



Victim Services Training Grant
Request for Grant Applications (RGA)

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

Request for Grant Applications (RGA)

RGA File Name/Title:

Victim Services Training Grant

RGA File Number:

VSTGVWA

Procuring Department:

Massachusetts Office for Victim Assistance (VWA)

Contract/ISA Duration:

Contract/ISA duration will be established based on the application.

Application Period

Applications will be accepted on an ongoing basis beginning at the open date. Should applications exceed available funding, the application period will close if, or until additional funding becomes available. In the event the application period closes and reopens, MOVA reserves the right to request that applications be resubmitted.

RGA Duration

This RGA is to be in effect for a period of three years with the option to extend or terminate at the discretion of the Victim Witness Assistance Board (VWAB) or their designee (MOVA)

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Grant Policy

MOVA adheres to 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](https://www.commbuys.com/bso/).

All required forms can be downloaded from <https://www.COMMBUYS.com/bso/>
Or at www.mass.gov/mova

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Introduction

The Massachusetts Office for Victim Assistance (MOVA), operating under the guidance of the Victim and Witness Assistance Board (VWAB), serves as a statewide resource for victim service providers. The VWAB is the designated state authority to administer federal funds for victim services available through the Federal Victims of Crime Act of 1984 (VOCA). The VWAB is dedicated to advancing the rights of and improving services to victims of crime in the Commonwealth. Since the passage of VOCA, the VWAB has administered the grant in Massachusetts.

The purpose of this procurement is to:

1. Provide training funds (**professional development**) to eligible agencies (see below), including victim/survivor led programs seeking professional development funding for their internal staff to enhance program and service delivery.
2. Provide training funds (**hosting**) to eligible agencies (see below) interested in providing free or reduced cost training opportunities for, and to, external victim services programs, survivors of crime, or allied professionals to enhance the provision of services to victims of crime across the Commonwealth of Massachusetts.

Applicant Eligibility

To be eligible to apply applicants must:

- Operate and identify as:
 - A victim assistance provider, victim/survivor led organization, statewide coalition within Massachusetts, or other provider that works directly or indirectly to support crime victims
 - AND a public agency or nonprofit agency
- Have the approval and support of agency leadership in applying for these funds
- Meet the following submission requirements:
 - Submit an intent to apply form at least five (5) days prior to submitting an application
 - Submit applications to provide staff **professional development** 60 calendar days prior to the event
 - Submit applications to **host** trainings 90 calendar days prior to the event

Successful applicants must abide by the requirements set forth in this RGA, the effective version of the VOCA Policies & Procedures Manual, and any additional reporting requirements as indicated by MOVA, the Office for Victims of Crime (OVC), and the Office of the Chief Financial Officer (OCFO).

Applicants are strongly encouraged to read all documents thoroughly prior to preparing an application. Applicants with questions are encouraged to contact the Procurement Team Leader, via email, at shaniel.walker@state.ma.us prior to applying.

Project Requirements

- Individuals may not apply.
- MOVA reserves the right to deny incomplete submissions.
- All applications requesting funds to host a training must go before the VWAB for approval
- All applications at or in excess of \$10,000.00 must go before the VWAB for approval.
- No more than two (2) applications will be funded from any applicant in a 12-month period.
- For existing VOCA sub recipients any training funds sought via this RGA it must be evident that the request will supplement, not supplant existing training funds.
- Training applications for which funding has already been requested and approved via other funding sources are not eligible. Applicants may not supplant funds. However, supplemental funding may be sought for eligible projects.
- Any training delivered with these funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://ojp.gov/funding/ojptrainingguidingprinciples.htm>.
- Any training materials utilized via funded projects may be subject to prior approval at the discretion of MOVA or the VWAB.

- Recipients are responsible for fulfilling requirements outlined in the Americans with Disabilities Act (ADA).
- The content of training programs and training materials used or distributed must seek to fulfill the program's stated objectives and enhance the provision of services to victims of crime across the Commonwealth of Massachusetts in accordance with the guidance outlined within this RGA.
- Successful applicants must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences. Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide.

