



FY2027 SAFEPLAN Call for Grant Applications (CGA)

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

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

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# Call for Grant Applications: Basic Information

## Grant Application File Name:

FY2027 SAFEPLAN Renewal

## Grant Application File Number:

2027SAFEPLANVWA

## Grant Making Organization:

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

## Resources

- [COMMBUYS](#): the Commonwealth of Massachusetts's public procurement website. All procurement materials will be posted here as required by law, as well as MOVA's website and eGrants
- [MOVA's website](#): Grant application instructions, resources and materials are available here
- [eGrants](#): MOVA's online grants database, where the grant application and grant management processes will take place
- [MOVA's eGrants resources website](#): eGrants materials, resources, and trainings
- [MOVA Grants Policies and Procedures Manual](#): document that outlines requirements for recipients of MOVA's grant funding. The current version reflects FY26 requirements, and the FY27 version may contain different requirements
- [VOCA Rule](#): the federal law that establishes the Crime Victims Fund (CVF), the source of MOVA's Victim of Crime Act (VOCA) federal dollars for this grant
- [Department of Justice \(DOJ\) Financial Guide](#): document that provides guidance on how to manage grant awards from DOJ's offices, of which MOVA receives funding from the Office for Victims of Crime (OVC), a subset of the Office of Justice Programs (OJP)

## MOVA Contact Information

Questions for this application may be submitted in writing or verbally. Applicants may submit questions until November 21, 2025. Answers to all questions received, both written and verbal, will be posted on [COMMBUYS](#) and [MOVA's website](#) on or before November 25, 2025.

Submit questions to:

Ashlee Renich-Malek, Grants Administration Specialist  
[movagrants@mass.gov](mailto:movagrants@mass.gov)  
617-448-5542

## Timeline

October 14, 2025	Release of CGA on <a href="#">COMMBUYS</a> and application open on eGrants
November 19, 2025	Optional eGrants Technical Assistance Session 10:00am-11:30am. <a href="#">Register here.</a>
November 21, 2025	Deadline to submit questions. Answers to question will be posted on <a href="#">COMMBUYS</a> and <a href="#">MOVA's website</a> on or before November 25, 2025
<b>December 2, 2025</b>	<b>Grant Submission Deadline 12:00 p.m. EST via eGrants</b>
April 2026	Victim and Witness Assistance Board vote
April 2026	Award notification and contracting process via eGrants

July 1, 2026	Start date for FY27 SAFEPLAN grant
June 30, 2027	End date for FY27 SAFEPLAN grant

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

### **Expected Duration of Contract**

The FY27 SAFEPLAN renewal grant will support existing SAFEPLAN services at currently funded host organizations through FY27 (July 1, 2026 through June 30, 2027).

### **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](#).

## Introduction

This grant opportunity is for currently funded SAFEPLAN host organizations only to provide continued SAFEPLAN services. SAFEPLAN is a partnership between the Massachusetts Office for Victim Assistance (MOVA), community-based domestic violence/sexual assault agencies (host organizations), 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.

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 award annual VOCA grants for the financial support of eligible crime victim assistance programs.

## Eligibility

Only applicants who received a FY2026 SAFEPLAN grant and whose contracts end June 30, 2026, may apply during this renewal period. Only one application per organization can be submitted to renew SAFEPLAN services. Please note that while all currently funded organizations are eligible to apply, due to a reduction in federal funding, some organizations may receive a reduced grant.

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

## Period of Performance and Available Funding

The contract duration will be for fiscal year 2027 (July 1, 2026 - June 30, 2027). 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 grant funding, reduce grants, 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, 2027.

Due to a reduction in federal VOCA award amounts, MOVA has limited funding available to support this renewal. For the FY27 SAFEPLAN grant cycle, MOVA anticipates making between \$3,630,276 and \$4,025,455 available via federal VOCA and state funding. MOVA may use the following sources to fund the FY27 SAFEPLAN grants:

- The state SAFEPLAN line item 0840-0101
- Federal Victims of Crime Act (VOCA) Victim Assistance funding, annual awards including: 2022, 2023, 2024 and 2025
- State funding, subject to appropriation from the Massachusetts Legislature and Governor

**Applicants should apply for up to their FY26 grant amount.** Level funding is not guaranteed. Should additional funds become available, MOVA reserves the right to increase or adjust grants, including awarding above the

FY26 grant amount, for one or more grantees by considering the responses submitted to this application, the needs of SAFEPLAN, and/or best value to the Commonwealth. All grant awards are made by the VWAB.

Budget requests should reflect costs essential to the provision of direct services. MOVA may reduce or eliminate line items within proposed budgets to prioritize direct services.

Funding decisions will be guided in part by the [Evaluation Criteria](#). It is expected that grantees continue to serve all currently designated courts.

