



FY2027 Victim and Survivor Services (VSS) Call for Grant Applications (CGA)

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 Victim and Survivor Services

Grant Application File Number

2027VSSVWA

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 federal Victim of Crime Act (VOCA) 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 or 617-448-5542

Application Workshops

Application workshops will be held on October 21 and October 28, 2025. Though not mandatory, interested applicants are strongly encouraged to attend. These workshops will include:

- An overview of the application
- The timeline, framework, and general expectations for applying
- An overview of the evaluation and review process
- Opportunities for technical assistance
- An overview of post-grant award expectations

Timeline

October 14, 2025	Release of CGA on COMMBUYS and application open on eGrants
October 21, 2025	Optional FY27 Application Workshop 10:00am-12:00pm. Register here.
October 28 2025	Optional FY27 Application Workshop 1:00pm-3:00pm. Register here.
November 3, 2025	Intent to Apply form due on eGrants
November 19, 2025	Optional eGrants Technical Assistance Session 10:00am-11:30am. Register here.
November 21, 2025	Deadline to submit questions. Answers to question will be posted on COMMBUYS and MOVA's website on or before November 25, 2025
December 2, 2025	Grant Submission Deadline 12:00 p.m. EST via eGrants
April 2026	Victim and Witness Assistance Board vote
April 2026	Award notification and contracting process via eGrants
July 1, 2026	Start date for FY27 VSS grant
June 30, 2027	End date for FY27 VSS grant

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

Expected Duration of Contract

The contract duration will be for FY27 (July 1, 2026 through June 30, 2027) with the option for a one-year renewal for FY28 (July 1, 2027 through June 30, 2028). More information about the length of the contract can be found in the Available Funding and Period of Performance section below.

Applicable Procurement Law

MOVA adheres to 815 CMR 2.00, the Massachusetts 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 seeks qualified applicants to provide counseling, advocacy, and intervention services free of charge to victims and survivors of crime.

Funding through this grant opportunity 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 document references “victims” and “survivors,” the Massachusetts Office for Victim Assistance (MOVA) understands that not all individuals identify or define themselves with these words. Victims are **not** required to report the crime to law enforcement or participate in the criminal legal system to be eligible for services.

MOVA operates under the guidance of the Victim and Witness Assistance Board (VWAB). The VWAB administers funds for VSS grants available 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. The VWAB is also the designated state authority to administer Drunk Driving Trust Fund (DDTF) funding via [M.G.L. Chapter 52 of the Acts of 2002](#) and Human Trafficking Trust Fund (HTTF) funding via [M.G.L. Chapter 265 Section 56](#) and [M.G.L. Chapter 10 Section 66A](#).

MOVA envisions a Commonwealth in which all victims and survivors of crime can access rights and high-quality services that are reflective of our diverse communities; culturally-responsive and trauma-informed; and in which their voices and experiences are heard, valued, and amplified.

MOVA values are:

- **Survivor-Informed:** MOVA’s work is driven by the voices of victims and survivors of crime and those that support them
- **Advocacy:** MOVA will always advocate for enhanced rights and services for all victims and survivors of crime
- **Partnership:** MOVA will collaborate and ally with agencies and individuals working to empower victims and survivors of crime
- **Equity:** MOVA is committed to providing funding, services, and access for underserved and marginalized victim/survivor populations and communities

Eligibility

Organizations are eligible for VSS funding if they:

- Operate in the Commonwealth of Massachusetts
- Are a public or nonprofit organization (including Native American Tribal Governments)
- Have a minimum of a 1-year history of providing services to victims and survivors of crime at the time of application
- Have the organizational capacity to provide the proposed services by demonstrating that they:
 - Have financial support from other sources
 - Can maintain a minimum of 3 months of operating costs
 - Can provide a statement of support from organization leadership (e.g., president or chair of board of directors, agency head, etc.)
- In the budget request, have staff providing direct services as defined by:
 - Responding to the emotional, psychological, and physical needs of crime victims
 - Assisting crime survivors to stabilize their lives after a victimization

- Assisting crime survivors to understand and participate in the criminal justice system
- Restoring a measure of safety and security to crime survivors

In addition to the factors listed above, organizations are not eligible to apply for VSS funding if they:

- Are an individual
- Are eligible for a FY27 Culturally Specific Victim Services in Western Massachusetts (CSVSV) renewal grant

Period of Performance and Available Funding

The initial period of performance will be for fiscal year 2027 (FY27: July 1, 2026 – June 30, 2027). Applicants will propose a budget for one-year (FY27). Renewal grants for the period of fiscal year 2028 (July 1, 2027 – June 30, 2028) may then be awarded based on satisfactory performance, compliance with the renewal process, and funding availability.

