

EPA Subaward Policy Appendix D: Subaward Agreement Template

OVERVIEW: Program Offices may provide this subaward template to recipients of EPA financial assistance that are a *Pass-through entity* as defined by [2 CFR 200.1](#) to assist them in complying with the “subaward content” requirements in [2 CFR 200.332\(b\)](#). EPA does not mandate the use of this template. Pass-through entities may use their own form of subaward agreements provided the requirements of [2 CFR 200.332\(a\)](#) and [2 CFR 200.332\(b\)](#) are met. Any changes to the data elements that are required under [2 CFR 200.332\(a\)](#) and [2 CFR 200.332\(b\)](#) must be reflected in subsequent modifications to subawards. If any of the information required by [2 CFR 200.332\(a\)](#) and [2 CFR 200.332\(b\)](#) is not available, pass-through entities must provide the best information that is available to describe the Federal award and subaward. If any of the information required by [2 CFR 200.332\(a\)](#) and [2 CFR 200.332\(b\)](#) is not available, pass-through entities must provide the best information that is available to describe the Federal award and subaward.

Section I. [Title and Description of Subaward including whether the Subaward is for Research and Development]

Section II. Federal Requirements.

A. Federal Award Identification.

1. Subrecipients are not required to complete full System for Award Management (SAM.gov) registration to obtain a UEI. Information regarding obtaining a UEI is available at the System for Award Management (SAM.gov). Subrecipient name must match the name associated with its unique entity identifier (UEI). If the subrecipient is not yet registered in SAM.gov, then information about registration procedures may be found at <https://www.sam.gov>.
2. The subrecipient’s “unique entity identifier” in SAM.gov. This identifier is required for registering in SAM.gov and by [2 CFR Part 25](#) and [2 CFR 200.332\(b\)\(1\)](#).

Note: Additional information on obtaining a unique entity identifier is available at <https://www.sam.gov/SAM/> and in the “**General Term and Conditions**” (T&Cs), under the “**System for Award Management and Universal Identifier Requirements**” T&C, of the pass-through entity’s agreement with EPA.

3. Federal Award Identification Number (FAIN). The FAIN corresponds with the “Grant Number (FAIN)” on the EPA Notice of Award.
4. EPA Award Date. This is the date the EPA Award Official signs the assistance agreement with the pass-through entity and may be found on page 1 of the EPA Notice of Award as the “Date of Award.”
5. Subaward Period of Performance Start and End Date.

6. Amount of EPA Funds Obligated under the initial subaward. Subsequent funding actions may be documented by amendments to the subaward.
7. Total or cumulative amount of EPA Funds Obligated to the subrecipient under the initial subaward plus any subsequent funded amendments. These amounts may be documented in sequential amendments to the subaward.
8. Total Amount of the EPA funds committed to the subrecipient by the pass-through entity. This is typically the “ceiling” amount for the subaward that may not be exceeded in funded amendments.
9. EPA award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA). This information may be found in the “Project Title and Description” box on page 1 or as “Attachment 1 – Project Description” of the EPA Notice of Award.
10. Information identifying EPA as the Federal awarding agency, your organization as the pass-through entity, and contact information for your awarding official for the subaward.
11. Assistance Listings title and number for each EPA award used to support the subaward. Assistance Listing information for the pass-through entities’ EPA award may be found on page 2 of EPA’s Notice of Award in the second chart under “Assistance Program (CFDA).” (Note: [2 CFR 200.332\(b\)](#) requires that the pass-through entity identify the dollar amount under each Federal award and the Assistance Listings Number at the time of disbursement of Federal funds to the subrecipient, so it is important for pass-through entities to maintain accounting records to meet this requirement.
12. Indirect cost rate for the pass-through entity’s EPA award. This rate may be found on page 3 of the pass-through entity’s EPA Award in Table A- Object Class Category and may be up to the 15% de-minimis indirect cost rate described at [2 CFR 200.414\(f\)](#).

