GRANT AGREEMENT

For Sub-award

Between the City of Minot and the Domestic Violence Crisis Center

Sub-recipient: Domestic Violence Crisis Center

Sub-recipient’s DUNS #: 076498799

Federal Award Identification Number (FAIN): 15PBJA-21-GG-00279-JAGX

Federal Award Date: November 9, 2021

Sub-award Period of Performance: January 1, 2022-December 31, 2022

Scope of work: The funds from the JAG program are used to supplement the salary for a Victim Advocate to provide Protection Orders and services to victims of domestic violence and sexual assault.

Amount of Federal Funds Obligated BY THIS ACTION by the pass-through entity to sub-recipient: $11,486.80

Total amount of Federal Funds Obligated to sub-recipient by pass-through entity including this current obligation: $17,672

Total amount of the Federal Award committed to the sub-recipient by the pass-through entity: $11,486.80

Federal Award Project Description: Edward Byrne Memorial Justice Assistance Grant (JAG) Program

Federal Awarding Agency: Office of Justice Programs

Federal Contact Name and Information: Becky Keller, Director of Finance

Federal Awarding Agency Pass-through entity: City of Minot

Pass-through entity Contact Official and Contact Information: Janet Kuivenhoven, Financial Specialist (701) 857-4781

Sub-recipient Contact Official: Jill McDonald, Project Director, 701-852-2258

CFDA Number & Name: 16.738
Award for Research and Development: No

Indirect Cost Rate: 0

Payment Schedule: Quarterly Reimbursement Schedule (April 30, 2022, July 30, 2022, October 30, 2022, January 30, 2023)

Progress Report Requirements: The Subrecipient must submit quarterly performance metrics reports through BJA’s PMT website (https://ojpssso.ojp.gov/). These reports are due quarterly on the 20th of the month following the end of the quarter.

Terms and Conditions concerning closeout of the sub-award: (To be in accordance with the Grantor’s requirements that may designate the sub-award specific conditions as described in 2 CFR 200.207).

Closeout guidelines per 2 CFR 200.343 to 200.345; 2 CFR570.509; or 2 CFR 2900.15
The City of Minot will close-out the Federal award when it determines all applicable administrative actions and all required work of the Federal award have been completed by the sub-recipient. The following are the required actions to complete this process at the end of the period of performance:

A. The sub-recipient must submit, no later than 90 calendar days after the end date of the period of performance, all financial, performance, and other reports as required by or the terms and conditions of the Federal award. The City of Minot may approve extensions when requested by the sub-recipient.

B. Unless the City of Minot authorizes an extension, the sub-recipient must liquidate all obligations incurred under the Federal award not later than 90 calendar days after the end date of the period of performance as specified in the terms and conditions of the Federal award.

C. The City of Minot must make prompt payments to the sub-recipient for allowable reimbursable costs under the Federal award being closed out.

D. The sub-recipient must promptly refund any balances of unobligated cash the City of Minot paid in advance or paid and not authorized to be retained by the sub-recipient for use in other projects. See OMB Circular A-129 and see 2 CFR 200.346 Collection of amounts due, for requirements regarding unreturned amounts that become delinquent debts.

E. Consistent with the terms and conditions of the Federal award, the City of Minot entity must make a settlement for any upward or downward adjustments to the Federal share of costs after closeout reports are received.

F. The sub-recipient must account for any real and personal property acquired with Federal funds or received from the Federal government in accordance with 2 CFR 200.310 Insurance coverage through 2 CFR 200.316 Property trust relationship and 2 CFR 200.330 Reporting on real property.
G. The City of Minot should complete all closeout actions for the Federal awards no later than one year after receipt and acceptance of all required final reports.

Contract language:

Normal contract language to include but not limited to:

1. The records requirements per City of Minot’s Record Retention Schedule or for HUD grants: the retention period for individual CDBG activities shall be the longer of 4 years after the expiration or termination of the sub-recipient agreement under 24 CFR 570.503, or 6 years after the submission of the annual performance and evaluation report, in which the specific activity is reported on for the final time. Records for individual activities subject to the reversion of assets provisions at 24 CFR 570.503(b) (7) or change of use provisions at §570.505 must be maintained for as long as those provisions continue to apply to the activity. Records for individual activities for which there are outstanding loan balances, other receivables, or contingent liabilities must be retained until such receivables or liabilities have been satisfied.

2. The City of Minot requires each sub-recipient to have internal accounting and other control systems to provide reasonable assurance it is managing Federal financial assistance programs in compliance with applicable laws and regulations, including 2 CFR Part 200 Subpart F Audit Requirements.

3. If the sub-recipient generates program income, the program income will be deducted from the next payment request submitted with all documentation necessary for the City of Minot to record and report as program income. If at closeout the sub-recipient has remaining program income, it will be remitted immediately to the City of Minot for further required processing. The sub-recipient will comply with the City of Minot’s Program Income Policy Section 6 #6.

4. The City of Minot requires each sub-recipient to permit the pass-through entity and auditors to have access to the sub-recipient’s records and financial statements during the grant period and for three years after the close of the grant as necessary for the pass-through entity to meet the Grant requirement of Section VIII. INSPECTION OF RECORDS.

5. Attachments (If any) None
Mayor, City of Minot

Date ________________

(Sub-recipient Representative)

Date ________________