



FY25 VSS & SAFEPLAN INFORMATIONAL SESSION

DECEMBER 5, 2023

WELCOME AND INTRODUCTIONS

Housekeeping Facilitators

- Ashlee Renich-Malek, Grants Administration Specialist
- Madeleine Gorman, Director of Monitoring and Compliance
- Kristen Tavano, Deputy Director of Grants Administration
- Liam Lowney, Executive Director



FY25 AND BEYOND

AGENDA

FY25 Request for
Grant
Applications
(RGA)

FAQ & Open
Q&A

TIMELINE

- January 11, 2024 - Technical Assistance Session (optional webinar) 1:00-2:00pm.
- January 24, 2024 - Deadline to submit questions regarding RGA
 - Answers to question will be posted on [COMMBUYS](#) and www.mass.gov on or before January 25, 2024
- **January 31, 2024 - Grant Submission Deadline 12:00 p.m. EST via MOVA's eGrants system**
- Spring 2024 - Pending Victim and Witness Assistance Board Meeting: Vote on awards
- Spring 2024 - FY24 contracting via eGrants
- July 1, 2024 - Start date for FY25 grant
- June 30, 2025 - End date for FY25 grant

THE FY25 RENEWAL

- This procurement will represent one year and will run from July 1, 2024 – June 30, 2025
- VSS: MOVA anticipates making between \$28.9M and \$34.9M available for this procurement via federal VOCA funding, supplemental state funding, and the Drunk Driving Trust Fund.
- SAFEPLAN: MOVA anticipates making level funding available for this procurement via federal VOCA, state SAFEPLAN, and supplemental state funding.

FY25 VSS + SAFEPLAN FUNDING PRIORITIES

- Direct service staff personnel costs
- Administrative and management staff personnel costs necessary to manage the funded award
- Client emergency expenses
- Other essential costs for the delivery of victim services
- It is expected that MOVA-approved FY2024 court coverage levels will be maintained for SAFEPLAN programs*

PRIORITY CATEGORIES

VOCA Priority Categories

- Child Abuse
- Domestic Violence
- Sexual Assault

Underserved Priority Categories

- Culturally specific populations
- Survivors of homicide victims
- Persons with disabilities
- LGBTQIA2+ victims

MATCH

- MOVA will again issue a blanket waiver of the match requirement for all agencies receiving a FY25 grant award.
- VSS applicants may opt out of the blanket waiver in the application.
- SAFEPLAN applicants may opt out of the blanket waiver by emailing MOVA at movagrants@mass.gov.

THE RGA

- There is one RGA for FY25 VSS awards and one for FY25 SAFEPLAN awards
- Your instruction manuals
- Details the specifics of the procurement

HOW DO YOU FIND THE RGA AND NECESSARY DOCUMENTS ON COMMBUYS?

From the www.commbuys.com/bso/ main page:

- Under Supplier Activities, click 'open bids'
- Click 'advanced search' box in upper left corner
- Select 'Victim and Witness' from the Organization box dropdown menu
- Click 'search' at the bottom of page

— Supplier Activities —



Complete Registration

Complete registration here to begin using COMMBUYS. Vendors, please read this [disclaimer](#) prior to completing registration.



