

Idaho Office of Species Conservation

Subrecipient Questionnaire

This form and supporting documents provide a basis to evaluate the capability of your organization's management systems, internal controls, and federal grant management skills and experience. It must be completed by financial staff familiar with the current OSC subaward agreement(s), federal regulations, and your organization's business and financial management systems.

Please complete every blank and answer every question; unanswered questions will lead to lower ratings. Once complete, scan and email this document and any required attachments to Species.Conservation@osc.idaho.gov.

Please check the appropriate box for the grant/award(s) your organization is applying for:

BPA

Bureau of Reclamation

PCSRF

Legal Name of Organization _____

Address _____

City, State, Zip Code _____

DUNS Number _____ EIN _____

1. How many full time equivalent (FTE) employees does your organization employ? _____

2. Select your organization type:

College/University

Non-profit

Commercial (for-profit)

Quasi-state

Government

Other (identify) _____

3. How long has your organization been in existence?

More than 10 years

5 to 10 years

0 to 5 years

4. Which of the following statements applies to your organization?

We have a current federally negotiated indirect cost rate agreement (NICRA)

We do not have a current NICRA

We have never had a NICRA and would like to use the de minimis indirect rate of 10% of modified total direct costs (MTDC)

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5. Does your organization have written policies and procedures, consistent with federal requirements, to cover the following business management areas?

	YES	NO
Cash handling		
Financial accounting and internal controls (including budget to actual comparisons)		
Personnel		
Procurement/purchasing		
Property and tracking fixed assets (including separate tracking of assets for individual awards)		
Travel		

6. If employees work on multiple projects, are salaries and wages documented to accurately reflect the work performed for each project?

Yes

No

7. Does your organization have a written budgetary process and controls to preclude incurring obligations in excess of the grant amount and individual cost categories?

Yes

No

8. Are procurement policies clearly communicated to employees?

Yes

No

9. Are duties separated to ensure one individual (i.e., program or financial) is not controlling all aspects of a transaction/process?

Yes

No

10. Does your accounting system accurately and completely track receipt and disbursement of funds by each federal award/other funding source?

Yes

No

11. Does your accounting system provide for the recording of actual expenditures for each federal award by project and budget cost categories?

Yes

No

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12. Does your organization have written procedures for determining the allowability of costs in accordance with federal cost principals?

Yes

No

13. Does your organization have the financial resources to absorb unallowable or disallowed project costs (e.g., if a federal auditor disallowed \$20,000 of expenses after they had been reimbursed by OSC, would your organization have sufficient discretionary funds to repay \$20,000 to OSC so they could repay the federal government)?

Yes

No

14. Who in your organization is responsible for ensuring compliance with applicable federal uniform administrative requirements and cost principles? (If more than one person is responsible, please list each one below or on a separate sheet submitted with this form.)

Name _____

Title _____

Email _____ Phone _____

15. How familiar is this person (or persons) with the following federal compliance areas?

	<i>Not at all familiar</i>	<i>Somewhat familiar</i>	<i>Very familiar</i>
Activities allowed or unallowed			
Allowable costs/cost principles			
Cash management			
Debarment and suspension			
Equipment and real property management			
Matching/cost sharing			
Period of availability of federal funds			
Procurement			
Reporting			

16. What is the average tenure of employees who will manage this award?

Average tenure of more than 10 years

Average tenure of 5 to 10 years

Average tenure of 0 to 5 years

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17. Describe staff experience with federal grants and what federal grants training staff has completed in the last two years:

18. Is there any other relevant audit or financial information that was not disclosed in either the Audit Status Certification or this Subrecipient Questionnaire that if disclosed would impact our agencies risk assessment?

All relevant information has been disclosed in the aforementioned documents.

Additional relevant information should be considered (Please address here or on a separate sheet that will be submitted with this form):

I certify that the information provided above in this Subrecipient Questionnaire is true and correct for the organization of which I am a representative.

Printed name and title of subrecipient representative

Signature

Date

Email

Phone