Allowable Projects

- Victim assistance providers, victim/survivor led organizations, multidisciplinary teams (with one eligible lead applicant), or other providers may submit applications for:
 - **Professional development** funding for applicant's staff to enhance program and service delivery such as:
 - sending staff to trainings to learn critical victim service delivery skills
 - sending staff to a victim services related national conference
 - purchasing training materials
 - **Hosting** trainings for external victim service programs, survivors of crime, allied professionals, or ancillary victim service related programs designed to enhance victim service delivery
 - Multi-day trainings and training series
 - Training series (multi-part training)
- Statewide coalitions may submit applications for:
 - **Hosting** trainings for victim service programs, survivors, allied professionals, or ancillary victim service related programs designed to enhance victim service delivery (non-member agency staff may also attend)
 - Multi-day trainings
 - Training series (multi-part training)

Allowable Costs

All costs are subject to MOVA award approval, which must be received prior to incurring any expense.

Note: Conferences are defined broadly to include meetings, seminars, symposiums, and non-fundraising events.

Professional Development costs may include, but are not limited to:

- Conference and training registration fees - including webinar participation
- Trainer costs to provide training for staff (costs must be within allowable MOVA consultant rates)
- Travel expenses (includes transportation and per diem (meals and incidental expenses) for training participants)
- Lodging
- Continuing Education Units (CEUs)
- Obtaining training materials, such as workbooks and videos

Hosting costs may include, but are not limited to:

- Conference or meeting space
- Advertising for event
 - Any advertising must include the VOCA attribution statement and related MOVA brand images.
- Registration costs – in order to offer free or reduced cost conferences
- Continuing Education Units (CEUs) for participants
- Audio/Visual Equipment and Services
- Simulcasting and translation services to expand audience and ensure accessibility
- Travel expenses (includes transportation and per diem (meals and incidental expenses) for speakers)
- Costs specific to the event such as pro-rated salaries of personnel coordinating events ; pro-rated rental space for personnel work space; postage; pro-rated phone and internet; reproduction of training materials

Unallowable Costs

- Charging of fees and generating retained program income or fundraising via events funded via this application.
 - *Fees may be charged to supplement hosting costs and to provide otherwise non-allowable items such as meals for attendees. Any revenue generated must be utilized to enhance the training or the training series for which the fee is charged. Program retained income/revenue from trainings is unallowable.*
- Training for federal employees and military personnel
- Offender or prevention focused trainings or activities (applicants may request funding for the non-prevention aspect of training/event)
- Conference or training costs for any individual who is a featured speaker at the same training or conference
 - Featured staff member must attend the entirety of the event to be eligible for a professional development award under this grant
- Conference or training costs for victims
- Degree programs
- Lobbying events
- Meals (hosting applications)
- Public education events (outreach is allowable)
- Late registration fees
- Development of print, video, and multimedia products for re-use, re-broadcasting

MOVA reserves the right to make inquiries of the applicant and negotiate prior to an award decision

Available Funding

This is a cost reimbursement grant. Funding for these awards will be supported in part by federal award 2015-VF-GX-0042 OVC FY15 Victim Assistance Discretionary Grant Training Program, in addition to state and federal funds, as available. Unless otherwise approved by MOVA, successful applicants will submit ONE expenditure report for reimbursement no more than 30 days following the end of the funded project.

Applications will be accepted on a rolling basis beginning at the open date of the RGA. Should submitted applications exceed available funding; the application period will close if or until additional funding becomes available. In the event the application period closes and reopens, MOVA reserves the right to request that applications be resubmitted.

The award period will be dependent on the proposed project timeframe and compliance with any applicable regulations. All awards, extensions, renewals, or amendments to this RGA or any award of funds will be made at the discretion of the VWAB.

Matching Funds

Applicants are encouraged, but not required, to seek and provide non-federal funding for applications in the form of cash and/or in-kind contributions. This condition is subject to modification by MOVA dependent on the source of funding utilized to support training grants.

Method for Cost Reimbursement

All awards made from this procurement will be on a **cost reimbursement** basis. Successful applicants will be provided the necessary instruction and forms regarding reimbursement. Successful applicants must submit an expenditure report within 30 days of the approved training or event. **Reimbursements will be made only for costs included in the approved 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

Intent to Apply

All applicants must submit an Intent to Apply Form, which can be found on www.mass.gov/mova. A hard copy original is not required. You *must* inform MOVA of your program’s intention to apply at least five (5) business days prior to submitting any application. Confirmation of receipt will be sent via e-mail to the program contact listed on the Intent form.

