**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, when contracts will be ready to email or 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 (below) |  |  |  |
| * PER Preparation
 |[ ]   |  |
| * Procurement
 |[ ]   |  |
| * Living Allowance Payments
 |[ ]   |[ ]
| Bond Rating\* |  |  |  |
| Fidelity Bond Coverage Certification Form\*\*\*, \*\* |[ ]   |[ ]
| 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.

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

Comments: