

**Award Section 1512 Reporting Information Checklist**  
**To be completed by the Agency for EACH Award**

Agency Name \_\_\_\_\_

Award Title \_\_\_\_\_

CFDA Number \_\_\_\_\_

Award Number \_\_\_\_\_

SAAS Award Number \_\_\_\_\_

Name of Report Preparer \_\_\_\_\_

Name of Report Reviewer \_\_\_\_\_

The following information is attached:

- \_\_\_\_\_ Inventory of vendors, including DUNS
- \_\_\_\_\_ Inventory of sub-recipients, including DUNS
- \_\_\_\_\_ Inventory of each sub-recipient's vendors, including DUNS
- \_\_\_\_\_ Inventory of each sub-recipient's sub-recipients, including DUNS
- \_\_\_\_\_ Inventory of sub-allocants (SAAS agencies receiving sub-allocation), including DUNS
- \_\_\_\_\_ Inventory of each sub-allocant's vendors, including DUNS
- \_\_\_\_\_ Inventory of each sub-allocant's sub-recipients, including DUNS
- \_\_\_\_\_ Inventory of all static data elements for the Excel template
- \_\_\_\_\_ Copy of all communications to sub-recipients, sub-allocants, and vendors regarding reporting requirements

Please document any incomplete or missing information, the reason the information is incomplete or missing, how you plan to secure that information, and any other comments or issues regarding the 1512 reporting requirements:

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