



1.4 STRUCTURE AND MANGAGEMENT

POLICY:

The ND FPP is based within the ND Department of Health and Human Services (ND DHHS), Healthy & Safe Communities Section (HSC), Family Health & Wellness Unit. The mission of the FPP is to assist women and men to understand and take responsibility for their reproductive health through education, counseling, and medical services. Selected by the ND FPP through an application process, each subrecipient covers a geographical area of North Dakota and provides services and outreach to outlying areas for individuals in need of family planning services.

Family planning services are offered by subrecipients operating under the umbrella of the ND FPP. The ND FPP is accountable for the quality, cost, accessibility, acceptability, reporting, and performance of the grant-funded activities provided by subrecipients. Where required services are provided by referral, the subrecipient is expected to have written agreements for the provision of services and reimbursement of costs as appropriate.

PROCEDURE:

Written Sub-Recipient Agreements and Standards

ND FPP must have a written agreement with each subrecipient and establish written standards and guidelines for all delegated project activities consistent with the appropriate section(s) of the Title X Program Requirements, as well as other applicable requirements (42 CFR 59.2).

ND FPP and subrecipient monitoring tools and reports demonstrate that service sites are being monitored for compliance with all statutory and regulatory requirements on a regular basis.

Sub-Recipient Subcontracts

If a subrecipient wishes to subcontract any of its responsibilities or services, a written agreement that is consistent with Title X Program Requirements and approved by the ND FPP must be maintained by the subrecipient (42 CFR 59.1).

Subrecipients must monitor those entities that they subcontract with for compliance with Title X requirements.

Authorized Purchases

All services purchased for project participants will be authorized by the subrecipient family planning program director or their designee on the project staff (42 CFR 59.5(b)(7)).

Subrecipient policies clearly indicate the approval process for any services that are purchased for participants.



Schedule of Rates and Payment Procedures

The subrecipient must ensure that services provided through a contract or other similar arrangement are paid for under agreements that include a schedule of rates and payment procedures. The subrecipient must be prepared to substantiate that these rates are reasonable and necessary (42 CFR 59.5(b)(9)).

Subrecipients must demonstrate the process and/or rationale used to determine payments, examples of financial records, and applicable internal controls.

Sub-Recipient Inclusion in Grantee Policy Establishment

Subrecipients must be given an opportunity to participate in the establishment of ongoing grantee policies and guidelines (42 CFR 59.5 (a)(10)).

ND FPP will provide this opportunity through subrecipient director meetings, conference calls and participation on the Policy and Procedure Committee.

Financial Management System

The ND FPP and each subrecipient must maintain a financial management system that meets Federal standards, as applicable, as well as any other requirements imposed by the Notice of Award, and which complies with Federal standards that will support effective control and accountability of funds, as required (45 CFR 75.302).

Subrecipient policies and procedures can be referenced back to federal regulations as applicable.

ND FPP and subrecipients will maintain financial records and oversight documentation that demonstrates that the financial management practices within all project sites are aligned with Title X and other applicable regulations and grants requirements.

RESOURCES:

[2021 Title X Final Rule | HHS Office of Population Affairs](#)

Subrecipient Reporting Schedule

<https://www.hhs.nd.gov/sites/www/files/documents/DOH%20Legacy/Family%20Planning/Grantees/References/Subrecipient%20Reporting%20Schedule%208.2024.pdf>

Family Planning Service Site Locations <https://www.hhs.nd.gov/cfs/family-planning/clinic-directory>