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 *(If award amount is unknown, an estimated award amount should be used.)*			

2. Accounting System	**Automated**	**Manual**	**Combination**
Type of accounting system used by the entity			

3. Program Complexity	**Not Complex**	**Slightly Complex**	**Moderately Complex**	**Highly Complex**
Rate the complexity of the program				

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 (*If you choose one, select slightly complex; if you choose two, select moderately; if you choose three or four, select highly complex*). The following are some examples of reasons a program would be considered more complex:

- ► Complex programmatic requirements and/or must adhere to regulations
- ► Various types of program, financial or data reports are required
- ► Matching funds or Maintenance of Effort are required
- ► The entity further subcontracts out the program

4. Entity Risk Rank the entity based on your knowledge of the following:	**Yes/No**
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? (*If answered no to 4e, leave blank*)	
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: *(Assign 5 points for each issue from below that applies)*	

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.

5. Reporting & Budget Rank the entity based on your knowledge of the following:	**Yes/No**
a. Were performance reports submitted timely for prior grant awards? (*i.e. within the DOE specified timeframe*)	
b. Was reasonable progress made towards performance goals for prior grant awards?	
c. Were financial reports submitted timely for prior grant awards? *(i.e. award application, year end and monthly reimbursement reports*)	
d. Were financial reports accurate for prior grant awards? *(i.e. award application, year end and monthly reimbursement reports)*	
e. Did the entity stay on budget in prior years?	

Low = 0 - 67 Moderate = 68 - 134 High = 135 and higher	**TOTAL RISK POINTS:**	**0**

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Common Attributes of Grantees with Low, Moderate and High Risk:	
Low Risk	**High Risk**
Most of the following attributes should be present to be considered low risk	*One or more of the following attributes may be present to be considered high risk*
► Entity has complied with the terms and conditions of prior grant awards.	► History of unsatisfactory performance or failure to adhere to prior grant terms and conditions
► No known financial management problems or financial instability	► Financial management problems and/or instability; inadequate financial
► High quality programmatic performance	► Program has highly complex compliance requirements
► No, or very insignificant, audit or other monitoring findings	► Significant findings or questioned costs from prior audit
► Timely and accurate financial and performance reports	► Untimely, inadequate, inaccurate reports
► Program likely does not have complex compliance requirements	► Recurring/unresolved issues
► Entity on has received some form of monitoring (e.g., single audit, on-site review, etc.)	► Lack of contact with entity or any prior monitoring
	► Large award amount
Moderate Risk ► *Agencies that fall between low risk and high risk are considered moderate risk.*	

Additional notes or considerations specific to the Grantee: