

# Federal Victims of Crime Act (VOCA) Victim Assistance Program



FY2019 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

## VOCA (Victims of Crime Act) Grant Request for Grant Applications (RGA)

### RGA File Name/Title:

FY2019 VOCA Open Bid

### RGA File Number:

19VOCAVWA

### 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)

<b>Contract Duration</b>	<b>Number of Options</b>	<b>Number of Years</b>	<b>Instructions</b>
Initial Duration	n/a	Two – July 1, 2018-June 30, 2020	Initial 2 year contract
Renewal Options	1	Two – July 1, 2020-June 30, 2022	Dependent on agency performance, identified renewal requirements, and availability of funds.
Total Maximum Contract Duration	n/a	4 years	n/a

RGA and all required forms can be downloaded from <https://www.COMMBUYS.com/bsol/> and [www.mass.gov/mova](http://www.mass.gov/mova)

**VOCA Grant**  
***FY2019 Request for Grant Applications***  
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## Introduction

This procurement is to seek qualified applicants to provide counseling, advocacy, and intervention services free of charge to victims of crime.

The Massachusetts Office for Victim Assistance (MOVA), operates under the guidance of the Victim and Witness Assistance Board (VWAB). The VWAB administers federal funds for victim services available through the Federal Victims of Crime Act of 1984 (VOCA), VOCA statute 34 USC 20103, which authorizes states to subaward annual VOCA grants for the financial support of eligible crime victim assistance programs.

VOCA awards will be awarded on a four-year grant cycle. The initial contract duration will be for fiscal years 2019 and 2020. Funding levels will be reviewed for fiscal years 2021 and 2022, renewal contracts will then be awarded based on satisfactory performance, compliance with the renewal process, VOCA regulations, and funding availability. All grant awards are made by the VWAB.

## Eligibility

In order to qualify to apply for funding, applicants must operate as a public agency or a nonprofit organization with 501(c)(3) status, have a record of providing direct services to victims of crime, and be in full compliance with state and federal regulations governing VOCA funding. Additionally, the applicant must have the approval and support of the applicant agency's Board of Directors in applying to renew their VOCA funding.

Qualified applicants who have not previously been awarded VOCA funding or do not have a record of providing direct services to victims of crime, will be eligible to apply for funding, provided they can also demonstrate that at least 25-50% of their funding comes from a non-federal source, and are able to provide the required letters of support from community partners.

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

Successful applicants must abide by the requirements set forth in this RGA and the effective edition of the VOCA Policies & Procedures Manual. Applicants are strongly encouraged to read all documents thoroughly prior to preparing an application.

## Priority Categories

Federal guidelines require states to allocate a minimum of ten percent (10%) of each year's VOCA grant to each of three priority areas designated by the Victims of Crime Act. Each state must select a fourth "previously underserved" area which will also receive a minimum of ten percent (10%) of the state's VOCA funding. In 1989, the Board designated survivors of homicide victims as its "previously underserved" area for VOCA funding. Thus, the priority areas to receive a minimum of 10% of VOCA funds each are for victims of:

- Child Abuse<sup>i</sup>
- Domestic Violence<sup>ii</sup>
- Sexual Assault<sup>iii</sup>
- Survivors of Homicide Victims<sup>iv</sup>

In an effort to address the unique needs of Gay Lesbian Transgender Queer/Questioning (LGBTQ) victims and victims with Limited English Proficiency (LEP), MOVA intends to continue to dedicate a minimum of 10% to support their access to focused and specific services. Applicants selecting any of the above priority areas must have a program mission which includes offering specialized services to meet the needs of these crime types and populations.

This does not prevent MOVA from distributing more than ten percent of its VOCA funds to any one area of special need, nor does it restrict MOVA from funding applicants providing direct services to crime victims who do not fall within these groups. In addition, the ten percent minimum requirement may be reduced or waived if it is determined that a particular area is receiving significant financial assistance from other sources.