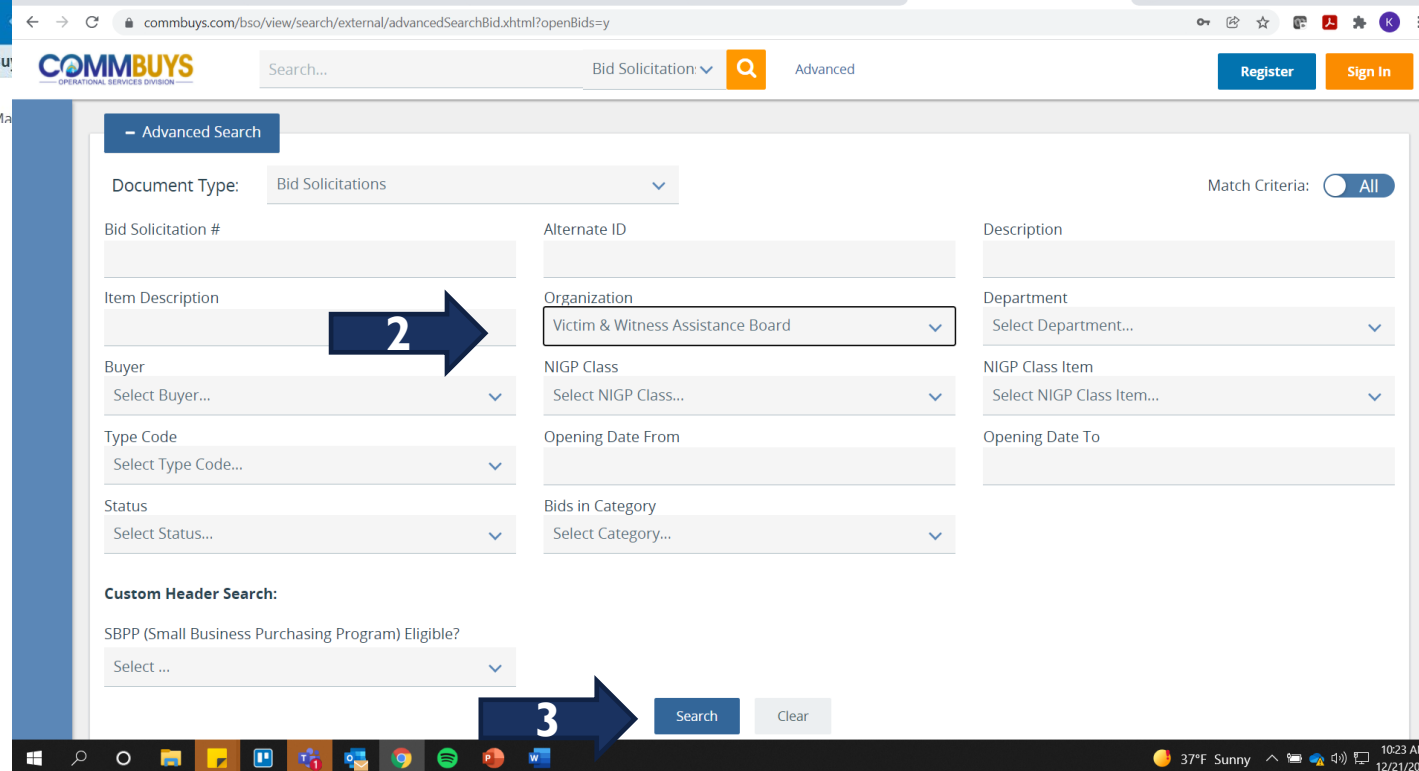
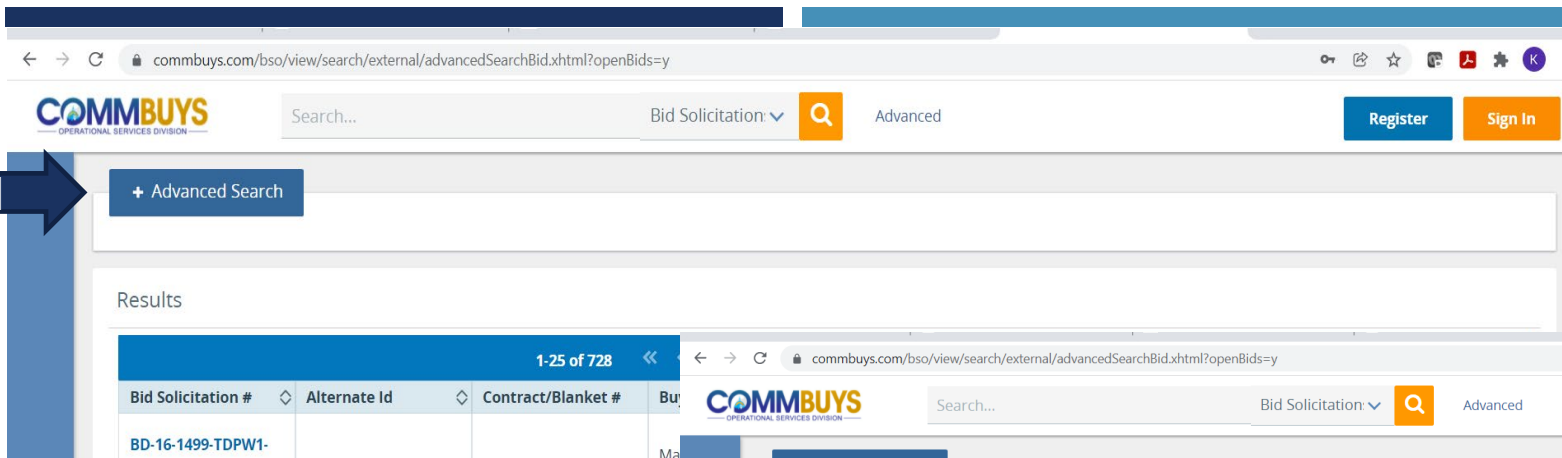
Open Bids