Timeline

June 27, 2018

As Necessary

Application period re-open

Informational webinars – will be announced on www.mass.gov/mova

VWA Board Votes

Awardees notified

Reporting webinar for recipients

June 30, 2019

Anticipated end date for RGA, unless amended

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

Bidders’ Conference

Non-mandatory bidders’ online webinars will be scheduled as necessary. Dates will be announced as scheduled on www.mass.gov/mova. In between webinars, applicants are encouraged to submit questions as detailed in the section below.

Questions/Technical Assistance

Shaniel Walker is the designated Procurement Team Leader for this RGA. Applicants may submit written questions regarding the RGA at any point in the process. Questions should be e-mailed to shaniel.walker@state.ma.us. Answers to all questions received will be both sent directly to the applicant and posted on www.mass.gov/mova on a rolling basis. **In order to abide by the Commonwealth’s Procurement Policies and Procedures, only written questions will be permitted.**

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](#)

An “application” incorporates one training, conference, or multiple session event. Further, a single application may include multiple attendees. Any separate and distinct event must be submitted as a separate application.

Electronic applications are due in the MOVA office no later than 5pm of the applicable due date. Proofread the application carefully and complete the checklist to ensure all information is included.

Section I - Agency Information

All fields for contact information for the agency, agency leadership, and applicant **MUST** be completed.

Indicate the type of agency. If selecting “other” identify type.

Indicate if agency was a direct OVC grantee/recipient in the last 24 months. If yes, include the name and e-mail of the OVC Grant Manager. *(Not inclusive of VOCA/DDTF/AEAP/SAFEPLAN awards from MOVA)*

Indicate if agency has received a training grant award from MOVA, as applicant or as a member of an MDT, in the past 12 months. *(Not inclusive of VOCA/DDTF/AEAP/SAFEPLAN awards)*

In the narrative section, specify the length of time the agency has provided victim services.

- Direct service agencies **MUST** provide a description of the direct victim intervention services currently provided.
- Coalitions **MUST** provide a thorough description of the coalition’s history. Include a list of member agencies, and the specific range of services provided to member agencies.

Section II - Category of Application

Indicate the category of training requested as: (select only one)

- An agency applying for staff professional development training, such as attendance at a conference or attending job specific trainings to expand and enhance ability to provide or support victim services.
- An agency applying to host a training.
- A coalition applying to host a training for member organizations to enhance abilities and advance victim services (attendance can be open to non-members).

Section III(a) - Event Information for Staff Professional Development Trainings

Include the event or training title, date(s), and location of the training. Identify the number of staff proposed to attend and each staff person’s job title. For conferences, include the name of the agency or organization hosting the conference and indicate if any staff attending will be a presenter/speaker at the event (in order to receive an award, the applicable staff person must *attend* the entirety of the conference/event). Any host paid costs such as registration or travel should be noted as covered expenses in Section IV(a) - expenses covered by agency.

Include the event web site (If available).

In a minimum of five sentences, describe why this training or conference is relevant to the direct service work, what specific knowledge, skills and abilities will be acquired and how they will be used to improve direct services to victims. Indicate if training is being requested to meet an agency requirement or mandatory certification. If only requesting the purchase of developed training materials, describe how these materials will be used, identify the skills and abilities to be acquired via the materials, and how direct victim services will be improved. Applications cannot be approved without a detailed description that includes all of these factors.

Multidisciplinary teams (MDT)

For applications to send Multi-Disciplinary Teams (MDT) to trainings (i.e. teams comprised of staff from multiple agencies such as a SAIN team or high risk teams). There should be one lead (sponsor) applicant agency acting as the primary contact and fiduciary. A Supervisor/Chief Executive Attestation should be completed and attached for each member of the MDT. This document is found in Section III(c) of the application.

Section III(b) - Budget Information – Staff Professional Development Trainings

Note: Application approval is not guaranteed. We advise that no financial commitment is made until you receive notification of award from MOVA. If funding is awarded, it is the responsibility of **the applicant** to secure lodging, travel and registration.

