

## SUBAWARD CHECKLIST

**This checklist must be completed and filed for each subaward/subagreement and subsequent amendment issued**

<b>Subrecipient Name:</b>		<b>Cayuse #:</b>			
<b>Analyst:</b>		<b>Initial/Amd. #</b>			
<b>SUBAWARD REQUEST</b>		<b>REC</b>	<b>REQ</b>	<b>N/A</b>	<b>NOTES</b>
<input type="checkbox"/> Assignment Email Sent Out / Items on The M Drive					
Subaward Request Form – Completed and Signed					
Scope of Work					
Budget					
Subrecipient Commitment Form, MCA, or FDP Supplemental Project Info Form					
<b>BASIS FOR SELECTION</b>			<b>REQ</b>	<b>N/A</b>	<b>NOTES</b>
Competitive (obtain RFP/RFQ information)					
Sole Source – Sole Source Justification Form					
<b>RISK ASSESSMENT / COMPLIANCE</b>			<b>REQ</b>	<b>N/A</b>	<b>NOTES</b>
Risk Assessment / Continuing Assessment Tool					
Federal Audit Clearinghouse - A-133 ( <a href="https://harvester.census.gov/facweb/">https://harvester.census.gov/facweb/</a> )					
FDP Clearinghouse ( <a href="https://fdpclearinghouse.org/">https://fdpclearinghouse.org/</a> )					
Mini-Audit Questionnaire (excluding MCA's & zero dollar transactions)					
Visual Compliance Screen ( <a href="https://www.visualcompliance.com/index.html">https://www.visualcompliance.com/index.html</a> )					
SAM Registration (ww.sam.gov)					
PHS FCOI Certification (FDP FCOI Clearinghouse)					
COI (Form 800)					
F&A Rate Determination					
Subject to FFATA: <input type="checkbox"/> Yes <input type="checkbox"/> No		Subawards Reportable: <input type="checkbox"/> Yes <input type="checkbox"/> No (MCA, ZDT, ,25k)			

**NOTES:**