

SAFEPLAN



FY2023 Request for Grant Applications

The Massachusetts Victim and Witness Assistance Board

Attorney General Maura Healey, Chairperson

Jonathan Blodgett, District Attorney, Essex County

Anthony Gulluni, District Attorney, Hampden County

Lavinia Weizel, Public Member

Danielle Sicard, Victim/Public Member

Liam T. Lowney, Executive Director

Massachusetts Office for Victim Assistance

One Ashburton Place, Room 1101

Boston, MA 02108

mov@mass.gov

www.mass.gov/mov

MOVA strives to advance victim rights by ensuring all victims and survivors of crime across the Commonwealth are supported and empowered through access to high-quality services that are trauma-informed, culturally-responsive, and reflective of diverse communities. MOVA achieves this through survivor-informed work, advocacy for enhanced victim rights and services, partnerships with agencies and individuals, and a commitment to providing funding and services for underserved and marginalized communities.

Massachusetts Office for Victim Assistance

SAFEPLAN

Request for Grant Applications (RGA)

RGA File Name/Title:

FY2023 SAFEPLAN

RGA File Number:

2023SAFEPLANVWA

Procuring Department:

Massachusetts Office for Victim Assistance

Address:

One Ashburton Place, Suite 1101
Boston, MA 02108

Procurement Team Leader:

Kristen Tavano, Senior Grants Procurement Manager

E-mail address:

kristen.tavano@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)

Contract Duration	Number of Options	Number of Years	Instructions
Initial Duration	n/a	1 year (July 1, 2022-June 30, 2023)	1 year contract
Renewal Options	n/a	n/a	MOVA reserves the right to renew or extend contracts.
Total Maximum Contract Duration	n/a	1 year (July 1, 2022-June 30, 2023)	n/a

Introduction

This procurement is a funding renewal 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.

MOVA operates under the guidance of the Victim and Witness Assistance Board (VWAB). The VWAB administers federal funds for SAFEPLAN services 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. All funding decisions are based on the availability of funds, demonstrated need, and strength of the application. All grant awards are made by the VWAB.

The contract duration will be for fiscal year 2023, July 1, 2022 through June 30, 2023. 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 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, 2023.

Should additional funds become available, 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.

Eligibility

Only currently funded SAFEPLAN host agencies are eligible to apply. Upon renewal, successful applicants will be required to sign a FY23 Memorandum of Understanding (MOU) in coordination with MOVA. Successful applicants must abide by the requirements set forth in this RGA and the effective edition of the SAFEPLAN Policies & Procedures Manual.

Available Funding

The SAFEPLAN Program is sustained by two funding sources: the Victims of Crime Act (VOCA), which is federal funds, and a state appropriation. In FY2023, MOVA anticipates making level funding available to support eligible and allowable programming. It is expected that FY2022 court staffing levels are maintained.

Matching Requirement

In accordance with federal law, MOVA will issue a blanket waiver of the match requirement for all successful applicants utilizing VOCA award numbers 2019-V2-GX-0025 and 2020-V2-GX-0027 through the grant duration of July 1, 2022 - June 30, 2023. Information on how to opt out of this blanket waiver will be provided to agencies with their award notification.

Method for Cost Reimbursement

The SAFEPLAN grant is a cost reimbursement grant. Reimbursements will be made only for costs included in the approved program budget, and only after the approved costs are incurred and expensed. Successful applicants will be provided the necessary instruction regarding reimbursement. 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 based on race, color, national origin, sex, religion, disability, age as proscribed by U.S. law and additionally as proscribed by Massachusetts law. Furthermore, MOVA subrecipients and their subrecipients may not discriminate against employees or applicants for employment. These laws also prohibit retaliation against individuals for taking action or participating in action to secure rights protected by these laws.

For additional information on civil rights and non-discrimination compliance, review the current version of MOVA's VOCA Policies and Procedures Manual and visit the Federal Civil Rights and Non-Discrimination Compliance Resources section of the For Currently Funded Agencies page on MOVA's website.

