



## FY2026 SAFEPLAN Hampden County Probate and Family Court Coverage 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

## FY2026 SAFEPLAN Hampden County Probate and Family Court Coverage Request for Grant Applications (RGA)

### RGA File Name/Title:

FY2026 SAFEPLAN Hampden County Probate and Family Court Coverage

### RGA File Number:

2026SAFEPLANHCVWA

### 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](mailto: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, 2025 - June 30, 2026)	One year contract (as part of the successful applicant's FY26 SAFEPLAN renewal contract)
Renewal Options	n/a	n/a	MOVA reserves the right to renew or extend contracts (as part of the successful applicant's existing SAFEPLAN contract).

## Introduction

**This procurement is open only to currently funded SAFEPLAN host agencies providing services in Hampden County.** The purpose of this procurement is to seek qualified applicants interested in providing SAFEPLAN services in the Hampden County Probate and Family Court via one full-time SAFEPLAN advocate. Only one applicant will be selected to provide such 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.

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 and probate and family courts in various regions across the Commonwealth.

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. MOVA policies, procedures, and requirements apply to all awards, regardless of funding source(s).

**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 state fiscal year 2026, July 1, 2025 through June 30, 2026. Funding awarded via this procurement will be combined with the successful applicant's FY26 SAFEPLAN renewal contract. 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.
- Renew and/or extend contracts beyond June 30, 2026.
- 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.

## Eligibility Requirements

Only applicants who are currently funded via a FY2025 SAFEPLAN award and who currently provide SAFEPLAN services in Hampden County may apply. Please note that while all agencies that meet these criteria are eligible to apply, MOVA will select one successful applicant.

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

MOVA anticipates making an award not to exceed the necessary and reasonable costs to support one full time SAFEPLAN advocate and related essential costs for the provision of SAFEPLAN services. MOVA reserves the right to adjust, reduce or remove costs in accordance with the below outlined priorities.

MOVA will prioritize the following expenses for this procurement:

- Direct service staff personnel costs for one full-time SAFEPLAN advocate in the Hampden County Probate and Family Court (e.g., salary, fringe, related indirect costs where applicable),
- Essential support costs related to the delivery of SAFEPLAN services (e.g., supplies such as a cell phone and laptop, travel such as mileage and court parking costs).

## Matching Requirement and Waivers

In accordance with MOVA's match waiver policy, MOVA will issue a blanket waiver of the match requirement for the successful applicant through the grant duration of July 1, 2025 - June 30, 2026. Contact MOVA at [movagrants@mass.gov](mailto:movagrants@mass.gov) if your agency chooses to opt out of the automatic match waiver. Choosing to accept or opt out of the match waiver does not impact the outcome of your application. To review MOVA's match waiver policy and an informational sheet on the match waiver policy, please visit our [website](#).

## 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.** The successful applicant will be provided with the necessary instruction regarding the reimbursement process. The successful applicant 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 this Request for Grant Applications (RGA). Applications should be submitted to MOVA at [MOVAGrants@mass.gov](mailto:MOVAGrants@mass.gov) using the guidelines found below.

### **Timeline**

February 14, 2025	Anticipated Date, Release of RGA on <a href="#">COMMBUYS</a> ;
February 27, 2025	Deadline to submit questions regarding RGA
	Answers to all questions will be posted on <a href="#">COMMBUYS</a> and <a href="http://www.mass.gov">www.mass.gov</a> on or before February 28, 2025

<b>March 7, 2025</b>	<b>Grant Submission Deadline 12:00 p.m. EST via email to <a href="mailto:MOVAGrants@mass.gov">MOVAGrants@mass.gov</a></b>
Spring 2025	Victim and Witness Assistance Board vote
Spring 2025	Agency award notification and contracting process via eGrants
July 1, 2025	Start date for FY26 SAFEPLAN grant
June 30, 2026	End date for FY26 SAFEPLAN grant

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

## **Questions/Technical Assistance**

Ashlee Renich-Malek, Grants Administration Specialist, is the designated Procurement Team Leader for this RGA. Applicants may submit questions about the RGA or Policies and Procedures until February 25, 2025. 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](https://www.commbuys.com) and [www.mass.gov](http://www.mass.gov) on or before February 26, 2025.

