

# FEDERAL GRANT AUDIT-READY FILE CHECKLIST

This checklist is designed to help your agency organize, document, and maintain all required records to ensure full compliance and audit preparedness throughout the lifecycle of your federal award.

## CORE GRANT DOCUMENTS

- Federal Parent Award Package
- Approved Federal Budget
- Current / Relevant 3-Year Plan
- FFRs (Federal Financial Reports)
- Federal Progress or Performance Reports
- OJJDP Correspondence (Eligibility, Compliance Determinations, other notices)
- Title II Solicitation Application Files (Solicitation, submitted forms and documents)

## FINANCIAL CLOSEOUT

- Financial Grant Establishment Documentation (e.g., purchase order)
- Approved Invoices & Back Up Documentation for Expenses
- Spend Plan
- Budget vs Actuals Tracking Sheet
- Match Tracking and Documentation
- Closeout Reports or Documentation

## SUBAWARD DOCUMENTATION

- Subaward Agreements
- Subaward Solicitation
- Subaward Application files
- Local Budget Authority for spending and subawards
- Subaward Approved Budget
- Subaward Numbers with CFDA, EIN, UEI, and award period

## COMPLIANCE & OVERSIGHT

- Grant Policies & Procedures
- Agency Organizational Chart
- Suspension & Debarment Review (SAM.gov pull)
- Risk Assessment
- FFATA Reports (if applicable)
- Monitoring or Site Visit Documentation
- Subgrantee proof of compliance with special conditions (e.g., suitability to work with minor screenings)
- Certificates of OCFO Financial Management Training Certification for Grant Award Administrator and Financial POC
- Time and Effort Records for Employees Funded by Formula Grant
- Performance & Progress Reports
- PMT or Performance Metric Data