## **Applicant Proposals**

Examples of direct services that may be included in applications. This list includes, but is not limited to:

### **Working with a victim to assess, respond to, and navigate the impact of the crime:**

- Crisis intervention services; hotline counseling; safety planning; emergency food, shelter, clothing, and transportation; case management; provision of information, referrals, advocacy, and follow-up contact for continued services; traditional, cultural, and/or alternative therapy/healing (e.g., art therapy, yoga); mental health counseling and care; and peer-supports.

### **Additional examples of types of services included in this RGA, per the 2014/2015 Needs Assessment, and via the updated VOCA rule:**

- Transitional housing supports which include, but are not limited to:
  - Travel, rental assistance, security deposits, utilities and other costs incidental to the relocation to housing, as well as voluntary support services (such as child care and counseling).
  - Program costs to support transitional housing units.
- Providing childcare and respite care to enable a victim who is a caregiver to attend activities related to the proceeding;
- Facilitation of participation in criminal justice and other public proceedings arising from the crime including, but not limited to:
  - Advocacy on behalf of a victim; accompanying a victim to offices and court; transportation, meals, and lodging to allow a victim who is not a witness to participate in a proceeding; forensic medical evidence collection examinations; and forensic interviews.
  - Interpretation for a non-witness victim who is deaf or hard of hearing, or with limited English proficiency.
- Child Witness to Violence (CWTV) programming and clinical services;
- Direct services (limited to victim services and associated activities) to incarcerated<sup>v</sup> victims related to victimizations which occurred prior to incarceration;
  - Applicants seeking to provide programming for victims of crime which occurred prior to incarceration, must be a community based victim service provider, with experience providing services to justice-involved clients, and have the ability to serve incarcerated individuals when called upon to do so;
  - Correctional institutions and other state agencies may not apply for funding to create a program to serve victims while incarcerated.
  - Applicants must include a MOU with their application, with the Department of Correction, Sheriff's Department, or Department of Youth Services which outlines how services will be offered.

MOVA encourages applicants to consider seeking funding for the following organizational supports:

- Funds which support a level of staffing that:
  - enhances a presence in the communities served via regularly scheduled outreach and attendance at relevant meetings;
  - ensures sufficient coverage for direct victim services need (i.e. to alleviate waitlist, increase capacity for service, fill gaps within program).
- Funds (total amount may be a projection) which support annual professional development for each VOCA and VOCA match funded FTE, and non-VOCA funded direct service personnel. At the time of application, specific opportunities do not need to be known.
- Funds to support technology needs of their programs and for the VOCA and VOCA match funded staff.
- Funds that allow them to have the ability to meet the linguistic needs of Limited English Proficient (LEP) clients served by their programs, so that LEP clients have meaningful and full access to services.

## **Available Funding**

In FY2018, MOVA awarded \$21,764,129 dollars to 86 victim service agencies and 104 programs to provide VOCA funded services across Massachusetts. For FY2019 and FY2020, MOVA anticipates making in excess of \$30,000,000.00 available each year to eligible and allowable programming. This procurement represents the first two years of a four-year cycle and will run from July 1, 2018 – June 30, 2020. Budgets will be submitted for each year individually. It is anticipated that a renewal process for FY2021 and FY2022 funding will occur in the final months of calendar year 2019.

## **Drunk Driving Trust Fund Victim Services (DDTF VS)**

Programs with a history of receiving or who are interested in providing victim services to victims of drunk or drugged driving are encouraged to apply to this RGA, as it replaces the historically separately procured DDTF VS grant.

## **SAFEPLAN Funding**

SAFEPLAN is a civil court advocacy program that provides specially trained and certified advocates to assist victims of crime seeking protection orders through the court system. NO SAFEPLAN SERVICES WILL BE FUNDED THROUGH THIS RGA. For questions regarding the FY19 SAFEPLAN RGA, contact Kristen Tavano, Senior Grants Procurement Manager at [kristen.tavano@state.ma.us](mailto:kristen.tavano@state.ma.us).

