

SAFEPLAN



FY2021 Request for Grant Applications

The 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

SAFEPLAN

Request for Grant Applications (RGA)

RGA File Name/Title:

FY2021 SAFEPLAN

RGA File Number:

2021SAFEPLANVWA

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)

<i>Contract Duration</i>	<i>Number of Options</i>	<i>Number of Years</i>	<i>Instructions</i>
Initial Duration	n/a	One – July 1, 2018-June 30, 2019	Initial 1 year contract
Renewal Options	3	Three - July 1, 2019-June 30, 2020; July 1, 2020-June 30, 2021; July 1, 2021-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/bsa/> and www.mass.gov/mova

SAFEPLAN Grant
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Introduction

This procurement is a funding renewal for currently funded SAFEPLAN host agencies only. The purpose of this procurement is to provide continued support to currently funded host agencies providing SAFEPLAN 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. Currently, SAFEPLAN exists in 53 district and probate and family courts throughout Barnstable, Berkshire, Bristol, Essex, Franklin, Hampden, Hampshire, Middlesex, Plymouth, and Worcester Counties.

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, 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 federal funds for SAFEPLAN services through the Federal Victims of Crime Act of 1984 (VOCA), VOCA statute 34 USC 20103, and the state line item 0840-0101. All funding decisions are based on the availability of funds, demonstrated need, and strength of the application. All grant awards are made by the VWAB.

Eligibility

Qualified applicants who are interested in applying for SAFEPLAN funding **must** operate as a non-profit organization with 501(c)(3) status that, at a minimum, meets the requirements of a "domestic violence victims' program" as described in M.G.L. c. 233 § 20K, or has a history of providing SAFEPLAN services, and has a record of providing direct service to victims of domestic violence. The applicant must have the approval and support of their agency's Board of Directors in applying for SAFEPLAN funding. The applicant must be a currently funded SAFEPLAN host agency. Upon renewal, successful applicants will be required to sign a Memorandum of Understanding (MOU) in coordination with MOVA.

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

Renewal Proposals

Within this RGA, MOVA encourages applicants to consider seeking additional funding for the following organizational supports:

- Compensation adjustments (salary (not to exceed 5% increase), related fringe, and related indirect) for SAFEPLAN funded staff. Adjustments should be calculated based on the annual cost, regardless of timing of increase. Host agency staffing within existing courts is expected to reflect FY20 levels.
- Applicants applying for technology costs, must also complete the separate, and additional set of questions, funding request forms, and submit vendor quotes (where applicable). See page 8 for more information. *Items may include, but are not limited to:*
 - Hardware and software
 - Items such as cell phones, laptops, tablets, printers, software packages, etc.
 - Infrastructure
 - Items such as servers, databases, etc.
 - IT contracted services
 - Items such as the development of a database, server maintenance, etc.

Technology funding will be awarded separately from the renewal application. If unexpended, funds

awarded for technology will not be eligible to support other costs. Applicants should not expect ongoing funding support beyond the one-year (FY21) award. MOVA does not commit to annual maintenance costs associated with purchases made via this funding. It is expected that all awarded funds will be expended in FY21.

Available Funding

The SAFEPLAN Program is sustained by two funding sources: the Victims of Crime Act (VOCA), which is federal funds, and a state appropriation. In FY2020, MOVA awarded \$3,878,826.00 to 15 host agencies to provide SAFEPLAN services. In FY2021, MOVA anticipates making similar awards to support eligible and allowable programming. This procurement represents the third year of a four-year cycle and will run from July 1, 2020 – June 30, 2021. It is anticipated that a final renewal process for FY2022 funding will occur in early 2021.

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 reduce grant awards and/or modify required services or priorities associated with these grants.

Should additional funds become available, MOVA also reserves the right to make additional awards to one or more of the sub-recipients by taking into account the responses submitted to this application, the needs of SAFEPLAN, and/or best value to the Commonwealth.

Matching Requirement

A match requirement may be required for SAFEPLAN awards. MOVA will assist successful applicants in meeting this requirement.

