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**Bureau for Family Assistance Subgrantee Compliance Checklist and Acknowledgement Form**

Subgrantees should have a thorough understanding of **2 CFR part 200**, **West Virginia Code §12-4-14,** and the **2024 WV State Grantor Manual**. For your convenience, we’ve provided links below:

* [2 CFR part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200)
* [West Virginia Code §12-4-14](https://code.wvlegislature.gov/12-4-14/)
* [WV State Grantor Manual](https://www.wvsao.gov/GrantOversight/Default)

**Instructions:** Please review the following eight sections, sign, and return this checklist with your grant application.

**1. General Compliance**

✅ Have you reviewed and understood the application requirements?
✅ Is your organization properly registered with the WV Secretary of State (if required)?
✅ Are you in good standing with all applicable state and federal compliance requirements?

**2. Financial Management**

✅ Have you established a financial tracking system for grant funds?
✅ Are grant funds segregated from other organizational funds to ensure accurate tracking?
✅ Are you maintaining accurate and detailed financial records for all grant expenditures?
✅ Are all expenditures allowable under the grant terms and budget?
✅ Do you have a process in place for submitting financial reports on time?

**3. Reporting Requirements**

✅ Are you aware of the required financial and programmatic reporting deadlines?
✅ Do you know whether you must submit a Sworn Statement of Expenditures or aGrant Expenditure Report?
✅ If receiving $50,000 or more in state funds, are you prepared to submit the required audit or expenditure report?

**4. Conflict of Interest Compliance**

✅ Have you disclosed any conflicts of interest in writing to the primary grantee?
✅ Does your organization have a process in place to identify and address potential conflicts of interest?
✅ Are your employees and decision-makers trained on conflict-of-interest policies?

**5. Use of Funds**

✅ Are you ensuring that no grant funds are used for prohibited political activities?
✅ Are you aware of the restrictions on using funds for lobbying or election-related activities?
✅ Are grant funds being used solely for the purposes outlined in the grant agreement?

**6. Subgrantee Monitoring & Oversight**

✅ Do you have internal controls in place to prevent fraud, waste, and abuse?
✅ Are you prepared to participate in site visits, desk audits, and other monitoring activities by the primary grantee or state auditor?
✅ Do you have documentation available to support program performance and expenditures?

**7. Recordkeeping & Documentation**

✅ Are all grant-related documents (financial records, reports, agreements) stored securely and readily available for review?
✅ Are you maintaining records for the required period as per the grant agreement?
✅ Have you reviewed your organization’s obligations for submitting financial disclosures and maintaining audit readiness?

**8. Communication & Support**

✅ Do you have a designated contact person responsible for grant compliance within your organization?
✅ Do you know who to contact at the primary grantee agency for compliance questions?
✅ Are you subscribed to any required updates or notifications regarding grant compliance?

**Acknowledgement**

I, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, acknowledge receipt of 2 CFR part 200, West Virginia Code §12-4-14, and the WV State Grantor Manual 2024 resources. I have reviewed this checklist and understand our organization must be in compliance with all applicable requirements for receiving and managing state grant funds.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_