Subrecipient Risk Assessment checklist

Agency Questions (need response)

* Clarifications and documentation for program related lawsuits
* Clarifications for organizational staff with prior convictions and the program implications (if any)
* Clarifications on recent staffing/organizational changes
* Clarifications and documentation of good standing with all contractors
* Disclosure of total revenue received by agency in the most recent calendar/fiscal year
* Agency Status and Business License (i.e. Nonprofit, Public Entity, etc)

Copies of the following documents

* Most recent single audit *(if applicable)*
* Most recent financial statements
* Proof of insurance with required coverage
* Proof of nonprofit status and/or public entity
* Other documents as needed to adequately assess risk