

## **FY26 Grant Award Notification and Contracting Resource Guide**

The goal of this guide is to assist organizations in reviewing and completing the documentation requested of them during the contracting period to accept MOVA's grant awards. All documents unless otherwise noted will be uploaded to the 'Contracting Form' section of MOVA's [eGrants](#) System and must be returned there as well.

### **Step 1: Review Notification of Award Letter**

The award letter will include your FY26 award amount. The award letter detail (page 2) must be signed as outlined on the form and uploaded to eGrants. Electronic signatures are acceptable.

In the Award Detail section of the Notification of Award, CFDA has been updated to ALN. The naming convention for Catalogue of Federal Domestic Assistance (CFDA) numbers have been replaced by Assistance Listing Numbers (ALNs) in MOVA's grants beginning with FY26 awards. Assistance Listing Numbers are assigned by [SAM.gov](#) and indicate that a project is "related to Federal programs, projects, services, and activities that provide assistance or benefits to the American public."

More information about ALNs and the change can be found [here](#).

### **Step 2: Review Award Letter Addendum**

The award letter addendum outlines the specific funding source(s) and associated dollar amounts supporting your FY26 grant award. This information is shared so that you are aware of the revenue sources supporting your award, can accurately account for award funds, and can document accurate funding sources on backup documentation such as time and attendance reports.

### **Step 3: Review Match Waiver Determination Letter**

If your organization selected to accept the blanket match waiver via your FY26 application, a match waiver approval letter will be uploaded to eGrants and available for download. No further action is required. If your organization selected to opt out of the blanket match waiver via the FY26 application, a letter will not be uploaded.

### **Step 4: Review Notification of FY26 Monitoring Level Letter**

All MOVA-administered grants are assigned a monitoring level (level 1, 2, or 3) for the FY2026 performance period based on the factors measured in MOVA's annual post-award risk assessment. The monitoring level notification is a letter that informs you of your assigned monitoring level, along with the corresponding monitoring activities to expect during the fiscal year.

### **Step 5: Review Contract Conditions**

The Contract Conditions will be uploaded to eGrants and will outline the conditions the organization 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 6: Revise FY26 Budget**

After reviewing the award letter and contract conditions, revise the FY26 budget via eGrants to reflect the award amount and any adjustments outlined in the Contract Conditions.

### **Step 7: 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 organization 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 organization is not currently debarred; and that the organization 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 organization 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 organization. Electronic signatures are acceptable. Signatures indicate that the form has been read, understood and that the organization will remain in compliance with all applicable federal civil rights laws and requirements numbered in those documents, which apply to all organizations awarded federal funds.

### **Standard Assurances Form**

The standard assurances form is a federal form which requests that the organization 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 organization has reviewed and will comply with the terms of the relevant federal special conditions attached to the award(s) which support the organization's funding. A link to the special conditions is available within the form.

### **Indirect Cost Rate**

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

- Federally approved indirect rate: If your organization has a federally approved indirect rate, submit the currently approved indirect rate letter.
- De minimis (i.e. 15% of award total): If your organization does not have a federally approved indirect rate, submit a statement on organization letterhead attesting that the organization has no preexisting indirect cost rate.
- Less than de minimis: If your organization does not have a federally approved indirect rate, submit a statement on organization letterhead organization confirming that there is no preexisting indirect cost rate and outline how you calculated the requested rate.
- Negotiated rate: If your organization is requesting to negotiate a rate with MOVA, contact your program coordinator.

## **Rental Agreement/Lease**

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

*VSS Only, State Organizations 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 (CCA)**

The CCA must 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). Upon approval, this document will become part of the 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 via a budget amendment if any changes occur.**

*SAFEPLAN Only:*

### **Memorandum of Understanding (MOU)**

The purpose of the MOU is to outline MOVA's expectations of the host organizations to implement the SAFEPLAN program in providing comprehensive, consistent, and high-quality services to victims of domestic violence, sexual assault, and stalking. The MOU does not fully document all expectations or limitations of the SAFEPLAN program and/or the partnership between MOVA and the SAFEPLAN host organizations.

## **Step 8: Complete Goals and Key Outcomes for OMT**

The Outcomes Measurement Tool (OMT) will be kicked off in FY26 with the setting of goals and key outcomes during contracting. Funded organizations 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 FY26 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. Select the appropriate grant type OMT Goals and Key Outcomes FY26 process and select your FY25 Goals and Key Outcomes file from the drop-down list to have previously approved FY25 Goals and Key Outcomes appear upon initiation. All VSS or CSVS 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 FY25 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 organizations do not need to set Goals and Key Outcomes, only their milestones for FY26.

### **Step 9: Complete Contact Information**

Updating the Contact Information in eGrants will be a contract condition for many grantees, but even if it is not, it is still best practice to review the Contact Information and ensure that it is up-to-date. Contracting submissions will not be approved if the Contact Information is not completely filled out and accurate.

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 organizations are also required to submit this form. Electronic signatures, as outlined in the “Authorized Signatory” section, are allowable.

### **Step 10: 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 11: Signatures Required**

MOVA will e-mail the person listed as the authorized signatory in step 7 the FY2\6 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 FY26 grant administration.

### **Key Resources**

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

	<ul style="list-style-type: none"><li>• Sets various requirements for both MOVA and subrecipients of MOVA funding</li><li>• Refer to your award letter to determine the VOCA award which supports your award and which special conditions apply.</li></ul>
<a href="#"><u>MOVA Grant Policies &amp; Procedures Manual</u></a>	<ul style="list-style-type: none"><li>• Summary of the policies and procedures of MOVA's grant programs.</li></ul>