**Manufacturing Extension Partnership (MEP) Center for Florida**

**2014-NIST-MEP-FL-01**

**Frequently Asked Questions**

1. **What level of detail is MEP looking for in regards to the Subreceipient Agreements?**
   1. There are lots of resources out there for subrecipient monitoring developed by other organizations. Some are from other federal agencies, some from states and universities with long histories of federal work. Here are a few that are available:
      1. Templates:
         1. U of Rochester SRA Handbook (includes template): <http://www.rochester.edu/orpa/_assets/pdf/train_submanual.pdf>
         2. State of Indiana HUD/CDBG SRA Agreement Template: attached
         3. State of Washington HUD/CDBG SRA Agreement Template: attached
      2. Checklists:
         1. HUD/CDBG SRA Guidance (includes checklist): attached
         2. EPA Subrecipient v. Vendor Checklist: attached
         3. State of Washington Disaster Subrecipient Monitoring Handbook (includes Sub v. Vendor checklist): <http://www.recovery.wa.gov/documents/training/subrecipient_monitoring_under_omb_circular_a-133.pdf>
2. **Is there a list of best practices that NIST has identified that could be shared?**
   1. MEP recommends reviewing the MEP Center Listing located on the MEP public website, http://www.nist.gov/mep/
   2. In addition, you can view the success stories for the MEP Centers on this website as well.
3. **Is NIST intent to fund a second MEP Center in Florida?**
   1. MEP does not currently have an active center in the State of Florida. MEP anticipates funding one application for the reestablishment of an MEP Center in this region.
4. **What are some of the core direct responsibilities of an MEP Center cooperative agreement recipient?**
   1. Per Section III. 3(b) of the FFO:

**MEP Core Management and Oversight Functions.** A Center, as a direct recipient of Federal financial assistance funds under an MEP cooperative agreement, must possess and maintain, at all times during an MEP award period, accountability to directly manage and execute all functions material and inherent to the successful operation of a Center, which include, but are not limited to, the following:

1) Budget execution, including the responsibility for determining and executing budget policy, guidance and strategy, and the determination of program priorities and associated budget or funding requests.

2) Policy implementation, including the responsibility for determining the content and implementation of financial and program policies and procedures impacting the recipient’s MEP project.

3) Human resources management, including the responsibility for selecting individuals or contractors for Center employment, and the direction, control, and performance management of Center employees and contractors.

4) Strategic planning and project execution and management, including the responsibility for:

1. Strategic planning functions such as the following: determination of project requirements, approval of a project implementation strategy, and the development and monitoring of agreements and statements of work with subrecipients, vendors and other strategic partners.
2. Project execution and management functions such as submission of required financial and technical reports, maintenance of a functioning financial management system that meets the provisions of 15 CFR 14.21 or 15 CFR Part 24.20, “Standards for Financial Management Systems,” in order to ensure that costs charged against an MEP award are reasonable, allocable, and allowable under applicable federal costs principles; and adherence to the terms and conditions of the MEP award.

In extraordinary situations, the NIST Grants Officer may allow a recipient to temporarily outsource its management and oversight responsibilities under an MEP award. If an applicant is proposing such a structure, the applicant must include with its application a detailed explanation and accompanying documentation (e.g., copies of contracts or other agreements) supporting its outsourcing request.