## Grant Requirements

The following represent some of the most critical grant requirements; however, this is not an exhaustive list. Successful applicants must abide by the requirements outlined in this grant application and the current edition of the [MOVA Grants Policies and Procedures Manual](#). Applicants are strongly encouraged to read all documents thoroughly prior to preparing an application.

### Cost Reimbursement Process

This is a cost reimbursement grant. Outlined are some general requirements regarding the cost reimbursement process:

- Grantees will submit an expense report every month via MOVA's electronic grants managements system, eGrants, to request reimbursement for costs that have been incurred by the grantee
- All grantees are required to maintain records of all expenses billed to the grant. Depending on monitoring level, MOVA may require supporting documentation be provided at the time of the request for reimbursement. This may include financial statements, receipts, utility bills, payroll ledgers, etc.
- Grant funds will not be provided in a lump sum; they will be paid as costs are incurred on a monthly basis
- Payments to the grantee will be issued no later than 45 days after the submission of an error-free expense report to MOVA
- Grantees should have enough funding outside of the VSS grant to support costs associated with the grant for up to 3 months
- Grantees should time their reimbursement requests to ensure that cash on hand is kept to a minimum and disbursements/reimbursements are made within 10 days if not immediately

### Non-Profit Organizations/Public Charities Forms

All public charities doing business in the Commonwealth of Massachusetts must [register with the Non-Profits/Public Charities Division](#) and, thereafter, file annual financial reports with the Office of the Attorney General for the duration of grant funding. Prior to receiving MOVA funding, nonprofit grantees must ensure their compliance with registration and filing.

### Volunteer Requirement and Waivers

Grantees are required to use volunteers to promote community involvement and maximize the impact of limited funding. MOVA reserves the right to waive this requirement, provided that the applicant submits written documentation of its efforts to recruit and maintain volunteers, or otherwise demonstrates why circumstances prohibit the use of volunteers. A volunteer waiver can be requested during the contracting process on eGrants if awarded a grant. More information about the volunteer requirement and waiver can be found in the [Volunteer Waiver Policy Informational Sheet](#). Choosing to use volunteers or to ask for a volunteer waiver does not impact the outcome of your application.

### Match Requirement and Waivers

MOVA has issued a [Match Waiver Policy and Procedure](#) which allows MOVA to waive match requirements for grantees under unique and qualifying circumstances, which for this grant MOVA has identified as resource constraints and limited funding availability. Choosing to accept or opt out of the match waiver does not impact the outcome of your application.

Therefore, match is not a requirement to apply for this grant. If your organization would like to report match and opt out of the match waiver, you may do so via your application on eGrants. More information about the match requirement and waivers can be found in the [Match Waiver Policy – Information Sheet](#).

### **Data Reporting**

Grantees are required to collect, document, and report information about services provided and individuals served under the grant, and other data as outlined in the [MOVA Grants Policies and Procedures Manual](#) starting on page 31. Grantees should anticipate currently having or building the capacity to collect, report, and maintain required data.

### **Office of Civil Rights Compliance**

Grantees are required to follow federal and state civil rights and non-discrimination laws and requirements. More information about this can be found on page 19 of the [MOVA Grants Policies and Procedures Manual](#).



## Completing the Application

Using the steps below, applicants should submit one application for the FY27 SAFEPLAN renewal grant per organization. Multiple applications will not be considered.

### Step 1: Register on eGrants

Organizations are required to submit their application through MOVA's electronic grants administration system, MOVA [eGrants](#). At least one person from your organization should register your organization and themselves with the role of Agency Administrator, the primary role in the system. This can be done by clicking the *"New User? Click Here"* button on the eGrants login page and filling out the New User Registration popup. eGrants will email the next steps once registered.

Once logged into eGrants, ensure that your Organization Information is accurate and that the entire Contact Information page is filled out and saved.

#### Authorized Signatory

A key component of the Contact Information page is the last contact at the bottom of the page: the authorized signatory. The authorized signatory designated here will be the person to sign the contract with MOVA if awarded a grant. It is **essential** that the contact information for the authorized signatory is complete and accurate, including the Contractor Authorized Signatory Listing (CASL) form.

Fill out the Authorized Signatory section with the authorized signatory's name, title, and email address. Click on the link to download the CASL form, fill out and sign the form, and reupload the form 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 cause a delay in receiving a grant, if awarded.**

### Step 2: Complete the Application on eGrants

On eGrants, applicants will complete the following:

#### Narrative Questions

The following questions are required where applicable. If not applicable, write "n/a" in the text box. Responses will be limited to the space available in the text box.

- 1) Describe any notable changes between your FY27 budget request and your current FY26 budget and/or any changes in staffing if applicable. For example:
  - Office Supplies and Salary Cost Categories: office supplies, which were included in the FY26 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 FY26 budget to \$1,000 in the FY27 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
- 2) If any FY25 SAFEPLAN funds were reverted and/or if there are plans to revert FY26 SAFEPLAN funds, provide an explanation discussing why.

