

Agency SEFA Checklist

- Review certification letter(s) SEFA 01 -Certification and SEFA 05 -Certification Having Federal Awards, if necessary, for completeness.
- Include all departments for your agency and verify the UEI's are included on the SEFA 02 - Grants and Programs, Columns E
- Be sure to select the appropriate COVID-19 and ARRA Specific Economic Act (ARRA, CARES, CPRSAA, FFCRA, PPP, CRRSAA, and ARPA) funds for Column G on the SEFA 02 - Grants and Programs, or select N/A.
- Verify ALN's are listed in numerical order and reconcile ALN's and program titles to the ALN Listing.
- Review SEFA schedules for completeness, correct flow, proper formatting, accurate math, and reasonableness.
- Trace all pass -through amounts listed on SEFA 02 -Grants and Programs to SEFA 03 -Notes 3 and 4. Confirm all reported pass -through amounts with pass -through agencies.
- Verify the description of noncash programs is clearly defined.
- Verify by ALN that the amount sent to subrecipients does not exceed ALN expenditures on SEFA 02 -Grants and Programs.
- Review SEFA 04 -Subrecipients, to ensure entities listed are subrecipients and not contractors. State agencies, except state universities, should be listed on the subrecipient form.
- Determine if agency's prior year notes are still applicable and verify current year information has been submitted.
- Reconcile SEFA to eMARS.