

Braided Funding Allocations Informational Sheet

Overview:

The Massachusetts Office for Victim Assistance (MOVA) administers various streams of state and/or federal funding each fiscal year. This informational sheet will provide sub-recipients (you) with guidance and best practices for achieving compliance with accurate tracking of awards, payroll records and time recording when allocated funding from multiple funding sources to support one grant award (braided funding).

MOVA may use funding sources which include but are not limited to: Victims of Crime Act (VOCA), SAFEPLAN state line item, Drunk Driving Trust Fund (DDTF), Human Trafficking Trust Fund (HTTF), general state allocations, and/or other revenue sources, as applicable. *Please note: the terms revenue stream and funding source are used interchangeably.*

Braided Funding Supportive Documentation:

Notification of Award - Award Letter Detail Chart

You will receive a notification of award during the award notification and contracting process, typically via eGrants. This document will include the award letter detail chart that shows the award amount and the different funding sources available for the award. However, it will not specify which funding sources will support your award and in what amounts. You will not receive an updated award letter detail during the year unless an additional funding source has been added to our pool of available funding.

In addition to the notification of award, you will receive an additional award letter document during the award notification and contracting process. This award letter indicates the specific revenue stream(s) supporting your award and the amounts of funding from the source(s).

Award Letter Addendum

If at any time during the performance period MOVA makes changes to the funding sources used to support your award we will send you an award letter addendum either via email or on eGrants. This information is shared so that you are aware of the specific revenue streams supporting your award(s) and can document the correct funding stream in your accounting records and on backup documentation such as time and attendance reports. Any award letter addendums received will replace any prior versions and supersede the information on funding sources listed in the award letter detail unless otherwise noted.

Best Practices – Financial Records and Timesheets:

Ensure information within your financial management system is updated to ensure proper tracking of the identified funding source(s). Financial records must identify each funding source for your grant(s) award accurately using the identifiers in your award letter (for example: VOCA, VOCA21 or 15POVC-21-GG-00629-ASSI), while time and attendance can state the general grant name (for example: Victim and Survivor Services (VSS), SAFEPLAN, Culturally Specific Victim Services (CSVS), or MOVA).

Best Practices - Materials:

All materials about funded grant activities must include a statement that acknowledges the funding sources. Funding source attribution statements should be included in all publications, flyers, pamphlets, advertisements, press releases and notifications (in English and required translations), and in electronic and web-based content.

Example for Victim and Survivor Services (VSS) and Culturally Specific Victim Services (CSVS) grants: *This project was (partially) supported by the Massachusetts Office for Victim Assistance through State Bridge funds, and/or a Victims of Crime Act of 1984 (VOCA) grant from the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice, and/or the Human Trafficking and Drunk Driving Trust Funds.*

Example for SAFEPLAN grants: *This project was (partially) supported by the Massachusetts Office for Victim Assistance through SAFEPLAN funds from the Commonwealth of Massachusetts, and/or State Bridge funds, and/or a Victims of Crime Act of 1984 (VOCA) grant from the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice.*

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