

**Purpose:** To assist ABC agency staff in effectively identifying risks associated with contracts, grants and awards made with federal pass-through funds to subrecipients. Staff will use these results to develop the agency's monitoring plan to oversee compliance with the following grant program requirements: adhere to Agency guidelines, remain within budget, provide the scoped deliverables/services, and ensure that proper Entity internal controls are in place.

**Procedure:** Agency staff shall rate each risk factor category for each entity, based on an evaluation of the subrecipient/entity's award application, self-reported internal controls, experience and past history with state grants/programs. Scores will then be added to determine if the level of risk is high, medium or low.

**Risk Assessment:** The composite risk score assigned by Agency staff helps determine the priority /order staff should follow during each monitoring cycle to evaluate/test the grant program and/or perform a site visit.

- A score of 59 - 80 requires intensive follow-up and improvement based on a thorough evaluation of the grant project and execution of the approved monitoring plan;
- A score of 38 - 58 requires evaluating areas that need improvement and improving those areas based on the approved monitoring plan.
- A score of 37 or less generally identifies that the program is at lower risk for potential waste, mismanagement, non-compliance or fraud.

Risk Level	Monitoring Plan Guidelines
<p><b>High (59 - 80)</b></p>	<p>Monitoring Plan: Agency staff completing the assessment will identify factors that contributed to the high risk score. <b>Staff will prepare and distribute a report that outlines non-compliance issues and areas that require improvement. The subrecipient shall respond to the Agency with a Corrective Action Plan within 15 calendar days. Agency staff will then provide a schedule of the evaluation process and site visits. The subrecipient may be required to submit more frequent progress/performance/financial reports until further notice.</b></p> <p>The subrecipient shall receive technical assistance on topics identified by Agency staff and/or upon request.</p>
<p><b>Medium (38 - 58)</b></p>	<p>Monitoring Plan: Agency staff will identify factors that contributed to the medium risk score, prepare and distribute a report that outlines areas of non-compliance and areas that require improvement. <b>The subrecipient shall respond with a Corrective Action Plan within 15 calendar days. Agency staff will then provide a schedule of the evaluation process and/or site visits. The evaluation and follow-up may be conducted via desk audit. The subrecipient may be required to submit more frequent progress/performance/financial reports until further notice.</b></p> <p>The grantee shall receive technical assistance upon request.</p>
<p><b>Low (16 - 37)</b></p>	<p>Monitoring Plan: Staff will continue to monitor progress/performance/financial reports for accuracy, timeliness, and potential significant program/performance changes for the entity.</p> <p>A grant evaluation or site visit may be conducted (at Agency's discretion based on available resources) and technical assistance shall be provided upon request.</p>

Tool - Pre-Award Risk Assess 11-10-16

Subrecipient Name:		
Contract Award Number:		
Contract Project Name:		
Subrecipient's EIN:		
Subrecipient's DUNS number:		
Risk Assessment completed by:		
Date assessment completed:		
Project Year:	From the date of the signed contract or agreement between the ELC and the subrecipient	<input type="checkbox"/> Year 1 ( 0-12 months) <input type="checkbox"/> Year 2 (13-24 months) <input type="checkbox"/> Year 3 (25-36 months) <input type="checkbox"/> Year 4 (37 months or more)
Total Score/Level:	0	<input type="radio"/> High (>58) <input type="radio"/> Medium (38-58) <input checked="" type="radio"/> Low (<37)
<p><b>Instructions:</b> For each category shown, select from the lists provided the one answer that best fits for this subrecipient/grantee/contractor. Insert the listed score for your answer in the green box for each category. Your answers will be calculated and shown above as a Total Score/Risk Level. Additional notes, descriptions and details can be added to the Comment Section below or on a separate worksheet tab if more space is needed.</p>		
<b>Subrecipient Data</b>		<b>Score</b>
<b>1. Subrecipient Organization (Contract Agreement Signatory and/or Parent Organization)</b>		
Within the past 10 years, the Subrecipient entity has > 3 years of experience with grants/awards from the State and demonstrates an active interest in the program to state agency staff members.		1
Within the past 10 years, the Subrecipient entity has 1-2 years of experience with grants/awards from the State and demonstrates an active interest in the program to state agency staff members.		2
Within the past 10 years, the Subrecipient entity has limited experience with grants/awards from the state and demonstrates an active interest in the program to state agency staff members.		3
Within the past 10 years, the Subrecipient entity has limited experience with grants/awards from the State and demonstrates no active interest in the program to state agency staff members.		4
Subrecipient entity's history indicates it has no prior experience with grants/awards from the state, hinders the policy and/or requirements of the grant program, OR incomplete data available/provided to agency staff for this analysis.		5
<b>2. Subrecipient Experience Managing ANY type of Grant Funds</b>		
Entity has over ten years experience.		1
Entity has five to ten years experience.		2
Entity has two to five years experience.		3
Entity has less than two years experience.		4
Entity has no past experience OR incomplete data available/provided to staff for this analysis.		5
<b>3. Subrecipient Experience Administering THIS project</b>		
Subrecipient entity's 3rd or 4th project year <b>AND</b> original program director is assigned to grant/award.		1
Subrecipient entity's 3rd or 4th project year; but it has <b>NOT</b> assigned original program director to grant/award.		2
Subrecipient entity's 1st or 2nd project year <b>AND</b> original program director is assigned to grant/award.		3
Subrecipient entity's 1st or 2nd project year; but it has <b>NOT</b> assigned original program director to grant/award.		4