## **Matching Requirement**

Successful applicants must provide non-federal support for their VOCA program in the form of cash and/or in-kind contributions. Applicants must match in the amount of 25% of their VOCA award. Full or partial match waiver requests will be considered on a case-by-case basis by the Federal Office for Victims of Crime (OVC) via MOVA.

## **Method for Cost Reimbursement**

**VOCA grants are cost reimbursement.** Successful applicants will be provided the necessary instruction and forms regarding reimbursement. Successful applicants must have sufficient funds on hand to support the project without a cash advance. **Reimbursements will be made only for costs included in the approved program budget, and only after the approved costs are incurred and expensed.** Reimbursements are subject to the Commonwealth of Massachusetts Bill Paying Policy and General Payment Policies established by the Office of the Comptroller.

## 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 VOCA program by **December 20, 2017**. 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

November 16, 2017	Anticipated Date, Release of Request for Grant Applications on <a href="#">COMMBUYS</a>
December 6, 2017	Bidders' Conference (non-mandatory) - Best Western Royal Plaza Hotel, 10:30am-12:30pm (an additional, optional, training on logic models will be held from 1:00pm-2:00pm)
<b>December 20, 2017</b>	<b>Intent to Apply Form due</b>
January 5, 2018	Deadline to submit written questions regarding RGA Answers to question will be posted on <a href="#">COMMBUYS</a> on or before January 9, 2018
<b>January 16, 2018</b>	<b>Electronic Grant Submission Deadline 5:00 p.m.</b>
<b>January 17, 2018</b>	<b>Postmark Deadline for Hard Copy Submission</b>
March 28, 2018	Pending Victim and Witness Assistance Board Meeting: Vote on VOCA awards
July 1, 2018	Start date for FY19 VOCA grant
January 2020	Renewal application for years three and four (exact date TBD)
June 30, 2022	End date for VOCA 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 at the Best Western Royal Plaza Hotel on December 6, 2017 in Marlborough, MA from 10:30am-12:30pm. An additional, optional, training on logic models will be held from 1:00pm-2:00pm. Though not mandatory, potential applicants are strongly encouraged to attend. A registration form can be found on [www.mass.gov/mova](http://www.mass.gov/mova) and COMMBUYS.

### 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 January 5, 2018. Questions should be submitted via [COMMBUYS](#), faxed to 617-586-1367, or e-mailed to [kristen.tavano@state.ma.us](mailto:kristen.tavano@state.ma.us). Answers to all questions received will be posted on [COMMBUYS](#) on or before January 9, 2018. **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:

**This section (A-G) will be completed once for each program.**

Forms are available on [COMMBUYS](#) and [www.mass.gov/mova](http://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 address, and leadership contact.

##### Eligibility Requirements, Sections A & B

All applicants must respond to each question in Section A. If an otherwise eligible applicant has not been previously been awarded VOCA funding, or does not have a record of providing direct services to victims of crime, they must also complete Section B.

##### Funding Information, Proposed VOCA Program Summary and Contact Information

Indicate the amount of funding which is being requested. If applying for funding for multiple programs, a separate application must be completed for each program.

Write a brief program summary that outlines the free services proposed to be supported by VOCA funding. Include:

- The program name, population and geographic region to be served;
- Any unique service capacity such as language capacity or specialized services offered;
- State the goal(s) of the program, including how services will impact the victim population to be served;
- Do not include activities offered by your organization that would not be supported by the VOCA grant, nor any unallowable activities.

Keep your summary brief and in the present tense (i.e. "provides" instead of "will provide"). You will be limited to the text box itself.

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 the VOCA-funded program. The identified contract manager will be responsible for contract/program compliance with VOCA Policies & Procedures.

