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| --- | --- | --- |
| **Subrecipient Enforcement Measures – Post-Award**  **\*If problems are encountered with the subrecipient,**  **one or more of the following steps may be taken** | | |
|  | **Comments**: | **Initial** |
| **Contact subrecipient officials to discuss areas of concern** |  |  |
|  |  |  |
| **Make site visits to review supporting documentation to support invoiced expenditures** |  |  |
| Review backup documentation to support invoice expenditures |  |  |
| Copies of paid invoices |  |  |
| Detail of travel charges |  |  |
| Payroll registers |  |  |
| Time and effort reports |  |  |
| Negotiation agreements for fringe benefits and  F and A rates |  |  |
| Observe operations and project performance for deliverable requirements |  |  |
|  |  |  |
| **Arrange for outside audit** |  |  |
|  |  |  |
| **Review subrecipient single audit or program specific audit results, if available** |  |  |
| Audit findings |  |  |
| Corrective action plans |  |  |
|  |  |  |
| **Other actions taken** |  |  |
|  | | |