Subrecipient Data	Score
Subrecipient entity has high turnover of program director and/or key staff before or during 1st project year (more than 2 key staff turnover within 18 months) <b>OR</b> incomplete data available/provided to staff for this analysis.	5
<b>4. Prior Performance Results - Program Requirements/Objectives</b>	
Subrecipient has provided services and met all program objectives specified in the contract's scope of services /agreement for the past 12 months	1
Subrecipient has provided services and met most of the program objectives specified in the contract's scope of services/agreement for the past 12 months	2
Subrecipient has provided services but has failed to meet most of the program objectives specified in the contract's scope of services/agreement for the past 12 months	3
Subrecipient has not provided timely services and has also failed to meet most of the program objectives specified in the contract's scope of services/agreement for the past 12 months	4
No past experience <b>OR</b> incomplete data available/provided to staff for analysis	5
<b>5. Personnel Turnover / Management Stability</b>	
Entity's key staff has the experience, necessary knowledge, skills and abilities to perform the job duties <b>and</b> subrecipient has previously provided the scoped/described services or equivalent services.	1
Entity's key staff has the experience, necessary knowledge, skills and abilities to perform the job duties <b>OR</b> subrecipient has previously provided the scoped/described services or equivalent services.	2
Key staff lacks the experience, necessary knowledge, skills and abilities to perform the job duties <b>OR</b> subrecipient has not previously provided services (new).	3
Key staff lacks the experience, necessary knowledge, skills and abilities to perform the job duties <b>AND</b> subrecipient has not previously provided services (new).	4
High turnover of key staff (more than 1 key staff turnover within 18 months) <b>OR</b> incomplete data available/provided to staff for this analysis.	5
<b>6. Single Audit</b>	
Single audit with unmodified reports and no findings/no questioned costs	1
Single audit with significant deficiency finding(s)	2
Single audit with material weakness finding(s)	3
Single audit with both material weaknesses and significant deficiency findings <b>OR</b> other disclosure issues noted	4
No single audit performed or not required <b>OR</b> incomplete data available/provided to staff for analysis	5
<b>7. Amount of Grant Award for this Project</b>	
Annual Financial Obligation of \$0 – \$29,999.99.	1
Annual Financial Obligation of \$30,000.00 – \$39,999.99.	2
Annual Financial Obligation of \$40,000 - \$99,999.99.	3
Annual Financial Obligation of \$100,000 – \$249,999.99.	4
Annual Financial Obligation of \$100,000 – \$249,999.99 <b>OR</b> above.	5
<b>8. Subrecipient Shall Complete a self-assessment/Internal Controls Questionnaire (ICQ)</b>	
Subrecipient's self-assessment/ICQ shows few or no internal control weaknesses or areas of operating risks.	1
Subrecipient's self-assessment/ICQ shows several internal control weaknesses and/or areas of operating risks.	3
Subrecipient's self-assessment/ICQ shows many major internal control weaknesses and/or areas of operating risks <b>OR</b> incomplete data available/provided to staff for this analysis.	5

