**Subrecipient Monitoring**

**Risk Assessment & Responsibilities Chart**

The following chart can be used as a guideline for monitoring subrecipients based on their respective risk category. However, additional monitoring activities may also be used.

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| **Low Risk**  | * Regular communication with subrecipient regarding progress of project, as well as maintaining records of progress reports.
* Review and approval of expenditures under the terms and conditions of the prime award and subaward.
* Ensure deliverables are in accordance with the scope of work.
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| **Medium Risk**  | * Communication with subrecipient on a quarterly basis regarding progress of project, as well as maintaining records of progress reports.
* Review and approval of expenditures under the terms and conditions of the prime award and subaward.
* Ensure deliverables are in accordance with the scope of work.
* Consider site visit to subrecipient’s physical location.
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| **High Risk**  | * Communication with subrecipient on a monthly basis regarding progress of project, as well as maintaining records of progress reports.
* Review and approval of expenditures under the terms and conditions of the prime award and subaward.
* Ensure deliverables are in accordance with the scope of work.
* Consider regular site visits to subrecipient’s physical location.
* If subrecipient falls behind schedule and/or approved budget costs dramatically change, work with subrecipient to rectify the issues.
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\*Note: The chart above is from the University of Arizona Subrecipient Monitoring Guide and has been modified slightly to fit State agencies.