MOVA has approximately \$30M in available funding for all FY27 grant programs and anticipates making a range of \$24-27M in total Victim and Survivor Services (VSS) grants for FY27. MOVA may use the following sources to fund the FY27 VSS grants:

- Federal Victims of Crime Act (VOCA) Victim Assistance funding, annual awards including: 2022, 2023, 2024 and 2025
- Drunk Driving Trust Fund (DDTF)
- Human Trafficking Trust Fund (HTTF)
- State funding, subject to appropriation from the Massachusetts Legislature and Governor

Funding associated with this grant is subject to receipt of identified federal and/or state funds and approval by the VWAB. Should additional funds become available, MOVA reserves the right to increase grants and/or make additional grants to one or more of the applicants by considering the responses submitted to this application, the needs of the communities, and/or best value to the Commonwealth.

In the event of a reduction in available funding, MOVA also reserves the right to reduce grants and/or modify required services or priorities associated with these grants. MOVA reserves the right to renew and/or extend contracts beyond June 30, 2028.

Funding Considerations

VOCA Funding Priority Requirements

VOCA requires each state/territory allocate at least 10% of the total annual federal VOCA award to each of the following priority categories:

- Child Abuse
- Domestic Violence
- Sexual Assault

In addition to the priority categories listed above, each state must also allocate 10% of the total annual federal VOCA award to underserved victims of violent crime. For this purpose, MOVA has determined underserved populations include, but aren't limited to:

- Survivors of homicide victims

- Victims from culturally specific populations
- Victims with disabilities
- Victims who identify as LGBTQIA2+
- Victims needing legal assistance
- Victims needing housing assistance
- Victims living in rural or isolated communities
- Victims involved in the justice system

MOVA may disburse more than 10% of its VOCA funds to any one of the above identified categories, and MOVA is able to fund applicants providing direct services to crime victims who do not fall within these groups.

MOVA's Funding Objectives

The following funding objectives will be supported via this grant application:

- Costs essential to the provision of direct services to victims and survivors of crime
- Direct services to victims and survivors of various victimization/crime types
- Direct services for victims and survivors of crime that reach populations, communities, and/or geographic areas that have been historically, or are currently, underserved
- Programming which operates across the geography of the Commonwealth
- Collaborative programs and partnerships that maximize resources and services for victims and survivors of crime

Allowable Services and Expenses

The purpose of these funds is to support, extend, and enhance services to victims of crime. This includes services that:

- Respond to the emotional, psychological, or physical needs of crime victims
- Assist victims to stabilize their lives after victimization
- Assist victims to understand and participate in the civil and criminal legal systems, and/or
- Restore a measure of security and safety for the victim

Types of direct victim services allowable under VSS grants should fall within the following service type categories:

- Information and referral services
- Personal advocacy and accompaniment services
- Emotional support and safety services
- Shelter and housing services
- Criminal/civil legal assistance

We encourage applicants to review our [MOVA Grants Policies and Procedures Manual](#) and [allowable/unallowable cost list](#) for more information on allowable costs and services. MOVA reserves the right to update the allowable or unallowable costs at any time.

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 resources. 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 VSS 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.**

From here, additional users can be added into the system and the intent to apply, and application can be initiated, filled out, and submitted.

More information about registration and user roles can be found in the [eGrants Registration and User Roles Step-by-Step Guide](#).

Step 2: Submit an Intent to Apply

All applicants are strongly encouraged to submit the Intent to Apply form on eGrants by **November 3, 2025**. This intent to apply is non-binding. If your organization submits an intent to apply, this does not mean that you are required to submit an application. If your organization does not submit an intent to apply, this does not mean you are prohibited from submitting an application.

To submit the Intent to Apply form, log onto eGrants and select Intent to Apply from the My Opportunities panel on the Dashboard. Fill out the form and change the status to Intent to Apply Submitted.

Step 3: Complete the Application on eGrants

On eGrants, applicants will complete the following:

Eligibility Checklist

Verify that your organization meets the eligibility criteria listed in the eligibility section above.

