



# Office of Criminal Justice Grants

## THIRD PARTY CERTIFICATE OF SUBAWARD

Email completed form to: [criminaljustice@fdle.state.fl.us](mailto:criminaljustice@fdle.state.fl.us)

FDLE Recipient Name:

FDLE App/Award #:

Federal Program:

Federal Agency:

Federal Award Number:

CFDA #:

This form must be completed for all third-party agreements determined to be **SUBRECIPIENTS** by OCJG's Third-Party Determination Checklist. The FDLE Recipient must complete Parts I through IV and forward a copy to the tiered subrecipient for their signature in Part V. A copy of the fully executed Certificate of Subaward must be maintained on file by both parties and provided to FDLE.

Entities passing funds through to a "tiered subrecipient" must ensure their compliance with 2 CFR §200.332 – *Passthrough entity requirements*. Failure to address, or provide documentation of, compliance with these requirements will result in a withholding of funds condition on the FDLE Recipient's award. Withholding of funds conditions prevent the review and approval of payment requests, ultimately delaying reimbursement.

### Part I: Certificate of Subaward

Tiered Subrecipient's Name

Tiered Subrecipient's UEI

Tiered Subrecipient's Award/Contract Title

Tiered Subrecipient's Award/Contract #

Grant Project Period: to  
Start Date End Date Effective Date

Indirect Costs:

Project Cost:  
Grant Funds Other Funds Total Cost

Indirect Cost Rate:

Research and Development:

Project Description:

### Part II: Third-Party Compliance Review


- |   |     |    |
|---|-----|----|
| 1. Does the tiered subrecipient have a UEI number? <i>If no, a withholding of funds condition will be placed on the award until a UEI number is obtained.</i>   | Yes | No |
| 2. Does the tiered subrecipient have an active SAM.gov registration? <i>If no, a withholding of funds condition will be placed on the award until an active SAM.gov registration is provided to FDLE.</i> | Yes | No |
| 3. Does the tiered subrecipient have a current EEO Certification? <i>If no, the contract is not eligible for reimbursement with federal funds. Documentation must be provided to FDLE at monitoring.</i>  | Yes | No |



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4. Will the tiered subrecipient be interacting with minors under this award?	Yes	No
<b>If yes, the tiered subrecipient must comply with all requirements for Suitability to Work with Minors. Documentation must be provided to FDLE upon request.</b>		
5. Does the third-party agreement contain provisions requiring the tiered subrecipient be registered in and utilize the E-Verify System in accordance with Section 448.095(5), Florida Statutes? If yes, provide the page #.	Yes	No
<b>If no, a withholding of funds condition will be placed on the award until an amended agreement including these provisions is provided to FDLE.</b>		
Page #:		
<b>Part III: Pass-through Entity Requirements</b>		
1. Does the FDLE Recipient understand they will be required to complete a Third-Party Subaward Risk Assessment and provide a copy at monitoring?	Yes	No
2. Does the FDLE Recipient understand they will be required to complete a Third-Party Subaward Monitoring Tool and provide a completed copy (including supporting documentation) at monitoring?	Yes	No
<b>Part IV: FDLE Recipient Certification -</b>		
<p>As the duly authorized representative, I acknowledge, understand and agree to abide by all applicable federal subaward and pass-through entity provisions established in 2 C.F.R. 200.332. I understand the failure to comply with all provisions and conditions regarding subawards under federal awards may result in the withholding of funds, disallowance of project costs, and/or classification of questioned costs. Additionally, I understand documentation to verify compliance with the provisions above must be maintained and provided at the time of monitoring.</p>		
Signature: 	Date:	
Name:	Title:	
<b>Part V: Tiered Subrecipient Certification -</b>		
<p>As the duly authorized representative, I acknowledge, understand and agree to abide by all applicable federal subaward and pass-through entity provisions established in 2 C.F.R. 200. I understand the failure to comply with all applicable provisions and conditions regarding subawards under federal awards may result in the withholding of funds, disallowance of project costs, and/or classification of questioned costs. Additionally, I understand documentation to verify compliance with the provisions above must be maintained and provided at the time of monitoring.</p>		
Signature:	Date:	
Name:	Title:	

**APPROVED AS TO FORM**

By: Cody J. Ward  
Office of the County Attorney