Application Process

COMMBUYS

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

Timeline

January 4, 2022	Anticipated Date, Release of Request for Grant Applications on COMMBUYS
January 11, 2022	eGrants Application Demonstration (optional webinar) 2:00pm-3:00pm Register here.
February 7, 2022	Deadline to submit written questions regarding RGA Answers to question will be posted on COMMBUYS and www.mass.gov on or before February 9, 2022
February 15, 2022	Grant Submission Deadline 11:59 p.m. via MOVA eGrants
Mid May 2022	Pending Victim and Witness Assistance Board Meeting: Vote on awards
Mid May –	
Mid June 2022	FY23 SAFEPLAN contracting process (via MOVA eGrants)
July 1, 2022	Start date for FY23 SAFEPLAN grant
June 30, 2023	End date for SAFEPLAN grant

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

Informational Session

There will not be an informational session (bidders' conference) for this renewal. Applicants are encouraged to submit questions as detailed in the section below.

eGrants Demonstration

MOVA will be hosting an eGrants Demonstration for applicants. Attendance is not required. Registration link available in the timeline above. The session will be recorded and available on COMMBUYS and MOVA's website.

Questions/Technical Assistance

Kristen Tavano, Senior Grants Procurement Manager, is the designated Procurement Team Leader for this RGA. Applicants may submit written questions about the RGA or Policies and Procedures until February 7, 2022. Questions should be e-mailed to kristen.tavano@mass.gov. Answers to all questions received will be posted on [COMMBUYS](#) on or before February 9, 2022. **In order to abide by the Commonwealth's Procurement Policies and Procedures, only written questions will be permitted.**

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

Via the eGrants system (<https://mova.intelligrants.com/>) select FY23 SAFEPLAN Application from the “My Opportunities” section in order to proceed with your application.

Section I

Enter contact information for applicant agency, leadership, fiscal/programmatic contacts, and contract manager. All fields with a * are required. To confirm the information completed in this and future forms, applicants must use the save button at the top right corner of the screen.

Section II

Program Narrative

1. Describe the need for ongoing services in each location (via inclusion of service numbers, staff coverage levels, etc.)
2. Describe one aspect of remote work which your agency feels was successful and which MOVA could support moving forward. (e.g., remote regional meetings; trainings)

Organizational Questionnaire

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, the coverage plan for times when an Advocate will not be available in court, and should not be reduced from current staffing levels. 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.**

FY2023 Funding Request and Narrative

For each line item, a budget narrative is required to justify and explain all costs in full detail. Detailed information on budgets, allowable costs, and program limitations are contained in the SAFEPLAN Policies and Procedures Manual.

Documents for Upload:

Federally approved indirect cost rate letter (if applicable)

Select the applicable option from the list. For all choices other than ‘not applicable,’ a field will appear for you to provide documentation of your selection.

Applicants requesting indirect cost rates are required to provide either: 1) a current federally-approved indirect cost rate letter; OR 2) a request for the ten percent *de minimis* rate. If you have received a federally-approved cost rate and it has expired, you cannot request to receive the *de minimis* rate. Applicants requesting the ten percent *de minimis* rate must provide a statement on agency letterhead attesting that the agency has never had a federally-approved indirect cost rate, either current OR expired. All rates are subject to MOVA review prior to contracting.

Grant Application Submission

Applications are due on eGrants no later than 11:59pm on Tuesday February 15, 2022

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.

The evaluation system is an evaluative tool only and is not wholly determinative of which agencies are awarded grants. MOVA will make a best value determination and reserves the right to 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 factors beyond cost. Awards will be approved based on demonstrated need, justification for request, and current funding available. Additional evaluative criteria may include, but is not limited to: prior compliance with requirements such as timely submission of expenditure and data reports; program history of reversion during the FY19-FY21 contract years; and/or monitoring findings and agency response.

The following areas will be considered when reviewing applications:

- Has applicant provided a complete application, including a detailed funding request and court coverage agreement, which outlines allowable SAFEPLAN services within their existing courts?
- Has applicant proposed court staffing levels consistent with FY22?
- A detailed review of responses will also consider the following:
 - Need for ongoing services in each location – via inclusion of data;

Debriefing Procedures:

In the event an existing host agency fails to successfully renew, a virtual debriefing may be requested. To request a debriefing, the applicant must contact the Procurement Team Leader via e-mail. Requests for a virtual debriefing must specify which grant the debriefing is referring to and be received within 14 days of the award vote by the VWAB. The Procurement Team Leader will schedule a mutually convenient time to meet, in person or via conference call. A debriefing presents an opportunity for the unsuccessful applicant to ask questions regarding the evaluation of its application and the review process overall. Debriefings are forums in which areas of weakness or non-compliance in the application can be identified and discussed, along with suggested improvements for future applications.



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

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

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

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

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