Application Questions

Organization Mission Statement: State your organization's mission and length of operation. Include the proposed program length of operation. More information about defining the "program" can be found below. You will be limited to the text box with a maximum of 700 characters.

Program Name: Provide a name for the specific services proposed within the application. This will be referred to as the "program" throughout the application and any further grant management processes with MOVA. If there are multiple types of services or activities encompassed within your application (for example: homicide bereavement services and sexual assault services), create a singular program name for the proposed services and grant.

Proposed Scope of Services: Write a brief scope that outlines the free services proposed to be supported by MOVA funding. You will be limited to the text box with a maximum of 1500 characters. Do not include activities offered by your organization that would not be supported by the VSS grant or any unallowable activities. Include:

- The program name, population(s), and geographic region(s) to be served
- Any unique service capacity such as language capacity or specialized services offered
- State the services to be provided and how they will impact the population(s) to be served

Location/Counties Served: Identify the location of your program and identify the primary county(s) to be served by your program. Select all that apply. If selecting "statewide," a brief narrative must be provided to explain how your program provides services to victims across the state. You will be limited to the textbox with a maximum of 300 characters.

Victimization Type(s) Served: Estimate in percentage form how much of your MOVA grant budget will be allocated to each victimization type. This must total 100%.

Service Type(s) Provided: Select the services that best represent the main types of services that will be provided under the VSS grant. Include match funds if applicable. Only report services and activities that would be funded by the VSS grant. More information about the different service types can be found in the [MOVA Data and Performance Reporting Guide](#), starting on page 13.

Population(s) Served: Identify if any of the services proposed to be provided under the VSS grant are designed and intended for specific populations, including but not limited to culturally specific populations, survivors of crime who have disabilities, and/or survivors of crime who identify as LGBTQIA+.

While your organization may provide services to individuals who fit these descriptions, these questions are looking for you to identify services that are designed and intended for the specific population. If you indicate that you serve any of these specific populations, you will need to provide an explanation in the text box that explains how the services proposed to be funded by the VSS grant are designed and intended for the specific population. To be considered, the description should include information such as the organization's mission statement or an explanation of how specific services and/or costs in the budget are specifically directed towards serving the identified population. You will be limited to the textbox with a maximum of 1000 characters per population if applicable.

Match Waiver: Your organization will either opt into the match waiver or elect to opt out. Opting out means that you will provide a match contribution and report match monthly. Once this option is saved, the budget will open. If your organization opts out of the match waiver, you will have to provide the Sources of Match in a separate page. Find more information about [MOVA's Match Waiver Policy and Procedure on our website](#).

Narrative Questions

Provide a narrative response to each of the following questions. Responses will be limited to the space available in the text box with a maximum of 2500 characters each.

- 1) Describe the history of your organization and the victim/survivor services it has provided.
- 2) Describe the victim/survivor population(s) and their needs that will be addressed with MOVA funding.
- 3) Identify the main 2-4 goals of your proposed application and the main 2-4 activities for each goal that would assist your organization in achieving each of the identified goals. For example:
 - Goal 1: Expand housing/shelter options for survivors of domestic violence
 - Activity 1: Offer individual housing advocacy for survivors
 - Activity 2: Provide relocation assistance for survivors
 - Activity 3: Provide shelter beds for survivors through our emergency shelter
 - Goal 2: Increase emotional support services for survivors of domestic violence
 - Activity 1: Provide individual counseling for survivors
 - Activity 2: Facilitate support groups for survivors
- 4) How does your proposed budget support direct services that specifically address the needs of the victims/survivors served by your organization?

Organizational Questionnaire

Complete web-based form addressing questions regarding your organization's capacity to manage a VSS grant that may include federal and state funding. The questions that comprise the Organizational Questionnaire can be found in the [Appendix](#).

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.

Additional Forms

MOVA will not review additional materials besides those listed in this CGA. Do not upload materials that are not requested in this CGA.

Letter of Support from Organization Leadership (required upload)

In the additional forms section of eGrants, upload a letter signed by leadership at your organization that indicates support for this application. The letter should be on organization letterhead and should state that the

organization agrees to abide by all terms and conditions of the VSS grant and any modifications or additional requirements that may be imposed by law. In instances where there is not a Board, submit a letter from the organization head.

On eGrants, click the title “Letter of Support from Organization Leadership” to download an optional template for the letter.

