

FY25 Award Notification and Contracting Resource Guide

The goal of this guide is to assist successful applicants in reviewing and completing the documentation requested of them during the contracting period to accept their awards.

Step 1: Review Notification of Award Letter

Via MOVA's [eGrants](#) System, under the "Contracting Form" section, an award letter will be uploaded. The award letter will include your FY25 award amount. The award letter must be signed as outlined on the form and uploaded to eGrants. Electronic signatures are acceptable.

Step 2: Review Match Waiver Determination Letter

If your agency selected to accept the blanket match waiver via your FY25 application, a match waiver approval letter will be uploaded to eGrants and available for download. No further action is required. If your agency selected to opt out of the blanket match waiver via the FY25 application, a letter will not be uploaded.

Step 3: Review Contract Conditions

The Contract Conditions will be uploaded to eGrants and will outline the conditions the agency must comply with in order to receive the award. Contract Conditions must be signed and dated as outlined on the form. Electronic signatures are acceptable.

Step 4: Revise FY25 Budget

After reviewing the award letter and contract conditions, revise the FY25 budget via eGrants to reflect the award amount and any adjustments to costs outlined in the Contract Conditions.

Step 5: Complete and Submit Relevant Documentation

Certifications Regarding Lobbying, Debarment, Suspension and other Responsibility Matters Form

An authorized representative should review, complete and sign the federal form which certifies that the agency will comply with the certifications outlined in the form. Electronic signatures are acceptable. Certifications include, but are not limited to, MOVA funded employees abstaining from engaging in lobbying activities; certifying that the agency is not currently debarred; and that the agency is a drug-free workplace.

Certifications Regarding Lobbying Form

All recipients (MOVA) and subrecipients (MOVA's subrecipients and their subrecipients) of a federal award of more than \$100,000.00 must submit lobbying disclosures via completion of a Certification Regarding Lobbying Form. This form asks subrecipients to certify that federal award dollars will not support lobbying activities to influence or attempt to influence a covered federal action.

Standard Form-LLL (SF-LLL)

Connected to the Certifications Regarding Lobbying Form, the SF-LLL form is available via eGrants, and should be completed where applicable. If the subrecipient expends any funds (other than federal funds) for lobbying activities to influence or attempt to influence a covered federal action, they must also complete the disclosure component of the form.

All recipients of federal funding must comply with the provisions of the government-wide Common Rule on Restrictions on Lobbying. The current edition of the OJP Financial Guide discusses prohibitions on lobbying costs (Unallowable Costs). No federal funds, either directly or indirectly, can be used to support the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Office of

Justice Programs (OJP). Subrecipients are required to disclose lobbying activities pursuant to [31 U.S.C. §1352](#) by completing the federal form, SF-LLL.

If your agency does not have any lobbying activities to report, you do not have to complete and submit the SF-LLL.

Subrecipient Civil Rights Training Requirement Acknowledgement Form

This MOVA form should be reviewed and signed by both the programmatic and fiscal contacts for the MOVA-funded agency. Electronic signatures are acceptable. Signatures indicate that the form has been read, understood and that the agency will remain in compliance with all applicable federal civil rights laws and requirements numbered in those documents, which apply to all agencies awarded federal funds.

Standard Assurances Form

The standard assurances form is a federal form which requests that the agency assure and certify compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including [2 C.F.R. Part 2800](#), in addition to specifically outlined requirements within the form. The form is to be signed and dated by an authorized individual. Electronic signatures are acceptable.

General Subgrant Conditions & Certification Form

This MOVA form should be reviewed and signed by an authorized representative. Electronic signatures are acceptable. This form certifies that the agency has reviewed and will comply with the terms of the relevant federal special conditions attached to the award(s) which support the agency's funding. A link to the special conditions is available within the form.

Indirect Cost Rate

If your agency is requesting indirect costs, the following item(s) must be submitted:

- Federally approved indirect rate: If your agency has a federally approved indirect rate, submit the currently approved indirect rate letter.
- De minimis (i.e. 10% of award total): If your agency does not have a federally approved indirect rate, submit a statement on agency letterhead attesting that the agency has no preexisting indirect cost rate.
- Less than de minimis: If your agency does not have a federally approved indirect rate, submit a statement on agency letterhead attesting that the agency has no preexisting indirect cost rate and outline how your program calculated the requested rate.
- Negotiated rate: If your agency is requesting to negotiate a rate with MOVA, contact your program coordinator.

Rental Agreement/Lease

If rental costs are included in the funding request, agency must provide proof of this cost via submission of a rental agreement in the form of a current lease or contract.

VSS Only, State Agencies Only:

Interdepartmental Service Agreement (ISA) Section

If applicable, MOVA will open the ISA section for Interdepartmental Service Agreements. Fill out the open response questions, and MOVA will fill in the Attachment B information when the budget is finalized and approved. The formal ISA will be returned to you for review and signature via AdobeSign.