#### Section II.

##### Program Details

Indicate:

- The applicant organization type;
- The level of VOCA program staffing requested – the total will auto-calculate;
- The county(s) to be served by the VOCA program – select all that apply. If selecting 'statewide', a narrative must be provided which explains how your program provides services for victims across the

- state, including specific examples of services and/or supports used;
- Provide the total amount of funding that is allocated to this program – the total will auto-calculate;
- A list of organizations with whom your program collaborates;
- Match waiver request - Applicants requesting a match waiver, must do so via MOVA, for each program application. Waivers are granted solely at the discretion of Office for Victims of Crime (OVC). The following information is required:
  - Amount of funding available for use as match
  - Amount of match requested to be waived
  - Justification as why match is a hardship and potential impact on programing if a waiver is not granted
- Funding allocated by crime type – indicate in percentage form how much of your VOCA request will be allocated to each crime type;
- VOCA Priority Categories – If the mission of your VOCA program includes offering specialized services to meet the needs of the six priority categories, select all that apply.
- Agency Mission Statement - State the agency’s mission and length of operation, include the specific program length of operation.
- Intent of VOCA Funding – Identify if VOCA award would support an existing VOCA program (state if funds will funds expand services to new area, eliminate a waitlist, serve new populations, etc), expand an existing project not currently VOCA funded (state how funds will support and/or expand the existing program); or start a brand new program (identify if an initial start up period will be required, and if so, an estimation of the time and tasks required for start up)

### **Section III.**

#### **Program Narrative**

*All responses will be limited to the text box provided.*

1. Describe the victim population(s) this program will serve.
2. Describe the objectives of your program and the specific services and supports the program will provide to victims to achieve these objectives.
3.
  - a. Describe the need for the program’s proposed services in the region(s) served using agency data (clients served, waitlist, client or community survey results), and provide recent research data and other specific supporting evidence which informs the services. *(Use and reference data no older than 5 years.)*
  - b. Describe how your program effectively meets, or plans to meet, the needs identified in question 3a, through provision of services/supports described in question 2. Provide proposed caseload and/or client coverage information as well as proposed response time and waitlist management plans.
  - c. How do you intend to measure progress to proposed program objectives and success in meeting the victim needs described above? Include a description the resources/tools you would use to do so. Attach examples of any client survey or evaluation used.
  - d. Given that this funding may be provided for up to two years before a renewal, how do you intend to manage changes (new needs) that may arise in subsequent years of the project?
4. Describe the standards of service delivery that your program applies across the continuum of services (i.e., from intake, assessment, direct service, to close-out or referral).
5. How do you intend to use VOCA funding to enhance current victim services and service delivery?
6.
  - a. Identify other victim services providers in your region with which your program has a current formal partnership (MOU or MOA) and describe how each provider offers complementary (not duplicative) victim services and how this enhances the victim services field.

- b. Identify one organization/agency that you intend to partner and/or collaborate with, the steps your program will take to develop the partnership/collaboration, and how this partnership/collaboration will avoid duplication of efforts and enhance victim services.
7. Provide one specific example of a barrier/roadblock to providing victim services that the program experiences and describe the steps the program will take to overcome it.
  8. Identify the professional development opportunities that will be made available to victim services staff as part of this grant application. If unknown at this time, describe the plan in place to identify opportunities.

**\*\*Applicants applying for transitional housing, must also complete the separate, and additional set of questions\*\***

## **B. Interim Logic Model**

Applicants will use the logic model to describe proposed VOCA funded activities. If awarded funding, successful applicants will revise and enhance the provisional logic model during the contracting process.

- *Inputs/Resources* – resources (e.g. funding, people) that are being invested in the program/project, such as additional staff and new technology.
- *Activities* – actions or events that the program/project does with the resources provided, such as hire advocates, provide support groups, create survivor networks, and supply shelter or other items.
- *Outputs* – products that result from those activities and who will be included in them, such as the survivors who attend support groups or professionals that are trained.
- *Projected outcomes* – both short and long term changes in behavior or knowledge as a result of the program/project. Short-term outcomes are immediate, measurable results of the activity that are typically presented in less than 2 years, and long-term outcomes are intended project results in the future (i.e. 4 to 5 years, or more).

## **C. FY19/FY20 Grant Funding Request Forms and Narratives**

Applicants are required to identify each cost as direct or administrative, while maintaining the 75% direct/25% administrative split requirement as detailed. For each line item, it is required that a budget narrative is completed to justify and explain all 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 the VOCA Policies & Procedures Manual and Appendix C, for more information on the allowable costs within each category.

