

Directions:

Massachusetts Office for Victim Assistance (MOVA) Victim & Survivor Services (VSS) grants limit the pay for consultant/contractor work to a maximum of \$81.25 per hour or \$650 per day. Sub-recipients requesting to pay a higher hourly rate for contracted services must submit this justification form to their program coordinator for prior approval. **No work at the higher rate may begin prior to MOVA approval.**

For sub-contracts and consultant agreements of \$10,000 and above, you must also submit the Sub-Contract Request Form and a copy of the proposed contract to your MOVA program coordinator for prior approval.

The following items must be addressed by the subrecipient. Responses may be submitted on a separate document if necessary.

Grant Fiscal Year: Choose an item.

Request Date (MM/DD/YY): Click or tap to enter a date.

Agency:

Program:

1. Identify the name of the consultant/contractor and estimated contract total.

2. Hourly rate requested:

3. Provide a brief description of the current problem and how the proposed contract will address identified need:

4. List any specialized skills required for this project or service (i.e. web design, IT, legal expertise, training, etc.):

5. Provide a justification for hourly rate proposed (i.e. sole source, market comparisons, consultant expertise, etc.):

6. List prior instances when this consultant/contractor was paid a similar hourly rate:

7. If costs exceed \$10,000, provide the contract between the sub-recipient and consultant and/or contractor that states the name, title, and contact information, the service to be provided, and the agreed upon rate of pay for services.

8. Provide a statement which certifies no conflict of interest exists and indicate steps taken to ensure no conflict of interest exists. ***This is to be provided separately on agency letterhead and attached to this form.*** ☐ **Statement attached**

MOVA reserves the right to decline subcontract requests in accordance with the grant terms and conditions. Refer to the effective edition of Policies & Procedures for more information and requirements.

Signature: Name (typed):