



Subrecipient Name: _____

RF Project/Task/Award: _____

Subrecipient Enforcement Measures – Post-Award

***If problems are encountered with the subrecipient,
one or more of the following steps may be taken**

	Comments:	Initial
<input type="checkbox"/> Contact subrecipient officials to discuss areas of concern		
<input type="checkbox"/> Make site visits to review supporting documentation to support invoiced expenditures		
<input type="checkbox"/> Review backup documentation to support invoice expenditures		
<input type="checkbox"/> Copies of paid invoices		
<input type="checkbox"/> Detail of travel charges		
<input type="checkbox"/> Payroll registers		
<input type="checkbox"/> Time and effort reports		
<input type="checkbox"/> Negotiation agreements for fringe benefits and F and A rates		
<input type="checkbox"/> Observe operations and project performance for deliverable requirements		
<input type="checkbox"/> Arrange for outside audit		
<input type="checkbox"/> Review subrecipient single audit or program specific audit results, if available		
<input type="checkbox"/> Audit findings		
<input type="checkbox"/> Corrective action plans		
<input type="checkbox"/> Other actions taken		