Allowable costs

- **Tuition/Registration fees:** Fees for late registration are not allowable.
- **Training materials**
- **Lodging expenses:** Indicate the number of nights requested. Lodging is not covered by the grant if the recipient lives within 50 miles of the event without express permission from MOVA. Reimbursement will not exceed the allowable GSA or conference rate, without express approval from MOVA.
- **Meals/Incidental expenses (M&IE):** Indicate the number of full (onsite) and travel days requested. Actual meal and incidental expenses, up to the maximum allowed, will be reimbursed based on backup documentation submitted with the reimbursement request. Alcoholic beverage expenses will not be reimbursed.
- **Ground transportation (local training):** Expenses can include parking, shuttle fare, and taxi or public transportation to and from the training facility, and personal vehicle mileage to and from the training facility or to and from the airport, train, or bus station. Personal vehicle mileage is reimbursed at the applicant agency rate, not to exceed the allowable federal rate (a mileage statement from an online mapping service must be submitted with the reimbursement form). Rental cars are not covered.
- **Travel (Out of State travel necessary):** Expenses can include round-trip coach airfare (not to exceed \$600 per attendee), baggage fee, train, bus, or shuttle fare *to and from airport*. Award recipients are expected to take advantage of excursion or other special airfares (such as 14-day advance purchase) when booking air travel.

Indicate expenses covered by applicant or sponsored agency, including any antedated fees (revenue must be utilized to offset costs).

NOTE: An application missing this information will be considered incomplete and may be rejected. All fields are required; if not requesting expense reimbursements, enter **\$0**.

Section III(c) - Supervisor/Chief Executive Attestation

This section ensures that applicant leadership supports attendance at the training event and all requirements associated with receiving an award. For applications to send MDT to trainings (i.e. staff from multiple agencies such as high risk teams), a Supervisor/Chief Executive Attestation should be completed and attached for each member of the MDT.

Section IV(a) - Event Information for hosting trainings

Identify the composition of the audience for this training - select all that apply. While trainings/events for the public can be supported, priority will be given to direct service focused and targeted events.

Describe what will be gained from attending the event that will help improve direct victim intervention services. Include why this training or conference is relevant to direct service work, including what specific knowledge, skills and abilities will be acquired and how they will be used to better provide direct services. Applications will not be approved without a detailed description that includes all of these factors.

If a fee will be charged to attendees, those fees may only be used to supplement hosting costs and to provide otherwise non-allowable items, such as food, for attendees. Any revenue generated must be utilized to enhance the training for which the fee is charged. Program retained income/revenue from trainings is unallowable.

Is the site ADA compliant? If no, can acceptable temporary accommodations can be made?

Indicate the number of individuals to be trained (expected attendance)

Indicate whether evaluation forms have been developed and provide an example if available.

When delivering a training or hosting a conference/workshop evaluations are REQUIRED as are the inclusion of funding attribution statements and MOVA brand images (logo). Should you require samples/examples, contact MOVA's Training and Outreach Manager, Brenna Chase at brenna.chase@state.ma.us.

Section IV(b) - Budget Information for hosting trainings

Note: Application approval is not guaranteed. We advise that no financial commitment is made until you receive notification of award from MOVA.

List the title of the training.

If this is a blanket request (for more than one consecutive related events) list the relevant details (number of occurrences, location(s), and start and end dates (approximate if necessary)). Applicants can modify dates subsequent to receiving an award with express approval from MOVA.

Applicants are required to seek at least three bids for trainings/conference hosting costs when utilizing private facilities such as hotels and conference centers. Estimates must have been gathered within six months of submitting application. Applicants are not required to select the lowest bid, however MOVA may request additional justification to support the selection of a facility.

