



FY24 GRANTS POLICIES & PROCEDURES TRAINING

JULY 12, 2023

INTRODUCTIONS

Housekeeping

Facilitators

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- Liam Lowney, Executive Director
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OBJECTIVES

Meeting objectives:

- 1) Help you develop a clear understanding of the changes to MOVA's Policies & Procedures for FY24
- 2) Answer your questions about the policies and procedures

AGENDA

- Opening Remarks
- Language shift:Victim & Survivor Services (VSS)
- Key Changes to FY24 policies and procedures
 - Awards and appropriations
 - Data reporting
 - Financial reporting
 - Sub-contract requirements
 - Consultant rates
 - Monitoring activities
- Civil Rights Requirements
- Questions & Answers

OPENING REMARKS

- Name Change for MOVA Grant Awards:Victim & Survivor Services (VSS)
 - Previously called VOCA Awards
 - MOVA grants now supported by both federal and state funding sources
 - SAFEPLAN grants will continue to be called SAFEPLAN grant awards (supported by state and federal funding)
- Funding picture
 - Continued advocacy for FY25 state investment
 - Follow us on social media for updates or sign-up for our policy specific update list here:
<https://www.cognitoforms.com/MOVA2/SignUpForPolicyUpdatesFromMOVA>



FUNDING ALLOCATIONS

VICTIM AND SURVIVOR SERVICES (VSS)

Victim & Survivor Services (VSS) grant awards (previously referred to as "VOCA awards") utilize federal and state funding sources administered by MOVA to support direct victim services throughout Massachusetts. The purpose of this funding is to support accessible and equitable services for victims and survivors across the Commonwealth. Detailed below are the different funding streams that support MOVA VSS grant awards.

STATE BRIDGE FUNDING

MOVA seeks investments from the Commonwealth of Massachusetts to mitigate the declining federal VOCA funding. The Commonwealth of Massachusetts Administration & Finance (A&F) determines funding appropriations to support state bridge funding legislation which may come from general state appropriations and/or federal American Rescue Plan Act (ARPA) funds.

DRUNK DRIVING TRUST FUND (DDTF)

The Drunk Driving Trust Fund (DDTF) is a state fund that supports counseling and support services to victims, witnesses and their family members of crashes caused by persons driving under the influence of drugs or alcohol. DDTF funding can also support the provision of information that will help to prevent operating under the influence (OUI) from occurring.

VOCA

These funds are available through the Federal Victims of Crime Act of 1984 (VOCA). This federal law established the Office for Victims of Crime (OVC) and created the Crime Victims Fund, which provides federal funds to states for victim assistance and compensation programs that offer support and services to those affected by violent crimes. MOVA administers the victim assistance funds in Massachusetts.

MOVA

FUNDING ALLOCATIONS

- **There is now one policies and procedures manual that is inclusive of requirements for all awards administered by MOVA**
- **FY24 grant awards will be administered using a combination of state and federal dollars**
 - Possible FY24 funding streams, can be found in eGrants on Award Letter & Contracting page
 - MOVA: 1599-6073 (ARPA)
 - 2020-V2-GX-0027 (VOCA20)
 - 15POVC-21-GG-00629-ASSI (VOCA21)
 - SAFEPLAN: 08400101 (SAFEPLAN state)
 - DDTF: 06103765 (DDTF state)
 - MOVA sent out Award Letter Addendums in June/July to each grant recipient that specified the anticipated funding stream(s) for each FY24 award

DATA REPORTING

- **Data reporting requirements will remain the same in FY24**
 - Quarterly OMTs for each award will be submitted to MOVA via eGrants that capture the entirety of the award-funded services
- **There will be some changes to submission processes on eGrants as announced on July 6**
 - No OMT Excel workbook will be required, and data will be entered directly into eGrants
 - There will be a Practice to Perfect session on October 3rd at 2pm and step by step instructions release on the MOVA website
- **MOVA will be responsible for prorating data accordingly for reports to different funding sources**

FINANCIAL REPORTING

- **Financial tracking**

- Subrecipients must be able to accurately account for all revenue and expenditures related to MOVA-administered awards within their accounting system
- Sub-recipients must be able to separate financial activity related to MOVA-administered awards from other revenue and expenses and must be able to track their MOVA funding by award type and funding source
- **Revenue must be tracked by funding source. If multiple streams of funding are used to support the award administered by MOVA, revenue must be tracked accurately by each funding stream**

- **Timesheets**

- An electronic system is an acceptable method of tracking the time of the grant funded and/or matched employee in lieu of paper timesheets.
- **The system must be able to delineate and identify MOVA funded time by funding source**



