**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. |
| **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. |
| **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. |

\*Note: The chart above is from the University of Arizona Subrecipient Monitoring Guide and has been modified slightly to fit State agencies.