**Objective and Instructions**

**Objective:** The objective of the ***Fiscal Readiness Review Checklist*** is to record which documents are being submitted for review. For subrecipients in a continuation year, this checklist tracks items submitted, unchanged, and/or 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 & Procedures |  |  |  |
| * PER Preparation |  |  |  |
| * Procurement |  |  |  |
| * Living Allowance Payments |  |  |  |
| Bond Rating Report\* |  |  |  |
| IRS Form 990\*\* |  |  |  |
| 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.

Comments: