

Human Trafficking Trust Fund



FY2021 Request for Grant Applications

Massachusetts Victim and Witness Assistance Board

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The mission of MOVA is to empower all crime victims and witnesses in the Commonwealth of Massachusetts. MOVA strives to ensure access to equitable services, across the Commonwealth, which meet the unique needs of those impacted by crime through survivor-informed policy development, fund administration, training, and individual assistance.

Massachusetts Office for Victim Assistance

Human Trafficking Trust Fund (HTTF) Request for Grant Applications (RGA)

RGA File Name/Title:

FY21 Human Trafficking Trust Fund Open Bid

RGA File Number:

21HTTFVWA

Procuring Department:

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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, 2020-June 30, 2021)	Initial 1 year contract
Renewal Options	1	1 year (July 1, 2021-June 30, 2022)	Dependent on agency performance, identified renewal requirements, and availability of funds.
Total Maximum Contract Duration	n/a	2 years (July 1, 2020-June 30, 2022)	n/a

RGA and all required forms can be downloaded from <https://www.COMMBUYS.com/bsa/> and www.mass.gov/mova

**Human Trafficking Trust Fund Grant
FY2021 Request for Grant Applications
Table of Contents**

Contents

INTRODUCTION.....	4
ELIGIBILITY	4
APPLICANT PROPOSALS	4
AVAILABLE FUNDING	5
APPLICATION PROCESS	6
APPLICATION INSTRUCTIONS.....	7
GRANT APPLICATION SUBMISSION	9
EVALUATION CRITERIA.....	9
DEBRIEFING PROCEDURES:	9

Introduction

This procurement is to seek qualified applicants to provide emergency intervention and supports that address the needs of victims and survivors of human trafficking of all ages. Human trafficking includes commercial sexual exploitation and labor trafficking as defined in MGL c.265 sec. 50, 51, or similar state or federal law.

The Massachusetts Office for Victim Assistance (MOVA) operates under the guidance of the Victim and Witness Assistance Board (VWAB). MOVA is the designated state authority to administer funds from the Human Trafficking Trust Fund (HTTF) in accordance with MGL c.265 sec. 56 and MGL c.10 sec. 66A.

HTTF awards will be awarded on a 2-year grant cycle. The initial contract duration will be for fiscal year 2021. Funding levels will be reviewed for fiscal year 2022. Renewal contracts will then be awarded based on satisfactory performance, compliance with the renewal process, and funding availability. All grant awards are made by the VWAB.

Eligibility

Eligible applicants for funding include: the Massachusetts Attorney General, one of the Commonwealth's eleven elected District Attorneys, or a nonprofit organization with 501(c)(3) status who's mission is to serve victims and survivors of human trafficking. Additionally, the applicant must have the approval and support of the applicant agency's Board of Directors/leadership in applying for HTTF funding.

An eligibility checklist is included within the application to determine and certify eligibility for funding.

Successful applicants must abide by the requirements outlined in this RGA and any conditions at time of contracting. Applicants are strongly encouraged to read all documents thoroughly prior to preparing an application.

Applicant Proposals

Due to the limited amount of funding available, applicants are strongly cautioned to only apply for the amount of funding they can responsibly expend in the grant period.

Examples of intervention and other supports that may be included in applications are listed below. This list includes, but is not limited to, funds for:

- Essential basic need items such as toiletries, clothing, and food; pre-paid gift cards for toiletries, clothing, and food;
- Cell phones;
- Transportation for survivors in the form of airfare, bus tickets, taxi vouchers, train fare, ride sharing (Uber/Lyft) or other car service, in order to:
 - travel to obtain services;
 - be present and heard in any court case involving them as a survivor;
 - obtain orders of protection or seek expungement of offenses related to being a trafficked person provided by law;
 - obtain medical care or other treatment;
 - relocate to a different residence.
- Emergency shelter, such as a hotel/motel.
- Reasonable relocation, moving and housing expenses, including but not limited to:
 - Security deposits on rental housing;
 - Rental expenses;
 - Victim's relocation costs – such as a moving vehicle rental and use of a storage space;
 - Utility startup costs – gas, electric, etc.;
 - Payment of arrerages which would prevent a new utility account from being set up

Agencies utilizing funding for security deposits are to maintain a policy on paying and recouping any credited deposits. MOVA reserves the right to establish a cap or timeframe on allowable relocation expenses per client, required back up documentation or other applicable policies to effectively administer this provision;