Browse open bid opportunities.



Active Blankets

Browse active Blankets.



EGRANTS

Dashboard

Use the below panels to work with your Grants and Funding Opportunities...

My Tasks

Initiate Related Document

› Filter

› My Tasks



My Opportunities

› Filters

▼ My Opportunities

Name	Provider	Availability	Description
VSS Application FY25	Massachusetts Office for Victim Assistance	10/1/2022 12:00:00 AM - 10/1/2025 12:00:00 AM	VSS - Application
<div>⏪ ⏩ 1 ⏪ ⏩</div>			

VSS Application FY25



Provided By: Massachusetts Office for Victim Assistance

Provided To:

test mova test

Application
Availability Dates:

10/1/2022 12:00:00 AM - 10/1/2025 12:00:00 AM

Due Date: N/A

Description:

The awards are intended to provide continued support to agencies providing counseling, advocacy, and intervention services free of charge to victims of crime utilizing VSS and state dollars. Herein, the RGA and application will continue to be referred to as VSS.

Proceed

Cancel

INITIATING THE APPLICATION

APPLICATION

Detailed information starting on Page 6 of the RGAs

Application Questions

- Match waiver
- Program narrative questions

Organizational Questionnaire

Court Coverage Agreement (SAFEPLAN only)

Budget Request

Prioritization Form (VSS only)

Uploads (pass-through awards only)

Contact Info*

APPLICATION QUESTIONS

Match

- Indicate if you will be accepting/opting out of the blanket match waiver

Program Narrative Questions

- Answers required where applicable
 - Budgetary changes
 - Reversion explanation
 - Vacancy explanation

ORGANIZATIONAL QUESTIONNAIRE

Organizational Questionnaire

- Answer all questions in the questionnaire
- If you are completing both a SAFEPLAN and VSS application, answers may vary between both organizational questionnaires if different processes or policies apply to the different services and activities provided under each award

COURT COVERAGE AGREEMENT (SAFEPLAN ONLY)

Court Coverage

[New Note](#) | [Print](#) | [Save](#)

Instructions

1. Please complete the form below.
2. Required fields are indicated with an *.
3. Select the SAVE button frequently to save information.
4. 15 maximum rows.

Court Coverage

Court Coverage Agreement Example

Court (include address)	Court Coverage Proposed Staffing (staffing, days/hours, and FTE)	Court Schedule (days/hours)	Back-up Coverage (ex: Sr. Advocate, SP Advocate Supervisor)	Notes
<div><div>*</div><div></div><div></div></div>	<div><div>*</div><div></div><div></div></div>	<div><div>*</div><div></div><div></div></div>	<div><div>*</div><div></div><div></div></div>	<div><div>*</div><div></div><div></div></div>
<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>
<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div></div>

+

BUDGET REQUEST

VSS-2025-MARV-4

FY25 - Consultants



FY25 - Office & Programmatic
Supplies



FY25 - Equipment



FY25 - Travel



FY25 - Contracts



FY25 - Other Costs



FY25 - Indirect Costs



FY25 Budget Summary VSS
w/o Match



Uploads

Prioritization Form



Uploads



New Note

FY25 - Contracts

Funding Request

Provide a description of the product or services to be procured by contract and an estimate of the cost. Contracts are those made directly with an agency to acquire agencies pool of services. All procurement should follow the applicant's procurement policy.