SUB- CONTRACT REQUIREMENTS

CHANGES TO SUB-CONTRACT REQUIREMENTS

- **Former FY23 policy:** Require sub-contract form for all sub-contract and/or consultant requests
- **Updated policy/key changes:** For sub-contracts below \$10,000 over the course of the award cycle, a contract and Sub-Contract Request Form are not required. Only an invoice is required for reimbursement of these costs.
 - For sub-contracts and consultants under \$10k, MOVA will no longer require a contract on file (only an invoice) and will no longer require the MOVA Sub-Contract Request Form



ALLOWABLE CONSULTANT RATE CHANGES

CHANGES TO ALLOWABLE CONSULTANT RATES

- **Former FY23 policy:** Consultant rates can never exceed \$81.25/hr. or \$650/day. This was inflexible and non-negotiable.
- **Updated policy/key changes:** Allowable to exceed federal rate with proper justification. Sub-recipients requesting to pay a higher hourly rate for contracted services must submit Request to Exceed Maximum Consultant Rate to their Program Coordinator for prior approval. No work at the higher rate may begin prior to MOVA approval.
 - New form: Request to Exceed Federal Consultant Rate

REQUEST TO EXCEED FEDERAL CONSULTANT RATE FORM

Massachusetts Office For Victim Assistance

MOVA

Victim & Witness Assistance Board

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.):

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):

REQUEST TO EXCEED FEDERAL CONSULTANT RATE FORM

■ Process:

- Form is available on MOVA website: <https://www.mass.gov/lists/forms-and-references>
- Form will not be available on eGrants in FY24 and must be submitted via e-mail to Program Coordinator
- Points of clarification:
 - Sub-contract Request Form is required for any sub-contract **AND/OR** consultant **ONLY** if their budget line item exceeds \$10K over the course of the award
 - Request to Exceed Federal Consultant Rate Form required **ONLY** if sub-recipient is requesting consultant rate above \$81.25/hr. or &650/day - this form will not be required if individual consultant rates are below this amount



MONITORING LEVELS & FREQUENCY

CHANGES TO MONITORING FREQUENCY

- **Former policy:** Site visits occur every 2 years for all subrecipient agencies, regardless of assigned monitoring level
- **New policy/key changes:**
 - **Level 1:** One complete site visit is conducted a minimum of once every four years. Frequency may vary dependent on scheduling needs.
 - **Level 2:** One complete site visit is conducted a minimum of every three years. Frequency may vary dependent on scheduling needs.
 - **Level 3:** One complete site visit is conducted a minimum of every two years. Frequency may vary dependent on scheduling needs.
 - **New sub-recipient awards:** One complete site visit is conducted during the first year of the award and, following the first year, will be conducted in accordance with the requirements of the assigned monitoring level

CHANGES TO MONITORING ACTIVITIES

- Former policy: Did not include mid-year reviews
- New policy/key changes:
 - Level 1: A mid-year review meeting is conducted only if financial or programmatic concerns arise during the award cycle
 - Level 2: A mid-year review meeting is conducted only if financial or programmatic concerns arise during the award cycle.
 - Level 3: A mid-year review meeting is conducted to review any financial, administrative, or programmatic areas of concern and provide technical assistance.
 - New sub-recipient awards: A mid-year review meeting is conducted to review any financial, administrative, or programmatic areas of concern and provide technical assistance.

CHANGES TO MONITORING ACTIVITIES

- **Former policy:** Possibility to reduce expenditure report back-up documentation for level 3 and new subrecipients awards
- **New policy/key changes:**
 - Additional clarity for the possibility of reduction of back-up documentation for Level 3 & New Subrecipient Awards
 - Complete backup documentation is required to be submitted for all expenses included in expenditure reports. After the completion of two quarters of expenditure reports, dependent on expenditure report performance, MOVA may inform sub-recipient agencies that back-up documentation can be reduced for the remainder of the fiscal year.
 - Expenditure report desk reviews may be requested by MOVA if expenditure report back-up documentation is reduced.



CIVIL RIGHTS REQUIREMENTS

CIVIL RIGHTS TRAINING REQUIREMENT

- **Intent:** Ensure that subrecipients understand the overall civil rights compliance requirements from the Office of Justice Programs' Office for Civil Rights
- **Practice:**
 - Complete the training once per grant award (<https://www.ojp.gov/program/civil-rights/online-training>)
 - Training must be completed by a minimum of one key agency representative
 - Documentation of training completion must be maintained

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

- **Intent:** Ensure equal employment opportunities are available to all groups of people
- **Practice:**
 - Complete and submit to the Office for Civil Rights the necessary documents to comply with Equal Employment Opportunity Program (EEO) requirements
 - Dependent on the agency type, size, and award amount requirements may include:
 - Completion of an EEO Verification Form
 - Completion of an EEO Utilization Report
 - Completion of an EEO Plan
 - EEO Reporting Tool - www.ojp.gov/program/civil-rights/equal-employment-opportunity-plans