- Educational supports including fees for an education or training program; costs for books or other required training materials; transportation to the educational or training program;
- Survivor speakers including transportation to the event and a fee not to exceed \$150 per event or the agency's speaker policy. If requesting costs to support survivor speakers, a copy of your fee policy must be included with your application;
- Legal services for survivors;
 - Legal services for survivors does not include program legal costs.
 - Examples of allowable legal services include, but are not limited to:
 - Those (other than criminal defense) that help victims assert their rights as victims in a criminal proceeding directly related to the victimization, or otherwise protect their safety, privacy, or other interests as victims in such a proceeding;
 - Motions to vacate or expunge a conviction, or similar actions, where the jurisdiction permits such a legal action based on a person's being a crime victim; and
 - Those actions (other than tort actions) that, in the civil context, are reasonably necessary as a direct result of the victimization.
 - Note: While costs for legal assistance are allowable under this RGA, in order to maximize available funding, applicants are encouraged to assess whether survivor legal needs can be addressed by other available free legal assistance. MOVA funds a number of legal service programs for crime victims including the Civil Legal Assistance for Victims of Crime (CLAVC) program. For information on [CLAVC](#) or other legal services available, please contact [MOVA](#).

The following items are considered unallowable under this procurement:

- Providing cash directly to victims for any reason;
- Applicant staffing/personnel costs;
- Travel costs relative to providing witness testimony in a criminal prosecution.

Available Funding

For FY2021, MOVA anticipates making in excess of \$100,000.00 available to eligible and allowable activities. MOVA anticipates making in excess of 10 awards. This procurement represents the first year of a two-year cycle and will run from July 1, 2020 – June 30, 2021. It is anticipated that a renewal process for FY2022 funding will occur in the final months of the calendar year 2020. A renewal process will be held based on the availability of funding.

Method for Payment

HTTF grant awards will be provided in one lump sum at time of contract. Successful applicants will be provided the necessary instruction and forms regarding quarterly spending reporting and required backup documentation. Recipients will be required to return any unspent funding to MOVA at the end of the contract period.

Application Process

Register on COMMBUYS

COMMBUYS, the Commonwealth's Procurement system will be utilized for posting the application, questions, and ultimately the awards related to this procurement. Although not required, all applicants are encouraged to register on COMMBUYS as a "Seller." Information regarding registration and training can be found at: <http://www.COMMBUYS/training-and-registration.html>

Intent to Apply

All applicants are strongly encouraged to submit a letter of intent for each application by **March 16, 2020**. Failure to do so may impact the review process. The form can be found on [COMMBUYS](#). A hard copy original is not required. Confirmation of receipt will be sent via e-mail to the program contact listed on the form.

Timeline

March 2, 2020	Anticipated Date, Release of Request for Grant Applications on COMMBUYS
March 9, 2020	Bidders' Conference (non-mandatory, webinar) - 2:30pm-3:30pm Register: https://attendee.gotowebinar.com/register/4934029146818693645
March 16, 2020	Intent to Apply Form due
March 18, 2020	Deadline to submit written questions regarding RGA Answers to question will be posted on COMMBUYS on or before March 20, 2020
March 30, 2020	Electronic Grant Submission Deadline 5:00 p.m.
May/June 2020	Pending Victim and Witness Assistance Board Meeting: Vote on HTTF awards
July 1, 2020	Start date for FY21 HTTF grant
January 2021	Anticipated renewal application for year two, FY22 (exact date TBD)
June 30, 2021	End date for FY21 HTTF grant

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

Bidders' Conference

A non-mandatory Bidders' Conference will be held via webinar on March 9, 2020 from 2:30pm – 3:30pm. Though not mandatory, applicants are strongly encouraged to attend. Register: <https://attendee.gotowebinar.com/register/4934029146818693645>. Applicants are also encouraged to submit questions as detailed in the section below.

Questions/Technical Assistance

Kristen Tavano, Senior Grants Procurement Manager, is the designated Procurement Team Leader for this RGA. Applicants may submit written questions until March 18, 2020. Questions should be submitted to kristen.tavano@mass.gov. Answers to all questions received will be posted on [COMMBUYS](#) on or before March 20, 2020. **In order to abide by the Commonwealth's Procurement Policies and Procedures, only written questions will be permitted.**

Any amendments, cancellations, or corrections and 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

All applicants are required to use the PDF application provided by MOVA. This application is fillable, and progress can be saved. It is the responsibility of the applicants to ensure that they have downloaded the appropriate software to fill out this application. The software can be found at: [Adobe Reader](#)

Applicants who are applying for funds for more than one program within their agency are to complete an application for EACH program.

