

**CFDA #:** 93.667  
**Federal Agency:** US Department of Health and Human Services  
**Award Name:** Title XX Social Services Block Grant

## APPENDIX A: CLARIFICATION OF SUBAWARD AGREEMENT TERMS WITH COLUMBUS RECREATION & PARKS

The written material contained herein serves to convey terms of the subaward agreement that are not explicitly stated within the proposal, budget, or subaward agreement boilerplate. Where any contradictions occur between the previously submitted materials and this Appendix, this document shall take precedence.

### **Budget:**

- The Subrecipient has completed the budget in accordance with the format and *Program Budget User Guide* provided by FCDJFS. The Subrecipient understands that they will be held accountable to the applicable federal cost principles outlined in the *Program Budget User Guide* and Article II, B – Compliance Requirements of this subaward agreement. The Subrecipient understands that the budget is the basis for the calculation of the unit rate and cost reimbursement for this subaward.
- It is expected that Subrecipients will expense budgeted Reimbursable Costs throughout the course of the subaward agreement. FCDJFS reserves the right to disallow Reimbursable Costs in excess of 25% of the budgeted Reimbursable Costs that are invoiced during the last quarter of the subaward agreement.
- Where any contradictions occur between the previously submitted budget, the budget in Appendix B shall take precedence

### **Staffing Stipulation:**

- The Subrecipient understands that in accordance with Ohio Revised Code 2151.86 all program staff responsible for the supervision of youth must have completed and successfully passed at a minimum a Bureau of Criminal Identification and Investigation (BCII) background check within the last 12 months. Subrecipient will ensure that all program staff have successfully completed a background check before working in the program and on an annual basis thereafter. The Subrecipient will also require the same for non-agency staff interacting with any youth enrolled in the program.

### **Units of Service:**

The Subrecipient will receive payment for the following costs and units of service associated with the portion of the program funded by FCDJFS:

- For **Reimbursable Costs**: when the Subrecipient incurs a cost that is detailed in the budget, provides a copy of the receipt with the submitted invoice, and the receipt documents the specific item being purchased and the exact amount of the cost.
- For **Administration Costs**: when the Subrecipient incurs a cost that is detailed in the budget. Documentation of actual monthly Administration Costs must be made available upon request by FCDJFS and will be verified during the Subrecipient monitoring.
  - The maximum reimbursable amount allowed is based on the approved budget.
  - Reimbursement for Administration Costs will be based on actual administrative costs incurred for the month being invoiced.
  - Total Administration Costs for the subaward agreement period may not exceed the percentage of administrative costs approved in the budget. The Administration Costs may not exceed the approved percentage of the actual direct program expenses and actual reimbursable expenses as stated on the Subrecipient's subaward-specific financial statements, which should match the quarterly expenditure reports submitted to FCDJFS.
  - Note: Administration Costs are treated as a reimbursable expense; however, the supporting documentation will not be submitted to the DSS Unit for verification with monthly invoices unless specifically requested by FCDJFS.
  - For **Enrollment** when the Subrecipient accurately completes the TANF registration form, obtains the necessary documentation to support eligibility, and has documented the attendance of five (5) days in the program for a participant.
  - For **Completion** when the Subrecipient verifies a participant has at a minimum attended 70% of the program hours as defined in the program overview.

- In order for the subrecipient to receive payment for any units of service, FCDJFS must have a fully completed and accurate TANF Registration Form on file. This includes the full social security numbers of all household members who are required to be listed on the TANF Registration Form and the submission of all required documentation.

**Additional Subaward Agreement Terms:**

- Subrecipient may not enroll any individuals into the program after the enrollment deadline of July 1, 2011. All individuals who enroll in the program must have sufficient opportunity to attend the program for the minimum number of hours required to achieve completion and program skill attainments.

**Applicable Compliance Requirements:**

CFDA #93.667                      Title XX Social Service Block Grant, funded by the Department of Health and Human Services

**Federal Requirements**

45 CFR Part 74                      Uniform Administrative Requirements for Awards and Subawards to Institutions of Higher Education, Hospitals, Other Nonprofit Organizations, and Commercial Organizations (HHS)

OMB Circular A-110                  Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations

OMB Circular A-122                  Cost Principles for Non-Profit Organizations

OMB Circular A-133                  Audits of States, Local Governments, and Non-Profit Organizations

**State Requirements**

OAC 5101:9-4-02                      Standards of Acquisition

OAC 5101:9-4-07                      Procurement Requirements

OAC 5101:9-4-15                      Disposal of Assets

**County Requirement**

Chapter VII                              Competitive Bidding, Franklin County Purchasing Department’s Manual of Procedures

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Signature of Subrecipient’s Authorized Representative

\_\_\_\_\_  
Date