1. **Purpose**

When acting as a pass-through entity of federal awards, the County is obligated to monitor the subrecipient’s use of the federal subaward. This policy establishes the requirements for monitoring subrecipients of a federal subaward and ensuring that the subrecipients comply with applicable federal laws, regulations, and the provisions of the federal award.

1. **Definitions**
   1. **Federal award** means the same as the term is defined in 2 C.F.R. 200.1.
   2. **Pass-through entity** means a non-federal entity that provides a subaward to a subrecipient to carry out part of a federal program. The County is considered a pass-through entity when it subcontracts with another organization to perform duties required or necessitated by a federal award.
   3. **Subaward** means an award provided by the County to a subrecipient for the subrecipient to carry out part of a federal award received by the County. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the County considers a contract.
   4. **Subrecipient** means a non-federal entity that receives a subaward from the County to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.
2. **Policy**

In accordance with 2 C.F.R. 200.332, the County, when acting as a pass-through entity, shall:

* 1. Pre award – when applying for a grant where a subrecipient is identified
     1. Collaborate with the subrecipient regarding the subrecipient’s application narrative, goals of the sub award, and the subrecipient’ s grant budget
  2. Before issuing a sub award, evaluate each subrecipient’s risk for noncompliance to determine appropriate monitoring procedures. In evaluating such risk, the County may consider:
     1. the subrecipient’s prior experience with the same or similar awards;
     2. results of previous audits and whether or not the subrecipient receives a single audit in accordance with federal regulations;
     3. whether the subrecipient has new personnel or new or substantially changed systems; or
     4. the results of the monitoring of other agencies (federal or state);
  3. At the time of the subaward, prepare a written agreement to the subrecipient that contains:
     1. the federal award identification, including:
        1. the subrecipient name (which must match the name associated with its DUNS number);
        2. the subrecipient DUNS number;
        3. the Federal Award Identification Number (FAIN);
        4. the federal award date;
        5. the subaward performance start and end date;
        6. the amount of federal funds obligated by this action;
        7. the total amount of federal funds obligated to the subrecipient;
        8. the total amount of the federal award;
        9. the federal award project description;
        10. the name of the federal awarding agency;
        11. the County contact information;
        12. the Catalog of Federal Domestic Assistance (CFDA) number and name,
        13. a determination of whether the award is for research & development (R&D);
        14. the indirect cost rate for the federal award;
     2. any requirements imposed by the County on subrecipient;
     3. any additional requirements imposed on subrecipient;
     4. the subrecipient's federally-negotiated indirect cost rate agreement;
     5. a requirement that the subrecipient permit County auditors access to the subrecipient's records and financial statements as necessary for audit requirements; and
     6. appropriate terms and conditions concerning closeout of the subaward;
  4. During the award, monitor the subrecipient’s compliance with federal laws and regulations by:
     1. reviewing invoices and reimbursement requests
     2. reviewing financial and programmatic reports;
     3. following up on audit findings to ensure timely and appropriate action; and
     4. issuing a management decision for audit findings related to the subaward;
     5. determine monitoring tools as appropriate based on the risk assessment;
  5. Annually during the award, ensure that each subrecipient is audited, as required by 200.501 Subpart F - Audit Requirements;
     1. consider whether the results of the subrecipient's audits, on-site reviews, or other monitoring procedures indicate conditions that necessitate adjustments to the County's own records; and
  6. Consider taking enforcement action for noncompliance.

1. **Procedures**
   1. A department that intends to pass through all or a portion of a federal award or a state passthrough grant to a subrecipient shall, before issuing the award:
      1. perform a search on SAM.gov to determine if the organization has been debarred or excluded from doing business with the federal government;
      2. create and execute a memorandum of understanding or a contract between the County and the subrecipient that clearly identifies the federal award information as outlined in this policy and outlines the scope of work, goals of the sub award, any special conditions of the award, and the subrecipient’s grant budget; and
      3. notify the comptroller of the pending subrecipient award.
   2. After issuing an award to a subrecipient, the department shall:
      1. monitor and approve programmatic progress of the subrecipient;
      2. ensure that subrecipient invoices are timely, accurate, and contain the appropriate backup documentation to support the expense;
      3. perform subrecipient monitoring at least annually by:
         1. reviewing the subrecipient’s single audit report for findings, and if there are significant findings, contact the Comptroller for further direction; and
         2. reviewing past and current performance, both financial and programmatic, for compliance with the agreement; and
      4. document their subrecipient monitoring efforts during each calendar year and forward documentation of their monitoring to the Comptroller within 60 days of the end of the calendar year.
   3. When closing out a subaward, the department shall:
      1. review the final invoice(s), final financial report, final programmatic reports, memorandum of understanding, contract, and any other documentation needed to determine if the scope of work has been achieved.

DATED this day of , 2024.

BOARD OF COUNTY COMMISSIONERS OF WEBER COUNTY:

James Harvey, Chair

ATTEST:

Ricky Hatch, CPA

Weber County Clerk/Auditor