

QA Checklist for Quarter Ending 6/30/2011

Agency: _____

Award #: _____ Award Name: _____

Date: _____ Reviewer: _____

	Action	Done	Comments
1.	Review federal funding agency website and identify any reporting instructions and/or guidelines for reporting		
2.	Review federal comments from prior reporting periods to ensure the same errors are not included		
3.	Verify and ensure NMORR has been notified of any DUNS number, award number, or award amount change		
4.	Verify new award numbers are entered into CertiClear the same way they appear in the award document		
5.	Is this a Final Report (ie: all funds expended) If Yes, complete the Closeout Documentation found at www.recovery.state.nm.us , "Reports" before designating report a "Final"		
6.	FTE calculation for agencies, sub-recipients, and vendors should include only those people paid with ARRA funds. Verify sub-recipient hours are correct and/or adjusted as necessary, particularly in: <ul style="list-style-type: none"> • Auto population of hours • Omission of hours in any pay cycles • "FTE Calculation Report" match "Final Candidate" jobs 		
7.	Read narratives for content and compare with Agency Brief; compare any statement regarding # of FTE and dollar amounts to the number in the FTE field. Make sure these fields do not contain special characters, bullets, or carriage returns		
8.	Run Award Data Check in CertiClear <ul style="list-style-type: none"> • Total ARRA expenditures < or = federal reimbursements • Compare funds disbursed and vendor payments to total expenditures 		
9.	Reconcile agency financials with SHARE data. Verify "Status/Update" financials in CertiClear match the agency financials and SHARE data extract.		
10.	Verify that all JEs and BARs have been processed. Review JE dollar amount in the "Status/Update" field in CertiClear		

Comments Detail: