

**RECIPIENT AND SUB-RECIPIENT ACCOUNTING RESPONSIBILITIES**

- ☒ 10. When applicable, my organization is aware that it must monitor its sub-recipients' financial operations, records, systems, and procedures. Particular attention should be directed to the maintenance of current financial data.
- ☒ 11. When applicable, my organization is aware that each sub-recipient prepares an adequate budget on which its award commitment is based. The detail of each project budget should be maintained on file by my organization.
- ☒ 12. My organization is aware that sub-recipients must not award or permit any award to any party that is debarred or suspended from participation in Federal assistance programs. The "Excluded Parties List" system for suspended or debarred sub-grantees and contractors may be search at www.sam.gov.

**INTERNAL POLICIES:
PROPERTY, PROCUREMENT STANDARDS, PERSONNEL,
AND TRAVEL POLICIES AND PROCEDURES**

- ☒ 13. My organization's property management system(s) provides for maintaining: (1) a description of the equipment; (2) an identification number; (3) source of the property, including the award number; (4) where title vests; (5) acquisition date; (6) federal share of property cost; (7) location and condition of the property; (8) acquisition cost; & (9) ultimate disposition information.
- ☒ 14. My organization's property management system(s) provides for a physical inventory and reconciliation of property at least every two years.
- ☒ 15. My organization's management system(s) provides controls to insure safeguards against loss, damage or theft of the property and that the property is used solely for authorized purposes.
- ☒ 16. My organization maintains written procurement procedures which (1) avoid unnecessary purchases; (2) provide an analysis of lease and purchase alternatives; and (3) provide a process for soliciting goods and services?
- ☒ 17. My organization's procurement system provides for the conduct to ensure selection on a competitive basis and documentation of cost or price analysis for each procurement action?
- ☒ 18. My organization's has internal policy to check the "Excluded Parties List" system for suspended or debarred sub-grantees and contractors, prior to award at www.sam.gov.
- ☒ 19. My organization maintains written personnel policies and procedures that provide for reasonable and consistent treatment of personnel costs, such as fringe benefits and pension plans.
- ☒ 20. My organization has written travel policy which is consistent for both internal travel and approved travel costs under the grant or cooperative agreement. If no policy exists, my organization adheres to rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his or her designee) pursuant to any provisions of such subchapter must apply to travel under Federal awards (48 CFR 31.205- 46(a)).
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21. My organization is aware of 2 CFR Part 400, Single Audit, which requires audit of any entity that expends more than \$750,000 in federal funds in a fiscal year.

ACKNOWLEDGEMENT

I acknowledge that my organization has received this document and understands the financial management standards necessary to manage Federal awards and subawards. At any time in reviewing this document, in pre-award negotiations, during the post-award meeting, or at any time subsequent, if my agency has questions regarding the content presented in this checklist or related to the award, I understand that I may bring this to the attention of the Forest Service for clarification and that the Forest Service is available to assist my organization.

Completed by:

Title: Dean / Director

Print Name: Dr. Lee S. Yudin

Date:

Organization Name: University of Guam College of Natural and Applied Sciences

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