

Annual Risk Assessment for Subaward Amendments

Subrecipient Legal Name: _____

OSP Subaward Number: _____

Our subcontract monitoring process requires periodic updates from you regarding compliance of the subrecipient with the technical portion of the subcontract and invoiced expenditures.

1.) Please answer the following questions so an amendment can be issued in order to increase funding or extend the project period for the above subcontract.

2.) Please include a copy of the budget for any additional funding.

Questions	Yes	No	N/A
Has the subrecipient been compliant with meeting the milestones/deliverables of the Statement of Work?			
Have invoices been submitted accurately, timely, and with allowable expenses?			
If detailed documentation was required with each invoice, have they been compliant with the additional terms and conditions in the Subaward agreement			
If cost-share was included, is it being met/reported as specified?			
If participant support was included, is it being invoiced correctly?			
If "No" was the answer to any question(s), please provide a detailed explanation below for each "No".			

Please provide any additional feedback/concerns regarding your subcontractor's performance.