**Sub-Recipient Agreement Checklist**

**Items to Ensure are in the Files**

**5/11/18**

\_\_\_\_\_\_\_\_\_\_ Provide electronically the most current audit, (must be provided by an independent, licensed, certified public accountant).

\_\_\_\_\_\_\_\_\_\_ Provide electronically the most current single audit (if required)

\_\_\_\_\_\_\_\_\_\_ IRS determination letter

\_\_\_\_\_\_\_\_\_\_ DUNS number

\_\_\_\_\_\_\_\_\_\_ Information for risk assessment including fiscal employees’ curriculum vitae

\_\_\_\_\_\_\_\_\_\_ Any additional reports/documents/audit findings related to most current audit once completed Contractor shall provide Nebraska Children any and all written communications received by Contractor from an auditor related to Contractor’s internal control over financial reporting requirements and communication with those charged with governance including those in compliance with or related to Statement of Auditing Standards (SAS) 122*.*

\_\_\_\_\_\_\_\_\_\_ Any contract amendments or budget amendments (if applicable)

\_\_\_\_\_\_\_\_\_\_ IRS-990?

\_\_\_\_\_\_\_\_\_\_ Equal Employment Opportunity (EEO) policy

\_\_\_\_\_\_\_\_\_\_ Drug free workplace policy

\_\_\_\_\_\_\_\_\_\_ Any written notices required such as conflict of interest, breach of contract, force majeure, agreement termination, programmatic changes, waiving reports due if deemed unnecessary, any claims for copyright, patents and/or trademarks, subject research (not evaluation), approval of subcontractors, etc. (if applicable)

\_\_\_\_\_\_\_\_\_\_ Progress/activity reports, budget reports/invoices, all supporting documentation of expenses

\_\_\_\_\_\_\_\_\_\_ Verify with the federal System for Award Management (SAM)

[www.sam.gov/portal/SAM/##11](http://www.sam.gov/portal/SAM/#11) to ensure Contractor hasn’t been debarred, suspended or deemed ineligible for receipt of funds

\_\_\_\_\_\_\_\_\_\_ When applicable, to properly complete the Nebraska Department of Revenue Nebraska Withholding Certificate for Nonresident Individuals Form W-4NA or its successor.

The form is available at: http://www.revenue.ne.gov/tax/current/fill-in/f\_w-4na.pdf.

*(Nebraska law requires Nebraska Children to withhold Nebraska income tax if payments for personal services are made in excess of six hundred dollars ($600) to any Contractor who is not domiciled in Nebraska or has not maintained a permanent place of business or residence in Nebraska for a period of at least six months.)*

\_\_\_\_\_\_\_\_\_\_ Proof of certificate of insurance/worker’s comp showing Nebraska Children is additional insured according to the following table below:

|  |
| --- |
| **WORKERS’ COMPENSATION** |
| Employers Liability Limits | $500K/$500K/$500K |
| Statutory Limits – All States | Statutory – State of Nebraska |
| Voluntary Compensation | Statutory |
| **SUBROGATION WAIVER** |
| “Workers’ Compensation policy shall include a waiver of subrogation in favor of Nebraska Children.”  |