

Massachusetts Office For Victim Assistance  
**MOVA**  
Victim & Witness Assistance Board

FY2025 SAFEPLAN Request for Grant Applications

***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.**

# Massachusetts Office for Victim Assistance

## FY2025 SAFEPLAN

### Request for Grant Applications (RGA)

#### RGA File Name/Title:

FY2025 SAFEPLAN Renewal

#### RGA File Number:

2025SAFEPLANVWA

#### 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)

<i>Contract Duration</i>	<i>Number of Options</i>	<i>Number of Years</i>	<i>Instructions</i>
Initial Duration	n/a	1 year (July 1, 2024 - June 30, 2025)	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. Bridge funding to support these awards may come from general appropriations and/or the American Rescue Plan Act (ARPA).

**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 2025, July 1, 2024 through June 30, 2025. 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, 2025.

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 FY2024 SAFEPLAN award and whose contracts end June 30, 2024 may apply during this renewal period. Only one application per agency or organization can be submitted during this procurement. Upon renewal, successful applicants will be required to sign a FY25 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 MOVA Grant Sub-recipient Policies & Procedures Manual. Applicants are strongly encouraged to read all documents thoroughly prior to preparing an application.

## Available Funding

In FY2025, MOVA anticipates making level funding available to support eligible and allowable programming via federal VOCA, SAFEPLAN state line item, and supplemental state funding. MOVA policies, procedures, and requirements will apply to all awards, regardless of funding source(s).

MOVA will be prioritizing the following expenses for the FY25 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), and other essential costs for the delivery of SAFEPLAN services. It is expected that MOVA approved FY2024 court coverage levels will be maintained.

## 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, 2024 – June 30, 2025. Contact MOVA at [movagrants@mass.gov](mailto:movagrants@mass.gov) if your agency chooses to opt out of the automatic match waiver.

## 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. [eGrants](#), MOVA's grants management system, will be utilized for the completion and submission of the grant application.

### Timeline

November 29, 2023	Anticipated Date, Release of Request for Grant Applications on COMMBUYS; application open on eGrants
December 5, 2023	Optional FY25 Information Session* 10:00am-12:00pm. <a href="#">Register here.</a>
January 11, 2024	Optional eGrants Technical Assistance Session 1:00-2:00pm. <a href="#">Register here.</a>
January 24, 2024	Deadline to submit questions regarding RGA Answers to question will be posted on <a href="#">COMMBUYS</a> and <a href="#">www.mass.gov</a> on or before January 25, 2024
<b>January 31, 2024</b>	<b>Grant Submission Deadline 12:00 p.m. EST via eGrants</b>
Spring 2024	Victim and Witness Assistance Board vote
Spring 2024	Agency award notification and contracting process via eGrants
July 1, 2024	Start date for FY25 SAFEPLAN grant
June 30, 2025	End date for FY25 SAFEPLAN grant

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

\*This Informational Session is open to agencies applying for both the FY25 Victim and Survivor Services (VSS) and FY25 SAFEPLAN Renewals.

### Informational Session

An informational session will be held via webinar on December 5, 2023 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 11, 2024 from 1:00-2:00pm to address technical assistance questions. Applicants may submit questions about the RGA or Policies and Procedures until January 24, 2024. 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 25, 2024.

*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 FY25 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 FY25 budget request and your current FY24 budget and/or any changes in scope.
  - For example:
    - Office Supplies and Consultant Categories: office supplies, which were included in the FY24 budget in the amount of \$1,000, have been moved to fund a translation and interpretation consultant to support direct services to clients in FY25.
    - Other Cost Category: client emergency expenses reduced from \$10,000 in the FY24 budget to \$1,000 in the FY25 request. Remaining \$9,000 moved to salary to support cost of living increases for advocates.
- If any FY23 SAFEPLAN funds were reverted and/or if there are plans to revert FY24 SAFEPLAN funds, provide an explanation discussing why. A response to this question is required when applicable.
- If the FY25 budget request has any currently vacant positions, explain the barriers and the steps taken to fill the position(s). 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. Coverage should not be reduced from MOVA approved FY24 court coverage 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.**

## **FY2025 Budget Request**

In eGrants, click into each budget category, fill out the information for each line item at the top of the page, and then save the page before continuing to the bottom of the page, where a Budget Narrative is required for each respective line item. Each line item requires a denotation of either an administrative or direct cost.

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.

Each line item will require a subsequent Budget Narrative at the bottom of the page to justify and explain all costs in full detail.

## **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

Although there are examples listed for some of the staff categories above, 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. 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: programmatic contact, fiscal contact, contract manager, data contact, and authorized signatory. 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. 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 signed form.

# Grant Application Submission

## **Applications are due on eGrants no later than 12:00 pm EST on Wednesday, January 31, 2024**

*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;
- Consistency of proposed court staffing levels with FY2024 staffing levels;
- Prior compliance with MOVA policies and procedures;
- Monitoring findings and agency response;
- Program history of reversion during the FY2022 and FY2023 contract periods and progress towards spending the FY2024 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.