**Objective and Instructions**

**Objective:** The objective of the ***Fiscal Readiness Review Checklist*** is to record which documents are being submitted for review. This checklist tracks items submitted, items unchanged from the last submission (for recompete), and items that are not applicable.

**Instructions:** To complete this form, 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, links to documents that are available on the internet.
* If there is no checkbox provided for a document in the “No changes since last submission” or “N/A” columns then the document **must be submitted by all subrecipients**.

**General Information**

Organization

Legal Applicant Name:
Submitted by:
Title: Date:

**Document Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| Forms & Documents | Submitted | No changes since last submission | N/A |
| Accounting Policies |[ ]   |  |
| Fidelity Bond Coverage Certification Form\*\*\*, \*\*  |[ ]   |[ ]
| Bond Rating Report\* |[ ]   |[ ]
| Cost Allocation Plan |[ ]   |[ ]
| Federally Approved Indirect Cost Rate |[ ]   |[ ]
| IRS Form 990\*\* |[ ]   |[ ]
| Staff Job Descriptions |[ ]   |  |
| Job Description Cross Walk |[ ]   |[ ]
| Member Pay Schedule |[ ]   |  |
| Organizational Capacity Survey |[ ]   |  |
| Organizational Separation of Duties |[ ]   |  |
| Subrecipient COI Disclosure Form |[ ]   |  |
| Funds Transfer Request Form |[ ] [ ]   |
| W-9 |[ ] [ ]   |

\* This is only required for public universities, school districts, and municipalities. It is N/A for all other entities.

\*\* This is N/A for public universities, school districts, and municipalities.

\*\*\* This is only required for new subrecipients.

Comments: