TASKS FOR TRANSITIONING A COUNTRY OFFICE ARCHIS: MOUS AND SUBAWARDS

MOUs

- Adapt GOM 15 – Memorandums of Understanding
  - Identify parameters of MOUs the organization envisions (binding, nonbinding, different treatment based on org type, etc).
  - Develop MOU templates based on parameters above
  - Develop MOU tracker
  - Identify persons authorized to sign MOUs on organizations behalf
  - Identify situations in which additional legal review of MOUs is required (binding agreements, IP, etc) and develop process for legal review
  - Identify existing MOUs between UW/I-TECH and partners that need to be transitioned to the new entity

RESOURCES

- MOU template
- MOU tracker

SUBAWARDS

- Adapt/adopt Subawards policy and SOPs from Headquarters Operation Manual (HOM – available on the intranet)
  - Identify and train staff person(s) responsible for managing subawards
  - Develop subaward contract templates and flow down provisions for all funding sources that align with local laws and Uniform Guidance.
  - Develop/adopt certifications and assurance forms that adhere to Uniform Guidance Requirements
  - Develop/adopt sub recipient needs assessment tool
  - Develop budget, narrative and scope templates for subs
  - Develop progress reporting templates
  - Develop invoicing templates
  - Develop subaward management, monitoring and site visit strategy and calendar
  - Develop subaward expenditure and monitoring tracker.
  - Develop schedule for sub audit report collection
  - Develop training tools for orienting subs to USG funding regulations and funder specific requirements
  - Create a central file for each subrecipient
  - Complete FFATA reporting requirements for each subaward
Identify the responsible person for each task for each subaward (reference Subaward Roles and Activities ARCHI)

- Ensure prior approval from funder for all subawards
- Award Notification
- SAM registration support
- Form Completion support
- Scope of work and progress reporting development support
- Budget development support
- Programmatic approval of budget
- Fiscal/Compliance approval of budget
- Programmatic monitoring
- Fiscal/compliance monitoring and support
- Programmatic invoice approval
- Fiscal/Compliance invoice approval
- Activity report collection, review and reminders.
- Audit report collections, review and submissions to funder
- Subaward Closeout

RESOURCES

- Subrecipient Needs Assessment
- Subaward Roles and Activities ARCHI
- New Sub Questionnaire (UW)
- Project Specific Certifications form
- Budget, scope, progress report and justification templates
- Subaward Tracker
- SAM Registration Process
- HQ Operations Manual