

Subcontractor Risk Assessment

Project: 2024 Toward Zero Death (TZD) Safe Roads

Partner Agency/Subcontractor: Name of Partner Agency/subcontractor

Award Period: Oct. 1, 2023 – Sept. 30, 2024

- 1. Is this the first time the subcontractor has partnered with the fiscal agency?
 Yes No

(If yes, skip remaining questions)

- 2. Has the contact person Changed subcontractor? Yes No

- 3. Are there delays in receiving financial information from this subcontractor? Yes No

- 4. Are there delays in the subcontractor response to inquiries? Yes No

0- 1	Yeses	Applicant considered high risk	HIGH
2	Yeses	Applicant considered medium risk	MED
3	Yeses	Applicant considered low risk	LOW

Based on the rating scale in the Risk Assessment Form, applicants will be placed in one of the following risk areas:

High Risk

- 1. Schedule a discussion regarding potential problems identified in the risk assessment
- 2. Identify the corrective actions and determine if they have been implemented by due dates.
- 3. Conduct quarterly check-ins to identify training and technical assistance needs and progress towards corrective plan.
- 4. If problems persist, schedule a meeting with the OTS Coordinator to determine next steps.

Medium Risk

- 1. Schedule a discussion regarding invoicing, allowable charges, due dates and other potential problems identified in the risk assessment.
- 2. If problems persist, schedule a meeting with the OTS Coordinator to determine next steps.

Low Risk

Follow standard grant procedures

Signature of Partner Agency/subcontractor:

Signature of DPS-OTS Coordinator:

Date:

Date:
