

## **FY24 Allocation Shift Tip Sheet**

### **Purpose:**

To assist agencies who have received a new Award Letter Addendum, updating the award's funding allocation(s), in achieving compliance in accurate tracking of awards, payroll records, and time recording.

### **Notes and Best Practices:**

- The Award Letter Addendum you have just received replaces any prior versions and supersedes the information on funding sources listed in the eGrants Award Letter Details.
- The Award Letter Addendum you have just received is not retroactive and does not impact FY24 expenditure reports already submitted and approved. The change to funding sources will only impact FY24 expenditures moving forward.
- Update your financial management system to ensure proper tracking of the updated funding source(s). Financial records should identify each funding source for your grant(s) award accurately.
- Ensure that your payroll records and time recording accurately reflect the updated funding source.

### **Frequently Asked Questions:**

#### **Q: Why did I receive an Award Letter Addendum?**

A: To most efficiently utilize all funding sources available to MOVA to support grant awards, we must occasionally shift our plans for award allocations over the course of the award cycle. These decisions are based on information such as MOVA's overall spending rates and the expiration date of the funding sources utilized. The changes are due to our desire to maximize our use of funding and are not an indication of individual grant performance. When such changes occur, we are obligated to share that information with impacted sub-recipient agencies so that they are aware of the revenue streams supporting their award(s).

#### **Q: Does this impact my award amount?**

A: No. Receiving an updated Award Letter Addendum does not impact your total FY24 award amount, only the funding sources utilized to support the award.

#### **Q: Where can I find the funding source used to support a specific expenditure report?**

A: At the bottom of each month's VSS Expenditure Summary page in eGrants, there is a "MOVA Only" section. The funding source(s) for each month's expenditure report will be listed there once our fiscal department has processed the payment.

#### **Q: Does this impact my OMT reporting?**

A: No, this change does not have any effect on what is reported to MOVA via the OMT. All services and activities supported by your funded award should be included in the OMT.

**Q: Do timesheets need to state the specific funding source a subrecipient was awarded from, for example, "VOCA 2021," or is it acceptable for timesheets to state the general appropriation name, for example, "VOCA"?**

A: It is acceptable for timesheets to state the general appropriation name. The specific funding source will also be accepted.

**Q: Does this new letter replace all prior information communicated related to the funding source(s) supporting our grant award?**

A: Yes. This version of the Award Letter Addendum supersedes previous versions of the Award Letter Addendum and other allocation information that may be found on eGrants under the award letter and contracting section.

**Q: Will a change in allocation effect our funding attribution statement on agency brochures?**

A: If the funding source changes from VOCA to ARPA or vice-versa, then yes. All programs need to identify the funds specifically within funding attribution statements. Examples are listed on page 18 of the P&P. If, for example, for a portion of the fiscal year you were funded by VOCA and an updated award addendum changed your allocation to ARPA, you would list both VOCA and ARPA in your funding attribution statement.