

Maine Department of Education - Risk Assessment Tool

Grantee Name:	
Grant Award Number(s):	
Program Name(s):	
Risk Assessment Completed by:	
Risk Assessment Completed Date:	
Grant Period(s):	
Grant Amount(s):	
Total Score:	0
Risk Assessment:	Low Risk

1. Amount	Small <\$25,000	Medium \$25,000 to \$250,000	Large >\$250,000
Amount of the award <i>(If award amount is unknown, an estimated award amount should be used.)</i>			
2. Accounting System			
Type of accounting system used by the entity	Automated	Manual	Combination
3. Program Complexity			
	Not Complex	Slightly Complex	Moderately Complex
Rate the complexity of the program			
<p>Programs with complex compliance requirements have a higher risk of non-compliance. In your determination of complexity consider whether the program has complex grant requirements <i>(If you choose one, select slightly complex; if you choose two, select moderately; if you choose three or four, select highly complex)</i>. The following are some examples of reasons a program would be considered more complex:</p> <ul style="list-style-type: none"> ▶ Complex programmatic requirements and/or must adhere to regulations ▶ Matching funds or Maintenance of Effort are required ▶ Various types of program, financial or data reports are required ▶ The entity further subcontracts out the program 			
4. Entity Risk			Yes/No
Rank the entity based on your knowledge of the following:			
a. Is the entity receiving an award for the first time?			
b. Did the entity adhere to all terms and conditions of prior grant awards?			
c. Does the entity have prior experience with similar programs?			
d. 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?			
e. Does the federal program require staff to track their time associated with the award?			
f. If yes, does the entity have a system in place that will account for 100% of each employee's time? <i>(If answered no to 4e, leave blank)</i>			
g. Did the entity have one or more audit findings in their last single audit regarding program non-compliance?			
h. Did the entity have one or more audit findings in their last single audit regarding significant internal control deficiency?			
i. Other issues that may indicate high risk of non-compliance? Explain:			
<i>(Assign 5 points for each issue from below that applies)</i>			
<p>Other issues: (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) Federal government audits and finding(s); (6) new activities, products, or services; (7) organizational restructuring; (8) where indirect costs are included, does the organization have adequate systems to segregate indirect from direct costs.</p>			
5. Reporting & Budget			Yes/No
Rank the entity based on your knowledge of the following:			
a. Were performance reports submitted timely for prior grant awards? <i>(i.e. within the DOE specified timeframe)</i>			
b. Was reasonable progress made towards performance goals for prior grant awards?			
c. Were financial reports submitted timely for prior grant awards? <i>(i.e. award application, year end and monthly reimbursement reports)</i>			
d. Were financial reports accurate for prior grant awards? <i>(i.e. award application, year end and monthly reimbursement reports)</i>			
e. Did the entity stay on budget in prior years?			
Low = 0 - 67 Moderate = 68 - 134 High = 135 and higher		TOTAL RISK POINTS:	0