- 3) If the FY27 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.
- 4) Do you anticipate changes in client needs, court demands, or other trends that may affect your SAFEPLAN services in the year ahead?
- 5) In the past year, have you developed partnerships or strategies that help support the efficiency of your SAFEPLAN services?

### Organizational Questionnaire

Complete web-based form addressing questions regarding your organization's capacity to manage a SAFEPLAN grant that may include federal and state funding.

### 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). 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.

### Budget Request

In eGrants, click into each budget form, 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.

You are encouraged to include whole numbers in your budget request (i.e., round up to the nearest dollar for each cost). Review the [MOVA Grants Policies and Procedures Manual](#) and additional resources on MOVA's website for more information on the allowable costs within each category.

Indirect Costs: Your organization should follow [MOVA Grants Policies and Procedures Manual](#) when requesting funding to support indirect costs. You may negotiate an indirect rate with MOVA. For more information on this process, contact [MOVAGrants@mass.gov](mailto:MOVAGrants@mass.gov).

## **Step 3: Submit Your Application**

Applications are due no later than **12:00pm EST on December 2, 2025** via eGrants.

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 not be considered.

Technical assistance is available during the optional, virtual eGrants Technical Assistance Session on November 19, 2025. Registration information for the eGrants session is included in the Timeline on page 3.

Additional eGrants resources are:

- [eGrants Registration and User Roles Step-by-Step Guide](#)

- [eGrants Grantee User Manual](#)
- [eGrants MOVA webpage](#)
- [eGrants Application Step-by-Step Guide](#)

Questions about the CGA can be sent to [MOVAGrants@mass.gov](mailto:MOVAGrants@mass.gov) up to November 21, 2025. Following that date, *only* technical assistance questions can be answered until the application closes.

# Review Process

## Evaluation Criteria

This is a renewal application process. Incomplete and/or ineligible applications may not be funded in whole or in part. The application review process will proceed as follows:

### Phase 1: Eligibility and Completeness Review

MOVA will complete a preliminary review of eligibility and application completeness. This review addresses minimum requirements for this funding opportunity. If MOVA determines that the minimum requirements for this funding opportunity are not met, applications may not move to the next phase of review. This phase will proceed as follows:

- The application is submitted by an eligible applicant
- MOVA confirms that all required grant application components are submitted:
  - Court Coverage Agreement
  - Application questions
  - Organizational questionnaire
  - Budget forms

### Phase 2: Application Review

Applications that meet the eligibility and completeness criteria will move onto the Application Review. Application reviews will be completed by MOVA staff reviewers.

Evaluative criteria may include but are not limited to:

- Timely completion of the application and submission of any applicable materials
- Continued coverage of currently designated SAFEPLAN courts
- Compliance with MOVA policies and procedures
- Monitoring findings and organization response
- Organization history of reversion during the FY2024 and FY2025 contract periods and progress towards spending the FY2026 award
- Review of Outcome Measurement Tool (OMT) data and the overall utilization of prior awards to support direct services
- Personnel vacancies and impact of vacancies on the provision of SAFEPLAN services

MOVA reserves the right to:

- Follow up with applicants during the review process for more information or clarification. This may occur over email or via virtual conversation at the review panel's discretion
- Apply additional evaluative criteria in decision making
- Negotiate budgets with applicants

The results of the scoring and evaluation system do not guarantee funding. The above evaluation criteria are evaluative tools only and not wholly determinative of which or how organizations may receive a grant. MOVA will make best value determinations for funding decisions. A best value determination means to make a decision of best value for the Commonwealth that measures and balances multiple factors beyond just cost.

## Grant Award Notification Process

### Grant Award Notification

Grant award notifications (successful and unsuccessful) will be sent via eGrants following the Victim and Witness Assistance Board vote in April 2026. Note: this is not equivalent to budget approval which will occur separately during the contracting process.

If selected for a grant, a copy of the Standard Contract Form will be sent to the designated authorized signatory of your organization and must be signed before the deadline 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.

### Debriefing Procedures

Unsuccessful applicants may request a debriefing from MOVA. To request a debriefing, contact [movagrants@mass.gov](mailto:movagrants@mass.gov) within 14 days of the denial notification and specify which grant the debriefing is referring to. Unsuccessful applicants who disagree with the decision must participate in a debriefing prior to filing an administrative appeal.

Any amendments, cancellations, corrections, or clarifications to this grant application will be posted on [COMMBUYS](#) and [MOVA's website](#).

*Modifications to the body of the call for grant applications, application form, specifications, terms and conditions, or any other documents that would change the intent of this grant application are prohibited.*