

GMD Subaward Contracts: Memorandum of Agreement Process

ACRONYMS

- ▶ **eMARS** – State Accounting System
- ▶ **GMD** – Grants Management Division
- ▶ **IGX** – Intelligrants 10.0 Electronic Grants Management System
- ▶ **JPSC** – Justice and Public Safety Cabinet
- ▶ **KRS** – Kentucky Revised Statute
- ▶ **MOA** – Memorandum of Agreement
- ▶ **VSS** – Vendor Self Service

Memorandum of Agreement (MOA)

An agreement between the Cabinet and any other governmental body, political subdivision or quasi-governmental entity or entity qualified as nonprofit under 26 U.S.C. sec. 501 (c)(3) or a University when the employees of the institution are performing duties that an employee of state government could perform if hired that involve a financial exchange of resources to carry out a government function.

Reference: [KRS 45A.690](#)



Commonwealth of Kentucky CONTRACT

DOC ID NUMBER:

PON2 500 000000000

Version: 1

Record Date:

Document Description: Contractor Legal Name - ARPA -Grants

Cited Authority: FAP111-44-00
Memorandum of Agreement

Reason for Modification:

Issuer Contact:Name: Contract Specialist
Phone: 000-000-0000
E-mail: email@ky.gov**Vendor Name:**

CONTRACTOR LEGAL NAME

Vendor No. KY0000000**Vendor Contact**

CONTRACTOR

ADDRESS KY Zip Code

Name: AUTHORIZED OFFICIAL NAME
Phone: 000-000-0000
Email: Authorized Official Email Address**Effective From:** 10/01/2023**Effective To:** 09/30/2024

Line Item	Delivery Date	Quantity	Unit	Description	Unit Price	Contract Amount	Total Price
1		0.00000		Contractor Legal Name - ARPA -Grants	\$0.000000	\$40,000.00	\$40,000.00

Extended Description:

Provide one or more crime victim services and/or support activities, as defined by 28 C.F.R. 94.119 and 94.120

All new GMD subawards will be executed via MOAs in eMARS, Kentucky's accounting system.

