

MEMA Subrecipient Pre-Award Risk Assessment Questionnaire

Subrecipient (Applicant) Name: _____

(Includes all departments, divisions, or units within the Municipality or Not-for-Profit receiving federal grant funds)

Per 2 CFR 200.331 section (b), MEMA is required to “evaluate each subrecipient’s risk of non-compliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring.” Please provide the information requested below with your application.

MEMA grant program and fiscal staff will review past performance of subrecipient and information below to determine the extent to which, if any, monitoring or other measures may be taken to support subrecipient compliance.

(1): Has Subrecipient been the direct recipient or a subrecipient of MEMA-issued federal funds within the last two fiscal years:

Yes No
(if no, please complete corresponding section on next page)

(2): Was Subrecipient required (OMB A-133 or 2 CFR 200 Subpart F) to have an audit of Federal Funds performed in the two most recently closed fiscal years?

Yes No

Does Subrecipient have any findings or questioned costs related to MEMA federal grants administration in the last two most recently closed fiscal year Audits?

Yes No
(if yes, please complete corresponding section on next page)

(3): Has Subrecipient employed new personnel or implemented new or substantially changed systems related to Federal Grant Management in the last calendar year?

Yes No
(if yes, please complete corresponding section on next page)

(4): Has Subrecipient been monitored by any Federal Agency as a direct recipient of Federal Funding in the last two fiscal years.

Yes No
(if yes, please complete corresponding section on next page)

(5): Does subrecipient conduct federally funded activities under an approved Internal Control Plan that meets federal guidelines and provides for sound financial management of grant activities, including:

- Detection and Prevention of Fraud, Waste, and Abuse;
- Accounting system identification of the receipt and expenditure of program funds separately for each grant/contract;
- Distribution records maintained for an employee when his/her effort are used as a direct cost or match;
- Procurements conducted in compliance with federal procurement requirements.

Yes No
(if there are internal control plan concerns, please complete corresponding section on next page)

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**MEMA Sub-recipient Pre-Award Risk Assessment Questionnaire
Response Form**

(1): If you have not received a grant from MEMA in the last two years, please indicate last grant received from MEMA:

Federal Award Name	Purpose	Amount	Start Date	End Date
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(2): Please list below (or attach) the results of any A-133 or Subpart F audits for the last two fiscal years of subrecipient:

Grant Audited	Finding Date	Finding Description
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MEMA will send a letter to subrecipient seeking additional details on the above finding(s), requesting subrecipient response and Corrective Action Plan, and setting a schedule for MEMA to issue a Management Decision.

(3): Please describe any new systems or staffing that may impact federal grant award administration:

(4): Please describe (or attach) the results of federal monitoring received within the last two fiscal years:

(5): Please describe any Internal Control-related concerns:

My signature below indicates that I have reviewed the relevant accounting, internal control, and program staffing and management systems of my organization, that the above information is complete and correct, and that all efforts to minimize the risk of noncompliance have and will be taken by my organization.

Signature _____ **Date** _____

Printed Name _____ **Title** _____