If the contract is not in effect at the time of application, funds may be approved; however, the contract must be provided to MOVA before services are rendered. If a contract is not provided, reimbursement will be denied.

Cost

Item/Agency	Brief Description of Item and Purpose	Length of Contract (Months)	VOCA Cost	Total Contracts Cost	Direct or Administration Cost	
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$0.00	<input type="text"/>	+
Total:			\$0.00	\$0.00		

Budget Narrative for Contracts

Line Item

Detailed Description of Cost/Reason for Request

BUDGET REQUEST - SALARY PAGE

Personnel - Salary

Instructions: Fill out the following information for your requested staffing. Full-time equivalents (FTEs) will be auto-calculated as a total for the funding request and for each staff member using the information provided.

How many hours per week is full-time at your agency? Hours per week

Number of Full-Time Equivalent (FTEs)

Employee Name	Staff Category	Title	# of VOCA hours per week	# of Weeks on VOCA Project	VOCA Cost	Total Salary Cost	Direct or Administration Cost	FTE
<input type="text" value="Green"/>	<input type="text" value="Direct Staff: Advocati"/>	<input type="text" value="Advocate"/>	<input type="text" value="40.00"/>	<input type="text" value="52.00"/>	<input type="text" value="\$ 50,000.00"/>	\$50,000.00	<input type="text" value="Direct"/>	1.00
<input type="text" value="Blue"/>	<input type="text" value="Admin Staff: Fiscal/BI"/>	<input type="text" value="CFO"/>	<input type="text" value="20.00"/>	<input type="text" value="52.00"/>	<input type="text" value="\$ 20,000.00"/>	\$20,000.00	<input type="text" value="Administration"/>	0.50
<input type="text" value="Pink"/>	<input type="text" value="Direct Staff: Direct St"/>	<input type="text" value="Clinical Supervisor"/>	<input type="text" value="20.00"/>	<input type="text" value="52.00"/>	<input type="text" value="\$ 25,000.00"/>	\$25,000.00	<input type="text" value="Direct"/>	0.50

Total: \$95,000.00 \$95,000.00

BUDGET REQUEST - INDIRECT COSTS

- Applicants should follow MOVA's P&P when requesting funding to support indirect costs.
- Indirect remains an allowable cost, however, it is not required to be included in a budget request.
- Agencies may choose not to request indirect cost dollars in order to prioritize funding to sustain and support direct services.
 - Identify any changes to indirect costs in your proposed budget using program narrative question #1.

PRIORITIZATION FORM (VSS ONLY)

New Note | Print | Save

Prioritization Form

Are you a pass-through agency?

Pass-through agencies are those who primarily utilize MOVA funding to fund subawards.

Yes - ☐

▼ Attention

- ⊘ All Priority column fields are required.
- ⊘ All Explanation fields are required.

Category:	Line Item Name:	VSS Dollar Commitment:	Priority:	Explanation:
FY25 - Consultants	Consultant 1	\$3,000.00	<input type="text" value="▼"/>	<input type="text"/>
FY25 - Consultants	Consultant 2	\$2,800.00	<input type="text" value="▼"/>	<input type="text"/>
FY25 - Consultants	Consultant 3	\$1,900.00	<input type="text" value="▼"/>	<input type="text"/>
FY25 - Consultants	Consultant 4	\$1,500.00	<input type="text" value="▼"/>	<input type="text"/>
FY25 - Consultants	Consultant 5	\$1,000.00	<input type="text" value="▼"/>	<input type="text"/>

UPLOADS (PASS-THROUGHS ONLY)

Uploads

[New Note](#) | [Print](#)

Instructions

Only pass-through agencies should use the Optional Upload below to upload budget requests of their subawards.