Document Type
PON2

Effective Date
July 1, 2023

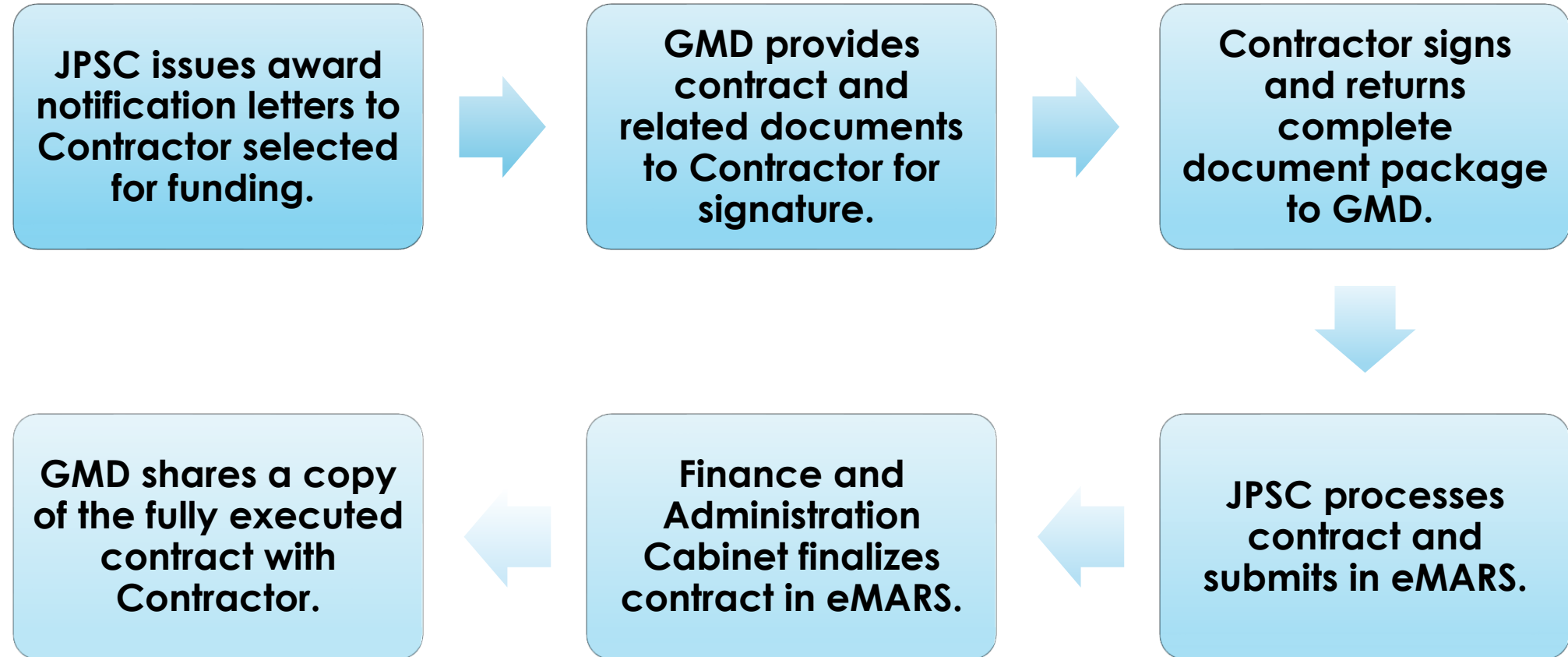
LANGUAGE UPDATE



- ▶ Language update reflects the new mechanism through which JPSC will subaward federal funds to organizations
- ▶ Nature of the relationships between contractor and US Department of Justice will remain the same
- ▶ Contractor will still be considered subrecipient of federal award funds

CONTRACT EXECUTION PROCESS

CONTRACT EXECUTION PROCESS



DOCUMENTATION REQUIREMENTS

DOCUMENTATION REQUIREMENTS

1. MOA signed by Authorized Official or designee

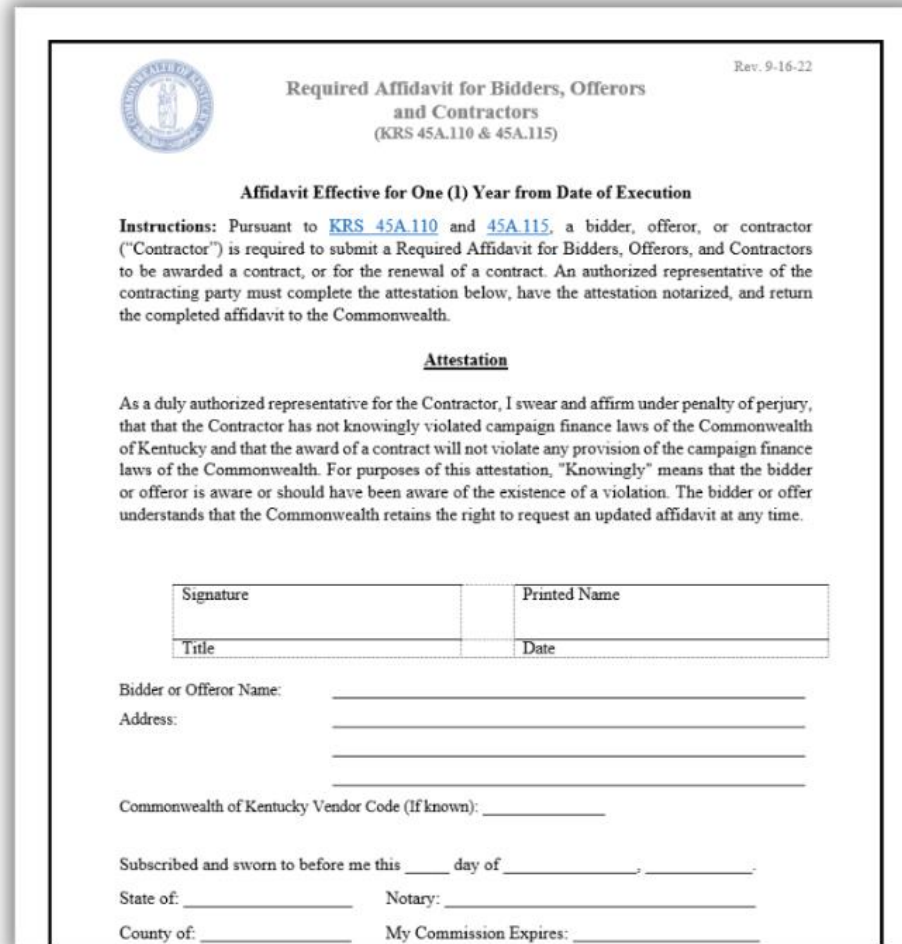
2. 501(c)3 IRS Determination Letter

3. Required Affidavit for Bidders, Offerors, and Contractors



Required submissions for all 501 (c)3 entities

REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS, AND CONTRACTORS



The image shows a form titled "Required Affidavit for Bidders, Offerors and Contractors (KRS 45A.110 & 45A.115)" with a revision date of 9-16-22. It includes the Kentucky State Seal and instructions stating that the form must be completed by an authorized representative, notarized, and returned to the Commonwealth. The "Attestation" section requires the contractor to swear they have not violated campaign finance laws. Below this is a table for signature and name, followed by fields for title, date, bidder name, address, and vendor code. At the bottom, there are fields for the date of subscription, state, county, and notary information.

