

On Site Review Visit

Sub-recipient District Name & #

Date:

Reviewer: Dr. Anne Cothran, Ed.D., DVR Director

10 - Subrecipient Monitoring and Management (2 CFR 200.330 - 332)

10.05 - Written procedures for pass-through entity review of small significant purchases made by Subrecipients (200.324)

10.06 - Evaluate the risk posed by the subrecipient. (2 CFR 200.205)

10.07 - Based on the review of risk, additional specific conditions to enhance monitoring. (2 CFR 200.207)

10.11 - On Site Review protocol

1. Reports are issued for on-site reviews with deficiencies noted
2. Grantee's management is required to provide responses and corrective action plans for deficiencies noted
3. Procedures require follow up on the status of implementing corrective action plans



Des Plaines Valley Region

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8.01 - Does your entity make purchases of equipment of \$3,000 or more with grant funding?

8.02 - Are equipment purchases included in the approved grant budget?

- Yes, all equipment purchases are included in approved grant budget
- Yes, received prior written approval for equipment purchase

8.03 - Property records are maintained that include:

- a) Description of the property
 - b) A serial number or other identification number
 - c) The source of funding for the property
 - d) Acquisition date
 - e) Cost of property
 - f) Percentage of State, Federal, and Federal pass through
 - g) The location of the property
- Records include all of the information
 - Records include some of the information
 - Records do not contain this information

8.04 - If property purchased with state or federal funding is disposed of, do the records include:

- a) Date of disposal
- b) Sale price of property
- c) The awarding agency notified if sale of property is over \$5,000
 - Records include all of the information
 - Records include some of the information
 - Records do not contain this information

8.05 - A physical inventory of the property is taken and reconciled to the property records

- Annually
- Every 2 years
- Every 3 years

8.06 - A control system is in place to ensure adequate safeguards to prevent loss, damage or theft or unauthorized use of the property

- Yes
- No

8.07 - Are there adequate procedures for asset capitalization for equipment purchased over a specific threshold?

- Yes
- No

