

Subrecipient Award/Agreement Checklist for Notice of Grant Award and Compliance Requirements *For Use When Sub-Awarding Federal Funds*

Please refer to the Subrecipient, Beneficiary or Contractor checklist (found on the covid.ks.gov website) to determine whether an entity is a subrecipient, beneficiary, or a contractor. **If the determination has been made that the entity is a subrecipient, please use the Notice of Grant Award checklist below as a guide** in determining the information to provide to the subrecipient in the Notice of Grant Award. (The Notice of Grant Award requirements do not apply to beneficiaries and contractors.¹⁾)

Disclaimer: This checklist is a guide for creating a Notice of Grant Award. It is provided for informational purposes only; this is not a Notice of Grant Award Form. In areas of uncertainty, contact your attorney regarding agreements and legal clauses. Your organization should review the US Treasury Guidance and Uniform Grant Guidance for requirements applicable to your organization's use of State and Local Fiscal Recovery Funds (SLFRF), and SLFRF-funded projects.

General Information

The American Rescue Plan Act of 2021 (ARPA) was signed into law on March 11, 2021. Coronavirus State and Local Fiscal Recovery Funds may be used for responding to a public health emergency, employee premium pay, providing government services to the extent of reduction in revenue, and to make necessary investments in water, sewer, or broadband infrastructure. Funds may be used to cover costs obligated or incurred by December 31, 2024.

The data and terms/conditions with an asterisk (*) below are *required* per the Uniform Grant Guidance, 2 CFR 200.332, to be included in a Notice of Grant Award. Additional recommended items to include are also in the list below. Note that if any of these data elements change, include the changes in a subsequent subaward modification. When some of this information is not available, the pass-through entity must provide the best information available to describe the Federal award and subaward.

Data and Terms for Subaward

Data/Basic Information

- ☐ Name, Address, and Contact Information of Grantor/Pass-Through Entity* (2 CFR 200.332(a)(1))
- ☐ Name, Address, and Contact Information of Grantee/Subrecipient* (2 CFR 200.332(a)(1))
- ☐ Subrecipient's DUNS number/Unique Entity Identifier* (2 CFR 200.332(a)(1))
 - *This can be found on SAM.gov*
 - *The name associated with ID must match name listed above*
- ☐ Project Name/Description (such as ARPA Sewer Improvement Project, etc.)*
- ☐ Subaward Period/Performance Start and End Dates* (2 CFR 200.332(a)(1))
- ☐ Total Amount of Subaward* (2 CFR 200.332(a)(1))
- ☐ Amount Being Obligated with this Action* (2 CFR 200.332(a)(1))
 - *This would be necessary if the obligated amount is different than total subaward—such as if only obligating an amount for one year or one project at a time*
- ☐ Budget Period Start and End Dates* (2 CFR 200.332(a)(1))
 - *If the budget period is different from the award period (in the case that only one year or project is being obligated at this time)*
- ☐ Federal Award Identification* (2 CFR 200.332(a)(1))
 - Federal Award Identification Number – SLFRP (list number on your entity's federal award)
 - Federal Award Date of award to the recipient by the Federal Agency – (list date on your entity's federal award)

- Name of Federal Awarding Agency – *U.S. Treasury*
- Assistance Listings Number (formerly CFDA) and Title – *21.027 – Coronavirus State and Local Fiscal Recovery Funds*
- Identification of whether the award is Research and Development – *Yes or No as applicable*

Scope of Work/Budget/Terms and Conditions

- ☐ Services to be Provided/Scope of Work* (2 CFR 200.332(a)(2))
- ☐ Grant Budget (line-item budget or narrative)
- ☐ Include the indirect cost rate* (2 CFR 200.332(a)(4))
 - *If the subrecipient does not have a federal negotiated indirect rate, the rate may be negotiated between the pass-through entity and the subrecipient or the de minimus rate may be used*
- ☐ Deliverables/Reporting/Due Dates* (2 CFR 200.332(a)(3))
 - *Financial and performance reporting and other deliverables and their respective due dates*
 - *Align these dates so that you, as the pass-through entity, have the information needed before filing reports due to the US Treasury*
- ☐ Payment Terms
 - *Will payments be in advance or on a reimbursement basis? How many payments/installments? Are payment(s) triggered by completion of a task or at the end of a time period?*
- ☐ Unearned Grant Funds
 - *All unearned federal grant funds on hand at the end of the grant period shall be returned (to your agency as the pass-through entity).*
- ☐ Record Retention and Access* (2 CFR 200.332(a)(5))
 - *Subrecipient must permit pass-through entity and auditors to have access to records as necessary to meet federal requirements (such as for audits and closeout of the grant). Records must be retained five years after funds have been expended or sent back to Treasury, whichever is later.*
- ☐ Audit Requirements per 2 CFR Part 200, Subpart F
 - *Non-federal entities that expend \$750,000 or more in Federal awards must have a single or program-specific audit conducted for that fiscal year.*
- ☐ Publications
 - *Any publications produced with funds from this award must display the following language: “This project is being (or was) supported, in whole or in part, by Coronavirus State and Local Recovery Funds, federal award SLFRPxxxx, awarded to (recipient) by the U.S. Department of Treasury.”*
- ☐ Subrecipient agrees to comply with additional federal requirements associated with the ARPA Coronavirus State and Local Recovery Funds
 - [Award Terms and Conditions for NEUs](#)
 - [Assurances of Compliance with Civil Rights Requirements \(treasury.gov\)](#)
- ☐ Termination Clause(s)
- ☐ Legal Clauses as needed
- ☐ Signatures (with dates) of Grantor and Grantee (pass-through entity and subrecipient)

¹If it is determined that the entity is a beneficiary receiving assistance, Uniform Guidance requirements (including 2 CFR Part 200 Subpart F - audit requirements) do not apply to the entity. Best practice is for the State agency or entity passing through funds to obtain documentation needed (such as reports) to support its expenditures. The receiving entity should be notified that it has been determined to be a beneficiary of the funding, and that the Single Audit Act and 2 CFR Part 200, Subpart F do not apply to beneficiaries.

Follow the State’s or entity’s format for vendor and service contracts.