



STATE OF WASHINGTON  
DEPARTMENT OF HEALTH  
PO Box 47890 | Olympia, Washington 98504-7890  
Tel: 360-236-4030 | 711 Washington State Relay

December 18, 2024

**Re: Collaborative – Federal Funding Subrecipient Questionnaire**

Greetings Honorable Tribal Leaders, Partners, and Professionals:

In accordance with chapter [43.376 RCW](#), the [Washington State Centennial Accord of 1989](#), and [DOH Consultation and Collaboration Procedure](#), the Department of Health (DOH) is seeking collaboration with federal funding subrecipient questionnaire.

The questionnaire is sent to all subrecipients of federal funding. This information is important to ensure we are compliant with [2 CFR § 200.332 Requirements for pass-through entities](#). It is a questionnaire that is used to inform our monitoring process for all subrecipient contracts including our risk assessment tool used to gather information related to the entity's accounting processes. An entity's risk level in no way impacts whether an entity is awarded funds but instead assist in providing technical assistance when needed.

While beginning in 2024 we have updated our response form for this process to an annual questionnaire in [MSforms – 2025 Subrecipient Questionnaire](#). Where previously, DOH sent subrecipients a fillable PDF document titled “legal assurance” for subrecipients to complete. This *new* [MSforms – 2025 Subrecipient Questionnaire](#) is tailored toward accounting processes for expeditious collection. The DOH Fiscal Monitoring Unit (FMU) sent to subrecipient questionnaires out to agencies in late August 2024 with a due date of September 30<sup>th</sup>. ***If you received a subrecipient form and haven't yet returned it, please do so by the end of December.***

If you have any questions regarding the subrecipient questionnaire or DOH's risk assessment process, please contact [fiscalmonitoring@doh.wa.gov](mailto:fiscalmonitoring@doh.wa.gov). For additional information, please contact Nancy Wallace, Fiscal Monitoring Manager, [nancy.wallace@doh.wa.gov](mailto:nancy.wallace@doh.wa.gov) or Candice Wilson, Executive Director, Office of Tribal Public Health and Relations (OTPHR), at [candice.wilson@doh.wa.gov](mailto:candice.wilson@doh.wa.gov) or 360-819-7626.

Best,

Amy Ferris  
Amy Ferris  
Chief Financial Officer  
Office of Financial Services

cc: Kristopher Holiday, Chief, Office of Strategic Partnerships, WA-DOH  
Kristin Peterson, Chief, Office of Policy, Planning & Evaluation, WA-DOH  
Elizabeth Perez, Chief, Office of Public Affairs and Equity, WA-DOH  
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