Allowable costs

- **Cost of Meeting Space:** Cost for Training or Conference space. A unit = 1 attendee
- **Audio-Visual Equipment and Services:** (max \$25/per attendee)
- **Printing and Distribution:** Cost for printing, advertisements, handouts, pamphlets
- **Conference Planner – Logistical:** Should be all inclusive of specific staffing costs necessary to plan and execute event(s). Existing staff costs are allowable however, funding should be supplemental, not exceed any current salary, and not supplant existing funding. In the event consultant services are necessary, express approval is required for any costs in excess of \$450/day for an 8-hour day.
- **Conference Trainer/Instructor/Presenter/Facilitator:** Existing staff costs are allowable however, funding should be supplemental, not exceed any current salary, and not supplant existing funding. In the event consultant services are necessary, express approval is required for any costs in excess of \$450/day for an 8-hour day.
 - **Lodging expenses:** Indicate the number of nights requested. Lodging is not covered by the grant if the recipient lives within 50 miles of the event without express permission from MOVA. Reimbursement will not exceed the allowable GSA or conference rate, without express approval from MOVA.
 - **Meals/Incidental expenses (M&IE):** Indicate the number of full (onsite) and travel days requested. Actual meal and incidental expenses, up to the maximum allowed, will be reimbursed based on backup documentation submitted with the reimbursement request. Alcoholic beverage expenses will not be reimbursed.
 - **Ground transportation (local training):** Expenses can include parking, shuttle fare, and taxi or public transportation to and from the training facility, and personal vehicle mileage at the per diem rate to and from the training facility **or** to and from the airport, train, or bus station. Personal vehicle mileage is reimbursed at the applicant agency rate, not to exceed the allowable federal rate (a mileage statement from an online mapping service must be submitted with the reimbursement form). Rental cars are not covered, without express approval from MOVA.
 - **Travel (Out of State travel necessary):** Expenses can include round-trip coach airfare (not to exceed \$600 per person), baggage fee, train fare, bus, or shuttle fare *to and from airport*. Award recipients are expected to take advantage of excursion or other special airfares (such as 14-day advance purchase) when booking air travel.

Other Costs: (must be itemized)

Expenses covered by applicant agency

- Include any costs covered by agency. Fees may be charged to supplement hosting costs and to provide otherwise non-allowable items such as food for attendees. Any revenue generated must be utilized to enhance the training for which the fee is charged. Program retained income/revenue from trainings is unallowable.

NOTE: An application missing this information will be considered incomplete and rejected. All fields are required; if not requesting expense reimbursements, enter **\$0**.

Section V - Award Concurrence

This ensures that the information provided in Sections I to IV to the best of the applicant's knowledge, is accurate.

Application Attachments - available on COMMBUYS and www.mass.gov/mova

Applicants with funding requests at or in excess of \$10,000.00 must submit the following attachments:

A. Contractor Authorized Signatory Listing Form

Applicants may authorize multiple signatories for the agency – submit a notarized page for each. The authorized signatory on application must be identified on this form. State agencies are also required to submit this form.

B. Assurances Form

The authorized signatory of your agency is required to sign and date the assurances form.

C. Certifications Regarding Lobbying, Debarment, Suspension and other Responsibility Matters

Applicants are to complete this certification stating that the VOCA funded employees will not engage in lobbying activities. In addition, your agency must certify that it has a drug-free workplace and is not presently debarred.

D. Office for Civil Rights Certification Form

Recipients of VOCA funds, unless exempt, are required to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP). This certification must be submitted with the application, and renewed every two years. Applicants that are exempt are still required to submit the form.

If request is at or in excess of \$25,000.00 – the following forms must be submitted in addition to forms A-D:

E. Federal Funding and Transparency Act (FFATA) Form

F. General VOCA Subgrant Conditions & Certification Form

Must be signed by both the authorized signatory and the program director.

G. Acceptance of Special Conditions

If not currently a state vendor – all applicants:

H. Commonwealth Terms and Conditions

<http://www.mass.gov/comptroller/guidance-for-vendors/forms.html>

I. Request for Taxpayer Identification Number and Certification (W-9) Form

Two forms must be completed by a potential applicant prior to doing business with the Commonwealth, the Commonwealth Terms and Conditions Form (listed above) and the Request for Taxpayer Identification Number and Certification (W-9) Form. No applicant will be awarded any contract unless both forms are on file with the Office of the State Comptroller. Terms and Conditions and W-9s only have to be submitted to the Commonwealth once, unless there is a change in the agency (i.e. agency name, address or contact information). <http://www.mass.gov/comptroller/guidance-for-vendors/forms.html>

J. Electronic Funds Transfer Sign Up Form

<http://www.mass.gov/comptroller/guidance-for-vendors/forms.html>

Application Submission - Electronic

Applicants will submit all documents as separate attachments. PDF grant application forms are fillable and can be saved. Applicants are strongly encouraged to 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.

