Subawards For Indirect Costs Calculation

User’s Guide
Table of Contents

Defining a Sub-award .............................................................................................................................................................. 3
Accessing the Subawards Page ............................................................................................................................................... 4
Entering Subawards ................................................................................................................................................................ 6
Subaward Reports ................................................................................................................................................................... 8
Defining a Sub-award for Indirect Cost

Subawards:

Defined by the OMB Uniform Guidance as:

“An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a program for which the recipient received Federal support. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.”

Subawards are classified by the following five characteristics:

1. The subrecipient determines who is eligible to receive what Federal assistance;
2. The subrecipient has its performance measured in relation to whether objectives of a Federal program were met;
3. The subrecipient has responsibility for programmatic decision making;
4. The subrecipient is responsible for adherence to applicable Federal program requirements specified in the Federal award;
5. The subrecipient, in accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

Subawards (Subgrants/Subcontracts) amounts exceeding $25,000 are to be “excluded” when calculating indirect cost rate. Also, this rate should only be applied to the first $25,000 of each subaward.

Subcontract: An award that establishes a vendor relationship to BUYS specific deliverables that assist the primary recipient in carrying out its activities under the grant.

Subgrant: An award given to another entity that is an extension of the prime grant award, which assists the subrecipients’ activities and objectives.

Example of a subaward:

- District #1 pays $500,000 to a neighboring LEA for an evaluation of District #1’s summer reading program for the students. This is a contract.
- District #1 sub-awards the same amount to a neighboring LEA to conduct a summer reading program for the neighbor’s students. This is a grant.
Accessing the Subawards Page

LEADS ACCESS:  https://leads3.doe.louisiana.gov/ptl/

1. Login to LEADS as usual and click the AFR - Annual Financial Report link.

2. A page similar to the one above will display. Available options will be made active based on your access level.

3. Select LEA Update, then, select the Subawards for Indirect Costs Calculation option.
4. You will be prompted to login again. Enter your LEADS username and password.

5. Once logged in, read the Subawards messages displayed on the page. Important information and updates regarding Subawards is listed there. Other messages concerning AFR are also displayed.

6. Click the Home link, then move your mouse over the **Subaward Statement** option and click on the link.
7. The Subaward Statement page will display on the screen. You can indicate whether or not you have subaward data to enter. If no subawards, select the no option and save the page. If subawards data is available, select the yes option, save the page, and then select Enter Subawards.

**Entering Subawards**
1. If there are no subawards for your LEA entered for the current collection period, the above page will be displayed. If there are subawards entered for the current collection period, a list of the entered subawards is displayed.

2. Click the Add New Subaward button to enter a subaward, or, if existing subawards are listed the Add New link on any line to create a blank row to enter a new subaward.

3. Complete all fields on the line. If all fields are not filled in, you will get an error message indicating which fields are missing.

4. Field definitions:
   a. **Subaward Vendor Name**: Enter the name of the company that will carry out the purpose of the subaward.
   b. **Description of Service Provided**: Enter a brief description of the services provided by the subaward vendor.
   c. **Amount of the Expenditure**: Enter the amount of the subaward. Enter only whole numbers – no decimals. This amount cannot exceed the total of the AFR amount entered for a keypunch code and AFR column combination. Additionally, all subawards for a keypunch code/AFR column combination are added to verify that the sum does not exceed the AFR amount. If the sum total exceeds the AFR amount, an error message stating: The total subawards entered for this Item Code and Fund Column exceeds the amount entered in the Revenue Expenditure Balances.
   d. **Reported in Keypunch Code**: Select the appropriate keypunch code from the drop down list.
   e. **Reported in which column on the AFR?**: Select the AFR column that the subaward will come from.

5. When all fields have been completed, click the Add Subaward link to save the entry. Upon a successful save, a message stating: A new Subaward has been saved.
6. Available functions for maintaining subawards are shown above in the Action column. The Action options change according the current function being performed.

   a. **Edit**: Click the Edit link to make changes to an existing subaward entry. Then click the Save link to save the updates to the database.

   b. **Add New**: Click the Add New link to create a blank row to enter a new subaward.

   c. **Delete**: Click the Delete link to permanently remove a previous entered subaward from the database.

   d. **Add Subaward**: Use this link to save a new subaward when the line has been filled out.

   e. **Cancel**: Click this link to abandon an entry before it has been saved. This applies to a new entry or when editing an existing entry.

   f. **Save**: When in Edit mode, click the Save link to save updates to the database.

### Subaward Reports

There are two subaward reports available. To access these reports, click on the Reports menu link, then click on the name of the desired report. Descriptions of the reports follow.

1. **LEA Indirect Cost Subaward Report**: This report lists all entered subawards for your LEA

2. **OverLimit Subawards**: This report lists any subawards that are greater than the amount reported on the AFR.