## **D. Paid Victim Service Staff: Job Descriptions and Resumes**

Any personal or identifying information, beyond the employee's name, **should** be redacted from these documents. All applications become public documents after awards are made. Applicants must provide a one-page job description for each VOCA-funded and VOCA match position. Describe only the activities funded through VOCA funds. Staff titles must match those titles listed in the narrative, logic model, and funding request. The qualifications, lines of supervision, work hours and job activities should be clearly defined. The job descriptions will become part of the grant. If available, place the corresponding resume after each job description.

## **E. Unpaid/Volunteer Victim Service Staff: Job Descriptions and Resumes**

Provide a job description no longer than one page of the way(s) in which unpaid volunteer victim service staff will be utilized in conjunction with the VOCA program(s) including recruitment, training, lines of supervision, and unpaid/volunteer activities. If resumes are available, provide them with contact information redacted (address, phone number, etc.).

Use of volunteers is an eligibility requirement in order to receive VOCA funds. While allowable, volunteers

are not required to provide direct services in order to meet this requirement.

## **F. Support Letters**

### Letter 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 VOCA grant program and any modifications or additional requirements that may be imposed by law. For applicant programs who do not have a record of providing victim services, the letter should also attest that at least 25-50% of proposed program funding comes from a non-federal source.

### Letters of Support/MOUs

Submit a minimum of two letters of support from within the catchment area the applicant intends to serve. No more than four letters will be read. *Non-profit programs* must obtain letters of support from at least one criminal justice or law enforcement agency within their stated catchment area, which may include a DA's Office, police department, court personnel, judges, parole, probation, etc. *Public agencies* must obtain letters of support from at least two other programs, one of which is from a non-profit or non-criminal justice agency, which serve victims within their jurisdiction.

The letters may come from individuals or agencies that work in coordination with your program, such as other victim service providers, law enforcement agencies, mental health agencies, schools, hospitals, religious institutions, etc. The letters should directly address proposed VOCA funded activities and **must** be written in the current year.

A Memorandum of Understanding (MOU) may be submitted in place of a required letter but must include: 1) description of partner agencies; 2) history of relationship; 3) roles & responsibilities of each, including resources each partner will contribute to the project, agreed upon geographic service delivery area, and individuals responsible for implementing the project; and 4) commitment to partnership, and length of agreed upon partnership. If your agency is applying for funding for services that will rely on a partnership with another VOCA applicant, submittal of an MOU is highly recommended.

**If applying to provide services to incarcerated victims**, a MOU is required as outlined on page 5.

## **G. VOCA Program Organizational Structure Chart**

Provide an organizational chart for each program that uses VOCA-funded staff. Indicate all VOCA program positions on the organizational chart, including paid and unpaid/volunteer victim service staff. Applicants do not need to include every unpaid/volunteer position, but do need to indicate the approximate number of unpaid/volunteer victim service staff and where they fit into the agency structure. The chart for the VOCA program must delineate the total hours that the direct service staff are employed, and the funding sources that support the staff time. (e.g., Jane Smith, Rape Crisis Counselor, 40 hrs/wk - .5 FTE VOCA/.5 FTE DPH).

## **MOVA Provided Attachments - Required:**

Forms are available on [COMMBUYS](https://www.commbuys.com) and [www.mass.gov/mova](http://www.mass.gov/mova)

**This section (H-K) will only be completed once.**

## **H. 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 application must be identified on this form. This form must be notarized.

## **I. Organizational Questionnaire**

Submit form addressing questions based on applicant agency (if submitting multiple applications, you must

submit this form with each application).

## **J. Victim Confidentiality Policy**

### ***Community Based Applicants***

Submit a description of your agency's victim confidentiality policy (max 1 page) and how the confidentiality of records is maintained. Confidentiality policies should be formalized, apply to all individuals having access to confidential information, and include a release of information form (submission not required).

