

## **FY25 Staffing Update Form Information Sheet**

### **Overview and Purpose**

The Massachusetts Office for Victim Assistance (MOVA) staffing update form information sheet has been prepared in support of sub-recipients who have one or more vacancies on their approved budgets as of July 1, 2024. The staffing update form is a tool for sub-recipients to keep MOVA appraised of vacancies and/or hiring challenges.

### **Process and Timeline**

- Staffing update forms are due via eGrants:
  - The process can be initiated in the following statuses: Pre-Contract Adjustments Required, Pre-Contract Adjustments in Review, Contract Revision Required, Contract Revision in Review, Contract Pending Executive Director Signature, and Contract Executed.
    - 30 days – August 1, 2024
    - 60 days – September 3, 2024
    - 90 days – October 1, 2024
- With the start of FY25, sub-recipients with one or more vacancies on their approved budget were required to submit a staffing update form after 30 days (due August 1).
  - Note: sub-recipients who have vacancies occur mid-year, they are not required to participate in this process unless determined by the program coordinator.
  - Note: sub-recipients who may have vacancies on the approved budget following VOCA Bridge modifications should participate in this process starting with the next applicable staffing update form due date (60 day - due September 3; 90 day – due October 1).
- Following review of the form by your program coordinator, sub-recipients will be given further direction.
  - If vacancy(s) have been filled, no further updates are required.
  - If vacancy(s) have partially or not been filled, sub-recipients are to submit the subsequent staffing update form(s) and MOVA may schedule monthly check-in meetings to discuss staffing progress. Typically, attendance at this meeting includes the programmatic and/or financial contact from the funded program.
    - Meetings will cover but are not limited to the following topics:
      - Updates on any vacant positions and status of the hiring process
      - What challenges are being faced in filling the position(s)
      - How have vacancies impacted service provision? How are these impacts being addressed?
      - How have vacancies impacted spending progress and, if spending progress is low, what changes need to be put in place for your FY25 award and how vacancies may impact future funding.
- The mid-year spending review will be utilized as a check-in point for sub-recipients who have experienced vacancy(s) during the first half of the year. This process will be further outlined as we approach the mid-year point in December/January.