

FY27 Grant Notification and Contracting Resource Guide

The goal of this guide is to assist organizations in reviewing and completing the information requested of them during the contracting period. All documents unless otherwise noted will be available in the “Contracting Form” section of MOVA’s electronic grants management system ([eGrants](#)) and must be returned there.

Step 1: Review and Sign Notification of Award Letter

The award letter includes your FY27 award amount. The award letter detail chart (page 2) must be signed as outlined on the form, by either organizational leadership or the contract manager, and uploaded. Electronic signatures are acceptable.

Step 2: Review and Sign Award Letter Addendum

The award letter addendum outlines the specific funding source(s) and associated dollar amounts supporting your FY27 grant. This information is shared so that you are aware of the revenue sources supporting your grant, can accurately account for grant funds, and can document funding sources on backup documentation such as time and attendance reports. This must be signed as outlined on the form, by either organizational leadership or the contract manager, and uploaded. Electronic signatures are acceptable.

Step 3: Review Match Waiver Determination Letter

If your organization selected to accept the blanket match waiver via your FY27 application, a match waiver approval letter will be available for download. No further action is required.

If your organization selected to opt out of the blanket match waiver via the FY27 application, a letter will not be uploaded. You will be required to provide cash and/or in-kind match contributions in your approved FY27 budget. The amount you must match is 25% of your FY27 award. More information on match can be found on the [Forms and Resources section of MOVA’s website](#).

Step 4: Review and Sign Contract Conditions

Your organization's contract conditions will outline the conditions you must comply with in order to receive the grant. Contract conditions must be signed and dated as outlined on the form, by either organizational leadership or the contract manager, and uploaded. Electronic signatures are acceptable.

Step 5: Revise FY27 Budget

After reviewing the award letter and contract conditions, revise the FY27 budget to reflect the award amount and any adjustments outlined in your contract conditions, as applicable. As applicable, match costs should also be included.

Step 6: Review and Complete Relevant Documentation

These forms should be reviewed, signed and uploaded. Contact your Program Coordinator with any questions.

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

An authorized individual at your organization 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

MOVA and MOVA's grantees (your organization) and your 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 you 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), if applicable



Connected to the Certifications Regarding Lobbying Form, the SF-LLL form should be completed where applicable. If your organization expends any funds (other than federal funds) for lobbying activities to influence or attempt to influence a covered federal action, you 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). You 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.

Standard Assurances Form

The standard assurances form is a federal form which requests that your organization assures and certifies 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 individual of your organization. Electronic signatures are acceptable. This form certifies that your organization has reviewed and will comply with the terms of the relevant federal special conditions attached to the award(s) which support your MOVA grant. 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 (up to 15% of the Modified Total Direct Cost): If your organization does not have a federally approved indirect rate, submit a statement on organization letterhead attesting that there is 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.

This section only applies if you are a new recipient of a Victim and Survivor Services (VSS) grant:

W-9 Form – Request for Taxpayer Identification Number and Certification

A W-9 Form is an IRS document used to collect necessary information from vendors (your organization) before paying them. This form can be found under the MOVA Additional Documents section of the Contracting Form. This form should be reviewed and signed by an authorized individual of your organization and uploaded in the Grantee Additional Uploads section at the bottom of the Contracting Form. Electronic signatures are acceptable.

This section only applies if you are a state agency recipient of a Victim and Survivor Services (VSS) grant:

Interdepartmental Service Agreement (ISA) Section

If applicable, this section will be available for state agencies who will contract with MOVA via Interdepartmental Service Agreements (ISAs). An ISA is the document that outlines the business agreement between two Commonwealth of Massachusetts departments within any branch of state government. You



must complete the questions, and MOVA will fill in the Attachment B information when the budget is finalized and approved. The formal ISA document will be e-mailed to you for review and signature via AdobeSign.

This section only applies if you are the recipient of a SAFEPLAN grant:

Court Coverage Agreement (CCA)

The CCA should be reviewed and 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 via a budget amendment if any changes occur.**

This section only applies if you are the recipient of a SAFEPLAN grant:

FY27 SAFEPLAN Host Organization Agreement (formerly Memorandum of Understanding)

The purpose of the Agreement is to outline MOVA's expectations of the host organizations in implementing the SAFEPLAN program. The Agreement does not fully document all expectations or limitations of the SAFEPLAN program and/or the partnership between MOVA and the SAFEPLAN host organizations. This form can be found under the Court Coverage Agreement page. This must be signed by the organization's executive director and uploaded at the bottom of the Court Coverage Agreement page. Electronic signatures are acceptable.

Step 7: Set FY27 Goals and Key Outcomes for OMT

The Outcome Measurement Tool (OMT) is how MOVA collects data on performance. Funded organizations are expected to set goals at the beginning of the grant to be measured throughout the award and to set key outcomes to demonstrate what has been achieved by their funded programming and scope of services.

OMT Goals and Key Outcomes will be initiated under "My Opportunities" on the home page.

Requirements:

- Goals: Grantees must select 3-5 direct services that best represent the purpose and scope of the award and set milestone goals for those services.
- Key Outcomes: Grantees are to set 2-3 key outcomes which encompass all funded programming.

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.

This only applies if you are the recipient of a SAFEPLAN grant:

SAFEPLAN organizations do not need to set Goals and Key Outcomes, only their milestones for FY27.

Step 8: Complete Contact Information

Updating your organization's contact information will be a contract condition for many grantees, but even if it is not, it is still best practice to review the Contact Information section and ensure that it is up to date. Your contract will not be executed if the Contact Information section 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 – enter 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 9: Push status to Pre-Contract Adjustments Submitted or Contracting Revisions

Submitted

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). Grantees 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 10: Signatures Required

MOVA will e-mail the person listed as the authorized signatory in eGrants the FY27 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. Once uploaded, 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 FY27 grant administration.

Please note:

All MOVA grants are assigned a monitoring level (level 1, 2, or 3) for the FY27 performance period based on the factors measured in MOVA’s annual post-award risk assessment. Your organization’s monitoring level will be provided to you in May 2026 via e-mail. This letter will inform you of your assigned monitoring level, along with the corresponding monitoring activities to expect during the fiscal year.

Key Resources

eGrants Resources	<ul style="list-style-type: none"> • To provide technical assistance to grantee users
OMT Resources	<ul style="list-style-type: none"> • To provide technical assistance to grantees 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 policies
<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 grant • Refer to the MOVA Policies & Procedures to determine the specific requirements that apply to your grant
<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 grantees must comply with • Sets various requirements for both MOVA and grantees • Refer to your award letter and award letter addendum to determine the specific VOCA award(s) which supports your grant and which special conditions apply
<u>MOVA Grant Policies & Procedures Manual</u>	<ul style="list-style-type: none"> • Policies and procedures for MOVA’s grants