



GRANT RELEASE CHECKLIST - TERMS OF AWARD

	PROJECT	AWARD	OWNING DEPT. NAME	FUND	Revenue Account	Center
Oracle No. String						
Matching Award No.*						
Matching Award No.* *(If applicable)						

Project Manager: _____	Grant Accountant: _____
Department _____	Department: _____
Tel: _____	Tel: _____

Project Title* _____
*(Should match Grantor title)
Funding Source Name: _____
Funding Source Award Number: _____

Grants Compliance Checklist Appendix XI to Part 200 - Compliance Supplement (Select and review the items that apply to your particular agreement) For assistance, please contact the Grants Compliance Officer at 813-307-8320 OMB Circular A-133 Compliance Supplement 2014 The White House	
A. Activities Allowed or Unallowed and, B. Allowable Costs/Cost Principles	
	Does management receive a regular report of budget to actuals for review on a regular basis (i.e., monthly, quarterly)?
	Are there segregation of duties to review and authorize costs?
	Is project manager aware of allowable/unallowable costs and is there a process to routinely monitor expenses?
C. Cash Management	
	Are there appropriate assignment of responsibilities for approval of cash drawdowns, requests for reimbursements and payments to subrecipients?
	If applicable, are subrecipient requests for federal funds evaluated for appropriateness?
D. Davis-Bacon Act	
	Has project manager or responsible party communicated to relevant staff, contractor(s) and subcontractor(s) the requirements to pay wages in accordance
	Has management identified how contractor and subcontractors will be monitored for compliance to Davis-Bacon provisions?
	Is there a process and channel of communication established to report non-compliance to Davis-Bacon requirements? Are
	Are contractors informed in the procurement documents of the requirements for prevailing wage rates?
	Are contractors/subcontractors required by contract to submit certifications and copies of payroll?
	Are the contractors/subcontractors being monitored to ensure certified payrolls are submitted and in compliance?
E. Eligibility	
	Are there written procedures providing direction for making and documenting eligibility determinations?
	Does the procedures calculate eligibility amounts that are consistent with program requirements and updated and needed?
	Are the eligibility requirements clearly communicated to employees? Appropriate training?
	Are authorized signatures (manual or electronic) on eligibility documents regularly reviewed?
	Are there adequate safeguards in place to ensure access to eligibility records (manual or electronic) limited to appropriate persons?
	Is there a manual criteria checklist or automated process used in making eligibility determinations?
	Is there a process for periodic eligibility re-determinations in accordance with program requirements?
	Is there a process to verify accuracy of information used in eligibility determinations?
	Are there procedures to ensure the accuracy of information used in eligibility determinations?
	Is there a process in place to ensure benefits are discontinued when eligibility requirements are no longer met or period of eligibility expired?
	Are there quality controls in place for management or assigned responsible party to review eligibility determination process and associated detailed transactions?
F. Equipment and Real Property Management	
	Are accurate records maintained on all acquisitions and dispositions of property acquired with federal funds?
	Are property tags placed on equipment?
	Are physical inventory of equipment periodically taken and compared to property records?
	Does the property records contact descriptions (including serial number or other identification number), source, who
	Are there procedures established to ensure that the federal awarding agency is appropriately reimbursed for disposition of property acquired with federal
	Are there policies and procedures in place for responsibilities of recordkeeping and authorities for disposition?
G. Matching, Level of Effort, Earmarking	
	Are there certifications from the donor or other procedures performed to identify whether matching contributions are from a) non-federal sources; b)
	Are monthly cost reports and adjusting entries reviewed regularly to assess assurance and allow ability of transactions and determinations?

H. Period of Availability of Funds	
	Review of expenditures and revenue to ensure compliance with period of availability requirements?
	Accounting system prevents obligation or expenditure of funds outside of the period of availability?
	Cancellation of unliquidated commitments at the end of period of availability?
	Review budget to actual?
I. Procurement and Suspension and Debarment	
	Are contractors performance with the terms, conditions, and specifications of the contractor monitored and documented?
	Are there established segregation of duties between employees responsible for contracting and accounts payable and cash disbursing?
	Are procurement actions appropriately documented in the procurement files?
	Have the vendors been verified that they have not been suspended or debarred by the federal governments by checking the exclusion list in the System for Does procurement staff have on-line access to SAM?
J. Program Income	
	Have pricing and collection policies procedures clearly communicated to staff responsible for program income?
	Is there a process in place and procedures for reference to ensure that program income is properly recorded as earned
	Are there polices and procedures to provide for correct use of program income in accordance with federal program requirements?
	Is management or assigned staff comparing program income to budget and investigating significant differences?
K. Real Property Acquisition and Relocation Assistance	
	Have employees handling relocation assistance and real property acquisition been trained in the requirements with the
	Are there procedures in place to review expenditures pertaining to real property acquisition and relocation assistance by employees knowledgeable in the
L. Reporting	
	Are there written procedures that establish responsibility and provide the procedures for periodic monitoring, verification and reporting of program progress
	Is there a tracking system that reminds staff when reports are due?
	Is the general ledger or other reliable records the basis for the reports?
	Is there supervisory review of reports performed to assure accuracy and completeness of data and information included in the reports?
	Is the required accounting method used (accrual)?
	Are there periodic comparison of reports to supporting records?
M. Subrecipient Monitoring	
	Has the department identified to subrecipients the federal award information (e.g., CFDA title and number, award name, name of federal agency, amount of award) and applicable compliance requirements?
	Does the subrecipient agreements include the requirement to comply with the compliance requirements applicable to the federal program, including the audit requirements of OMB Circular A-133?
	Are Subrecipients compliance with audit requirements monitored using techniques such as the following: - Determining by inquiry and discussions whether subrecipient met thresholds requiring an audit under OMB Circular A-133? - If an audit is required, ensuring that the subrecipient submits the report, report package or the documents required by OMB circulars and/or recipient's requirements? - If a subrecipient was required to obtain an audit in accordance with OMB Circular A-133 but did not do so, following up with the subrecipient until the audit is completed? - Taking appropriate actions, such as withholding further funding, until the subrecipient meets the audit requirements?
	Are Subrecipients compliance with federal program requirements monitored using such techniques as the following: - Issuing timely management decisions for audit and monitoring findings to inform the subrecipient whether the corrective action planned is acceptable? - Maintaining a system to track and follow-up on reported deficiencies related to programs funded by the recipient and ensure that timely corrective action is taken? - Regular contacts with subrecipients and appropriate inquiries concerning the federal program? - Reviewing subrecipient reports and following-up on areas of concern? - Monitoring subrecipient budgets? - Performing site visits to subrecipients to review financial and programmatic records and observe operations? - Offering subrecipients technical assistance where needed?
	Within your department are there official written procedures establishing: - Communication of federal award requirements to subrecipients? - Responsibilities for monitoring subrecipients? - Process and procedures for monitoring? - Methodology for resolving findings of subrecipient noncompliance or weaknesses in internal control? - Requirements for and processing of subrecipient audits, including appropriate adjustment of pass-through entity's accounts?
	Are there periodic supervisory reviews performed to determine adequacy of subrecipient monitoring?
Special Requirements: Please identify any special requirements of this grant, e.g. special signage required? Time interval for records storage? Restrictions on use of funds?	