

Third-Party Subaward Risk Assessment

Instructions: This document should be used for agreements that are determined to be a subrecipient relationship based on the CJG Subrecipient Contractor Determination Checklist. Entities passing funds through to a “subrecipient” must complete this risk assessment to avoid a withholding of funds on the FDLE subaward.

FDLE Applicant/Subgrantee:

FDLE Application/Subaward #:

Third-Party Name:

Third-Party Subaward #:

Date Completed:

Criteria		Risk Level Description and Weighted Measure			Score		
	Low	(1 point)	Moderate	(2 points)	High	(3 points)	
New or Continuing Subgrantee							
1	Continuing third-party grantee and/or one that has ample experience meeting the objectives specified in the subaward agreement		New third-party grantee and one that has sufficient experience meeting the objectives specified in the subaward agreement		New third-party grantee with no prior experience or third-party continuing grantee that has had problems meeting program goals/objectives		
Complexity of Project							
2	Very little complexity (i.e. simple purchase of equipment/supplies)		N/A - NO MEASURE		Unit costs, multiple subcontracts, complex or several deliverables, strong deadlines, research or IT projects, high visibility projects		
Staffing							
3	No change in staff in key positions		N/A - NO MEASURE		New or no third-party grant/fiscal administrator		
History of Meeting Programmatic and Performance Requirements							
4	Third-party has provided services and met program objectives specified in subaward within the last 2 years		Possible weaknesses in service delivery/program objectives based on information received in the past fiscal year		Program history within the past 2 years includes weaknesses in service delivery/program objectives OR third-party is in its first year of funding (no basis for evaluation)		
5	Program has been monitored within the past 2 years		N/A - NO MEASURE		Program has not been monitored within the past 2 years		
6	No program findings within the past 2 years		Minor program findings within the past 2 years that were resolved timely		Significant program findings within the past 2 years the third-party did not resolve timely OR third-party is in first year of funding (no basis for evaluation)		
7	Third-party met all prior program objectives specified in the subaward agreement		Third-party met most prior program objectives specified in the subaward agreement		Third-party had difficulty meeting program objectives, there were significant issues, OR third-party is in first year of funding (no basis for evaluation)		
8	Performance data almost always submitted timely and accurately		Performance data is frequently late and/or contains some errors		Performance data is frequently late, contains significant errors OR third-party is in first year of funding (no basis for evaluation)		
Fiscal							
9	Third-party subaward is under \$25,000		Third-party subaward is between \$25,000 - \$74,999		Third-party subaward is over \$75,000		
10	No significant fiscal findings for the past 2 years		Minor fiscal findings within the past 2 years that were resolved timely		Significant fiscal findings within the past 2 years, had a finding for questioned costs, OR third-party is in its first year of funding (no basis for evaluation)		
Audit							
11	Third-party has provided a copy of their single audit for the most recent audit period and there are no significant unresolved audit findings		Third-party has provided a copy of their single audit and there were minor audit findings with pending corrective action		Third-party has not had a single audit or their are significant audit findings with pending corrective action(s)		
						Total Risk Score	
						Recommended Level of Risk	