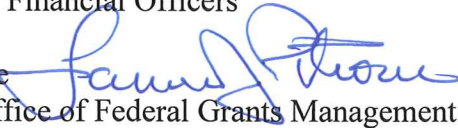




STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
**DEPARTMENT OF ADMINISTRATION**

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**To:** Agency Chief Financial Officers  
**From:** Laurie Petrone   
Director of Office of Federal Grants Management  
**Subject:** Required Elements to be Included in Sub-Award Contracts  
**Date:** March 23, 2015

The new *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (2 CFR 200.331), spells out the requirements for pass-through entities making sub-awards using federal award funds.

Under this section, pass-through entities are required to clearly identify sub-awards and include specific data elements in the written agreement at the time of award and to update the information when the sub-award is modified.

The Office of Grants Management developed the *Sub-Award Agreement – Federal Funding Information* form (GMO Form 15-1) to capture and report the required elements in all agreements. The form is available in both Word and PDF fillable-form format. I have attached copies of the forms and an instruction sheet to assist in its completion. The forms are also posted on our website at: <http://omb.ri.gov/grants/resources/forms.php>.

Effective immediately, state agencies are required to insert the completed form into sub-award agreements directly after the cover page of the agreement. Agencies may propose an alternative approach to meet the federal requirement. Requests must be reviewed and approved by the Grants Management Office prior to implementation. Suggestions to improve the form are also welcome.

Please note that the Uniform Grant Guidance is effective as of December 26, 2014, and applies to all federal awards received on or after this date. Agencies should review their federal awarding agency implementing guidance to determine the requirements for federal awards issued prior to December 26, 2014.