Reversion Narrative (optional upload)

For organizations that have received funding from MOVA and reverted any of that funding over the past three fiscal years (FY23-FY25), you may upload an explanation on organization letterhead that explains the circumstances of that reversion.

Pass-Through Subaward Budget Requests (required only for pass-through organizations)

Pass-throughs are organizations that receive MOVA funding and further distribute to other organizations through a subaward process. If applicable, the subaward budgets are required to be uploaded here. Contact MOVA at MOVAGrants@mass.gov if you are unsure if this applies to you.

If you are a pass-through organization, click on the title "Pass-Through Subaward Budget Requests" to download the template.

Step 4: 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 will be deducted points from their overall score or 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 4.

Additional eGrants resources are linked below:

- [eGrants Registration and User Roles Step-by-Step Guide](#)
- [eGrants Grantee User Manual](#)
- [eGrants MOVA webpage](#)
- [eGrants FY27 VSS Application Step-by-Step Guide](#)

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

Review Process

This is a competitive application process. Incomplete and/or ineligible applications may not be funded. The application review process has three main phases and 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 the application is responsive to the purpose of the FY27 VSS Call for Grant Applications
- MOVA confirms that all required grant application components are submitted:
 - Eligibility checklist
 - Application questions
 - Organizational questionnaire
 - Budget forms
 - Required uploads

Phase 2: Application Review

Applications that meet the eligibility and completeness criteria will move onto the Application Review. Application reviews will be completed by both MOVA staff and external peer reviewers. Each application will be reviewed by a minimum of one MOVA staff and one external peer reviewer. This Application Review will focus on the application questions and the budget request and will proceed as follows:

- Application questions will be reviewed for completeness, eligibility, allowability, and relevance towards providing a proposed scope of victim and survivor services aligned with the [Eligibility Criteria](#) and [Allowable Services and Expenses](#). Each response will be scored on a scale from 0 through 5 (0 = unanswered, 1 = poor, 5 = excellent)
 - Organization Mission Statement
 - Proposed Scope of Services
 - Narrative Question 1
 - Narrative Question 2
 - Narrative Question 3
 - Narrative Question 4
- Budget requests will be reviewed for completeness, allowability, and relevance towards providing a proposed scope of victim and survivor services aligned with the [Eligibility Criteria](#) and [Allowable Services and Expenses](#). The budget will be scored for completeness, allowability, and prioritization of direct services for a maximum of 15 points (0 = unanswered, 1 = poor, 5 = excellent)

MOVA reserves the right to assign weights to each scoring section.

Phase 3: Programmatic and Financial Review

Following the completion of the Application Review, MOVA staff will review the totality of the Phase 1: Eligibility and Completeness Review and Phase 2: Application Review. In addition, MOVA will consider the

following to make decisions in alignment with available funding and to ensure distribution of funding resources is equitable and aligns with MOVA's funding priorities:

- Geographic catchment area
- Victimization types to be served
- Service types to be provided
- Populations to be served
- Collaborative and innovative programming that maximizes resources and services
- VOCA funding priority requirements, including MOVA's defined underserved populations
- Budgetary prioritization of reasonable, necessary, and allowable costs essential to the provision of direct services
- For current or previous MOVA grantees only: history of award spending and reversion and, if submitted, the Reversion Narrative

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 scoring and 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.

Selection Process

All final grant decisions will be made by the Victim and Witness Assistance Board (VWAB). Funding recommendations will be provided to the VWAB by MOVA staff and voted on by the VWAB at a board meeting planned for April 2026.

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/ISA will be sent to the designated authorized signatory of your organization 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.

Debriefing Procedures

Unsuccessful applicants may request a debriefing from MOVA. To request a debriefing, contact 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.

Appendix

Organizational Questionnaire

See glossary at the bottom of this section for definitions. Defined terms will be indicated by *.

