Per § 200.331 of the federal Office of Management and Budget’s *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, all pass-through entities must provide federal award information to sub-recipients of federal funds.[[1]](#footnote-1) To standardize procedure and ensure compliance with this requirement, the Rhode Island Office of Management and Budget, Grants Management Office, designed the **Sub-Award Agreement: Federal Funding Information** form.

Information about the state agency entering into the sub-award agreement is required in fields 1 – 4. Information about the sub-award is required in fields 5 – 11. Information about the federal award funding the sub-award is required in fields 12 – 22.

To complete:

* Check applicable boxes at the top of the page.
* Enter the award information in the form fields.
* Attach the cover sheet to federally-funded sub-award agreement/contract.

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| --- | --- |
| **Data Element Instructions** | |
| 1. State Awarding Agency | Enter the name of the pass-through state agency. |
| 1. State Agency Contact Name | Enter the name of the person at the awarding state agency whom the sub-recipient may contact with questions. |
| 1. State Agency Contact Phone | Enter the phone number of the person at the awarding state agency whom the sub-recipient may contact with questions. |
| 1. State Agency Contact E-Mail | Enter the e-mail address of the person at the awarding state agency whom the sub-recipient may contact with questions. |
| 1. Sub-Recipient Name | Enter the name of the recipient organization. **Must match registered name in DUNS.** |
| 1. Sub-Recipient DUNS Number | Enter sub-recipient’s 9-digit DUNS number. |
| 1. Sub-Award Start Date | Enter sub-award period of performance start date. |
| 1. Sub-Award End Date | Enter sub-award period of performance end date. |
| 1. Amount Obligated this Action | Enter amount of funding awarded to sub-recipient in this contract or contract amendment only. Include from all sources (state, federal, and other). |
| 1. Total Amount Obligated To-Date | If this is an amendment, enter the sum of funding previously awarded to sub-recipient plus funds added in this amendment. Include funds from all sources (state, federal, and other). |
| 1. Sub-Award Project Description | Enter brief narrative description of the purpose of the sub-award. |
| 1. Federal Award Identification Number | Enter the Federal Award Identification Number (FAIN) of the federal award that is funding this sub-award. |
| 1. Name of Federal Awarding Agency | Enter the name of the federal agency that provided the federal award that is funding this sub-award to the state agency. Note: do not enter the name of a sub-agency. For example, enter “Department of Health and Human Services,” *not* “Centers for Disease Control.” |
| 1. Federal Award Date | Federal award date means the date when the initial Federal award is signed by the authorized official of the Federal awarding agency. Do not use the date of amendment. |
| 1. Total Amount of the Federal Award | Enter the total amount of the federal award received by the state agency. Enter the cumulative amount of funds awarded to date (over the entire project period). |
| 1. CFDA Number and Name | Enter the CFDA number as listed on the award letter and program title. Look up program title by entering CFDA number into search function at [www.CFDA.gov](http://www.CFDA.gov) if necessary. |
| 1. Amount Obligated this Action | Enter the amount of federal funds from this federal award awarded to the sub-recipient in this contract or contract amendment only. |
| 1. Total Amount Obligated To-Date | If this is an amendment, enter the sum of federal funds from this federal award previously awarded to sub-recipient plus funds added in this contract amendment. |
| 1. State Agency Approved Indirect Rate | Enter the state agency’s approved indirect cost rate, if applicable. |
| 1. Sub-Recipient Approved Indirect Rate | Enter the sub-recipient’s approved indirect cost rate (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs). |
| 1. Research & Development (Y/N) | Identify whether or not the sub-award is for research and development by entering Yes or No. |
| 1. Federal Award Project Description | Enter a brief narrative description of the purpose of the federal award. |

GMO Form 15-01 Instructions/Rev. Date: 3/20/15

1. See <http://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-331> [↑](#footnote-ref-1)