



Monitoring Checklist for Sub-Recipient: Document Request

The following documents should be available for review at the scheduled Monitoring Visit. Please have all required documentation available for review.

Application/Award/Compliance Documents Needed in File			
<input type="checkbox"/>	Grant Application	<input type="checkbox"/>	NCSR Cybersecurity Certification
<input type="checkbox"/>	Grant Award Letter	<input type="checkbox"/>	UEI Registration
<input type="checkbox"/>	Grant Award Agreement	<input type="checkbox"/>	A-133 Audit- Single Audit
<input type="checkbox"/>	Grant Appendix (All Documents)	<input type="checkbox"/>	NIMS Certification 100
<input type="checkbox"/>	Job Description (If Applicable)	<input type="checkbox"/>	NIMS Certification 200
<input type="checkbox"/>	Organization Chart (If Applicable)	<input type="checkbox"/>	NIMS Certification 700
<input type="checkbox"/>	EHP Form Submission	<input type="checkbox"/>	NIMS Certification 800
<input type="checkbox"/>	EHP Approval from FEMA	<input type="checkbox"/>	LPR MOU (If Applicable)

Reporting Requirements for Files			
<input type="checkbox"/>	1st Quarter Report	<input type="checkbox"/>	Pictures of Equipment
<input type="checkbox"/>	2nd Quarter Report	<input type="checkbox"/>	Request for Change-Advance
<input type="checkbox"/>	3rd Quarter Report	<input type="checkbox"/>	Request for Change-Minor Change
<input type="checkbox"/>	4th Quarter Report	<input type="checkbox"/>	Request for Change-Modification
<input type="checkbox"/>	Supplemental Reports	<input type="checkbox"/>	Request for Change-Extension
<input type="checkbox"/>	Equipment/Inventory Forms	<input type="checkbox"/>	Closeout Form

Financial Requirements for Files

<input type="checkbox"/>	Quotes (1 Quote-Under \$5,000; 2 Quotes Over \$5,000)
<input type="checkbox"/>	Request for \$75,000.00 Purchase For (If Applicable)
<input type="checkbox"/>	Bid Process Paperwork (If Applicable)
<input type="checkbox"/>	Sole Source Form (If Applicable)
<input type="checkbox"/>	State Contract for Items Purchase off State Contracts (If Applicable)
<input type="checkbox"/>	Invoices for all Purchases
<input type="checkbox"/>	Proof of Payment (Ledger Details/ Fronts & Backs of Checks)
<input type="checkbox"/>	Match Documentation (If Applicable)

Additional Documentation (If Applicable)

<input type="checkbox"/>	Time Sheets	<input type="checkbox"/>	Training Rosters/Sign-In Sheets
<input type="checkbox"/>	Activity Sheets	<input type="checkbox"/>	Pass/Fail Rates
<input type="checkbox"/>	Contracts	<input type="checkbox"/>	Training Agenda
<input type="checkbox"/>	Indirect Cost Agreements	<input type="checkbox"/>	Training Materials
<input type="checkbox"/>	Training Certificates		

Additional Information: