

## **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