

# Office of Federal Assistance Education & Engagement

## Sub-Award Documentation Checklist

**Purpose:** To provide recipients with the information needed to be included in all subawards.

**Authority:** 2 CFR 200.332

<b>Component</b>	<b>Required Information</b>	<b>Completion Status</b>
Subrecipient name (which must match the name associated with its unique entity identifier).		
Subrecipient's unique entity identifier (DUNS).		
Federal award identification number (FAIN).		
Federal Award Date of award to the recipient by the Federal agency.		
Subaward Period of Performance Start and End Date.		
Subaward Budget Period Start and End Date.		

Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient.		
Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current financial obligation.		
Total Amount of the Federal Award committed to the subrecipient by the pass-through entity.		
Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA).		
Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the pass-through entity.		
Assistance Listings number and Title; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at time of disbursement.		
Identification of whether award is R&D.		
Indirect cost rate for the Federal award (including if the de minimis rate is charged per 2 CFR 200.414 Indirect (F&A) costs).		
All requirements imposed by the pass-through entity on the sub-recipient so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award.		
Any additional requirements that the pass-through entity imposes on the sub-recipient in order for the pass-through entity to meet its own responsibility to the Federal awarding agency.		

Requirement for the pass-through entity, and auditors to have access to sub-recipient's records and financial statements as needed.		
Terms and conditions concerning closeout of the sub-award.		
Any applicable specific sub-award conditions imposed upon the sub-recipient.		