Applicants will submit one e-mail with their application, and all other required documentation as separate attachments to MOVAGrants@state.ma.us. If you are limited by the attachment space through your e-mail service, you may send more than one e-mail, note in the subject line that it is 1 of 2 or 2 of 2, for example.

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:* VSTG_Application_AgencyName

Evaluation Criteria

MOVA will conduct a preliminary review of responses to ensure eligibility of applicants and proposed projects.

This evaluation system is not wholly determinative of which applications are awarded grants. MOVA reserves the right to negotiate with successful applicants.

The following areas will be considered when reviewing applications:

- Has applicant clearly stated how the proposed training will enhance direct service delivery to crime victims?
- Has applicant specifically noted what knowledge, skills, and abilities will be acquired and how they will be used to better provide direct services to victims?
- Has applicant provided a clear, reasonable, and allowable budget?

Post-Project Reporting Requirements

Successful applicants are required to submit a final report within 30 days of the event to receive reimbursement for expenses. The reporting templates will be provided by MOVA and will request, but may not be limited to, the following detailed information about the project(s) funded:

Staff Professional Development

- Provide a summary of how staff person(s) plan to implement the skills and knowledge acquired as a result of attending the conference in ongoing work with crime victims.

Hosting

- Number of trainings provided to service providers and other who work with crime victims
- Number of training events held
- Number of participants who attended the training
 - Number of participants who successfully completed the training (If different)
- Professional disciplines trained (i.e advocates, police officers, etc.)
- Number of organizations that receive training and technical assistance
- Provide a summary of pre and post test results
- Provide a summary of event evaluations

Method for Cost Reimbursement

Training grants are made on a cost reimbursement basis. 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. Successful applicants will submit ONE expenditure report for reimbursement no more than 30 days following the end of the funded project. Reimbursements will be made only for costs included in the approved budget, and only after the approved costs are incurred, expensed, and the required project report has been submitted.

Reimbursements are subject to the Commonwealth of Massachusetts Bill Paying Policy and General Payment Policies established by the Office of the Comptroller.

Post award modifications

The awardee agrees to submit to MOVA for approval a revised budget for any budgetary changes in excess of 10% of the award amount. For revisions below the 10% threshold, an updated budget should be submitted along with final project and expenditure report. Regardless of percentage shift, all costs must be necessary and allowable and are subject to final MOVA approval prior to reimbursement.

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 notification letter. 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.

Exceptions to stated requirements:

Any exception to any stated requirement within this RGA are at the discretion of the Victim Witness Assistance Board (VWAB) or their designee (MOVA)



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

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. Do not submit any materials that are not requested, as they will not be considered.

If selected for a training grant award at or in excess of \$10,000.00, 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.

All state agencies selected for a training grant award will be required to sign an ISA, regardless of award amount. A copy of the ISA 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.

Applicant Checklist

- Submission of an Intent to Apply form at least five (5) days prior to submitting an application
- Submission of an application to provide staff professional development at least 60 calendar days prior to the start of the event
- Submission of an application to host a training at least 90 calendar days prior to the event

If request is at or in excess of \$10,000.00 include:

- Contractor Authorized Signatory Listing Form
- Assurances Form
- Certifications Regarding Lobbying, Debarment, Suspension and other Responsibility Matters
- Office for Civil Rights Certification Form

If request is at or in excess of \$25,000.00, also include:

- Federal Funding and Transparency Act (FFATA) form
- General VOCA Subgrant Conditions & Certification Form
- Acceptance of Special Conditions

All applicants - if not currently a state vendor:

- Commonwealth Terms and Conditions
- Request for Taxpayer Identification Number and Certification (W-9) Form
- Electronic Funds Transfer Sign Up Form

Any amendments, cancellations, or corrections and clarifications to this RGA will be made by the Procurement Team Leader. Notifications will be posted on COMMBUYS, the MOVA website, and sent via e-mail to applicants intending to apply.