NON-DISCRIMINATION – EMPLOYMENT PRACTICES & SERVICE PROVISION

- **Intent:** Ensure employees and program participants are not discriminated against in employment practices or service provision based on race, color, national origin, religion, sex, disability, sexual orientation, or gender identity.
- **Practice:**
 - Develop written practices to mitigate discrimination in the provision of services, including:
 - How participants or prospective participants are informed of non-discrimination practices or policies
 - How to file a grievance/complaint alleging discrimination - must incorporate due process standards and provide for the prompt and equitable resolution
 - Develop written practices to mitigate discrimination in employment practices, including:
 - How employees or prospective employees are informed of non-discrimination practices or policies
 - How to file a grievance/complaint alleging discrimination - must incorporate due process standards and provide for the prompt and equitable resolution

SUBMISSION OF FINDINGS OF DISCRIMINATION

- **Intent:** Track findings of discrimination and ensure that steps have been taken to address findings
- **Practice:**
 - Any adverse finding of discrimination based on race, color, national origin, sex, or religion from a federal or state court or federal or state administrative agency must be reported to MOVA
 - Submit to your MOVA grants manager or MOVAgreements@mass.gov in a timely fashion
 - MOVA may report any adverse findings to the Office for Civil Rights

FILING DISCRIMINATION COMPLAINTS WITH MOVA

- **Intent:** Provide a platform for any discrimination complaints to be submitted to MOVA
- **Practice:**
 - Filing discrimination complaints with MOVA is voluntary
 - Complaint form is accessible on MOVA's website
 - <https://www.mass.gov/doc/complaint-form-march-2022/download>
 - MOVA may forward complaints to:
 - US Department of Justice, Office of Justice Programs, Office for Civil Rights
 - US Equal Employment Opportunity Commissions
 - Massachusetts Commission Against Discrimination (MCAD)

DOCUMENTED LANGUAGE ACCESS PLANS

- **Intent:** Ensure services are accessible, appropriate, and culturally responsive to people with limited English proficiency
- **Practice:**
 - Take reasonable steps to provide meaningful access to programs and activities for persons with limited English proficiency
 - Oral interpretation and written translation of vital documents
 - Practices must be documented in written policy and/or procedure
 - Additional resources: <https://www.ojp.gov/program/civil-rights/limited-english-proficient-lep>



QUESTIONS AND ANSWERS

Q: WHERE CAN I FIND THE MOST CURRENT COPY OF MOVA'S POLICIES & PROCEDURES?

A: The Policies & Procedures document can be found on MOVA's website, under the page "For Currently Funded Agencies" and under the section titled "Policies & Procedures"

- <https://www.mass.gov/info-details/policies-and-procedures>

Q: WILL THIS POWERPOINT AND THIS PRESENTATION BE POSTED ON MOVA'S WEBSITE?

A: Yes, these slides and the recording of this presentation will be posted on MOVA's website within a week of our conclusion. One programmatic and one fiscal contact from each subrecipient is required to either attend this presentation or watch the recording and confirm with MOVA.

Q: IF MY GRANT IS FUNDED ONLY WITH ARPA DOLLARS, DO I STILL NEED TO ADHERE TO THE VOCA SPECIAL CONDITIONS AND OTHER VOCA REQUIREMENTS?

- A: Yes, all MOVA subrecipients will be responsible for following MOVA's Policies and Procedures, including the VOCA Special Conditions, regardless of what funding stream(s) their award(s) are supported by.



Q: WHERE CAN I SEE THE FULL VOCA SPECIAL CONDITIONS?

- A: We do our best to incorporate the special conditions into our policies and procedures manual, as they are applicable for all MOVA-administered awards. You can find the full special conditions on MOVA's website <https://www.mass.gov/lists/forms-and-references#voca-award-special-conditions->
- Please see the most recent VOCA award special conditions (VOCA21 Special Conditions) for the most up to date information.

Q: CAN I SEE WHAT FUNDING SOURCE MY EXPENDITURE REPORT IS PAID OUT OF?

- At the bottom of the Budget Summary page for each expenditure report, you can find key information from MOVA, including what funding stream the invoice was paid out of:

MOVA USE ONLY

Error-Free Invoice Received *	Document ID	Funding Source 1	\$ Amount	Disbursement Date
 10/17/2022	SAFEPLAN2023 CFJ	SFY2023 SAFEPLAN	\$ 19,998.15	 11/14/2022
		Funding Source 2	\$ Amount	
			\$	
		Funding Source 3	\$ Amount	
			\$	



OPEN QUESTIONS AND ANSWERS



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WWW.MASS.GOV/ASKMOVA

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