Method for Cost Reimbursement

The SAFEPLAN grant is a cost reimbursement grant. 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 renewal. 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>

Timeline

November 13, 2019	Anticipated Date, Release of Request for Grant Applications on COMMBUYS
December 13, 2019	Deadline to submit written questions regarding RGA. Answers to questions will be posted to COMMBUYS on or before December 17, 2019
December 23, 2019	Electronic Grant Submission Deadline 5:00 p.m.
March 18, 2020	Pending Victim and Witness Assistance Board Meeting: Vote on SAFEPLAN awards
Spring 2020	FY21 VOCA contracting process (anticipated via MOVA e-grants)
July 1, 2020	Start date for FY21 SAFEPLAN grant
Late 2020/early 2021	Renewal application for year four (exact date TBD)
June 30, 2022	End date for SAFEPLAN grant

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

There will be no bidders' conference for this renewal.

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 December 13, 2019. Questions should be e-mailed to kristen.tavano@state.ma.us. Answers to all questions received will be posted on [COMMBUYS](#) on or before December 17, 2019. **In order to abide by the Commonwealth's Procurement Policies and Procedures, only written questions will be permitted.**

Any amendments, cancellations, corrections or 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](#)

Documents for Application Submission - Required:

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

A. PDF Application

B. FY2021 Funding Request and Narrative

Applicants are required to identify each cost as direct or administrative, while maintaining a 75% direct/25% administrative split requirement as detailed. In the event of an unforeseen change in funding availability, direct services will be prioritized. MOVA reserves right to return to a 90/10 split. For each line item, a budget narrative is required to justify and explain all costs in full detail. Detailed information on budgets, allowable costs, and program limitations are contained in the SAFEPLAN Policies and Procedures Manual.

C. Adherence to SAFEPLAN Policies and Procedures Manual Form

This form must be signed and included with the application, and the effective edition of the manual must be complied with throughout the contract period.

D. Proposed Court Coverage Agreement

This proposed agreement shall include the names, schedules and court assignments for each of the Advocates, volunteers/interns, the coverage plan for times when an Advocate will not be available in court, and should not be reduced from current staffing levels. Include the specific days and times for each Advocate's schedule, along with the procedure for the court to contact the back-up Advocate (e.g. cell phone, beeper). Upon MOVA approval, this document will become part of the applicant's grant file and utilized as a reference by both MOVA and court staff. **This document must be updated and submitted to MOVA for approval throughout the grant period if any changes occur.**

E. 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 for the organization. The authorized signatory on the "cover page" of the application must be identified on this form. This form must be notarized.

F. Letter from Applicant Leadership

Submit a letter written and signed by the President or Chair of the Board of Directors of the host agency that indicates support for the renewal application submittal, and that the agency agrees to abide by the SAFEPLAN Policies and Procedures Manual and any modifications or additional requirements that may be imposed by law.

G. Paid SAFEPLAN Staff: Submit Job Description and Resume per Position

Provide a one-page job description for each SAFEPLAN funded position. The job description should include **only** the duties performed by staff through SAFEPLAN funding. Staff titles must match those titles listed in the narrative, court coverage agreement, and funding request. Place the corresponding resume after each job description. 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. SAFEPLAN funded positions titles must state SAFEPLAN Advocate or Senior SAFEPLAN Advocate only. Refer to the SAFEPLAN Policies & Procedures, for further guidance on allowable job responsibilities for SAFEPLAN Advocates.

H. Unpaid/Volunteer Staff: Submit Job Description and Resume per Position

Provide a job description, no longer than one page, for the use of unpaid volunteer victim service staff working in conjunction with the SAFEPLAN services - including recruitment, training, lines of supervision, and unpaid/volunteer activities. If resumes are available, provide them in your application. Any personal or identifying information, beyond the volunteer's name, **should** be redacted from these documents. All applications become public documents after awards are made. The use of volunteers is a requirement of this grant. For more information on this requirement, refer to SAFEPLAN Policies & Procedures.

I. Federally approved indirect cost rate letter (if applicable)

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.

J. Technology Narrative (if applicable)

All responses will be limited to the text box provided.

Identify the items being requested and the reason for the request (check all that apply).

