

Pre-Award Assessments

1. Written Process - Follow a written process to review and assess potential subgrantee organizations
2. Purpose of Process - to help ensure organization is managerially and financially responsible and capable to carry out award and account for federal funding.
3. Assessment - Assess information that organization has adequate history of performance and financial and management systems that appropriately account for allowable and unallowable costs, documentation of expenditures, allocation of costs, cash management, internal controls, etc. Examples of Items to Review or Assess:
 - Any recent history of program and financial performance on other Federal or CNCS direct or sub-awards
 - Other recent past program and administrative performance and compliance history with awards of comparable size
 - Latest A-133 audit and/or other audits and management letters
 - Latest IRS Form 990 – if a non profit organization
 - Latest financial statements
 - Financial Management Surveys, Forms, Questionnaires or Self Assessments
 - On-site review of financial accounting systems, policies, processes, staff, etc.
 - Other
4. Documentation - Document review and assessment and determine whether organization appears to have adequate financial and management systems, etc. to carry out program and to account for and report on Federal and other funds.
 - If not adequate or unable to determine adequacy, identify additional information, improvements, or technical assistance needed for adequacy.
 - Determine level of risk and whether award should be made and if so any special conditions, requirements, training, technical assistance and monitoring that may be desirable or needed to strengthen systems and policies and to help ensure compliance.

5. Follow-Up – Follow-up with early site visits and other monitoring to ensure that organization is in compliance and that any special requirements, conditions, etc. are being met.