

## **Subrecipient Check-In Call Questions**

- Has mailing address changed?
  - If yes, updated address?
- Have Authorizing Official, Project Director, or Fiscal Agent changed?
  - If yes, updated AO, PD, or FA information?
- Are Authorizing Official and Fiscal Agent the same person?
  - If yes, explanation for same AO/FA?
- Confirm your UEI #
- Is your SAM registration active?
  - If no, you will need to visit [www.SAM.gov](http://www.SAM.gov) to keep an active registration and be eligible for federal funding. Any questions?
- Did your organization receive \$750,000 in federal funding this fiscal year?
  - If yes, can you provide your Single Audit document?
- Is the grant period still accurate?
  - If no, provide your grant period end date. We will need confirmation via email.
- Describe the status of your project: Is it still on track with proposal? Any significant changes?
- Have programs taken place?
  - If yes, how have programs gone?
- Is the approved budget still an accurate representation of expenditures and cost-share?
  - If no, what are the changes to the budget? Will this require a budget revision?
- Any questions or concerns in administering the project or the grant?
- Do you have records and documentation in case we perform an on-site visit or desk audit?
- When is the final report due?
- Do you have any questions about the final report?
- Do you have any questions for the grants team?