

Division of Social Services Risk Evaluation Matrix - Subrecipient

Subrecipient Name:

Date Completed:

	Risk Level						
	Low Risk		Moderate Risk		High Risk		Evaluation
Criteria	Description	Weighting	Description	Weighting	Description	Weighting	Score
1. Staffing:							
Qualifications	Staff in key positions are professionally trained and have one or more years experience in that position.	1	At least half of staff in key positions are professionally trained for the position they hold and have some experience.	2	Staff in key positions have little or not experience or training in program area being funded.	3	
Turnover	No change in staff in key positions.	1	New or no staff in 1 or more key positions.	2	New or no agency administrator and/or fiscal officer.	3	
2. History of Meeting Requirements:							
Program	Agency has provided services and met program objectives specified in contract/funding agreement for past 2 years.	2	First year of funding for program (no basis for evaluation).	4	Program compliance history of the past 2 years includes weaknesses in service delivery/program objectives.	6	
Fiscal	No significant audit findings for past 2 years.	2	Minor audit findings with pending corrective actions.	4	Significant audit findings within past 2 years or audit findings not addressed and resolved in timely manner.	6	
Reporting	Program and fiscal reports are almost always submitted in timely and accurate manner.	2	Routine reports are frequently late and contain some errors.	4	Routine reports reflect significant discrepancies or omissions.	6	
3. Complexity of Funding	Funding is relatively simple in terms of allowable expenditures and documentation required (ex. SSBG, Food Stamp).	2	Funding is moderately complex in terms of allowable expenditures and documentation required (ex. IV-B).	4	Funding is very complex in terms of allowable expenditures and documentation required (ex. TANF, IV-E).	6	
4. Amount of Funding to Provider	Less than \$25,000	2	\$25,000 - \$299,999	4	\$300,000 or more	6	
Total Evaluation Score							

Evaluation Score Key:
 Low Risk = Score 12-19
 Moderate Risk = Score 20-27
 High Risk = Score 28-36

Risk: Low

Completed By: Cornelia Singletary