*Any amendments, cancellations, corrections or clarifications to this RGA will be made by the Procurement Team Leader. Notifications will be posted on [COMMBUYS](https://www.commbuys.com) and sent via e-mail to applicants intending to apply.*

## **Grant Application Submission**

Applications are due **March 7, 2025 at 12:00 p.m. EST**, and must be sent to [MOVAGrants@mass.gov](mailto:MOVAGrants@mass.gov) on or before the deadline. Via e-mail, applicants will submit all required documents in their entirety as separate attachments.

If you are limited by the attachment space through your e-mail service, you may send more than one e-mail. This should be noted in the email subject line (for example, that the email is 1 of 2 or 2 of 2).

Ensure that attachment files are named correctly. MOVA recommends using the following file naming convention for attachments:

- SAFEPLAN\_Application\_AgencyName
- SAFEPLAN\_BudgetRequestForm\_AgencyName

Applicants may use read receipts to ensure delivery.

## **Application Information – Required Documents**

### **MOVA Provided Attachments** (Found on [COMMBUYS](https://www.commbuys.com))

- **Proposed FY26 Budget Request:** Applicants **must** submit a detailed funding request with budget narratives which outlines costs being requested to support 1 full-time SAFEPLAN Advocate. Eligible costs include:
  - Salary and fringe for 1 full-time SAFEPLAN Advocate
  - Essential costs to support SAFEPLANs services (e.g., cell phone, laptop, court parking and travel costs for SAFEPLAN advocate, etc.)
  - Related indirect costs, as applicable

## **Applicant Attachments**

- **Applicant narrative:** Applicants must submit responses to the following three questions within one document, not to exceed two pages, that must be saved as a PDF or Microsoft Word file. Briefly describe:
  - Your agency's history of providing SAFEPLAN services and how your agency is in a unique position to provide services in the Hampden County Probate and Family Court

- Any existing relationship(s) your agency has within the Hampden County Probate and Family Court and with communities/community partners that would be impacted by these services. Outline any anticipated support you would need from MOVA to establish or enhance relationships prior to the start of the service program
- The approximate steps which will need to be taken for proposed SAFEPLAN services in the Hampden County Probate and Family Court to be operational by July 1, 2025, including timeframes and dates

## Evaluation Criteria

Due to the nature of this RGA, only one application will be funded. 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.

In no particular order, evaluative criteria may include but are not limited to:

- Timely completion of the application and submission of all required materials;
- Proposed budget and prioritization of costs that are essential to the provision of direct services to victims of crime, as identified by MOVA (page 4);
- Responses to the three required narrative application questions;
- Existing applicant relationships and collaboration with other Hampden County Courts and relevant community partners;
- Ability to provide daily in-person SAFEPLAN services within the Hampden County Probate and Family Court (unless an alternate coverage plan is approved by MOVA due to extenuating circumstances);
- Ability to minimize disruption of services through a clearly outlined plan to fulfill coverage of the court and have SAFEPLAN services operational as of July 1, 2025;
- Effective administration of existing MOVA grants;
- Applicant history of reversion for all MOVA funded awards during the FY2023 and FY2024 contract periods and progress towards spending current FY2025 grant awards;
- Applicant history of budget amendment requests in excess of a 10% shift;
- Review of OMT data and the overall utilization of prior awards to support direct services;
- Coverage of currently designated SAFEPLAN courts;
- Personnel vacancies and impact of vacancies on the provision of services and the scope of the funded program;
- History of monitoring findings and agency response;
- Prior compliance with MOVA policies and procedures.

## 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.



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.