**Required Affidavit for Bidders, Offerors
and Contractors**
(KRS 45A.110 & 45A.115)

Rev. 9-16-22

Affidavit Effective for One (1) Year from Date of Execution

Instructions: Pursuant to [KRS 45A.110](#) and [45A.115](#), a bidder, offeror, or contractor ("Contractor") is required to submit a Required Affidavit for Bidders, Offerors, and Contractors to be awarded a contract, or for the renewal of a contract. An authorized representative of the contracting party must complete the attestation below, have the attestation notarized, and return the completed affidavit to the Commonwealth.

Attestation

As a duly authorized representative for the Contractor, I swear and affirm under penalty of perjury, that that the Contractor has not knowingly violated campaign finance laws of the Commonwealth of Kentucky and that the award of a contract will not violate any provision of the campaign finance laws of the Commonwealth. For purposes of this attestation, "Knowingly" means that the bidder or offeror is aware or should have been aware of the existence of a violation. The bidder or offer understands that the Commonwealth retains the right to request an updated affidavit at any time.

Signature	Printed Name
Title	Date

Bidder or Offeror Name: _____
Address: _____

Commonwealth of Kentucky Vendor Code (if known): _____

Subscribed and sworn to before me this ____ day of _____, _____.

State of: _____ Notary: _____

County of: _____ My Commission Expires: _____

- ▶ 501(c)3 entities must complete the [Required Affidavit for Bidders, Offerors, and Contractors](#) form.
- ▶ The affidavit must be notarized.
- ▶ Documents without proper notarization will not be accepted and will result in contract rejection.

SIGNATURES

- ▶ All documents must be hand-signed.
- ▶ Electronic signatures will **NOT** be accepted.
- ▶ Documents may only be signed by Authorized Official or designee.
- ▶ Valid designee letter must be on file in IGX or submitted with affidavit to be accepted.



SUBMISSION

- ▶ Sign and submit all MOA documentation to GMD as soon as possible and no later than the specified deadline.
- ▶ Scan and submit documents electronically to GMD point of contact for contract processing.

SUBMISSION

- ▶ Mail the hard copy of the signed MOA (all subrecipients) and affidavit (501 c3s only) to GMD and retain a copy onsite for your records



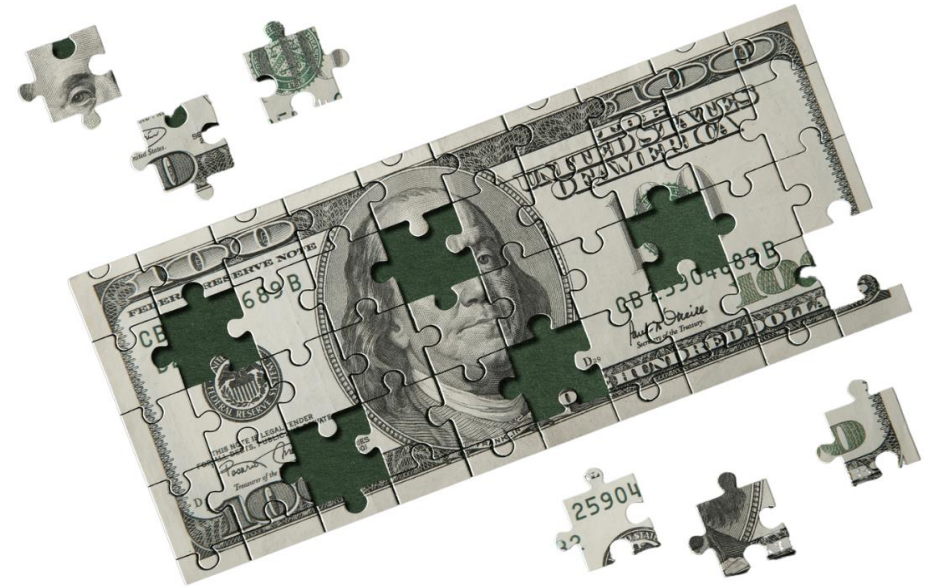
TIMELINESS OF SUBMISSIONS

- ▶ Sign and submit all MOA documentation to GMD as soon as possible and no later than the specified deadline.
- ▶ Finance and Administration Cabinet requires a minimum of 7 days to finalize MOA in eMARS.
- ▶ **No expenses incurred before MOA finalization in eMARS will be eligible for reimbursement.**



IGX BUDGET MODIFICATIONS

- ▶ Budget modification process in IGX will run concurrently with MOA signing phase of award acceptance process.
- ▶ Budget modifications must be completed prior to start date of the contract.



KEY POINTS

1. Sign and submit all contract documentation to GMD by specified deadline.

2. Documents must be hand-signed. No electronic signatures will be accepted.

3. Documents may only be signed by Authorized Official or designee.

4. Affidavit for Bidders, Offerors, and Contractors must be notarized.

5. No expenses incurred before finalization of MOA in eMARS will be eligible for reimbursement.

QUESTIONS