Provide responses to the following questions:

- Identify the specific technology costs being requested via SAFEPLAN funding, and outline your agency's need for each item.
- Will you be leasing or purchasing the items? Provide details.
- Do you anticipate ongoing maintenance/upgrade costs associated with any of the items? If yes, provide details.
- For individual items over \$5,000.00, provide justification for the costs requested by attaching a supportive vendor quote, website print out, and/or other knowledge of cost. List each item and the supportive documentation provided.

K. Technology Funding Request Form (if applicable)

If requesting technology costs, a separate technology funding request form **MUST** be submitted for FY21. The technology request form includes only three allowable cost categories – contracts, equipment and indirect.

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). There is no 75 % direct/25% admin split required for the technology funding request.

L. Technology Vendor Quotes (if applicable)

It is expected that applicants requesting technology costs research the items requested. For individual items over \$5,000.00, provide justification for the costs requested by attaching a supportive vendor quote, website print out, and/or other knowledge of cost.

M. Organizational Questionnaire

Submit form addressing questions based on applicant agency (if submitting multiple applications, you must submit this form with each application).

Documents for Application Submission – only if changes have occurred since original application:

If no changes have occurred, a statement indicating this must be submitted.

N. Agency and SAFEPLAN Program Organization Structure Charts

Agency structure

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

SAFEPLAN Program structure

Provide an organizational chart of the SAFEPLAN Program. Indicate all SAFEPLAN positions, including the person that oversees the program, supervisors, and volunteer staff. Include every 'direct service' volunteer position and how they fit into the agency structure. If there is not a volunteer who will be supporting the SAFEPLAN Program through 'direct service', include all other volunteers who will support SAFEPLAN administratively. Delineate the total hours that the direct service staff are employed, and the funding sources that support the staff time. (For example, Jane Smith, Advocate, 40 hrs/wk - .5 FTE SAFEPLAN / .5 FTE EOPSS).

O. Victim Release of Information Form

SAFEPLAN Advocates must utilize the applicant's Victim Release of Information Form when necessary. Provide a copy of the agency's Victim Release of Information form. Release of Information forms should specify from whom the information is being requested or released to and the length of time the release is in effect.

P. Victim Confidentiality Policy

Submit a description no longer than one page of your agency's victim confidentiality policy that includes how confidentiality is upheld specifically within the SAFEPLAN Program and how the confidentiality of records is maintained. Additionally, submit a copy of the agency's written confidentiality policy. Confidentiality policies should be formalized and apply to all individuals having access to confidential information.

Grant Application Submission

Electronic applications are due no later than 5:00pm on December 23, 2019.

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 excel 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: 2021SAFEPLAN_Application_AgencyName
- Example 2: 2021SAFEPLAN_FundingRequestForm_AgencyName

Evaluation Criteria

MOVA will conduct a preliminary review of responses to ensure eligibility for renewal. Applications will be subsequently reviewed for completeness, including submission of critical elements (PDF application, funding request form and court coverage agreement). 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 negotiate renewal contracts. As this RGA is considered a continuation of the awards from FY20, any award will be approved based on demonstrated need, justification for request, and current funding available. Additional evaluative criteria may include, but is not limited to: prior compliance with requirements such as timely submission of expenditure and data reports; monitoring findings and agency response.

The following areas will be considered when reviewing applications:

- Has applicant provided a complete application, including a detailed funding request, which outlines allowable SAFEPLAN services within their existing courts?
- A detailed review of responses will also consider the following:
 - Need for ongoing services in each location – via inclusion of data;
 - Complete and thorough submittal of proposed Court Coverage Agreement, including information on the process for court coverage during times of need/staff illness.

For technology funding requests:

- Has the applicant provided a complete and detailed response which includes: a complete program narrative and funding request which outlines the need for the items requested, along with supportive documentation of expected costs where applicable.

Debriefing Procedures:

In the event an existing host agency fails to successfully renew, a debriefing may be requested. To request a debriefing, the applicant 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 application and the review process overall. Debriefings are forums in which areas of weakness or non-compliance in the 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.



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

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