

# MBCC RISK ASSESSMENT REVIEW FORM

<b>Sub-grantee Agency:</b>		<b>Current Date:</b>	
<b>Sub-grant Number:</b>		<b>Award Amount:</b>	
<b>Project Title:</b>		<b>Prepared by:</b>	

## RISK FACTORS ASSESSMENT

Question Number	Question (Questions 1-3 to be answered by sub-grantee, include additional comments below)	Responses		
		Yes	No	Score (MBCC)
<b>1</b>	<b>a</b> Is your agency subject to the Single Audit Requirement? The trigger for a Single Audit is: During the fiscal year your agency expends federal funds in excess of \$750,000. (If yes, please provide the most recent copy)			
	<b>b</b> In the past two years has your agency received any other type of financial audit or review? (If yes, please provide a copy)			
	<b>c</b> Were there findings or recommendations?			
	<b>d</b> Were the findings resolved?			
<b>2</b>	Do staff have previous grant experience?			
<b>3</b>	Has your agency experienced key employee turnover of an authorized signing official (Project Director, Financial Officer, or Official Budget Representative) key staff within the past year? (If yes, provide details in comments below)			

**Print Name of subgrantee:**

**Signature of subgrantee:**

**Date:**

Question Number	Question (Questions 4-8 to be answered by MBCC staff, include additional comments below)			
<b>4</b>	Has there been compliance monitoring of the sub-grantee by MBCC during the prior three years?			
<b>5</b>	Has there been any compliance or performance issues, financial management problems/financial instability for the sub-grantee during the prior three years?			
<b>6</b>	Does the sub-grantee have recurring/unresolved issues?			
<b>7</b>	Does the sub-grantee submit complete and timely reports as required?			
		Slightly Complex	Moderately Complex	Highly Complex
<b>8</b>	Rate the complexity of the program.			

### RISK ASSIGNED TO SUB-RECIPIENT

**COMMENTS/ACTION ITEMS** Document your comments and action items in this space (e.g., technical assistance).

#### RISK ASSESSMENT CRITERIA

<b>Low Risk</b>	Excellent history, no findings, experienced grant management.
<b>Medium Risk</b>	Less than excellent, some past findings, new grantee, large grant, some unknowns. Ongoing training and technical assistance will be provided.
<b>High Risk</b>	Poor performer, financial instability, prior findings, major staff changes, problems identified by other monitors. Ongoing training and technical assistance will be provided.