



March 13, 2020

We wanted to take a moment to notify you of the precautions that are taking place at the Massachusetts Office for Victim Assistance (MOVA) in response to Governor Baker's COVID-19 (Coronavirus) state of emergency declaration on March 10, 2020. Although the situation will likely evolve in the coming days and weeks, we will work to ensure MOVA's continuity of operations throughout this period of time. In an effort to provide each of you with the most up-to-date information relating to COVID-19, we are sharing the following link to the federal CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

*What might this mean for currently funded programs?*

Our federal funders have provided guidance regarding programs who may have to reduce services due to a health crisis resulting in quarantines. We've been advised programs should use their existing leave policies to address employee absences. If you do not currently have policies regarding working remotely and paid administrative leave, you may wish to develop them prior to an event occurring. Provided your organization has policies in place and all staff (VOCA-funded and non-VOCA funded) are treated equally, we can continue to reimburse the funded program even if services are temporarily reduced. Please send your policy to your grants manager.

Additionally, for any expenses incurred due to cancellation of trainings/conferences, we will reimburse as we normally would, less any refunds to the program or individual. We are awaiting further guidance from OVC relative to instances where an individual or program received a flight or other travel related credit upon cancelling. We will share that information as it becomes available. **Moving forward, MOVA is temporarily suspending approval for training requests. Effective immediately, do not initiate any expenditures related to previously approved travel.** Please do everything possible to mitigate potential expenses by cancelling as quickly as you can.

Between now and April 11, MOVA is implementing a telecommuting protocol for staff to work remotely, when practical, to promote employee and public health. While MOVA staff are increasing remote work during this period, funded programs will continue to have the ability to get in contact with their grants manager via email and telephone as necessary. While your grants manager will monitor voicemails, we encourage you to initially reach out to your grants manager via email as they will only periodically be available in the office to respond to phone calls. We encourage all programs to ensure their expense reports are up to date. As of this date, all January 2020 and prior expense reports should have been submitted to MOVA for payment.

If you have a site visit scheduled with MOVA staff between now and April 11, please contact Madeleine Gorman, Director of Monitoring and Compliance, at [madeleine.gorman@mass.gov](mailto:madeleine.gorman@mass.gov) with any questions or concerns. In this timeframe, we are offering the option for site visits to be conducted remotely.

While we are modifying our current operations, we do not anticipate significant delays or other issues with reimbursements going out for current awards, or for contracting for the FY21 awards. Currently, the grants reimbursement process will continue as normal. Please be mindful that this may change if the situation statewide or nationally evolves.

In the interim, please reach out to your grants manager with any questions or concerns.

Thank you.