



March 19, 2020

On behalf of everyone at the Massachusetts Office for Victim Assistance (MOVA), our thoughts go out to all those impacted by COVID-19. First and foremost, we would like to thank all our partners for your resilience, patience, and efforts to stop the spread and keep our communities safe.

We would like to take a moment to address questions we have received from our grant funded sub-recipients in the days following the declaration of a state of emergency in the Commonwealth of Massachusetts. While the environment around us is uncertain and everchanging, we are committed to ensuring funded programs have the clarity they may need during these unprecedented times.

Below, we share some important updates regarding funded services, reimbursements, and additional information regarding the steps MOVA has taken to help reduce the transmission of COVID-19.

Effective Wednesday, March 11, and until further notice, MOVA has moved to maximum telework among all staff. MOVA staff will work remotely and will be available to assist grantees, stakeholders, and the public during this period.

Programmatic and financial monitoring: Until otherwise notified, all planned on-site monitoring will be conducted as remote monitoring or postponed for a later date. You will be contacted by members of our Monitoring and Compliance team to make alternative arrangements. If your organization is unable to participate in remote monitoring due to operational limitations, you may request postponement until a later date.

Conferences, events, and other gatherings: For VOCA funded conference attendance, meetings, trainings, and other gatherings that are scheduled in the near term, sub-recipients should contact their grant managers to address issues resulting from postponed or canceled meetings, such as using grant funds to cover hotel or travel related cancellation fees and penalties. 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.

Sub-recipients should try to have the airline reimburse the canceled ticket(s) in cash. However, if the airline will only refund the cancellation as a credit:

- The sub-recipient should apply the credit to a future trip for the same VOCA/SAFEPLAN/DDTF grant or project.
- If that is not possible, the sub-recipient should use the credit towards future grant program related travel.
- If neither of those options is possible, then the sub-recipient should process the trip as a cancellation, which MOVA approves to be charged to the grant due to this mitigating circumstance.

Please document these such changes to your grant manager, via an expenditure report or a budget amendment, for record keeping purposes.

Interruptions in performance of work under the grant: **MOVA is committed to working with and allowing our sub-recipients to adapt to remote work, teletherapy, remote services, etc.** Your grant award will not be impacted nor reduced should your organization move to temporary remote services.

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.

Sub-recipients should review the DOJ Grants Financial Guide and the Part 200 Uniform Requirements (2 C.F.R. Part 200, as adopted by DOJ) (see, for example, 2 CFR 200.430 and 2 C.F.R. 200.431, under Subpart E – Cost Principles), sub-recipients established policies, to help in determining how the personnel costs may be treated during any period(s) of interruption to the performance of work under the award. You should direct any questions about allowability of costs to your grant manager.

Budget amendments: MOVA will allow submission of budget amendments on current contracts (FY20) to support necessary costs for telework. This can include technology support for personnel, reimbursements to personnel for use of personal technology at home, emergency client assistance funds, or emergency rental assistance to clients, as an example. MOVA encourages programs to evaluate their current budgets to shift any planned travel funding to other cost categories.

Please submit any budget amendments or questions directly to your grant manager.

Expenditure Reports: Submission of expenditure reports and the processing of reimbursements will remain in service and will continue operations as normal. Please continue to send your monthly expenditure reports to MOVAfinance@massmail.state.ma.us. We ask that you CC' your grant manager to ensure expenditure reports are received.

If you are facing extraordinary circumstances and there is a critical need to expedite a reimbursement, please contact your grant manager. We are here to work with you and assist as we navigate the circumstances.

Additional funding: In the upcoming weeks, MOVA intends to release an emergency procurement to award additional funding to currently funded programs. This funding is intended to support addressing unprecedented client emergency needs due to the COVID-19 crisis. We will send an additional message to programs as more information is available.

We thank you for taking a moment to read through these important updates. We hope this message can alleviate some of the questions you may have. MOVA stands in solidarity with our communities - will get through this together.

Wishing you and your loved ones peace and health.