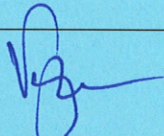| TITLE:	
PREPARING AND PROCESSING MEMOS OF AGREEMENT (MOA) WITH SUBRECIPIENTS	POLICY NO: CDLO 106
PREPARING INTRA-GOVERNMENTAL WORK REQUEST REQUIRED FOR MOA'S	
PURPOSE: To comply with all local and Federal laws in the process of preparing MOA's for Grant task order work, required when there is a Sub-Award (Subrecipient) on the Grant Award.	

SUBAWARDS require the establishment of an MOA between the Office of the Governor and Subrecipients to ensure compliance with Government of Guam and Grantor requirements. Terms of the agreement and task order scope of work must be incorporated into the MOA, in addition to all the federal information requirements for a Subaward as listed in 2 CFR 200.331.

Note: Grantor will require the submission of a fully executed MOA before any reimbursement is made. The MOA document is submitted as an attachment in the first quarterly report after fully executed.

1. Work with Subgrantee personnel to finalize the MOA document. A MOA Template file is available to be used. MOA document must contain the following.
   a. Complete "Recitals" section of MOA.
   b. List each party "Responsibilities".
   c. Include "Modifications of Scope of Work" language.
   d. ALL Pass-through Requirements for Subaward listed in 2 CFR 200.331 (see attached sample)
   e. Quarterly Reporting dates
   f. Signatory Page
      i. Chief of Staff
      ii. Agency Director (Subrecipient)
      iii. Certifying Officer
      iv. Bureau of Budget and Management Research
      v. Attorney General of Guam
      vi. Governor of Guam

2. Complete the Intra-Governmental Work Request – Ensure signatures are obtained

3. Final MOA package should contain the following:

   a. MOA document
   b. Government of Guam Intra-Governmental Work Request
   c. Grant Application, Scope of Work, Notice of Award, Award Letter and All Terms and Conditions listed in Award Letter

4. Route for appropriate signatures – list on number (1.) above, beginning with Certifying Officer.

INTRA – GOV'T OF GUAM WORK REQUEST must be completed, signed by both parties and submitted with the MOA. (Copy attached)