B. All “flow down” requirements imposed on the subrecipient by the pass-through entity to ensure that the EPA award is used in accordance with Federal statutes, regulations, and the terms of the EPA award. The subrecipient is accountable to the pass-through entity for compliance with Federal requirements. In turn, the pass-through entity is responsible to EPA for ensuring that subrecipients comply with Federal requirements.

These requirements include, among others:

1. Title VI of the Civil Rights Act and other Federal statutes and regulations prohibiting discrimination in Federal financial assistance programs, as applicable.
2. Reporting Subawards and Executive Compensation under Federal Funding Accountability and Transparency Act (FFATA) set forth in the General Term and Condition of the pass-

through entity's agreement with EPA entitled "**Reporting Subawards and Executive Compensation.**"

3. Limitations on individual consultant fees as set forth in [2 CFR 1500.10](#) and the General Term and Condition of the pass-through entity's agreement with EPA entitled "**Consultant Fee Cap.**"
4. EPA's prohibition on paying management fees as set forth in the General Term and Condition of the pass-through entity's agreement with EPA entitled "**Management Fees.**"
5. The Procurement Standards in [2 CFR Part 200](#) including those requiring competition when the subrecipient acquires goods and services from contractors (including consultants) and Domestic preferences for procurements at [2 CFR 200.322](#).

Other statutes, regulations, and Executive Orders that may apply to subawards are described at [Information on Requirements that Pass-Through Entities must "Flow Down" to Subrecipients](#). Many Federal requirements are agreement or program specific, and EPA encourages pass-through entities to review the terms and conditions of their assistance agreement carefully and consult with their EPA Project Officer for advice, if necessary.

C. Any additional requirements such as financial reports and performance reports the pass-through entity imposes on the subrecipient to ensure that the pass-through entity meets its own responsibilities to the EPA. As required by [2 CFR 200.415\(b\)](#), the subrecipient must certify to the pass-through entity whenever applying for funds, requesting payment, and submitting financial reports: "I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812."

Each such certification must be maintained by the subrecipient pursuant to the requirements of [2 CFR 200.334](#). This requirement applies to all tiers of subrecipients.

D. Subrecipient's Indirect Cost Rate. The indirect cost rate may be a rate negotiated and approved by the subrecipient's cognizant Federal agency. If the subrecipient does not have a Federal indirect cost rate, the pass-through entity may negotiate an indirect cost rate with the subrecipient that complies with [2 CFR Part 200, Subpart E](#) or use up to the 15% de minimis indirect cost rate described at [2 CFR 200.414\(f\)](#).

E. Requirements for the subrecipient to provide access to subaward records so that the pass-through entity and Federal auditors may verify compliance with [2 CFR 200.332](#) as well as [2 CFR Part 200, Subpart D, Post Federal Award Requirements](#) for Financial and Program Management, and [2 CFR Part 200, Subpart F, Audit Requirements](#). Examples of records include:

1. Subrecipient financial statements and reports;

2. Performance reports including information on environmental results
3. Audit findings

F. Additional Requirements imposed by the pass-through entity under [2 CFR 200.208](#) that reflect the pass-through entity's assessment of the subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward based on the factors described at [2 CFR 200.332\(b\)](#).

1. Risk factors may include:
 - a. Prior experience with same or similar subawards;
 - b. Results of previous audits;
 - c. Whether new or substantially changed personnel or systems, and;
 - d. Extent and results of Federal awarding agency or the pass-through entity's monitoring.
2. Examples of additional requirements authorized by [2 CFR 200.208](#) include:
 - a. Requiring payments as reimbursements rather than advance payments;
 - b. Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given period of performance;
 - c. Requiring additional, more detailed financial reports;
 - d. Requiring additional project monitoring;
 - e. Requiring the subrecipient to obtain technical or management assistance, and;
 - f. Establishing additional prior approvals.

G. Terms and conditions concerning the close out of the subaward.

Section III. Other requirements based on the pass-through entity's own laws, regulations, and policies to the extent that they do not conflict with applicable Federal laws, statutes, regulations, and policies.