



North Carolina Department of Health and Human Services

Pat McCrory
Governor

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Secretary DHHS

May 6, 2015

MEMORANDUM

TO: Division Directors
Division Budget Officers
Division Contract Managers

FROM: Rod Davis, DHHS Chief Financial Officer 

SUBJECT: Notification of Awards Requirement

Please be reminded of the Subrecipient Monitoring and Management requirements in the federal Omni-circular (1st attachment). These requirements apply to all financial assistance contracts using federal dollars that were or will be received on or after December 26, 2014. Contracts subject to the Omni-circular that do not meet these requirements will require amendment.

The required disclosure elements in §200.331 that do not already appear in the contract should be added to the contract cover as "specific language not previously addressed". Open Window will be enhanced by the end of this fiscal year to support automatic completion of these elements based on the funding source(s) selected. Until this feature is implemented, please be sure each contract includes the required elements. The items that are likely to require manual entry include:

- Federal Award Identification Number
- Federal Award Date
- Total Amount of the Federal Award
- Federal award project description
- Name of Federal awarding agency
- CFDA Number and Name
- Identification of whether the award is R&D, and
- Indirect cost rate for the Federal award

Please see the attached FAQ for further clarification. You may also access this document along with other information on this topic via the Employee Home page for Open Window at <https://openwindow.dhhs.state.nc.us/>. In addition, please email staff at omni.circular.questions@dhhs.nc.gov if you have questions.

Thank you.

cc: Executive Committee Curtis Crouch
 Sherrie Settle Marjorie Donaldson
 Sharon Jordan

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