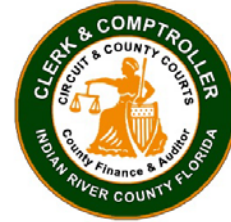


JEFFREY R. SMITH, CPA, CGFO, CGMA

Clerk of Circuit Court & Comptroller
Finance Department
1801 27th Street
Vero Beach, FL 32960



TO: Board of County Commissioners

FROM: Diane Bernardo, Soon to be Retired Finance Director

THROUGH: Jeffrey R. Smith, Clerk of Court & Comptroller

DATE: September 13, 2017

SUBJECT: Subrecipient Award Contracts

At the May 16, 2017 Board meeting, the County Commissioners approved the template of the Subrecipient Award Grant Contract. This agreement is a federal government requirement under 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Award, (commonly known as the Uniform Grant Guidance).

Our office would like to make three modifications to the approved Sub-recipient Award Grant Contract:

- (1) Paragraph 7.3, pertaining to performance reports, originally stated performance reports would be provided quarterly and submitted within 15 days after the quarter's end. In reviewing the individual grant documents for Treasure Coast Homeless Services Council (TCHSC), not all grants provide performance reports on a quarterly basis and we would like to modify the language so that performance reports will be submitted based upon the specific grant terms. We also recommend the maximum time frame to submit performance reports shall be within 90 days after the completion of the grant.
- (2) Paragraph 7.4, pertaining to audit requirements, originally stated the County may deny funding if the audit is past due and not submitted by May 1st. We recommend deleting the May 1st date and replacing with 180 days after subrecipient year end.
- (3) On page 2, paragraph 5 on the Senior Resource Association Subrecipient Award Grant Contract, it has been amended to exclude Exhibit B, paragraphs D(a) and D(b) expenditures pertaining to travel expenses and sick or vacation payments to employees.

As mentioned in the OMB agenda item dated May 9, 2017, these contracts are being applied retroactive to October 1, 2016 through September 30, 2017. Attached please find the two Subrecipient Award Grant Contracts for the Senior Resource Association (SRA) and the TCHSC.

RECOMMENDATION

The Clerk's office recommends:

- (1) Board approve the three modifications to the subrecipient contract template and
- (2) Board approve the two Subrecipient Award Grant Contracts retroactive to October 1, 2016 for SRA and TCHSC.