**Objective and Instructions**

**Objective:** The objective of the ***Fiscal Readiness Review Checklist*** is to record which documents are being submitted for review. For sub-recipients in a continuation year, this checklist tracks items revised from the prior year, are unchanged from the last submission, and are not applicable. (An example of a not applicable document is Fidelity Bond Coverage Form for *Institutions of Higher Education and State/Local Governments.)*

**Instructions:** To complete this survey, please:

* Enter your legal applicant name, name, job title, and date in to the grey cells “     ”;
* Select a response for each item list by checking the appropriate box “[ ] ”;
* Submit a copy of the documents marked as such; and
* In the comments section at the bottom, please type in any useful additional information. For example, when contracts will be ready to email or links to documents that are available on the internet.

**General Information**

Organization

Legal Applicant Name:
Submitted by:
Title: Date:

**Document Checklist**

**Forms & Documents Submitted No Changes since last submission N/A**

1. Accounting Policies and Procedures [ ]  [ ]  [ ]
2. Audit/Financial Statement Certification [ ]  [ ]  [ ]
3. Cost Allocation Plan [ ]  [ ]  [ ]
4. Federally Approved Indirect Cost Rate [ ]  [ ]  [ ]
5. Fidelity Bond Coverage Form [ ]  [ ]  [ ]
6. IRS Form 990 [ ]  [ ]  [ ]
7. Staff Job Descriptions [ ]  [ ]  [ ]
8. Position Description Cross Walk [ ]  [ ]  [ ]
9. Member Pay Schedule [ ]  [ ]  [ ]
10. Organizational Capacity Survey [ ]  [ ]  [ ]
11. Federal and State Award Schedule [ ]  [ ]  [ ]
12. Separation of Duties [ ]  [ ]  [ ]
13. Contracts, Agreements, and MOUs [ ]  [ ]  [ ]
14. Sub-Recipient COI Disclosure Form [ ]  [ ]  [ ]
15. Funds Transfer Request Form [ ]  [ ]  [ ]
16. W-9 [ ]  [ ]  [ ]

Comments: