



On behalf of everyone at the Massachusetts Office for Victim Assistance (MOVA), we hope that you and your loved ones are healthy and managing through this challenging time.

Below is some additional guidance and important updates. 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.

**Additional funding:** On March 25, 2020, MOVA released an emergency notice of intent to award additional funding to currently funded agencies who receive VOCA and/or SAFEPLAN awards. Via an emergency procurement (MGL Chapter 30B, Section 8), MOVA anticipates awarding in excess of \$4,000,000.00 in VOCA funds which will support all currently funded agencies as they navigate the impacts of COVID-19 in providing victim services. Additional information will be delivered in a separate message and posted on [MOVA's website](#).

**FY21/FY22 Awards and VWAB Meeting:** The scheduled March 25, 2020 Victim and Witness Assistance Board meeting has been postponed. Votes were scheduled for the FY21/FY22 VOCA, FY21 SAFEPLAN and FY21 DDTF PET awards. At this time, we anticipate a mid-to-late April meeting and announcement of awards, but this timeline is subject to change in the coming weeks.

**Allowability of costs not normally chargeable to awards:** Effective March 2020, MOVA will allow sub-recipients who incur costs related to the cancellation of events, travel, or other activities necessary and reasonable for the performance of the award (e.g., the costs of providing telework equipment to employees who are working on the award), or the pausing and restarting of grant-funded activities due to the public health emergency, to charge these costs to their award.

**Conferences, events, and other gatherings:** MOVA will allow sub-recipients to charge full cost of cancellation when the event, travel, or other activities are conducted under the support of the grant. In cases where charging of cancellation or other costs results in insufficient funds to eventually carry out the event or travel, please contact your grant manager to discuss possible alternatives or changes to the scope of the project, if feasible. Please document these such changes to your grant manager, via an expenditure report or a budget amendment, for record keeping purposes. As noted in prior messages, on March 13, 2020, MOVA temporarily suspended approval for training requests until further notice. Please 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.

**Allowability of salaries and other project costs:** 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. MOVA will allow recipients to continue to charge salaries and benefits to their awards consistent with the recipients' policy of paying salaries and benefits under unexpected or extraordinary circumstances from all funding

sources (Federal and non-Federal). As outlined in 2 C.F.R. § 200.431 (a) and (b), benefits may include the costs of leave (“regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave ... administrative leave, and other similar benefits”), as long as they are provided under written leave policies.

MOVA encourages recipients to review and update (if necessary) their written leave policies to address “unexpected or extraordinary circumstances.” Sub-recipients are required to maintain copies of the leave policies and cost documentation (as required by 2 C.F.R. § 200.302, 2 C.F.R. § 200.333, and 2 C.F.R. § 431(b)(1)) to substantiate the charging of salaries and benefits during interruption of operations or services.

**VOCA and SAFEPLAN Performance Measurement Reporting:** For sub-recipients unable to meet original due dates, MOVA is allowing delayed submission of up to 60 days for performance measure reports due in March and April 2020. Submission of late reports will require your Grant Manager’s approval. Please note that at this time, due dates for reports for the remaining fiscal year are unchanged.

Reporting Period	Original Due By Date	Due Date Extended	Delinquent After
January 1–March 31	April 30	June 30	June 30
April 1–June 30	July 30	N/A	July 30
July 1–September 30	October 30	N/A	October 30

Please keep in mind that in accordance with the Office of Management and Budget (OMB) issued memorandum [M-20-17](#), “Administrative Relief for Recipients and Applicants of Federal Financial Assistance Directly Impacted by the Novel Coronavirus (COVID-19) due to Loss of Operations,” the exceptions regarding short term administrative relief and allowability of costs not normally chargeable to awards are time-limited and the flexibilities afforded to Federal awarding agencies will be reassessed by the OMB within 90 days.

As always, please reach out to your grants manager with any questions or concerns. We thank you for your continued commitment to the victim services community and wish you and your loved ones well.