This survey form is to be completed for additional subrecipients if there is more than one for the proposed Flexible Facilities project. This survey must be completed for each subrecipient. If there is only one subrecipient, only the Subrecipient Survey that appears in Section 10 of the *Flexible Facilities Program Application* form within DocuSign needs to be completed. This separate survey form is to be completed for any additional subrecipients and uploaded in the space provided in Section 10 of the application within DocuSign. If you have multiple Subrecipient Surveys, combine the documents into one file for the upload.

Instructions: Double-click or tap on the page header area to access and fill in the Applicant Name and Subrecipient Name entry fields. Click or tap on the check boxes in the table below to make a selection for each question.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SUBRECIPIENT SURVEY** | | | | |
| **Administrative** | | **Yes** | **No** | **Unknown** |
| 1 | Does the organization currently have a federal grant? |  |  |  |
| 1.1 | If no, has the organization had a federal grant within the last 5 years? |  |  |  |
| 2 | Does the organization currently have one or more staff members with experience in managing a federal grant? |  |  |  |
| 2.1 | If no to question #2, will a third party be hired to manage this grant? |  |  |  |
| 2.2 | If yes to question #2, how many years of experience do they have performing federal grants management? |  | | |
| 3 | Is the program proposed for this award new to the organization? |  |  |  |
| **Administrative** | | **Yes** | **No** | **Unknown** |
| 4 | Have organization board members, executives or other staff associated with the awarded project been placed under criminal investigation or convicted of a felony within the last 5 years? |  |  |  |
| 5 | Does the organization have any pending lawsuits against it that may impact its ability to carry out the award? |  |  |  |
| 6 | Does the organization have written document retention procedures? |  |  |  |
| 7 | Has the organization ever had a state or federal grant withdrawn for non-compliance? |  |  |  |
| 8 | Does the organization have a board of directors or similar management and oversight body? |  |  |  |
| 9 | Select the type of accounting system the organization uses. (Automated, Combination, Manual, Unsure)  Automated  Combination  Manual  Unsure |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SUBRECIPIENT SURVEY (continued)** | | | | |
| **Financial** | | **Yes** | **No** | **Unknown** |
| 10 | Has an audit been performed on the organization’s financial statement within the last three years? |  |  |  |
| 10.1 | If yes to question #10, does the organization have any open audit findings? |  |  |  |
| 10.2 | If yes to question #10, briefly list the findings and the status of resolution of the finding(s): |  | | |
| 11 | Does the organization have an approved federal indirect cost rate or utilize the de *minimus* indirect rate of 10 percent? |  |  |  |
| 12 | Does the organization have written financial and accounting procedures? |  |  |  |
| 13 | Does the organization have written travel policies or guidance related to travel spending? |  |  |  |
| 14 | Are financial reports provided to and reviewed by organization leadership regularly? |  |  |  |
| 15 | Can the organization’s accounting system separate use of federal grant funds from the organization’s other finances? |  |  |  |
| 16 | Has the organization experienced cash flow deficits at any point in the previous three years? |  |  |  |
| 17 | Does the organization have sufficient internal controls to establish segregation of financial duties? |  |  |  |
| **Property and Procurement** | | **Yes** | **No** | **Unknown** |
| 18 | Does the organization have written procurement procedures? |  |  |  |
| 19 | Does the organization have written asset management procedures? |  |  |  |
| **Personnel** | | **Yes** | **No** | **Unknown** |
| 20 | Does the organization have a written personnel or employee handbook? |  |  |  |
| 21 | Does the organization have written policies and procedures for employee timekeeping? |  |  |  |
| 22 | Does the organization have written whistleblower protection rules? |  |  |  |