

When a service provider has indicated that a supplier will be involved with the project, the service provider shall provide MNRAAA with the legal arrangements. MNRAAA will then determine if the relationship is contractual or subrecipient award. No Agreement can be in place between MNRAAA and the service provider until all subawards are reviewed and approved. MNRAAA will provide copies of the potential subawards to the MBA for further approval. MNRAAA will perform the following items regarding subawards:

- Conduct a pre-award risk assessment (PARA) for subawards that are \$50,000 and greater.
- Conduct site visits.
- Reimburse all invoices relating to the project.
- Manage financial reconciliation processes where applicable.
- Review service providers data for completion and accuracy.
- Close out grant and contract awards.
- Write provider evaluations.

MNRAAA will compile all information relating to all supplier agreements, with the service providers' agreement.

MNRAAA shall utilize a decision tree process to identify the relationship between the service provider and supplier. After completion, MNRAAA will inform the service provider of the final determination. The service provider may request another review if they submit additional information within five (5) business days. The final decision will be incorporated with the agreement. Any changes between supplier and service provider, the service provider must immediately inform MNRAAA.

Service Providers may choose to operate in an Intermediary Capacity if the relationship is deemed to be a subrecipient. Roles within this capacity are limited to the following:

- Cultivate relationships with smaller and culturally specific community-based organizations.
- Respond to AAA requests for proposals and include other service providers in their responses.
- Provide direct service to individuals with greatest social need and greatest economic need who are not receiving the same service from subcontracted service providers.
- Provide outreach to prioritized populations with greatest social need (GSN) and greatest economic needs (GEN).
- Perform client intake and completion of NAPIS forms on behalf of subcontracted service providers.
- Gather and aggregate data reported by subcontracted service providers for submission to MNRAAA.
- Assist with educating subcontracted suppliers about their responsibilities in management of federal funds.

- Assist subcontracted service providers by organizing documents for pre-award risk assessments where applicable.
- Assist with strategies and solicitation process for voluntary contributions (and cost sharing where applicable).
- All contributions, whether voluntary or cost sharing, must be made directly to the subcontracted service provider and not to the intermediary service provider).
- Prescreen requests for payment to ensure they include necessary information and align with program income requirements.

Service Providers Supplier List

Service Provider Name:

Program Service:

Agreement Year:

Supplier Name	Description of Work	Is the Work Directly related to the Program? (Y/N)

If further space is needed, add a secondary page and note at the top (1 of 2, so forth).

All subrecipients listed must have an attached agreement submitted with the document.

MNRAAA shall review each and make decisions indicating if the relationship between the Service Provider and Supplier is that of Contractor or a Subrecipient.