

Guidance for Drafting a Subaward Agreement for Federal Funds

A **subaward** agreement is required when federal grant funds are awarded to an outside entity (Subrecipient) to carry out one or more services of the grant-funded project. The Subrecipient generally makes participant eligibility determinations and has the authority to make decisions regarding the delivery of services and the types of services provided within the scope of the agreement.

- 1) **Subaward Agreement Basics:** A Subaward Agreement formalizes the financial arrangement between a Grantee and a Subrecipient for the purpose of carrying out a part of the grant-funded activities.
 - a) Grantees can refer to their current Grant Agreement with CVSSD for the grant that will fund the Subaward as a basis for drafting the Subaward Agreement.
 - b) The Subaward Agreement must contain the relevant grant requirements found in the Grantee's award agreement.
 - c) All Subrecipients must agree to abide by all primary award agreement requirements.

- 2) **Creating a Subaward Agreement:**
 - a) If you'd like to use your Grant Agreement as a basis for drafting a Subaward Agreement, you may request an editable copy of your Grant Agreement from your Fund Coordinator.
 - i. You'll want to update names and monetary amounts as appropriate.

- 3) **Subaward Agreement Elements:** Grant Agreements vary depending upon the purpose of the award and the federal funds used (VOCA, VAWA, SASP). The basic sections that are included in most Grant Agreements are listed and described below. At a minimum the Subaward Agreement should include the elements below, including Exhibits specific to the grant.
 - a) Body of Grant Agreement - The following is a brief, but not completely inclusive, description of the basic sections. Include basic information in the sections about the subaward such as addresses of both parties, project period, funding amounts, and reporting requirements with dates where appropriate.
 - i. Legal Basis of Award - Covers funding behind the grant and Agreement documents.
 - ii. Grant Award - Has grant funding limits, list of Exhibits included, and grant ending dates.
 - iii. Uses of Grant - Entails how the funds can or cannot be used.
 - iv. Subrecipients Representations and Warranties - Covers binding obligation and authority.
 - v. Subrecipients Agreements - Covers grant requirements such as civil rights, training, reporting, Breach of PII, confidentiality etc.
 - vi. Termination and Default - Covers how the agreement may be terminated or go into default.
 - vii. Miscellaneous - Covers Amendments, Insurance requirements, Subrecipients and other items.
 - b) The Exhibits: The Exhibits following the Grant Agreement will vary depending upon the funding stream. Exhibits A-D named below are used in federal Grant Agreements. Many

Grant Agreements have more Exhibits after Exhibit D to complete. Review your VOCA, VAWA, or SASP grant to determine which Exhibits are required.

- i. Exhibit A: Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; And Drug-Free Workplace Requirements.
 - ii. Exhibit B: Standard Assurances.
 - iii. Exhibit C: Single Audit Certification Letter.
 - iv. Exhibit D: Certification of Compliance with Regulations Office for Civil Rights, Office of Justice Programs for Subawards Issued by the Oregon Department of Justice.
- c) Project Description and Budget: This may be included as part of the Exhibits section of the Subaward Agreement.
- i. Include a detailed subaward Project Description to include a Project Narrative, Personnel, Performance Measures (Target Outputs and Outcome Percentage) and Activities the Subrecipient will complete. Include any reporting requirements the Subrecipient would provide the Grantee, if applicable.
 - ii. Include a subaward Project Budget to support the Project Narrative; include personnel Salary & Personnel Expenses and Other Expenses related to carrying out the project. Include Match if required.

4) After drafting the Subaward Agreement:

- a) Submit the final, unsigned, Subaward Agreement through the E-Grants Amendment Request process for CVSSD approval.
- b) When the Amendment Request with the Subaward is approved, and the document is signed, the Grantee may start charging Subaward expenses to the grant.
- c) Your organization must have Subaward Policy & Procedures in place prior to expending subaward funds. Consult your Grant Handbook or Fund Coordinator for further information.