

SPAC Subrecipient, Internal Control and Financial Questionnaire Guide

Q: What is our TIN (EIN)?

52-6002033 , however, refer to how to submit a proposal “Institutional Information for Proposals” from SPA page for submitting federal awards.”

[Institutional Information for Proposals - Research and Development \(umaryland.edu\)](https://www.umb.edu/omb/financial-management/institutional-information-for-proposals-research-and-development)

Q: What is our DUNS

188435911

Q: What is your Unique Entity Identification #: Z9CRZKD42ZT1

Q: What is our banking information? <https://www.umb.edu/omb/financial-management/institutional-information-for-proposals-research-and-development> contact spacollections@umb.edu or nhollaway@umb.edu for ACH information

Q: Where is a copy of our W9? (for Sponsored Projects Only)

<https://www.umb.edu/omb/financial-management/institutional-information-for-proposals-research-and-development>

Q: What is our CAGE Code

1B0S2

Q: What is our NAICS Code: NAICS code:

611310

Q: What is our IRS Code

UMB tax-exempt code of 170-C (1)

Q: Who is your Cognizant Technical Audit Agency Contact:

Olulola (Lola) Oluborode Branch Chief olulola.oluborode@psc.hhs.gov, 301-492-4065
Designated Federal Cognizant Agency: DHHS

Q: Date Incorporated

[Fast Facts - UMB Fast Facts](https://www.umb.edu/omb/financial-management/institutional-information-for-proposals-research-and-development) 1807

Q: # of Employees

[Fast Facts - UMB Fast Facts](https://www.umb.edu/omb/financial-management/institutional-information-for-proposals-research-and-development)

Q: Fiscal Year

06/30

[Financial Reports - Office of the Controller \(umaryland.edu\)](https://www.umb.edu/omb/financial-management/institutional-information-for-proposals-research-and-development) (Last year completed is posted)

Q: Do we fall under the Single Audit Requirement

Yes

[Financial Reports - Office of the Controller \(umaryland.edu\)](https://www.umb.edu/omb/financial-management/institutional-information-for-proposals-research-and-development)

Q: Who is the UMB auditor (they are independent auditors)

S&B Auditors <https://www.sbandcompany.com/>

Q: Is your Single Audit report Available on the Federal Audit Clearinghouse?

Yes - <https://www.fac.gov/>

Q: Do you have the most recent Audit Reports Available

<https://www.umd.edu/financialservices/financial-reports/>

Q: Indirect Costs

Fiscal Year: 06/30 Current Agreement:

[Facilities and Administrative \(F&A\) Cost Rate Agreements - Costing and Compliance \(umaryland.edu\)](https://www.umd.edu/facilities-administrative/facilities-administrative-cost-rate-agreements-costing-and-compliance)

Q: How does your organization determine salary allocation?

Our labor methodology is effort reporting which is in compliance with 2CFR200.430.

Organizations ensure compliance by tracking salary expenses based on proportionate effort for the individuals entire portfolio and reviewing these allocations regularly to meet grant requirements. Below is a link for all pertinent documents relating to effort in our university.

<https://www.umd.edu/cost/about-the-office/effort-reporting/>

Q: How does your organization determine fringe allocation?

Our fringe rate method is based on our negotiated fringe rate with our Cognizant technical agent DHHS.

[Cost Rate Agreements | Facilities and Administrative - Sponsored Projects Accounting and Compliance](https://www.umd.edu/cost/agreements-facilities-administrative-sponsored-projects-accounting-and-compliance)

Q: Does the organization have written accounting procedures set out in an accounting manual?

UMB has written procedures that can be found here.

<https://www.umd.edu/policies-and-procedures/library/>

Q: Is there an effective accountability for funds and property (to include a procurement policy)?

UMB has a Purchasing Manual that can be found here [USM Procurement Policies and](https://www.umd.edu/policies-and-procedures/library/)

[Procedures - Policies and Procedures](https://www.umd.edu/policies-and-procedures/library/)

Q: Are all accounting entries supported by appropriate documentation (e.g., purchase orders, invoices, receipts, vouchers, vendor payments)?

Yes

Q: Are the functions involved in the incurring and paying of obligations adequately separated?

Yes, incurring costs are overseen by the department that was awarded.

Organizing the payment of obligations is centralized in our Accounts Payable department. Payments are made by the State of Maryland.

Q: Is there a policy in place delineating the responsibility and authority for making budget changes and final approval?

Yes budget changes are requested by the department and signed off by the PI. This is

forwarded to centralized Sponsored Programs Administration (SPA) department who verifies if the changes are allowable. If approved it is forward to the Sponsored Projects Accounting and Compliance (SPAC) department to input budget changes.

Q: Is there separation of responsibility in the receipt, payment, and recording of cash?

Yes, funds are received into either a lockbox or a State ACH account. Then an accounting of what was received is forwarded to UMB who verifies the appropriate department to post the payment based on the open receivable.

Q: Does the organization have accounting review processes in place to ensure that grant funds are properly expended during the budget period to prevent unobligated funds greater than 5% of the award amount?

A budget to actual review of sponsored awards is done by the department responsible for the award on at least a monthly basis per policy. <https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/policies/3702a.php>

Q: Describe how program expenditures are tracked:

By Award/Project Number and object (expense) code, against provided budget line category. <https://www.umaryland.edu/quantum/financials/account-combos/>

Q: Is there a current Certificate of Cost Allocation Plan or Certificate of Indirect Costs with an HHS- negotiated rate approved by HRSA for budgeted indirect costs?

Our F&A Rate is negotiated with our Cognizant Technical Agency Department of Health and Human Services.

