

COVER PAGE
Checklist #2
Comprehensive Review of Existing Programs

Agency: _____

Assistance Listing (formerly CFDA) Number: _____

Assistance Listing (formerly CFDA) Title: _____

Are there any changes to the Compliance Supplement for this program?

___ **No** If you check “No,” notify the point of contact within your agency that the program has no changes and send only the completed cover page to that individual, who will compile a list of unchanged programs for submission to OMB.

___ **Yes** If you check “Yes,” you must complete and sign this cover page and provide the following information to the agency point of contact by the date specified by that individual for submission to OMB:

- a. **The signed cover page and completed checklist.**
- b. **Copy of program supplement write-up** that clearly shows the change(s) – with track changes on. **Please use the Word version of the 2023 Compliance Supplement document as the starting point.**
 - **Explanation of changes:** provide the reason for each change and effective date of the change, e.g., change in law or regulation, new reporting requirement, correction of error in current program supplement write-up (explaining what is incorrect), incorrect grammar or spelling **as a comment** within the Word document.
 - **Documentation to support the change**, e.g., if the change is in a reporting requirement, provide a copy of report; if the change is in a law or regulation, give the citation and highlight the text of the specific citation that supports the change.

_____ **Delete.** If the program is being deleted from the Compliance Supplement, please **complete and sign this cover page** and provide a brief explanation and supporting documentation/reference(s) below.

Explanation:

Contact information for individual that reviewed the supplement for submission to OMB.

KMAL Name: _____

Core Name: _____

Checklist #2

Comprehensive Review of Existing Programs

Agency: _____

AL Number: _____ AL Title: _____

IN GENERAL

(1) This checklist is required for any program for which changes are proposed, including reconsideration of inclusion of compliance requirements in the program supplement/Part 2 matrix.

(2) Limit editorial changes to a minimum. If clarifying language is needed, please provide a brief explanation of why the change is needed.

(3) Any substantive, non-editorial changes, including corrections must be accompanied by a copy of the relevant law or regulation and an explanation of the change within the supplement.

(4) Clearly identify the changes to the proposed program supplement and highlight the affected section of the law or regulation so that each change may be easily verified.

No.	Suggested Procedure	Done by	Date
1.	Identify any programs that may require a change in the program supplement, including deletion of a program from the Supplement.		
	a. Ask program officials if the program has changed (e.g., due to changes to laws, regulations, or agency policies and procedures; new or discontinued reports; or Assistance Listing (AL - formerly CFDA) number changes).		
	b. Ask (1) program officials, (2) the OIG, and (3) audit resolution officials if any new program problems have been documented.		
	c. Review governing laws and regulations for changes. Consult with OGC as necessary.		
	d. Identify any pending legislative, regulatory, or other changes that should be considered in the follow-up review.		
2.	Read the agency information contained in the program supplement and determine whether the information is accurate, current, and necessary.		
	a. Verify all references to laws and regulations. Ensure they are in the CS standard format (see Checklist #1, No 10).		
	b. Verify information in II, "Program Procedures," under subsection "Source of Governing Requirements." Add this subsection if it does not exist.		

No.	Suggested Procedure	Done by	Date
	c. Verify information in II, “Program Procedures,” under subsection “Availability of Other Program Information.” Consider adding this subsection if it does not exist.”		
	d. Test all website addresses for accuracy.		
	e. Verify that any numbers, percentages, dates, references, etc. are current (e.g., information in program procedures, eligibility criteria, matching percentages, and Internet addresses).		
	f. Verify that the OMB control/PRA numbers for any reports listed are correct and current. Any PRA numbers that will expire within three months must be renewed prior to the issuance of the Supplement. Check OMB’s OIRA website (Information Collection Review (reginfo.gov)) for a listing of all current control numbers.		
	g. Verify that the Assistance Listing (AL) number and name agree with the AL that is available at SAM.gov Home .		
	h. Consider whether any compliance requirements could no longer have a material effect on the program.		
	i. Review any information in IV, “Other Information,” for continued applicability to audits for periods beginning on or after July 1, 2023.		
	j. Review for any technical errors.		
3.	Review the table of compliance requirements in the May 2023 program supplement (also shown in Part 2, “Matrix of Compliance Requirements,” in the 2023 Supplement) to ensure that the applicability of each of the 12 types of compliance requirements is correctly indicated. Note – only six types may be chosen if A and B are not selected; seven may be chosen if A and B are chosen. <u>Note: fewer than six may be selected.</u> If you are making any changes to your requirement types, you must include a justification. Please send a notification of your intent to the proper channels in your agency.		
4	For Performance Reporting under Compliance Requirement L, include the key lines items in the report for auditor review.		
5	Depending on agency procedures, provide any recommended changes to the program supplement to the agency point of contact. This should be done in a manner to clearly show the recommended changes to the document (using revision mode).		
	a. Include a brief explanation of the reasons for changes.		
	b. Include copies or links for documents supporting the change (e.g., laws, regulations, or revised report).		
6.	Depending on agency procedures, provide a completed copy of this checklist (and documentation) to the agency point of contact.		

The public reporting burden for this information collection is estimated to be 30 minutes. This burden estimate includes time for reviewing instructions, researching existing data sources, gathering and maintaining the needed data, and completing and submitting the information. Send comments regarding the accuracy of this burden estimate and any suggestions for reducing the burden to: U.S. Department of Agriculture, Foreign Agricultural Service, Office of Capacity Building and Development, Food Assistance Division, Attn: OMB Number (0551-0035), 1400 Independence Avenue, S.W., Washington, DC 20250-1034. You are not required to respond to this collection of information unless a valid OMB control number is displayed.