

**Massachusetts Emergency Management Agency (MEMA)
Subrecipient Pre-Award Risk Assessment Questionnaire (SPARQ)**

Subrecipient Name	
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Per 2 CFR 200.331 section (b), MEMA is required to “evaluate each subrecipient’s risk of non-compliance with Federal statutes, regulation 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’s grant program and fiscal staff will review past performance of subrecipient and information below to determine the extent to which, if any, monitoring of 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	
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If NO, please complete corresponding section on next page

- (2) Was Subrecipient required (2 CFR 200, Subpart F) to have an audit of Federal funds performed in the two most recently closed fiscal years?**

YES		NO	
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If YES, please complete corresponding section on next page

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

YES		NO	
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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 years?**

YES		NO	
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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 provided for sound financial management of grant activities, including:

	YES	NO
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 costs or match		
Procurements conducted in compliance with federal procurement requirements		

If there are internal control plan concerns, please complete corresponding section below

- (6) 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 of funds	Amount	Start Date	End Date

- (7) Please list below (or attach) the results of any 2 CFR 200, Subpart F audits for the last two fiscal years of subrecipient

Grant Audited	Finding Date	Finding Description

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.

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

New System(s)	
New Employee(s)	

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

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(10) Please describe any Internal Control-related concerns

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My signature below indicates that I have reviewed to relevant accounting, internal control, program staffing and management systems of my organization.

My signature below further indicates 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	