



North Carolina Department of Health and Human Services  
Office of the Controller

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**MEMORANDUM #2011-11**

**TO:** Division Directors  
Division Budget Officers

**FROM:** Laketha M. Miller *Laketha M. Miller*

**SUBJECT:** Notification of Awards Requirement

This communication is provided pursuant to the Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, which establishes requirements and responsibilities in Subpart D. Federal Agencies and Pass-Through Entities, Section .400(d) Responsibilities. The specific requirements/responsibilities are:

- (d) Pass-through entity responsibilities – A pass-through entity shall perform the following for the Federal awards it makes:
- (1) **Identify Federal awards made by informing each subrecipient of CFDA title and number, award name and number, award year, if the award is Research & Development, and name of Federal agency.** When some of this information is not available, the pass-through entity shall provide the best information available to describe the Federal award.

A Pass-Through entity is defined as: **A non-Federal entity that provides a Federal award to a subrecipient to carry out a Federal program and a Subrecipient is defined as a non-Federal entity that expends Federal funds received from a pass-through entity to carry out a Federal program.**

DHHS Divisions/Offices must notify all subrecipients (contracts, grants & allocations) at the time funds are officially awarded by providing the above information as required by OMB Circular A-133, Subpart D. In a conversation with staff from the Office of State Auditor, findings related to these requirements would be non-reportable for the SFY 2009-2010 Audit; however, these requirements will be closely monitored during the SFY 2010-2011 Audit. Therefore, it is imperative that all subrecipients be notified immediately of these requirements.

If you have any questions, please contact Scarlett Edwards of my staff at (919) 855-3718.

LMM/jwc

cc: DHHS Executive Committee  
DHHS Office of the Controller Section Chiefs