



SUBRECIPIENT POLICY CERTIFICATION

Appendix (4)

PROGRAM: Housing Justice Program HOST ORGANIZATION: _____

PRIME GRANT: NA SUBGRANT #: TBD

EJW POC: Seb Nazary, Manager of Grants Admin

Section A. Instructions: *Equal Justice Works as the project sponsor is responsible for monitoring sub recipient compliance to the provisions of the prime federal and/or private agreements. Therefore, all sub recipients must complete the following:*

1. For sub recipients of federal funds, complete Section B and D only.
2. For sub recipients of private funds, complete Section D only.

Section B. FEDERAL Sub Grants: For sub recipients of federal funds, policies on the following are mandatory under the provisions of the Uniform Guidance (2 CFR 200). Please select Yes or No.

Policy	Uniform Guidance (2 CFR)	Coverage	Yes	No
Internal Controls	200.303	Internal Controls		
Financial Management	200.302	Finance and Accounting		
Compensation-Personal Services	200.430	Timekeeping and Labor		
Travel Costs	200.474	Travel and Transportation		
Conflict of Interest	200.112	Conflicts of Interest		
Mandatory Disclosures	200.113			
Procurement	200.318 to 200.326	Purchasing and contracting		
Required Certifications	200.415	Certification of Costs & Expenditures		
Personally Identifiable Information (PII)	200.79, 200.82, 200.303(e)	Personally Identifiable Information		

Section C. PRIVATE Sub Grants: For sub recipients of private funds, use the policy requirements of the IRS Form 990, Return of Organization Exempt from Income Tax, and any state law provisions.

Section D. Certification: The sub recipient/Host Organizations, as a non-profit organization and/or potential recipient of either Federal or private sub grant attests that their organization is aware of their responsibilities under the sections stated above; and that signing this form certifies compliance with the requirements of the applicable sections.

Signature _____ Date: _____

Title: _____ Organization: _____