



THE U.S.-MIDDLE EAST PARTNERSHIP INITIATIVE (MEPI)

Sub-Award Management

A sub-award is classified as a third-party individual or organization who receives an award from the primary MEPI recipient for the performance of specific programmatic work. All sub-recipients receiving a sub-award greater than \$25,000 require written, prior approval from MEPI. The receiving organization (sub-recipient):

- Has its performance measured against whether the objectives of the grantee's project are met;
- Has responsibility for programmatic decision making (to the extent specified in its contract/sub-award agreement);
- Has contact only with the original grantee and does not communicate directly with MEPI; and
- Uses their awarded federal funds to complete programmatic activities as compared to providing goods or services for a program of the pass-through entity.

When considering the requirements of sub-awards, keep the following in mind:

Any and all sub-awards must be managed under, and are responsible for adhering to the **same** requirements as the prime grantee.

Required Documentation:

All contracts and sub-awards over \$25,000 require prior approval from MEPI. Contracts and sub-awards may be awarded only through a written contract or a Memorandum of Understanding (MOU) between your organization and the entity providing substantial programmatic work. For contracts and sub-awards over \$25,000, funds may not be used until the following required information is submitted to and approved by MEPI:

- **Name of Contractor:** If known, identify the name of the proposed contractor and indicate whether the contract is with an individual or organization.
- **Method of Selection:** State whether the contract is a sole source or competitive bid. If an organization is the sole source for the contract, include an explanation as to why this institution is the only one able to perform contract services.
- **Period of Performance:** How long is the contract period? Specify the beginning and end dates of the contract.
- **Statement of Work:** Describe in outcome terms, the specific services/tasks to be performed by the contractor as related to the accomplishments of program objectives. Deliverables should be clearly defined.
- **Method of Accountability:** Describe how the progress and performance of the contractor will be monitored during and upon close of the contract period. Identify who will be responsible for supervising the contract.
- **Itemized budget and justification:** Provide an itemized budget with appropriate justification, including for any indirect cost paid under the sub-award, as well as a copy of the sub-awardees' negotiated indirect cost rate agreement.

Address any questions about sub-award management to your Grants Officer.