**South Dakota Bureau of Finance and Management**

**Pre-Award Risk Assessment Questionnaire**

**Entity Information**

1. Entity Name:

DUNS:

Find your DUNS number at: <https://www.dnb.com/duns-number/lookup.html>. Ensure your registration in sam.gov is up-to-date and active. This can be located at <https://sam.gov/SAM/pages/public/searchRecords/search.jsf>. You will not be eligible for reimbursement until registration in sam.gov is active.

1. Has your entity previously received grant funding from the State?

[ ] Yes [ ] No

1. Does your entity have a policy regarding conflict of interest?

[ ] Yes [ ] No

* 1. If yes, has any conflict of interest been disclosed between your entity and the Bureau of Finance and Management?

 [ ] Yes [ ] No

**Accounting System & Financial Information**

1. Does the grant administrator or financial staff who will oversee this grant have more than three years of prior federal grant award experience?

[ ] Yes [ ] No

1. Do you anticipate using contracted services to assist with the management of the Coronavirus Relief Funds?

[ ] Yes [ ] No

1. Does your entity have written policies and procedures for the following business processes that meet the minimum federal requirements?

a. Grant Compliance

[ ] Yes [ ] No

* 1. Procurement

[ ] Yes [ ] No [ ] Not Applicable

* 1. Fixed Assets & Inventory

[ ] Yes [ ] No [ ] Not Applicable

1. What was the total revenue for your entity in the most recent fiscal year?

1. Which of the following best describes your entity’s accounting system?

[ ] Manual [ ] Automated [ ] Combination

1. Does the accounting system identify the deposits and expenditures of program funds for each grant separately?

[ ] Yes [ ] No

1. What was your entities annual payroll paid for the past fiscal year?

1. Does your payroll system track different fund sources or job assignments? [ ] Yes [ ] No

1. Did an independent certified public accountant audit your organization’s financial statements in the last three years?

[ ] Yes [ ] No

* 1. If yes, for what years?

1. Did your entity receive over $750,000 in federal funds from all sources last year?

[ ] Yes [ ] No

* 1. If yes, was a single audit conducted on the entity per 2 CFR 200.501?

[ ] Yes [ ] No

* 1. If (a) is yes, were there any audit findings regarding program non-compliance and/or internal control deficiency?

[ ] Yes [ ] No

* 1. If (b) is yes, are there currently any unresolved audit issues?

[ ] Yes [ ] No

Completed by:

 Name Title Date