



City of Spokane
Community, Housing, and Human Services
in collaboration with the Spokane City/County Continuum of Care
Board

Community, Housing, and Human Services (CHHS)
Homeless Services

Risk Assessment

Risk Assessment

REQUIRED DOCUMENTS FOR SUBMISSION:

- Job Descriptions of positions supported by this request
- Current Board of Directors listing (include affiliations with other agencies, company's, organizations, etc.)
- Most recent year-end Financial Statements and Audit
- Most recent Single Agency Audit (programs expending more than \$500,000 in federal funding)
- Most recent Board approved Agency Operating Budget
- Organizational Chart
- Articles of Incorporation and Organizational Bylaws
- IRS Tax Exemption Determination letter
- Washington Secretary of State letter certifying charitable organization status
- Federal Tax Form 990

RISK ASSESSMENT NARRATIVES:

1. Financial Representative Contact / Program Representative Contact

Include both contacts or indicate if they are the same person. List name, title, email, phone, office location, & mailing address (if different from office location).

2. Does your organization/entity have experience managing grant funds, loans or other types of financial assistance? List the type of funds managed (Federal, State, Local, or Foundation) and how many years managing each type. (limit 2000 characters).

3. Has your organization/entity had changes to key staff or positions in the past 12 months?

- Executive Management
- Financial
- Program

4. Has your organization/entity had changes to the following business systems in the past 12 months?

- Financial system
- Policies and Procedures
- Data Collection



5. Does your organization/entity have policies and procedures for the following? (If yes, attach)

- Procurement
- Conflict of Interest
- Financial Management¹
- Property/Equipment Management and Disposition
- Retention of Records
- Equal/Civil Rights

6. Did your organization/entity expend \$750,000 or more in federal grant funds in the previous fiscal year?

7. Has your organization/agency had a Single Audit or other financial audit in the last 12 months? If yes, attach full audit report including corrective action plans as applicable.

8. Did your organization/entity have any monitoring visits by funder other than the City in the last 12 months? If yes, attach a copy of the report(s).

9. Does your organization/entity have an accounting system in place to segregate expenditures by funding source?

10. Does the accounting system produce a budget vs. expenditures report?

11. Does your organization/entity maintain central files for grants, loans or other types of financial assistance?

12. Does your organization/entity have a system for tracking employee time and effort distributions specifically by cost objective/activity?

13. Does your organization/entity allocate expenses, either directly or indirectly, by means of a cost allocation plan? If yes, attach current plan.

14. Describe how your Board materially contributes to your agency.
(e.g. Financial Contribution, In-kind, Time)

¹ *Financial Management Policies and Procedures include those specific to recording financial transactions, an accounting manual with chart of accounts, segregation of duties and authority for approving financial transactions, and maintenance of accounting records.*

