

FY2027 Massachusetts Office for Victim Assistance (MOVA) Grants Policies & Procedures Updates and Revisions

Below is a summary of key grantee policies and procedures that have been revised effective July 1, 2026. Please contact your Program Coordinator or MOVAGrants@mass.gov with any questions.

UPDATED ITEM	DESCRIPTION	Page #
Personnel Records	Additional clarity regarding grantee expectations for personnel records was added. Grantees must keep complete personnel records for all MOVA-funded or match-supported employees and volunteers, including job descriptions, hiring documents, and time and attendance and payroll records.	12
Timesheet & Payroll Records	Guidance regarding acceptable time and activity tracking documentation was revised. Timesheets must clearly document employees and pay period details, track MOVA and non-MOVA hours by funding source, and include detailed activity descriptions to confirm allowability. Time and activity tracking must also record any leave taken and be signed and dated by both the employee and a supervisor. Compliance with this requirement will be expected by January 2027. Grantees are also required to maintain written payroll and timekeeping procedures with internal controls that ensure records are accurate, allowable, and properly allocated.	12
On Site Monitoring Frequency	Updated site visit frequency for some monitoring levels. "Level 1" grant awards will receive a site visit for financial, administrative, and programmatic monitoring at least once every 5 years (previously every 4 years). New grantees will receive one site visit for financial, administrative, and programmatic monitoring at least once during the first two years of the grant (previously the first year).	25
Out of State Training	Due to funding shortfalls, guidance about out-of-state training and conferences is temporarily removed from the policies and procedures manual and these costs are not considered allowable expenses at this time.	10