

Sub-Grant Agreement (Grant Agreement)

Purpose of the Sub-Grant Agreement:

- 1) The purpose of the Sub-Grant Agreement is to establish County Family Service Agencies (CFSA) as a subrecipient to receive grants from the Ohio Department of Job & Family Services (ODJFS) and the Ohio Department of Medicaid (ODM).
- 2) Definitions from Sub-Grant Agreement
 - A) County Family Service Agency (CFSA): CDJFS, CSEA,PCSA as designated by the board of county commissioners
 - B) Departments: ODJFS and ODM
 - C) Family Service Duty: duty required by state law allowing a CFSA to perform all financial and administrative functions
 - D) Financial Assistance: Cash, reimbursements, allocations, draws and property provided by ODJFS and ODM to CFSA's
- 3) The Ohio Revised Code (ORC) requires each county agency to sign a Sub-Grant Agreement with ODJFS before any federal/state awards are issued.
 - A) Issued on a state fiscal year biennium basis: Current Grant Agreement: July 1, 2017-June 30, 2019
 - B) FAPM 5101:9-6-02 (County Sub-Grant Agreement and Allocation Process)
 - C) Between ODJFS, ODM, the Board of County Commissioners and the County Children Services Board
 - D) Current Sub-Grant Agreement number begins with G-1819-11-57XX and used on Federal Schedules
 - E) Each county is a sub-grantee or sub-recipient
 - F) The Sub Grant Agreement process is initiated by ODJFS
 - G) Sub-Grant agreement is signed by CFSA Directors, CSB Officer, County Commissioners, ODJFS and ODM Directors
- 4) State Supervised vs County Administered
 - A) State Supervised (ODJFS/ODM)
 - Establish fiscal policy
 - Provide financial assistance to Sub-grantee or Sub-Recipient(counties)
 - Provide annual financial, administrative, or other incentive awards to Sub-grantee
 - Provide information on changes to terms and conditions of Grant Agreement

- Provide technical assistance and training to assist in compliance with Grant Agreement
 - Recover funds not used in accordance with the Grant Agreement
- B) County Administered(CFSA)
- Ensure funds included in Grant Agreement are used in accordance with conditions, requirements and restrictions established by ODJFS, ODM, state and federal law
 - Follow internal controls regarding cash, real property and other assets
 - Reconcile Budget vs. Actual Expenditures
 - Provide source documentation
 - Cash Management
- 5) Audits of Sub-Grantee
- A) Provide timely audits
 - B) Ensure compliance with fiscal and accounting procedures
 - C) Provide accounting records when requested
 - D) Take prompt action to correct problems identified in an audit