35 hours per week, 40 hours per week, etc.). This number will be used to auto-calculate the full-time equivalent (FTE) for each employee in the funding request, which will then be

auto-calculated into the number of full-time equivalents at the top of the page.

For each employee, applicants must also select which staff category is most fitting. The categories are as follows:

- Direct Staff: SAFEPLAN Advocate
- Direct Staff: Clinician
  - Instructions: This category is reserved for positions that require a license to practice.
- Direct Staff: Direct Staff Supervisor
- Direct Staff: Program Director/Coordinator
- Direct Staff: Other
- Admin Staff: Agency Leadership
  - May include: Executive Director, President
- Admin Staff: Fiscal/Billing Staff
- Admin Staff: Program Director/Coordinator
- Admin Staff: General
  - May include: Executive Assistant, Administrative Assistant, Office Manager
- Admin Staff: Other

MOVA encourages applicants to select the staff category that is most representative for each position in the funding request. If a staff member fits into multiple categories, select the category that represents how the majority of that staff member's funded time is spent.

### **Indirect Costs**

Applicants should follow [MOVA's Grant Sub-recipient Policies and Procedures](#) when requesting funding to support indirect costs. Indirect remains an allowable cost, however, it is not required to be included in a funding request. Agencies may choose not to request indirect cost dollars in order to prioritize funding to sustain and support direct services. If there is a change to the inclusion or rate of indirect costs, please identify this change in your application using program narrative question #1. Applicants may negotiate an indirect rate with MOVA. For more information on this process, contact the Procurement Team Leader.

### **Contact Information**

Under Organization Information, fill out the Contact Information tab with the most recent contact information for each of the following: agency leadership contact, programmatic contact, fiscal contact, contract manager, data contact, authorized signatory, and any other contact information necessary for MOVA. All fields with an asterisk (\*) are required. To confirm the information completed in this form, applicants must use the save button at the top right corner of the screen.

### **Authorized Signatory Form**

Fill out the Authorized Signatory section with the authorized signatory's name, title, and email address. This is the person who will directly receive and should sign your FY26 grant contract. Click on the link to download the authorized signatory form, fill out, sign the form, and reupload using the upload button in this section. The authorized signatory information on the eGrants page must match the person listed on the signed form.

If any part of the Contact Information page, including the Authorized Signatory section, is incomplete, the application will be considered incomplete. **Any errors on the form or in this section will result in a delay of your contract.**



# Grant Application Submission

## **Applications are due on eGrants no later than 12:00 pm EST on Tuesday, February 13, 2025**

*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 may be subject to additional evaluative criteria.*

## **Evaluation Criteria**

Incomplete and/or ineligible applications may not be funded in whole or in part. MOVA reserves the right to follow up with agencies during the application review process for more information or clarification.

The below evaluation criteria are evaluative tools only and not wholly determinative of which or how agencies are awarded grants. MOVA will make a best value determination and reserves the right to apply additional evaluative criteria in decision making and to negotiate budgets with successful applicants. A best value determination means it is in the best value of the Commonwealth for evaluation criteria to measure and balance multiple factors beyond just cost.

Evaluative criteria may include but are not limited to:

- Timely completion of the application and submission of any applicable materials;
- Prioritization of costs that are essential to the provision of direct services to victims of crime, as identified by MOVA. MOVA reserves the right to remove or reduce costs which do not align with these categories (page 4);
- Coverage of currently designated SAFEPLAN courts;
- Prior compliance with MOVA policies and procedures;
- Monitoring findings and agency response;
- Program history of reversion during the FY2023 and FY2024 contract periods and progress towards spending the FY2025 award;
- Review of OMT data and the overall utilization of prior awards to support direct services;
- Personnel vacancies and impact of vacancies on the provision of services and the scope of the funded program.

## **Debriefing Procedures:**

Applicants may request a debriefing from MOVA. To request a debriefing, the agency must contact the Procurement Team Leader via e-mail. Requests for debriefing must specify which grant the debrief request is referring to and be received within 14 days of the award vote by the VWAB.



The recipient of funds must also agree to abide by the Office of Justice Programs (OJP) Financial Guide, effective edition, Office of Justice Programs Financial Guide. For more information, see the General Subgrant Conditions posted on [www.mass.gov/mova](http://www.mass.gov/mova)

If selected for an award, a copy of the Standard Contract Form will be e-mailed to the authorized signatory of your agency, 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.

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