1. Is the organization applying for this grant for the first time?
2. Are any of the services or activities proposed under the grant new for the organization (managed for less than 3 years)?
3. List all current funding sources that will support the grant program and the length of time the organization has received the funding source: (If you have no additional funding sources to report, enter N/A)
4. Does the organization have the capacity to retain the equivalent of 3 months of funds to support the grant program without a cash advance?
5. a. Does the organization have a financial management system* that can record and report grant funds received, allocated and spent?
b. If yes, what financial management system is used? (Enter N/A if not applicable)
6. Which of the following best describes the organization's financial management system that would be used to manage this grant?
 - Manual
 - Automatic
 - Combination
7. a. Can the organization's financial management system separate grant expenses from other organizational funds?
b. Can the organization's financial management system separate grant expenses by grant type if you receive more than one grant from MOVA? (for example, if an organization received both a VSS grant and a SAFEPLAN grant, can those two grants be tracked separately)
8. Can the organization's financial management system track revenue accurately by revenue stream? (for example, if your VSS grant is funded by both VOCA22 dollars and VOCA23 dollars, can those two revenue streams be tracked separately?)
9. Does the organization's financial management system have measures in place to ensure it doesn't spend more money than it has available for this grant?
10. Does the organization's financial management system have measures in place to ensure it doesn't spend more money than it has available for each budget cost category (for example, personnel, travel, etc.)?
11. Does the organization's financial management system track and identify indirect costs?

12. Does the organization have a system or process to record and certify employee hours (paid staff and volunteers, if applicable) by grant and/or funding source?
13. Does the organization have policies or procedures for keeping records that show time worked on this grant (for example, timesheets, paystubs)?
14. Does the organization have a system or process to track, account for, and retain documentation of travel costs under the grant?
15. Does the organization have a system or process to track, account for, and retain documentation of equipment and supplies costs?
16. a. Has the organization had an independent and/or state audit that reviewed the MOVA-administered grant within the last two years?
b. If yes, attach a copy of the latest audit report and any management letters or corrective action plans issued for review. (Enter N/A if not applicable)
17. a. Has the organization expended more than \$1,000,000.00 in federal funds within the last fiscal year?
b. If yes, has the organization completed a federal single audit and submitted it to the federal clearing house?
18. a. Has the organization had a site visit or monitoring event by any funder (other than MOVA) in the last two years?
b. If yes, attach a copy of the latest monitoring report. (Enter N/A if not applicable)
19. a. Does the organization have a documented method and/or written policies and procedures to report fraud, waste, abuse and similar misconduct of MOVA grant funds?
b. If yes, attach a copy of this policy/procedure.
c. Does the organization have documented policies to reduce the risk of fraud with the use of grant funds?
d. If yes, attach a copy of this policy/procedure(s) (enter NA if not applicable)
20. a. Is the organization currently, or has it previously been, suspended or disbarred?
b. If yes, explain and provide the date and length of time of suspension or debarment. (Enter N/A if not applicable)
21. Has the organization experienced any management and/or leadership turnover or an organizational restructuring within the last two years?
22. a. Have any grant-funded staff positions been vacant within the past year? (select no if this is a new grant proposal and/or if the vacant positions are new positions in FY27)
b. If yes, list the vacant position title(s), the number of budgeted FTE hours, and the length of time vacant.
23. Does the organization have written policies or procedures for employees and clients to file grievances and/or complaints?
24. Does the organization have volunteers?

25. Does the organization have a system or process to receive and record participant feedback (for example, satisfaction survey, client feedback form, etc.)?

Glossary:

- *Financial tracking system:* The method by which an organization tracks and manages financial activities and grant funds. For example, an accounting system or accounting software program.
- *Independent Audit:* An examination and report of the financial records, accounts, accounting practices and internal controls given by an external auditor.
- *State Audit:* An examination and report of the financial records, accounts, accounting practices and internal controls given by the Massachusetts Office of the State Auditor to Massachusetts state agencies.
- *Single Audit:* An audit that non-federal entities (states, local governments, public or private nonprofit institutions of higher education, and nonprofit organizations) must undergo if they receive more than \$1,000,000 in federal funds in a fiscal year. The audit assesses an organization's financial statements and compliance with federal award requirements. Single audits are conducted by independent auditors and must be submitted to the Federal Audit Clearinghouse.
- *Site Visit:* A process of examination to ensure compliance with policies, procedures, rules, and regulations. Examples of other funders that may perform site visits to MOVA-funded agencies could be other state government agencies (such as the Department of Public Health), federal offices (such as the Office on Violence Against Women, or VAWA), accreditation organizations, grant or donor foundations, internal program evaluators, or community partners.
- *Suspension and Debarment:* Administrative actions that prevent the government from working with individuals or entities that have engaged in improper conduct such as fraud, waste, or abuse. The main difference between the two is that a suspension is temporary, while a debarment is for a set period.