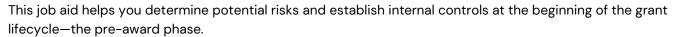


Pre-Award ChecklistJob Aid



Task	Yes	No	Uncertain	Comments
Governance				
Has your organization established and incorporated risk identification and risk mitigation processes into its operations?				
Does your organization have a current organizational chart, or similar document, establishing clear lines of responsibility and authority?				
Does your organization measure and report on program performance/progress?				
Does your organization have written project management policies, procedures, and systems?				
Do designated officials sign and certify the work performed?				
Has there been turnover of key personnel in your organization in the past 2 years?				
Financial Management and Internal Controls				
Does your organization have experience managing federal awards? If yes, how much (i.e., less than 1 year, 1–5 years, more than 5 years)?				
Has your organization changed the scope or objective of work for a federal award?				
Does your organization have outstanding applications for other federal awards?				
If you are a non-profit organization, does your organization's federal funding percentage represent more than 50% of the total fiscal year revenue?				

Task	Yes	No	Uncertain	Comments
Does your organization utilize a property management system?				
Does your organization have a subrecipient monitoring plan in place to ensure compliance with federal requirements, programmatic expectations, and fiscal requirements?				
Audit Information				
If the audit contained findings, has your organization implemented corrective actions?				
Have you complied with applicable reporting requirements (i.e., single audit, financial statement, or program-specific audit requirements) in a timely manner?				
Other than a single audit, has your organization been audited or reviewed by a federal agency in the past 3 years? If yes, did the audit contain any findings or recommendations?				
Have you had an internal audit within the last 3 years? If yes, did the audit contain any findings or recommendations?				
Financial Systems				
Does your organization have a financial system to support company operations that aligns with the requirements set forth in the Uniform Guidance?				
Does the accounting system provide for the recording of expenditures for each grant/contract by the component project and budget cost categories, shown in the approved budget?				
Are there back-up procedures in place for your organization's accounting system?				
Is your organization's accounting system automated, manual, or a combination of the two?				
Does your organization's financial system allow for accurately reporting subrecipient				

Task	Yes	No	Uncertain	Comments
information in accordance with federal regulations?				
Does the organization's accounting system provide information pertaining to assets, expenditures, income, and interest?				
Risk Designation and Management				
To your knowledge, has another federal grant-making agency designated your organization as high risk?				
Has a federal agency ever terminated an award you managed for cause?				
Has a federal agency disallowed costs, applied sanctions, or put your organization on drawdown restrictions in the past 3 years?				
Did your organization have any interruption in existence within the past 5 years?				
Have any key personnel been debarred, suspended, or excluded?				
Was your organization the subject of any OIG investigations in the past 5 years?				
Has your organization been the defendant of a legal matter within the past 5 years?				
Has any government agency rendered an official written opinion concerning the adequacy of your organization's accounting system for collection, identification, and allocation of costs under federal awards?				