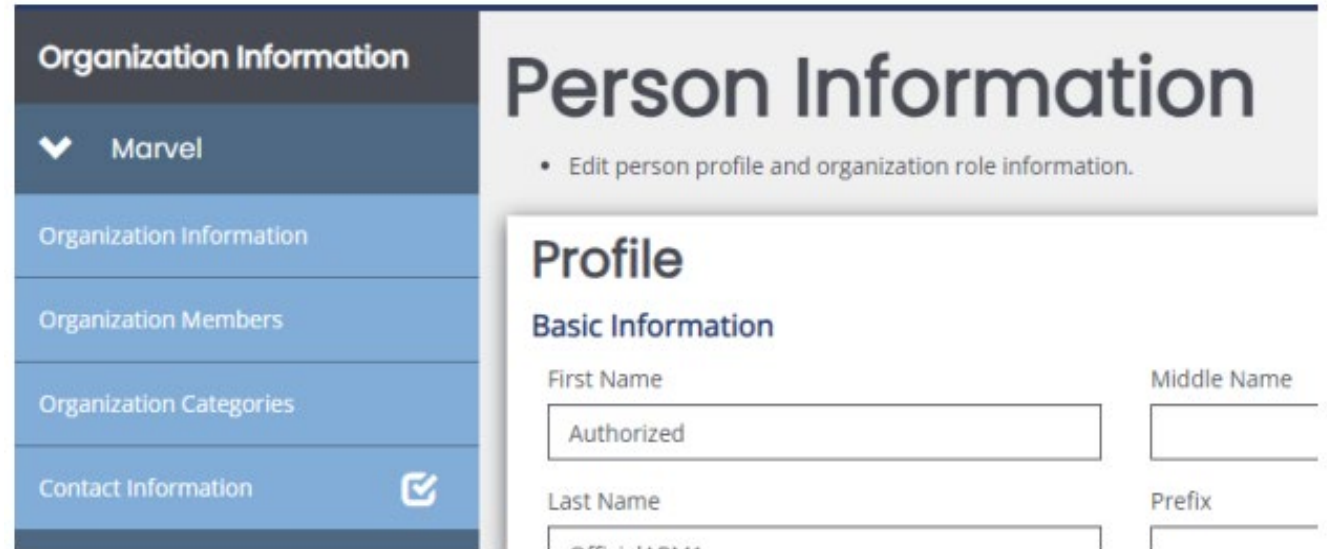
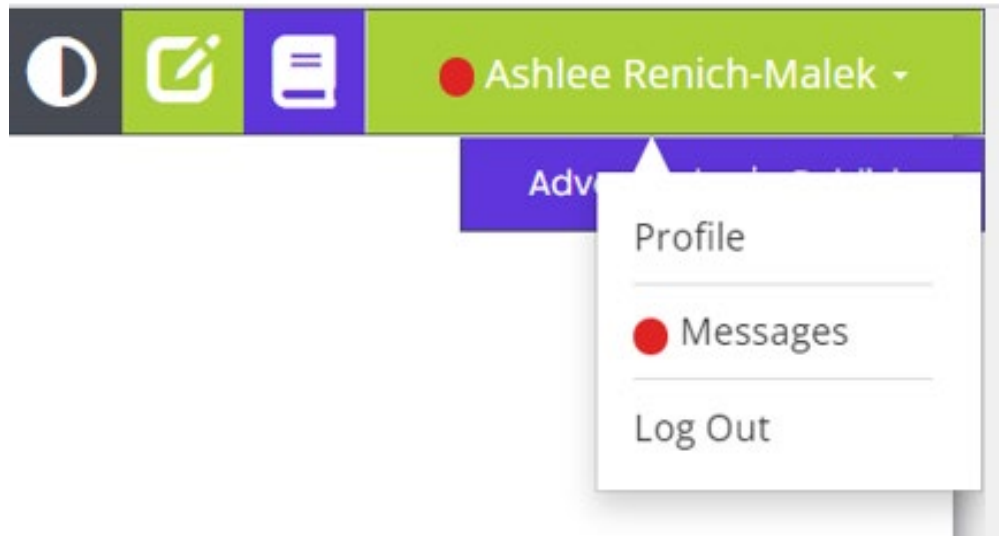
Uploads

