

# Staff Review Worksheet/Risk Assessment Matrix-Community Development Division

Agency Name:

Amount Requested:

Project Name:

Project Description:

Category	Lower Risk (1)	Medium Risk (2)	Higher Risk (3)	Score (1,2,3)
Sam.gov Registration	Registered and up-to-date user		Never registered or expired user account	
Activity Eligibility	Described project activities and costs are eligible and client eligibility is documented		Described project activities and costs are not eligible and client eligibility is not documented	
Audit Report	Has annual Single Audit (if required)	Has annual third-party financial audit	Has not had an annual financial audit	
Environmental Review	Public service only		Project involves physical impact (new construction, rehabilitation, demolition, etc.)	
Maturity of Organization	Mature (e.g. more than 5 years)	Operation between 2-5 years	Start-up, no fiscal controls in place yet	
Prior experience with the City of Colorado Springs and/or federal funding	Previous positive experience as City CDBG, HOME, ESG subrecipient	Previous experience as City subrecipient but may have some minor concerns or previous experience with federal funding from other sources	New subrecipient or previous negative experience	
Difficulty of Scope of Work & Deliverables	Report only - easily met objectives	Possibility of change in scope or collaborative work scope	Tangible products, deliverables necessary in order to achieve project success	
Transparency / Frequency of Reporting	Frequent reporting or easily assessed progress based on milestones or observable outcomes		No reporting until the end of the project, no measurable or observable milestones or outcomes	
Adequate Cash Reserves	Agency has enough available cash to take a CDBG project from beginning to end		Agency lacks adequate cash balance to take on CDBG project	
Cost Sharing	Subrecipient has made no commitment to share costs		Subrecipient has committed to fund project costs not paid by the City subaward	
Rate of Subrecipient Spending on Award	Pace of spending is consistent with budgeted amounts per year	Pace of spending slightly accelerated compared to budgeted amount per year	Spending far outpaces that which was contemplated in the submitted budget	
Staff Qualifications	Existing staff with previous experience delivering proposed or similar program or service.	Existing staff delivering a new program.	New staff needs to be hired.	

**Total Score** -  
**Number of Criteria** 12  
**Total Risk (Total Score/Number of Criteria)**  -  
**Risk Level** Low Risk

Staff Reviewer:

Last On-site Monitoring:

Date Reviewed:

Proposed Monitoring Schedule:

COMMENTS: