



1.4 STRUCTURE AND MANAGEMENT

POLICY:

Family planning services under a Title X grant may be offered by grantees directly and/or by delegate agencies operating under the umbrella of a grantee. However, the grantee is accountable for the quality, cost, accessibility, acceptability, reporting, and performance of the grant-funded activities provided by delegate agencies. Where required services are provided by referral, the grantee is expected to have written agreements for the provision of services and reimbursement of costs as appropriate.

PROCEDURE:

Section 1.4.1: Written Sub-Recipient Agreements and Standards

ND FPP must have a written agreement with each delegate agency and establish written standards and guidelines for all delegated project activities consistent with the appropriate section(s) of the Title X Program Requirements, as well as other applicable requirements (42 CFR 59.2).

ND FPP and delegate agency monitoring tools and reports demonstrates that service sites are being monitored for compliance with all statutory and regulatory requirements on a regular basis.

Section 1.4.2: Sub-Recipient Subcontracts

If a delegate agency wishes to subcontract any of its responsibilities or services, a written agreement that is consistent with Title X Program Requirements and approved by the grantee must be maintained by the delegate agency. (42 CFR 59.1).

Delegate agencies must monitor those entities that they subcontract with for compliance with Title X requirements.

Section 1.4.3: Authorized Purchases

All services purchased for project participants will be authorized by the project director or his designee on the project staff (42 CFR 59.5(b)(7)).

Delegate agency policies clearly indicate the approval process for any services that are purchased for participants.

Section 1.4.4: Schedule of Rates and Payment Procedures

The delegate agency must ensure that services provided through a contract or other similar arrangement are paid for under agreements that include a schedule of rates and payment procedures. The delegate agency must be prepared to substantiate that these rates are reasonable and necessary (42 CFR 59.5(b)(9)).



Delegate agencies must demonstrate the process and/or rationale used to determine payments, examples of financial records, and applicable internal controls.

Section 1.4.5: Sub-Recipient Inclusion in Grantee Policy Establishment

Delegate agencies must be given an opportunity to participate in the establishment of ongoing grantee policies and guidelines (42 CFR 59.5 (a)(10)).

ND FPP will provide this opportunity through delegate director meetings, conference calls and participation on the Policy and Procedure Committee.

Section 1.4.6: Financial Management System

The grantee and each delegate agency must maintain a financial management system that meets Federal standards, as applicable, as well as any other requirements imposed by the Notice of Award, and which complies with Federal standards that will support effective control and accountability of funds, as required (45 CFR 75.302).

Delegate agency policies and procedures can be referenced back to federal regulations as applicable.

ND FPP and will maintain financial records and oversight documentation that demonstrates that the financial management practices within all project sites are aligned with Title X and other applicable regulations and grants requirements.