# Objective

The objective of this checklist is to record which documents are being submitted for review. This checklist tracks items submitted, unchanged, and/or items that are not applicable.

# Organization Information

|  |  |
| --- | --- |
| **Legal Applicant Name** | Click or tap here to enter text. |
| **Submitted By** | Click or tap here to enter text. |
| **Position Title** | Click or tap here to enter text. |
| **Date of Submission** | Click here to enter a date. |

# Document Checklist

If a checkbox is NOT provided for a document in the *No changes since last submission* and/or *N/A* columns, then the document **must be submitted by all subrecipients**. In the comments section on the following page, please type in any useful additional information (e.g., links to documents that are available online).

**\* These documents are N/A for universities, school districts, and governmental entities.**

|  |  |  |  |
| --- | --- | --- | --- |
| Forms & Documents | Submitted | No change since last submission | N/A |
| **Fidelity Bond Coverage Certification Form \*** |  |  |  |
| **IRS Form 990 \*** |  |  |  |
| **Member Living Allowance Schedule** |  |  |  |
| **Member Living Allowance Distribution Policy** |  |  |  |
| **Organizational Capacity Survey** |  |  |  |
| **Organizational Separation of Duties** |  |  |  |
| **Subaward Certification Form** |  |  |  |
| **Subaward Monitoring Policy and Plan** |  |  |  |
| **Subrecipient COI Disclosure Form** |  |  |  |
| **Funds Transfer Request Form** |  |  |  |
| **W-9** |  |  |  |

**Comments**

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| --- |
| Click or tap here to enter text. |