### ***State Applicants***

If, by law, your state, municipal or other public/government agency is not able to offer confidentiality to a victim of crime seeking your services, provide a policy or protocol that defines the communication between the proposed positions to be funded and the victim. It is expected that this policy/protocol include reasonable attempts to provide notice to victims affected by the disclosure of the information, and take reasonable steps necessary to protect the privacy and safety of the persons affected by the release of the information.

## **K. Agency Organizational Structure Chart**

Provide a chart of the agency's current administrative structure, indicating where the existing VOCA program(s) fits into the agency and direct lines of supervision.

### **Additional Attachments:**

***If applicable (L):***

### **L. Federally approved indirect cost rate letter**

Applicants requesting indirect cost rates are required to provide either a current federally approved indirect cost rate letter or may request the ten percent de minimus rate. The de minimus rate may not be requested in the event that the applicants federally approved rate has expired. All rates are subject to MOVA review prior to contracting.

# Grant Application Submission

**Electronic applications are due no later than 5:00pm on January 16, 2018.**

**Hard copy applications MUST be postmarked no later than January 17, 2018.**

*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.*

Send applications to:  
Massachusetts Office for Victim Assistance  
One Ashburton Place, Room 1101  
Boston, MA 02108  
Attn: Kristen Tavano, Senior Grants Procurement Manager

Applicants will submit their application by utilizing two methods;

## 1. Hard Copy

A printed copy of all application documents and required attachments must be submitted either via U.S. Post Office, UPS, FedEx or hand delivery to MOVA. All original documents that require a “wet/original ink” signature must be sent - MOVA retains all original documents as part of the application file. Only original applications with original signatures will be accepted.

It is strongly recommended that if hard copy applications are sent using a U.S. Post Office, UPS, or FedEx that a tracking number is obtained and used for your submission. These tracking numbers can be shared with the Procurement Team Leader.

## 2. Electronic Format

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](mailto: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:* 2019\_VOCA\_Application\_AgencyName
- *Example 2:* 2019\_VOCA\_FundingRequestForm\_AgencyName

## Evaluation Criteria

MOVA will conduct a preliminary review of responses to ensure eligibility of applicants. Those responses that do not meet all of the eligibility 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.

The following areas will be considered when reviewing applications:

- Has applicant provided a complete application, including a detailed program narrative and funding request, which outlines VOCA allowable services?
- Has 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?

- Has applicant identified the objectives of their proposed VOCA funded program, and how the program will meet these objectives?
- Has applicant identified other victim services providers with whom they collaborate and described how this collaboration will avoid duplication of efforts and enhance victim services?

## 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 applicant aggrieved by the decision of a department must participate in a debriefing as a prerequisite to an administrative appeal.



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 a VOCA 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.

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<sup>i</sup> This may include physical abuse that is nonaccidental physical injury (ranging from minor bruises to severe fractures or death) as a result of punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting (with a hand, stick, strap, or other object), burning, or otherwise harming a child, that is inflicted by a parent, caregiver, or other person. Such injury is considered abuse regardless of whether the caregiver intended to hurt the child. This may include activities such as fondling a child’s genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution by a parent, caregiver, or other person. Includes teen sexual assault.

<sup>ii</sup> A crime in which there is a past or present familial, household, or other intimate relationship between the victim and the offender, including spouses, ex-spouses, boyfriends and girlfriends, ex-boyfriends and ex-girlfriends, and any family members or persons residing in the same household as the victim. Involves a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

<sup>iii</sup> Includes a wide range of victimizations; crimes that include attacks or attempted attacks generally involving unwanted sexual contact between victim and offender. Sexual assaults may or may not involve force and include such things as grabbing, fondling, and verbal threats. Also included is rape, which is defined as penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration of a sex organ by another person, without the consent of the victim; may also include penetration of the mouth by a sex organ by another person.

<sup>iv</sup> Survivors of victims of murder and voluntary manslaughter, which are the willful (intent is present) killing of one human being by another.

<sup>v</sup> Incarcerated victim is defined as a detained person, as per order of the court, in association with a criminal or delinquency offense.