

Pre-Award Risk Assessment

Subrecipient Name:	
Grant Award Number(s) or CFDA Number:	
Program Name(s):	
Risk Assessment Completed Date:	
Grant Period(s):	
Total Score:	0
Risk Assessment:	Low Risk

1. Eligible to Conduct Business with the State (answering yes to any of these questions results in ineligibility to receive funds)		Yes/No			
Is the entity on the federal debarment list (www.sam.gov)?					
Is the entity on the Bureau of Administration's debarment list (boa.sd.gov)?					
Is the entity not in good standing with the SD Secretary of State (sos.sd.gov)?					
2. Amount					
Agency set the Criteria for determining size of grant:		<u>Small</u>	<u>Medium</u>	<u>Large</u>	
		\$0 - \$X	\$X-\$X	>\$X	
Amount of the award (If award amount is unknown, an estimated award amount should be used.)					
3. Funding of Entity					
Agency set percentage criteria:		<u>Small</u>	<u>Medium</u>	<u>Large</u>	
		<X%	X%-X%	>X%	
What percentage of funding would this grant be for the entity in comparison to the entity's total funding?					
4. Accounting System					
Type of accounting system used by the entity		<u>Automated</u>	<u>Manual</u>	<u>Combo</u>	
5. Program Complexity					
Rate the complexity of the program		<u>Not Complex</u>	<u>Slightly Complex</u>	<u>Moderately Complex</u>	<u>Highly Complex</u>
Programs with complex compliance requirements have a higher risk of non-compliance. In your determination of complexity consider					
▶ Numerous programmatic requirements and/or must strictly adhere to regulations		▶ Various types of program reports are required			
▶ Matching funds or Maintenance of Effort are required		▶ The entity further subcontracts out the program			
▶ Add agency specific criteria here		▶ Add agency specific criteria here			
6.I. Entity Risk (Questions Must Be Answered for <u>All</u> Grants)				Yes/No	
a. Is the entity receiving an award for the first time from the State?					
b. Will the entity be receiving funds prior to expenses being claimed?					
c. Does a conflict of interest exist between the applicant and Department issuing the grant?					
d. Does the program leader have more than 3 years of experience in managing the scope of services required under this program?					
e. Do the entity's financial and programmatic staff who will oversee this grant have more than one year prior federal grant award experience?					
f. Has the entity been in business for less than 3 years?					
g. Does the entity anticipate subcontracting or subgranting the grant onto other entities?					
h. If applicable, is there any indication that the subrecipient may have difficulty meeting the required match?					

6.II. Entity Risk (Questions Must Be Answered for Medium and Large Grants)	Yes/No
a. Does the entity have prior experience with similar programs?	
b. Does the entity maintain policies which include procedures for assuring compliance with the terms of the award?	
c. Does the entity have an accounting system that will allow them to completely and accurately track the receipt and disbursements of funds related to the award?	
d. If applicable, does the entity have a system in place which can track employee time spent on multiple programs?	
e. If applicable, does the entity have a procurement system or procedures in place that meet the minimum federal requirements for procurement?	
f. If applicable, does the entity have a property management system that meets the minimum federal requirements for equipment management?	
g. If applicable, does the entity have an adequate system or procedures in place for tracking and evaluation of in-kind match?	
h. Has the entity been audited in the past 3 years? <i>(select N/A if has been in business for less than this amount of time)(Per 2 CFR 200.501, this is required for all entities who receive over \$750,000 in federal funds annually.)</i>	
i. If the entity received over \$750,000 in federal funds from all sources total last year, was a single audit conducted on the entity per 2 CFR 200.501.	
j. Did the entity have one or more audit findings in their last single audit regarding program non-compliance and/or significant internal control deficiency?	
k. Are there currently any unresolved audit issues?	
l. Does the entity intend to claim use of personal property as an expense?	
m. Other issues that may indicate risk of non-compliance? <i>(List issues in the box below. If more than one, list point value next to each one, add points together and put total into the green point-value box.)</i>	
<p><i>Examples of other issues:</i> (1) having new or substantially changed systems or software packages, i.e. accounting, payroll, reporting, technology, administration; (2) turnover in personnel, i.e. business, award management, program; (3) external risks including: economic conditions, political conditions, regulatory changes & unreliable information; (4) loss of license or accreditation to operate program; (5) new activities, products, or services; (6) organizational restructuring; (7) where indirect costs are included, does the organization have adequate systems to segregate indirect from direct costs.</p>	
7. Prior Grant Award Experience (must be completed for All sizes of grants) (Not for a new entity .)	Yes/No
a. Were performance and financial reports submitted timely for prior grant awards? <i>(i.e. within the agency specified timeframe)</i>	
b. Were financial reports accurate for prior grant awards?	
c. Did the entity stay on budget in prior years?	
d. Did the entity adhere to all terms and conditions of prior grant awards?	
e. Was reasonable progress made towards performance goals for prior grant awards?	
f. Did the entity and its staff members respond to State requests timely during prior grant awards?	
g. Did the entity's key staff members attend required trainings and meetings during prior grant awards?	
h. Do the results of monitoring procedures at the entity in prior years indicate any areas of concern or higher risk?	
<p>Low = 0 - 85 Moderate = 86 - 170 High = 170 and higher</p>	<p>TOTAL RISK POINTS: 0</p>

Additional notes and ongoing risk assessment concerns for entity:

I declare and affirm that all the information listed above is to the best of my knowledge and belief and is in all things true and accurate.

Name: _____

Date: _____

Common Attributes of Grantees with Low, Moderate and High Risk:

Low Risk: Most of the following attributes should be present to be considered low risk

- ▶ Small grant amount
- ▶ Entity has complied with the terms and conditions of prior grant awards
- ▶ No known financial management problems or financial instability
- ▶ High quality programmatic performance
- ▶ No, or very insignificant, audit or other monitoring findings
- ▶ Timely and accurate financial and performance reports
- ▶ Program likely does not have complex compliance requirements
- ▶ Entity has received some form of monitoring (e.g., single audit, on-site review, etc.)

Moderate Risk

- ▶ New business
- ▶ Small entity handles a complex grant with multiple requirements
- ▶ A disclosed conflict of interest exists

High Risk

- ▶ History of unsatisfactory performance or failure to adhere to prior grant terms and conditions
- ▶ Financial management problems and/or instability; inadequate financial management system
- ▶ Program has highly complex compliance requirements
- ▶ Significant findings or questioned costs from prior audit
- ▶ Large award amount