**FY 2025 SEFA AGENCY CHECKLIST**

(click the box to the left to enter a “P” indicating this step is complete)

Review certification letter(s) *SEFA 01-Certification* and *SEFA 05-Certification Having Federal Awards*, if necessary for completeness.

Include all departments for your agency on *SEFA 01* and verify the UEI’s are included on the *SEFA 02-Grants and Programs,* Column E.

Examine *SEFA 02-Grants and Programs,* Column F. Each entry must have a selection in this column. Options include: ARRA, COVID-19 ARPA, COVID-19 CARES, COVID-19 CPRSAA, COVID-19 CRRSAA, COVID-19 FFCRA, COVID-19 PPP

Verify all ALN’s are listed in numeric order and reconcile ALN’s and Program Titles to the ALN Listing. Use the *“sam.gov”* website to ensure you are viewing the ***current*** June 30 data extract to confirm the ALN Listing name for FY 2025. Information can be found by visiting the following link:

<https://sam.gov/data-services/Assistance%20Listings/datagov/2025?privacy=Public>

Trace all Pass-Through amounts, **TO and FROM**, listed on *SEFA 02-Grants and Programs* (column F) to *SEFA 03-Notes 3*(Pass-through **FROM**) and *SEFA Notes 04* (Pass-through **TO***), and SEFA 04 Subrecipients*.Confirm all reported Pass-through amounts with Pass-through Agencies and attach the reconciling documents to the appropriate *SEFA* form in *Workiva.*

Verify the description of *Non-Cash Programs* Column M, is clearly defined.

Evaluate, by ALN, the amount sent to subrecipients does not exceed ALN expenditures on *02 SEFA -Grants and Programs.*

Reconcile *SEFA 04-Subrecipients* to ensure entities listed are subrecipients **and not** state agencies, contractors or beneficiaries.

Reconcile *SEFA* to *eMARS.*

Determine if prior notes are still applicable for the Agency. Verify current year information has been submitted.

Scrutinize all *SEFA* schedules for: 1) Completeness, 2) Correct Flow, 3) Proper Formatting, 4) Accurate Math and 5) Reasonableness.