

FEDERALLY FUNDED RISK ASSESSMENT QUESTIONNAIRE

This Risk Assessment Questionnaire (RAQ) should be filled out by your organization's Executive Director, Financial Director, or equivalent signatory and submitted to the Department of Forests, Parks and Recreation.

Your answers to these questions will help determine the level of risk in awarding a grant to your organization. You are not required to have all the components of this questionnaire.

Please select an answer for every question, unless prompted by the form to skip.

Name of Organization:

Question	Non-Profit	Public Agency	For-Profit
1. What type of entity is your organization? Please select one.			

Question	Yes	No						
2. Is your organization receiving a federally funded grant for the first time? If yes, check yes in the box to the right and move the question #3 by skipping the remaining questions in this box.								
a. If no, did your organization adhere to all terms and conditions of its previous federally funded grants?								
i. If no to #2a, how significant were your organization's violations of previous awards?	<table><tr><th>Minor</th><th>Moderate</th><th>Severe</th></tr><tr><td></td><td></td><td></td></tr></table>	Minor	Moderate	Severe				
Minor	Moderate	Severe						
3. Does your organization have prior experience administering similar projects?								
4. Does your organization have adequate and qualified staff to comply with the terms of the grant?								

State of Vermont
Department of Forests, Parks & Recreation
 1 National Life Drive, Davis 2
 Montpelier, VT 05620-3801
www.fpre.vermont.gov

[phone] 802-828-1531
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Agency of Natural Resources

Question	No Changes	Minor Changes	Significant Changes
5. How much of your organization's key staff has changed in the past year?			

Question	Yes	No
6. Has your organization ever had a single audit? If no, check no in the box to the right and move to question #7 by skipping the remaining questions in this box.		
a. If yes to #6, were any of the audit findings in your most recent single audit about program non-compliance?		
b. If yes to #6, were any of the audit findings in your most recent single audit about significant internal control deficiency?		
7. Does your organization have a financial management system in place that can track and record program expenditures? If no, check no in the box to the right and move to question #8 by skipping the remaining question in this box.		
a. If yes, is the system able to identify the receipts and expenditures of program funds separately for each grant?		
8. If staff will be required to track their time associated with the grant, does your organization have a system in place that will account for 100% of each employee's time?	N/A	
9. Does your organization have written procedures to implement federal payment requirements and determine cost allowability?		
<i>*For more information, see 2 CFR 200.302 and 2 CFR 200.305 at:</i> https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/section-200.305. <i>See also 2 CFR 200 Subpart E at:</i> https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72. <i>Questions? Email: ANR.FPRGrants@vermont.gov.</i>		

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Question	Yes	No
10. Does your organization have a documented procurement policy that is compliant with state and federal regulations? <i>For more information, see 2 CFR 200.318-327 at https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR45ddd4419ad436d/section-200.318.</i> <i>Questions? Email: ANR.FPRGrants@vermont.gov.</i>		
11. Does your organization have a conflict of interest policy?		
12. Does your organization have a record retention procedure that complies with all applicable state and federal guidelines? <i>*If your organization receives an award, you must maintain all records related to your grant for three years after the submission of your final invoice. For more information, see: 2 CFR 200.334 at: https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR4acc10e7e3b676f/section-200.334.</i> <i>Questions? Email: ANR.FPRGrants@vermont.gov.</i>		
13. Does your organization have standard operating procedures and/or administrative manuals that indicate strong internal controls?		

I hereby certify that to the best of my knowledge and belief, the information provided in response to the foregoing questions is true and accurate.

Print Name (required)

Date (required)

Signature (required)