Subrecipient Data	Score
<b>9. Subcontracts (If yes, ask about their monitoring efforts)</b>	
Subrecipient does not subcontract for any scoped grant/award services.	1
Subrecipient has or will have 1 – 2 subcontracts for minor services related to the grant/award.	2
Subrecipient has or will have 1 – 2 subcontracts for material/major services related to the grant/award.	3
Subrecipient has or will have 3 – 4 subcontracts.	4
Subrecipient has or will have 5 or more subcontracts <b>OR</b> incomplete data available/provided to staff for this analysis.	5
<b>PROGRAMMATIC COMPLIANCE</b>	
<b>10. Regular Participation in Required Trainings/Meetings</b>	
Subrecipient entity's director and/or key staff attend all required trainings/meetings.	1
Subrecipient entity's director and/or key staff attend most required trainings/meetings.	2
Subrecipient entity's director and/or key staff attend some required trainings/meetings.	3
Subrecipient entity's director and/or key staff rarely attend required trainings/meetings.	4
Subrecipient entity's director and/or key staff do not attend required trainings/meetings <b>OR</b> new project for subrecipient <b>OR</b> incomplete data available/provided to staff for this analysis.	5
<b>11. Communication</b>	
Subrecipient entity's director and/or key staff always respond to agency staff's requests in a timely manner.	1
Subrecipient entity's director and/or key staff usually respond to agency staff's requests in a timely manner.	3
Subrecipient entity's director and/or key staff rarely respond to agency staff's requests <b>OR</b> new project <b>OR</b> incomplete data available/provided to staff for analysis	5
<b>12. Progress and Performance Measure Reports (from start of award/grant through current)</b>	
Timely submissions by entity with no or minimal errors and/or reporting content that mostly exceeds the grant/award requirements.	1
Timely submissions by entity with minimal errors and/or reporting content that mostly meets the grant/award requirements.	2
Late submissions by entity with minimal errors and/or reporting content that mostly meets the grant/award requirements.	3
Timely submissions by entity but routinely with minimal to major errors and/or reporting content that mostly does not meet the requirements.	4
Late submissions routinely by entity, minimal to major errors, reporting content that mostly does not meet the requirements, or did not submit, <b>OR</b> new project for subrecipient <b>OR</b> incomplete data available/provided to staff for this analysis.	5
<b>13. Results of Previous Contract Monitoring or Other Site Visits</b>	
None or minor findings; timely corrective action taken	1
Some minor findings; timely corrective action not taken	2
Some moderate findings; timely corrective action taken	3
Moderate to significant findings; timely corrective action not taken	4
Entity Excessive findings noted or multiple repeat findings reported OR Not previously monitored OR incomplete data available/provided to staff for analysis	5
<b>14. Results/findings from other oversight bodies</b>	

Subrecipient Data	Score
No known instances of noncompliance (findings), no questions costs and no corrective action instructions related to the grant/award for +3 years.	1
No known instances of noncompliance (findings), no questions costs and no corrective action instructions related to the grant/award for 1 - 3 years.	2
Some minor to moderate findings, no questioned costs and timely corrective action(s) taken.	3
Moderate to significant findings and/or multiple repeat findings (in same area(s) for more than one cycle/report) <b>OR</b> potential questioned or disallowed costs <b>OR</b> required corrective action(s) incomplete or not resolved timely.	4
Entity has not been previously monitored <b>OR</b> incomplete data available/provided to staff for this analysis.	5
Financial Management	
15. Financial Reporting (invoices, reimbursement requests, supporting documentation, etc.)	
Financial reporting is always complete, timely and accurate.	1
Financial reporting is complete, timely and accurate most of the time (two or less instances of forms that are incomplete, late and/or with errors).	3
Financial reporting has not been complete, timely or accurate <b>OR</b> new project for subrecipient <b>OR</b> incomplete data available/provided to staff for analysis	5
16. Budget	
Project is practically on-budget.	1
Project is not on budget, and the reason(s) have been justified.	3
Project is not on budget and the reasons have not been satisfactorily justified <b>OR</b> new project for subrecipient <b>OR</b> incomplete data available/provided to staff for this analysis.	5

**Comments:**

Risk Assessment and Analysis - ABC Agency  
 State Fiscal Year 2016/17

	Entity/Organization(s)				
	A	B	C	D	E
	<i>Insert brief details for entities (as needed) here - optional</i>				
<i>Entity Name(s)</i>					
<i>Contract/Award Amounts</i>					
<i>Funding Program(s)</i>					

**Risk Factors**

1 Entity/Subrecipient Organization	0				
2 Entity Experience Managing Grant Funds	0				
3 Entity Experience with <b>this</b> Project or Program	0				
4 Prior Performance - Program Requirements/Objectives	0				
5 Personnel Turnover	0				
6 Single Audit	0				
7 Amount of Grant Award	0				
8 Entity's Self-Reported Internal Controls	0				
9 Entity uses sub-contractor(s)	0				
10 Regular participation in planned trainings/meetings	0				
11 Communications	0				
12 Reporting - Progress and Performance Measures	0				
13 Prior Monitoring Results	0				
14 Findings from Other Oversight Bodies	0				
15 Financial Reporting	0				
16 Budget	0				
<b>Composite Risk Scores</b>	0	0	0	0	0

*To use these results to plan for staff monitoring assignments, please see the Instructions worksheet tab for more instructions.*