



**TOOL FOR ASSESSING PROJECT RISK**  
**AMERICAN RESCUE PLAN ACT (ARPA) FUNDS**

**Applicability:** This tool is applicable to assessing risk of proposed American Rescue Plan Act (ARPA) projects granted by the State of Georgia Governor's Office of Planning and Budget.

<b>Organization Name:</b>			
<b>Amount of Requested Funding:</b>			
<b>Organization Primary Contact Information (Name, email, phone)</b>			
<b>Date:</b>		<b>Monitor:</b> <small>FOR STATE USE</small>	

<b>QUESTION</b>	<b>RESPONSE</b>
<p>1. Has the organization been subjected to an audit of its financial statements in the past 3 years?</p> <p>If so, please attach your latest Annual Comprehensive Financial Report (ACFR), and a copy of the Certified Public Accountant's audit opinion. If management letter comments were issued, please attach the management letter, and / or describe the current status of observations and findings included therein.</p>	
<p>2. Has the organization been subjected to audits or monitoring by any agencies, departments, or divisions of the Federal government in the past 3 years. If so, please provide the following information:</p> <ul style="list-style-type: none"> <li>• Name of the Federal agency, department, or division</li> <li>• General description of how the funds were used</li> <li>• Summary or report of findings or observations identified by Federal monitors / auditors</li> </ul>	
<p>3. Has the organization been subjected to a Single Audit of its federally funded activity in the past 3 years? If so, please provide the following information:</p> <ul style="list-style-type: none"> <li>• What time period was covered by the latest audit?</li> <li>• Who was the auditor?</li> <li>• Where management letter comments issued? If so, please attach the management letter, and / or describe the observations and findings included therein</li> <li>• Were any questioned costs identified? If so, please describe.</li> </ul>	
<p>4. If this project is being funded by multiple sources, in addition to the Governor's Office of Planning and Budget's ARPA award, please provide the funding sources and amounts.</p>	
<p>5. Does the organization have documented policies and procedures related to procurement of contractors and payment of expenditures? If so, please provide a copy, or link thereto. Have these policies and procedures been mapped by the subrecipient to conform to 2 CFR 200 guidance?</p>	



<p>6. Please use the following options to describe the organization's processing environment for the <u>procurement</u> of contractors to be paid for with ARPA funds:</p> <ul style="list-style-type: none"><li>• Manual – process is managed largely with paper forms, paper proposal submissions, and through handwritten evaluations and approvals</li><li>• Electronic – use of electronic solicitation and procurement systems and/or websites, including application-based workflow approval of contracts and purchase orders</li><li>• Partially Electronic – a combination of the above, i.e., paper proposals and/or approvals with electronic document retention, etc. Please describe.</li></ul>	
<p>7. Please identify key technology applications that are used in the procurement of contractors to be paid with ARPA funds. (Advertisement, document control, proposal submission, etc.)</p>	
<p>8. Have procurement activities already occurred for contractors that the organization intends to pay with ARPA funds? If so, please provide a listing of all commitments made to date, including the contractor's name, date, and contract / PO value.</p>	
<p>9. Please use the following options to describe the organization's processing environment for the <u>payment</u> of contractors with ARPA funds:</p> <ul style="list-style-type: none"><li>• Manual - paper invoices, emailed invoices, and handwritten reviews and approvals</li><li>• Electronic – web-based contractor requests for payment, use of electronic workflow approval for payments</li><li>• Partially Electronic – a combination of the above, please describe</li></ul>	
<p>10. Please identify the primary technology applications used in the payment of contractors with ARPA funds.</p>	
<p>11. Have payments already been made to contractors that the subrecipient intends to reimburse through ARPA funds? If so, please provide a listing of all payments made to date, including the contractor's name, date, and payment amount.</p>	
<p>12. Has the organization identified any incidents of fraud, and / or litigation activity specifically related to the project being funded by ARPA? If so, please describe.</p>	