



CDBG-CV Public Services

Risk Assessment Policy and Summary

Conducting a Risk Assessment:

The CDBG-CV Public Service program requires each Grantee to complete an Activity Risk Assessment Summary for each subrecipient proposed in their application. The completed risk assessment form must be uploaded in GMS in the Activity Application in the Activity Threshold. If a subrecipient is completing more than one activity then only one risk assessment is necessary.

Risk factors for grantees to consider are:

Factor 1: Services

Factor 2: Management

Factor 3: Internal Controls and Financial Management

The Activity Risk Assessment Summary (next page) should be completed. The maximum score of the risk assessment is 35.

An acceptable range for the final score is: 0 - 23

An unacceptable range for the final score is: 24 - 33

The Grantee will decide with the information from the risk assessment summary whether to put forward an application with a particular subrecipient. CDFFA will take the risk assessment information and summary into account when making recommendation and final determination of awards.

RISK ASSESSMENT ACTIVITY SUMMARY

Grantee Name:	
Activity Name:	
Subrecipient Name: (Entity carrying out the activity)	
Factor #1 – Service Score:	
Factor #2 – Management Score:	
Factor #3 – Internal Controls and Financial Management Score:	
Overall Score:	
Assessment Completed by:	Name and position

FACTOR #1: SERVICES		
A. MEETING NATIONAL OBJECTIVES:		
National Objective:		
Eligible activity:		
B. ACTIVITY BUDGET:	RISK:	SCORE:
Project costs are reasonable.	Not reasonable Likely Yes, definitely	not eligible 3 0
Project is financially feasible.	Not feasible Likely Yes, definitely	not eligible 3 0
C. BENEFICIARY DOCUMENTATION:	RISK:	SCORE:
Subrecipient has not provided a plan to document beneficiaries.	High	3
Subrecipient has a reasonable plan to document beneficiaries.	Low	0
<i>Subtotal for Services Assessment (max 9 points):</i>		

FACTOR #2: MANAGEMENT		
A. PROGRAM COMPLEXITY:	RISK:	SCORE:
Proposed activity is funded by more than three funding sources with different objectives or requirements from the CDBG-CV funded project.	High	5
Proposed activity is funded by more than three funding sources with similar objectives or requirements from the CDBG-CV funded project.	Moderate	3
Proposed activity is funded by less than three funding sources with similar objectives or requirements from the CDBG-CV funded project.	Low	1
B. MANAGEMENT CAPACITY:	RISK:	SCORE:
Subrecipient has demonstrated unclear organizational capacity to carry out the activity.	High	3
Subrecipient has demonstrated adequate organizational capacity to carry out the activity.	Low	1
<i>Subtotal for Management Assessment (max 8 points):</i>		

FACTOR #3 INTERNAL CONTROLS AND FINANCIAL MANAGEMENT		
A: GRANT AMOUNT:	RISK:	SCORE:
Subrecipient's request is \$60,001 or over.	High	5
Subrecipient's request between \$30,001 to \$60,000.	Moderate	3
Subrecipient's request is \$30,000 or less.	Low	1
B: INTERNAL CONTROLS:	RISK:	SCORE:
Subrecipient does not have sufficient internal controls to provide assurance that compliance with Federal statutes, regulations, and the terms and conditions of the CDBG-CV award can be maintained.	High	3
Subrecipient has sufficient internal controls to provide assurance that compliance with Federal statutes, regulations, and the terms and conditions of the CDBG-CV award can be maintained.	Low	1
C. FINANCIAL MANAGEMENT:	RISK:	SCORE:
Subrecipient does not have adequate financial management policies and procedures in place.	High	3
Subrecipient has adequate financial management policies and procedures in place.	Low	1
D. FINANCIAL AUDIT:	RISK:	SCORE:
Subrecipient submitted their most recent financial audit and concerns were outlined within the independent auditor's report.	High	5
Subrecipient did not submit their most recent financial audit.	High	5
Subrecipient submitted their most recent financial audit and no concerns were outlined within the independent auditor's report.	Low	0
<i>Subtotal for Financial and Internal Assessment (max 16 points):</i>		