SAFEPLAN Only:

Court Coverage Agreement

The Court Coverage Agreement (CCA) shall include the schedules and court assignments for each of the Advocates, volunteers, and/or interns and the plan for coverage when an Advocate is not available for court. Include the specific days and times for each Advocate's schedule, along with how back-up Advocates can be reached (e.g. cell phone, beeper). Upon approval, this document will become part of the applicant's grant file and utilized as a reference by both MOVA and court staff. **This document must be updated and submitted to MOVA for approval throughout the grant period if any changes occur.**

Step 6: Complete Goals and Key Outcomes for OMT

The Outcomes Measurement Tool (OMT) will be kicked off in FY25 with the setting of goals and key outcomes during contracting. Funded agencies are expected to implement goals at the beginning of the award period to measure throughout the award and to implement a standard set of key outcomes to demonstrate what has been achieved by their funded programming. While we are not requesting FY25 logic models to be submitted, we do expect that the goals and key outcomes align with the existing logic model and reflect the scope of funded services.

OMT Goals and Key Outcomes will be initiated under “My Opportunities” on the home page. For VSS and SAFEPLAN, your previously approved FY24 Goals and Key Outcomes will appear upon initiation. VSS and SAFEPLAN Subrecipients are expected to update milestones for the new fiscal year. All CSVS subrecipients or VSS subrecipients who would like to change or update their OMT Goals and Key Outcomes will use the following guidance to do so:

If you would like to make modifications to your Goals and Key Outcomes, you are able to do so after initiating by using the drop-downs available to select new measures.

Requirements:

- Subrecipients must set 2-3 strategic areas, 1-2 goals per strategic area and 2-3 output measures per goal.
- Subrecipients are to set 2-3 key outcomes which encompass all funded programming.

Subrecipients are encouraged to use their Goals and Key Outcomes from last year, if applicable, if they were measurable for your program. If your FY24 measures meet the criteria above, you do not need to add any additional measures.

MOVA staff will review and approve the information submitted to ensure it aligns with your funded scope of services and will be available to provide technical assistance.

SAFEPLAN Only:

SAFEPLAN agencies do not need to set Goals and Key Outcomes, only their milestones for FY25.

Step 7: Complete Contact Information

Under “Organization Information,” select “Contact Information” from the blue bar on the left side of the page. First, fill out contact information for each of the contacts in the form.

Then, at the very bottom of the page, complete the “Authorized Signatory” section – including entering the name, title, and email of the authorized signatory, along with uploading a completed Contractor Authorized Signatory Listing (CASL) form. The template is linked within this section to be downloaded, filled out, and reuploaded.

The CASL is a Commonwealth form which identifies the individual(s) authorized to sign contracts for your organization. State agencies are also required to submit this form. Electronic signatures, as outlined in the “Authorized Signatory” section, are allowable.

Step 8: Push status to Pre-Contract Adjustments Submitted or Contracting Revisions Submitted in eGrants

Change the status of your application to Pre-Contract Adjustments Submitted or Contracting Revisions Submitted (depending on the original status). MOVA will receive and review your submission. If there are required revisions, MOVA will push the status to “Pre-Contract Modifications Required” or “Contracting Revision Required” (depending on the original status). Subrecipients should navigate to the Notes section for MOVA’s feedback and/or questions. Once the required revisions are completed, push status back to “Submitted” again. This process will continue until all requirements have been met.

Once all requirements have been met, MOVA will push the status to “Contract Pending Executive Director Signature.”

Step 9: Signatures Required

MOVA will e-mail the person listed as the authorized signatory in step 7 the FY25 contract or ISA via AdobeSign. This document should be reviewed, signed by the authorized signatory, and returned to MOVA as outlined in the AdobeSign

e-mail. Once received, this document will be signed by MOVA's Executive Director and uploaded to eGrants. Once uploaded to eGrants, your application will be pushed to the final status of "Contract Executed." Once in "Contract Executed," you will be able to begin all aspects of FY25 grant administration.

Key Resources

<u>eGrants Resources</u>	<ul style="list-style-type: none"> • To provide technical assistance to subrecipient users
<u>OMT Resources</u>	<ul style="list-style-type: none"> • To provide technical assistance to subrecipients in order to set goals/outcomes, and report data and progress towards goals/outcomes.
<u>VOCA Rule</u>	<ul style="list-style-type: none"> • To set guidelines for Office for Victims of Crime (OVC) and state administrators (MOVA) to make policy
<u>Department of Justice (DOJ) Financial Guide</u>	<ul style="list-style-type: none"> • To assist federal award recipients in their financial responsibility and to ensure funds are used for the purposes for which they were awarded • Outlines the laws, rules and regulations that affect the financial and administrative management of your award • Refer to the MOVA Policies & Procedures to determine the specific requirements that apply to your award
<u>Code of Federal Regulations (CFR)</u>	<ul style="list-style-type: none"> • Establishes administrative requirements, cost principles, and audit requirements for Federal awards to non-Federal entities • Government-wide grant rules • Referenced throughout MOVA's policies and procedures manual
<u>Special Conditions</u>	<ul style="list-style-type: none"> • Establishes annual special conditions which all recipients of MOVA funding must comply with • Sets various requirements for both MOVA and subrecipients of MOVA funding • Refer to your award letter to determine the VOCA award which supports your award and which special conditions apply.
<u>MOVA Grant Subrecipient Policies and Procedures</u>	<ul style="list-style-type: none"> • Summary of the policies and procedures of MOVA's grant programs.