

Amendment to Subrecipient Grant Agreement

**By and Between _____ (City) and
_____ (subrecipient)**

WHEREAS, _____ and subrecipient entered into a grant agreement dated _____;

WHEREAS, _____ and subrecipient now desire to amend the original agreement to include the information contained herein;

NOW, THEREFORE, _____ and subrecipient hereby agree to amend the original agreement to incorporate the information contained herein to the grant agreement as of the date first above written;

Subrecipient name (which must match registered name in DUNS) 2 CFR 200.331(a)(1)(i)	
Subrecipient's DUNS number (see § 200.32 Data Universal Numbering System (DUNS) number)	
Federal Award Identification Number (FAIN)	
Federal award date (See §200.39)	
Subaward Period of Performance Start and End Date	
Amount of Federal Funds Obligated by this action	
Total Amount of Federal Funds Obligated to the subrecipient	
Total Amount of the Federal Award committed to the subrecipient by the pass-through entity	
Total Amount of the Federal Award	
Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)	
Name of Federal awarding agency, pass-through entity and contact information for awarding official	HUD: City:
CFDA Number and Name: the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement	
Identification of whether the award is R&D	
Indirect cost rate for the Federal award (including if the de minimis rate is charged per § 200.414)	
All requirements imposed by the pass-through entity on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award	
Any additional requirements that the pass-through entity imposes on the subrecipient in order for the pass-through entity to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports	
An approved Federally recognized indirect cost rate negotiated between the subrecipient and the Federal government or, if no such rate exists, either a rate	

negotiated between the pass-through entity and the subrecipient (in compliance with this part), or a de minimis indirect cost rate as defined in § 200.414 Indirect (F&A) costs, paragraph (b) of this part – If there are indirect cost rates approved, please attach approval form from cognizant agency	
A requirement that the subrecipient permit the pass-through entity and auditors to have access to the subrecipient's records and financial statements as necessary for the pass-through entity to meet the requirements of this section, §§ 200.300 Statutory and national policy requirements through 200.309 Period of performance and subpart F – Audit Requirements of this part	
Appropriate terms and conditions concerning closeout of the subaward are included per 2 CFR 200.331(6)	
Subrecipient has been provided with resource materials (governing regulations, 2 CFR 200, CPD Notices, the CDBG Program Guide to <i>National Objectives & Eligible Activities for Entitlement Communities or corresponding websites</i>) and has been updated on program changes and new or revised requirements	
Technical assistance or trainings are offered to subrecipients on an on-going and/or an as needed basis	
Measures for managing program income are in place to ensure it is kept track of and reported on § 200.307	
System in place for amending written agreements which is compliant with CDBG requirements	
Subrecipients' financial management systems are kept in accordance with 2 CFR 200.302(b) and City employees have been determined to be qualified to conduct any financial review of subrecipient if applicable	
Conflict of interest policies are included pursuant to 2 CFR 200.112	
Does subrecipient have employees that work on both CDBG-eligible and non-CDBG eligible activities? If yes, does the subrecipient keep appropriate time distribution records and make charges to the CDBG program as required by 2 CFR 200.430(i)?	
System in place to ensure subrecipient compliance with the procurement and/or subcontracting requirements of 2 CFR 200.318-200.326	
Agreement specifies that the subrecipient must maintain and retain adequate records for a period of not less than four years to comply with program requirements as well as any documentation required by the contract or project activity type as set forth in 2 CFR 200.333	
Subrecipient has procedures in place to adequately	

identify CDBG property and assets and maintain the appropriate property records as required by 2 CFR 200.313(d)(1)	
Subrecipient has procedures in place to ensure adequate safeguards for preventing loss, damage or theft of subrecipient-held property per 2 CFR 200.313(d)(3)	
A system is in place for tracking real property under the subrecipient's control that was acquired or improved with CDBG funds in excess of \$25,000 to assure national objective compliance with 24 CFR 570.503(b)(7)	
Subrecipient has been informed that if applicable, Single Audit Reports are to be completed and submitted per 2 CFR 200.501	
Suspension and termination terms are included per 2 CFR 200.339; § 200.340; § 200.341; § 200.342	
If subrecipient is paid on an advance or reimbursement basis, the conditions of 2 CFR 200.305(b)(1) and (b)(2) are met	
Is subrecipient required to submit support documentation to receive payment of CDBG funds in sufficient detail for the program participant to determine cost eligibility and allowability pursuant to 2 CFR 200.302?	
If subrecipient is paid on a reimbursement basis, a system of internal controls has been established to ensure that the funds are used for allowable and eligible costs related to the funded activity(ies) in accordance with 2 CFR 200.305(b)(4)	
A system is in place to routinely require and verify performance reporting data	
Has City certified the subrecipient as a Community -Based Development Organization (CBDO)? CBDO is an organization qualified to carry out a neighborhood revitalization, community economic development or energy conservation project. 24 CFR 570.204(a)	
Statement of work and corresponding budget 24 CFR 570.503(b)(1)	
Timetable or schedule for performance 24 CFR 570.503(b)(1)	
Uniform administrative requirements are met 24 CFR 570.503(b)(4)	
Other program requirements are met - agreement requires that subrecipient carry out each activity in compliance with all federal laws and regulations per 24 CFR 570.503(b)(5)	
Reversion of assets is accounted for 24 CFR 570.503(b)(7)	

IN WITNESS WHEREOF this amendment is executed as of the date first above written.

By: _____

Signature, _____ Official

Hereunto duly authorized

Subrecipient:

By: _____

Signature, Authorized Official