

# Office of Federal Assistance Education & Engagement

## Subrecipient Oversight Checklist

**Purpose:** To provide recipients with general suggestions for developing written policies and procedures for managing their subrecipient(s).  
**Authority:** 2 CFR 200.331-333, and 200.450

Component	Completion Status
Recipients must enter into a written agreement with each sub-recipient. The agreements must clearly outline the terms and conditions of the subaward and include information required by 2 CFR 200.332.	
Recipients must obtain a signed lobbying certification form (Disclosure of Lobbying Activities, Standard Form – LLL) from subrecipients before entering into agreements exceeding \$100,000.	
Recipients must ensure that potential subrecipients are not suspended or debarred when entering into agreements exceeding \$25,000.	
The Federal Funding Accountability and Transparency Act (FFATA) requires recipients to report subaward information to FSRS by the end of the month following the month in which the subaward was made.	
Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward.	
Develop a subrecipient monitoring program to ensure that the subaward is used for authorized purposes in compliance with Federal statutes, regulations, and the terms and conditions of the subaward.	
Verify that every sub-recipient is audited as required by 2 CFR 200 Subpart F.	