

Sub-recipient Monitoring CAMPUS_____

PERFORMANCE ASSESSMENT CHECKLIST

Covering the period _____ to _____

Information provided by: Name _____, Title _____

This checklist should be prepared concurrent with, or immediately after, preparation of the **Budget Control Checklist**. The purpose of the **Performance Assessment Checklist** is to identify challenges and obstacles that adversely impact the ability of the sub-recipient to achieve agreed to outputs and/or deliverables included in the grant award. The checklist will also identify lessons learned and best practices that can be utilized by other sub-recipients that may encounter similar situations.

1. Is the Sub-recipient aware of the targeted outcomes expected? Yes _____ No _____
2. How was this information conveyed to the sub-recipient? Yes _____ No _____
3. Has the sub-recipient compared the current status of grant outputs with the time line for grant project period?
4. Has the sub-recipient identified variance between outputs as of the date of this review and where it was projected to be?
5. How does this compare?
6. If there is a difference determine the reason. _____

_____.
7. Compare the current budget status with the performance and determine the variance. _____.
8. Identify the reason for the variance. _____

_____.
9. Ask the sub-recipient to identify what is needed to get outputs to the level to the agreed to in the grant award

_____.
10. Ask the sub-recipient what actions the Grant Management Office can take to support getting the sub-recipient's outputs in line with the grant award. _____

Other observations:

Based on observations made during this review the corrective action as described in the Policy & Procedures for Sub-Recipient Monitoring will be followed. The results of this review will be provided to the Sub-recipient upon completion of the evaluation.

Review performed by _____
Name Date