<https://www.umaryland.edu/spac/cost/cost-rate-agreements--facilities-and-administrative/>

We filed a Cost Accounting Standards Board Disclosure Statement of Educational Institutions otherwise known as a DS-2.

The last filed DS-2 was 5/2/2002. You need to contact SPAC for a copy.

Q: Do you have a financial system that can adequately isolate costs for grants management?

UMB's financial system is Oracle, which is a comprehensive, cloud-based software-as-a-service (SaaS) solution designed for Institutes of Higher Education to manage the full lifecycle of sponsored projects. It automates the entire post award grant process including award creation to expenditure tracking, billing, reporting and closeout.

We input detailed budgets by identified object expense codes as required by an award with a system generated independent award number for each individual award. We require departments to monitor awards on a monthly basis to ensure that they are

within the budget terms of the award. In addition, the contract limit built into the system defaults charges over that amount into an "over the limit" category. This will not allow UMB to draw or bill over the budget value of the award.

Q: How do you determine the expenditure reflected on the quarterly Federal Financial Reports? This includes Federal expenditures (line 10d) recipient share (line 10j), program income earned and expended (line 10l and 10n), and indirect costs (lines 11a through 11d, and 11f).

UMB utilizes an automated financial system to manage all award expenses by project, including **cost sharing** and **over-the-cap** salary restrictions.

Key features of the system and process include:

- **Budget Management:** Negotiated budgets for cost-reimbursement awards are input into the system, and actual expenses require approval from the department overseeing the award.
- **Detailed Cost Classification:** A comprehensive **chart of accounts** breaks down costs into both **direct** and **indirect** budget categories and also tracks **program income** as it is earned.
- **Automated Indirect Cost Calculation: Facilities & Administrative (F&A)** costs are automatically calculated nightly based on an F&A "tree" that applies approved rates to allowable costs.

Our financial system delivers a 425 report, based on expenses to date less previous funds drawn. UMB analyzes and reports the awards on a biweekly or monthly basis depending on the funding level and the PMS account chosen by the sponsor. Normally we draw in arrears. We are a cash basis reporter. We draw over 450 federal awards each month some on a monthly basis and others on a bi-weekly basis.

Q: If indirect costs are included in the approved budget for this award, what is the current indirect cost rate, and the effective dates for that rate?

UMB'S current rates for can be found at this link.

[**Facilities and Administrative \(F&A\) Cost Rate Agreements - Costing and Compliance \(umaryland.edu\)**](http://umaryland.edu)

Q: How do you determine how much to charge the award for an employee's salary and fringe benefit costs, including those employees whose hours may be allocated to more than one cost center (e.g., various grants and non-grant activities)?

UMB has an Effort Reporting policy and procedure which lays the groundwork on how an individual's salary is allocated to each activity performed at the University. Effort reporting encompasses many processes, including committing effort, charging and cost sharing salary

expense for effort, and certifying effort to support commitments and salary charges.

[Effort Reporting - Sponsored Projects Accounting and Compliance](#)

Q: How do you track your actual award expenditure to ensure that they do not exceed the amounts in the approved budget categories?

We input detailed budgets by identified object expense codes as required by an award with a system generated independent award number for each individual award. We require departments to monitor awards on a monthly basis to ensure that they are within the budget terms of the award. In addition, the contract limit built into the system defaults charges over that amount into an "over the limit" category. This will not allow UMB to draw or bill over the budget value of the award.

Q: If you are obligated to receive Federal funds of \$25,000 or more for sub-awards (this includes sub-recipients, Consultants, contractors, memorandum of understanding partners, etc.), how do you comply?

We post the first 25K in a/c 3732 and any sub recipient costs for the same PO are posted to a/c 3734 which does not incur F&A.

Q: What documentation do you obtain from your sub-recipients, consultants, contractors, or Memorandum of understanding partners, in order to reimburse them for award expenditures?

The terms and conditions of the award determine what is required to support costs from a sub-recipient, consultant, contract, or MOU. This process is documented on SPA's website <https://www.umaryland.edu/spa/collaborations-and-subrecipients/subrecipient-agreements/> under "how does the subrecipient get paid."

Invoices from the Subcontractor are sent to Accounts Payable based on the sponsors Purchase Order # (if applicable). The UMB Department is responsible for the financial management of the reviews and receipts the invoice if accurate and allowable. The expense will be posted to UMB's financial system before Accounts Payable releases payment instructions to the State of Maryland to pay the invoice.

Upon financial reconciliation of the Prime Award, the Department Administrator shall review all invoice payments and the PI, or designee confirms that charges are valid and allowable. Principal Investigator must sign all final financial reports timely, confirming that the award costs are reasonable and allowable for the scope of work that was accomplished by the sub recipient and in accordance with the Prime Award. If they fail to sign off on the charges within the required time to submit the financial report timely, Sponsored Projects Accounting and Compliance (SPAC) will submit the financial report according to the costs listed in the book of record.

Q: What Point of Contact or Financial Point of Contact changes have occurred in your

organization within the last year?

None: Below are the current contacts

POC: Jill Frankenfield (Authorized Official)

FPOC: Non-LOC non-federal cost awards Krissy Long, Manager for non-federal awards

Volume/Milestone/Schedule awards Danijela Macakanja, Manager

Federal non-LOC awards (contracts) Danijela Macakanja, Manager

LOC Federal Awards Hamid Boushehri, Manager

Alternatives: Michelle Ward, Director; Rama Camara Spasic, Director

Q: For US Department of Justice – has anyone successfully completed the DOJ Grants Financial Management Online Training?

Yes, Rama Camara-Spasic 2022 and Hamid Badiei-Boushehri, 2022