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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** |  |  |
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