Optional Upload

Select

Drag Files Here

CONTACT INFO

A screenshot of a 'Person Information' form. The form is titled 'Person Information' and includes a sub-header 'Profile'. Below this, there is a section for 'Basic Information' with fields for First Name, Middle Name, Last Name, and Prefix. The 'First Name' field is filled with 'Authorized'. The 'Last Name' field is partially filled with 'ASHLEIGH'. The 'Middle Name' and 'Prefix' fields are empty. The form also includes a section for 'Organization Information' with a dropdown menu showing 'Marvel' and a list of organization-related items: Organization Information, Organization Members, Organization Categories, and Contact Information (which is checked).

YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE IF THE CONTACT INFORMATION IS NOT COMPLETED AND UP-TO-DATE

EVALUATION CRITERIA

- 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;
- VWAB's commitment to dedicating funds to previously underserved victims of crime; (VSS only)
- VWAB's compliance with federal VOCA priority funding categories; (VSS only)
- Geographic distribution of funds throughout the Commonwealth; (VSS only)
- Consistency of proposed court staffing levels with approved FY2024 staffing levels; (SAFEPLAN only)
- 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.

CIVIL RIGHTS & NON-DISCRIMINATION

All programs, activities, and services provided, performed, funded, or contracted by MOVA shall be conducted without discrimination. Agencies must be in compliance with relevant state and federal civil rights and non-discrimination requirements.

Specific information will be sent to successful applicants during award contracting.



FREQUENTLY ASKED QUESTIONS

Q: DO I HAVE TO COMPLETE THE APPLICATION IN ONE SITTING?

A: No, you can save your application information and return to it as many times as needed prior to submitting the application. Applicants and other users with the applicable permissions can navigate back to the application using the Search tool located at the top of the page on eGrants.

Q: WHEN I ADD A NEW LINE ITEM AT THE TOP OF THE BUDGET PAGE, I DO NOT SEE A CORRESPONDING LINE ITEM IN THE BUDGET NARRATIVE SECTION. WHAT DO I DO?

A: MOVA recommends that applicants fill out all expenses at the top of the page first, save using the button at the top right of the page, and then fill out the Budget Narrative sections that pop up after saving. After filling out all budget categories, review the Budget Summary tab and save once accuracy is confirmed.

Q: HOW DO I GET THE LINE ITEMS IN THE BUDGET REQUEST TO POPULATE INTO THE PRIORITIZATION FORM?

A: The Prioritization Form will auto-populate with the information that you put into the budget pages. Therefore, the budget request information should be completed prior to completing the Prioritization Form.

Q: I RECEIVED AN ERROR ON EGRANTS THAT SAYS I MUST NAME MY LINE ITEMS UNIQUELY. WHAT DOES THIS MEAN?

A: eGrants requires that each line item has a unique name. For example, if Sarah Smith is a clinical consultant *and* a workshop consultant, it should be written in two separate line items as "Sarah Smith – clinical" and "Sarah Smith – workshops"

QUESTIONS?

- Today: use the Q+A function to submit questions!
- Further questions will be accepted until January 24, 2024 – movagrants@mass.gov.
- All questions and answers will be posted on MOVA's website and COMMBUYS by January 25, 2024.
- Applications due via eGrants no later than **12:00pm EST on January 31, 2024.**



FOLLOW US ON SOCIAL MEDIA

   @MASSMOVA

VISIT OUR WEBSITES

WWW.MASS.GOV/MOVA

WWW.MASS.GOV/ASKMOVA

WWW.MASS.GOV/GARDENOFPEACE

CONTACT US

MOVA@MASS.GOV

617-586-1340