**Risk Assessment Monitoring Matrix**

**CARES Incentive Grant Project 789**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Risk Level** | | | | | | **Comments/Instructions** |
| Criteria | | | Low | Moderate | High |  |
| **Pre-Award Risk Assessment** | | | | | | |
| **1** | **Rating Assigned Prior to Award** | | | | | *Enter the risk level assessed in the pre-award risk assessment. Monitoring during the award should be conducted at this level until such time as the granting agency feels it may be modified.* |
|  |  | |  |  |  |
| **February 2021 Mid-Year Performance** | | | | | | |
| **2** | **Progress Reports are filed:** | | | | | *Assess the sub-grantee's compliance with timely progress reporting.* |
|  | Low = | On Time |  |  |  |
|  | Medium = | Usually on Time |
|  | High = | Consistently Late |
| **3** | **Progress is:** | | | | |  |
|  | Low = | Acceptable |  |  |  | *Assess the sub-grantee's quality of progress to date. If there are concerns about the level of progress achieved, grantee should be ranked as moderate or high risk.* |
|  | Medium = | Slightly Behind Schedule |
|  | High = | Not Started or Significantly Behind Schedule |
| **4** | **Financial Reports are filed:** | | | | |  |
|  | Low = | On Time |  |  |  | *Asses the sub-grantee's compliance with timely financial reporting.* |
|  | Medium = | Usually on Time |
|  | High = | Consistently Late |
| **5** | **Quality of Financial Reporting:** | | | | |  |
|  | Low = | Acceptable/No Errors |  |  |  | *Assess the sub-grantee's quality of financial reporting. If report contains errors or is incomplete, sub-grantee should be ranked moderate or high risk.* |
|  | Medium = | Minor Errors Detected |
|  | High = | Numerous Errors Detected |
|  | **Total Score** | |  |  |  |  |

**Scoring: Assign 1 point for each Low ranking, 2 points for each Moderate ranking, and 3 points for each High ranking.**

**< 8 Points = Low Ranking**

**8-12 Points = Moderate Ranking**

**>12 Points = High Ranking**

**Low-Risk Sub-Grantees** will be required to complete their mid-year and final grant evaluation.

**Moderate-Risk Sub-Grantees** will be required to complete one desktop review of all programmatic and financial reporting no later than May 31, 2021 or May 31, 2022.

**High-Risk Sub-Grantees** will be required to be receive one site visit review of all programmatic and financial reporting no later than May 31, 2021 or May 31, 2022. Backup documentation will be required.