Documents for Application Submission:

Forms are available on [COMMBUYS](#) and [www.mass.gov/mova](#).

A. PDF Application

Section I.

Applicant Information

Provide the contact information for the program's parent organization, including the legal name, current address, phone number, e-mail, and leadership contact. All contact information must be provided for the individuals who will be the programmatic contact (such as a Director or a Program Coordinator) and the fiscal contact (such as a CFO or a Controller) for HTTF funding. The identified contract manager will be responsible for contract/program compliance.

Eligibility Requirements

All applicants must respond to each question.

Funding Information

Indicate the amount of funding requested.

Section II.

Program Details

Indicate:

- The agency's mission and length of operation.

Section III.

Program Narrative

All responses will be limited to the text box provided.

1. Describe the anticipated victim population(s) this funding will serve - include type of trafficking, age group, geographic location and number of victims intended to be supported via this funding.
2. Describe the objectives of the program and the specific supports this funding will provide to victims of human trafficking.

B. FY21 Grant Funding Request Form and Narrative

For each line item, it is required that a budget narrative is completed to justify and explain costs in full detail. Applicants are encouraged to include whole numbers in their budgets (e.g., round up to the nearest dollar for each cost). Review page 4 of the RGA for more information on the allowable costs within this procurement.

C. Letter of Support from Agency Leadership

Submit a letter written and signed by the President or Chair of the Board of Directors, or in instances where there is not a Board, a letter from the agency head, that indicates support for the application submittal, and that the agency agrees to abide by all terms and conditions of the HTTF grant program and any modifications or additional requirements that may be imposed by law.

D. Contractor Authorized Signatory Listing Form

All applicants must complete the Contractor Authorized Signatory Listing Form, which identifies the individual(s) authorized to sign contracts for the organization. Applicants may authorize multiple signatories. The authorized signatory on the application must be identified on this form. This form must be notarized.

E. Organizational Questionnaire

Submit form addressing questions based on applicant agency.

Grant Application Submission

Applications are due no later than 5:00 pm on March 30, 2020.

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.

Applicants must submit all documents as separate attachments. The PDF grant application and grant funding request forms are fillable and can be saved. It is strongly encouraged that applicants save their progress as they complete their applications. Application documents created by MOVA must be received in their respective formats (PDF) and cannot be accepted in an alternative format (i.e., scanned copies). Electronic signatures are required. Applicants may use read receipts to ensure delivery of applications.

Application documents must be e-mailed to: MOVAGrants@state.ma.us

Ensure that attachments are labeled correctly, clearly identifying whom they are from and what the document is. MOVA recommends using the following example as a proper attachment label:

- *Example 1:* 2021_HTTF_Application_AgencyName
- *Example 2:* 2021_HTTF_FundingRequestForm_AgencyName

Evaluation Criteria

MOVA will conduct a preliminary review of responses to ensure eligibility of applicants. Applications will be subsequently reviewed for completeness, including submission of critical elements (PDF application and funding request form). Those responses that do not meet all of the eligibility and/or completeness requirements as outlined may not be funded.

The scoring and 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. MOVA seeks to distribute funding equitably across the Commonwealth, as allowable by applications received.

The following areas will be considered when reviewing applications:

- Has the applicant provided a complete application, including a detailed program narrative and funding request, which outlines VOCA allowable services?
- Has the applicant clearly outlined the victim population(s) to be served, detailed the need for proposed services, and described how the program effectively meets, or plans to meet, the identified needs?

Debriefing Procedures:

Unsuccessful applicants may request a debriefing from MOVA. To request a debriefing, the agency must contact the Procurement Team Leader in writing or via e-mail. Requests for 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 response and the review process overall. Debriefings are forums in which areas of weakness or non-compliance in the applicant's application can be identified and discussed, along with suggested improvements for future applications. Unsuccessful applicants aggrieved by the decision of a department must participate in a debriefing as a prerequisite to an administrative appeal.



If selected for a HTTF award, a copy of the Standard Contract Form/ISA will be e-mailed to the Executive Director/leadership 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.