

Section 1: Fiscal Risk Assessment

Category	Risk Indicator	Score (1-5)	Notes
Prior Federal Grant Experience	Experience administering WIOA or other federal grants		
Single Audit Results	Most recent audit findings, material weaknesses, or questioned costs		
Financial Management System	Adequate accounting system capable of tracking federal funds		
Internal Controls	Segregation of duties, review procedures, and documented controls		
Fiscal Staff Capacity	Qualified fiscal personnel managing grant funds		
Timeliness of Financial Reporting	Timely and accurate financial reports and invoices		
Cash Management Practices	Compliance with drawdown and reimbursement requirements		
Allowable Cost Knowledge	Demonstrated understanding of federal cost principles		
Prior Fiscal Monitoring Findings	History of fiscal monitoring issues or corrective actions		
Organizational Financial Stability	Financial condition and solvency of organization		
Documentation Practices	Adequate documentation supporting expenditures		
Changes in Fiscal Systems	New accounting system, fiscal staff, or restructuring		
Bank Reconciliation Review Process	Evidence of timely preparation and independent review of bank reconciliations		
General Ledger Maintenance	Accuracy, completeness, and timeliness of general ledger entries and adjustments		
Segregation of Duties Risk (if limited staff)	Assessment of compensating controls when full segregation is not possible		
Fraud Risk Indicators	Any known or suspected fraud, misuse of funds, or unusual activity		
Total		0	

Fiscal Risk Score

Score	Risk Level
0-25	Low Fiscal Risk
25-50	Moderate Fiscal Risk
51-75	High Fiscal Risk

Risk %= (Total Score/75)

Score ranges are based on total possible points and may be adjusted proportionally if assessment factors are modified.

Maximum Possible Score: 75

Each category is scored on a scale of 1–5. Total score is calculated by summing all category scores. Risk level is determined based on the total score or percentage of total possible points.

If a category is not applicable, assign a score of 1 (low risk) unless circumstances indicate increased risk. Do not leave any fields blank.

Section 2: Programmatic & Organizational Risk Assessment

Category	Risk Indicator	Score (1-5)	Notes
Program Performance	Ability to meet WIOA performance indicators		
Participant Eligibility Documentation	Documentation of eligibility determination (files, forms, verification)		
Case File Documentation	Quality and completeness of participant files		
Data Entry Accuracy	Accuracy of reporting in IowaWORKS Case Management System		
Program Staff Experience	Staff knowledge of WIOA requirements		
Monitoring History	Prior programmatic monitoring findings		
Corrective Action History	Timeliness of corrective action implementation		
Contract Management	Ability to manage deliverables and contract terms		
Service Delivery Model	Stability and effectiveness of service delivery		
Participant Outcomes	Outcomes related to training, employment, or services		
Organizational Stability	Leadership or structural changes		
Participant Eligibility Compliance	Accuracy and compliance with WIOA eligibility rules		
Performance Accountability Risk	Risk of failing WIOA performance indicators, including trends or declining outcomes		
Service Delivery Consistency	Consistency in how services are delivered across staff, locations, and participants		
Data Validation & Error Resolution	Processes for identifying, correcting, and preventing data entry errors in IowaWORKS		
Policy Implementation Consistency	Extent to which local policies are consistently applied across staff and programs		
Customer Complaints	Severity and number of complaints and ability to resolve issues effectively		
Collaboration with Partners	Engagement with IVRS, Adult Education, IowaWORKS, and other partners		
Community & Employer Engagement	Employer satisfaction, business services, work-based learning, referrals		
Environmental Risk	Local economic shifts, layoffs, or rapid changes affecting service demand		
Referrals	Timeliness and effectiveness of tracking and responding to referrals		
Co-Enrollment	Effectiveness of identifying and managing co-enrolled participants across programs		
Follow-Up (Frequency)	Frequency and timeliness of follow-up contacts		
Supportive Services Utilization	Use and documentation of supportive services to reduce barriers		
Board & Committee Engagement	Engagement with NEIWDB committees and responsiveness to board feedback		
Reliance on Board Staff	Extent provider depends on LWDB staff instead of internal capacity		
Capacity Building & Continuous Improvement	Investment in staff training and continuous improvement practices		
Workplace Etiquette	Professional behavior impacting service delivery and team collaboration		

Professional Communication	Appropriate and professional communication with participants and partners		
Total		0	

Programmatic Risk Score

Risk %= (Total Score/150)

Score	Risk Level
0-50	Low Fiscal Risk
51-100	Moderate Fiscal Risk
101-150	High Fiscal Risk

Score ranges are based on total possible points and may be adjusted proportionally if assessment factors are modified.

Maximum Possible Score: 150

Each category is scored on a scale of 1–5. Total score is calculated by summing all category scores. Risk level is determined based on the total score or percentage of total possible points.

If a category is not applicable, assign a score of 1 (low risk) unless circumstances indicate increased risk. Do not leave any fields blank.

Section 3: Overall Risk Determination (Based on Fiscal and Programmatic & Organizational Risk Levels)

Fiscal Risk	Program Risk	Overall Monitoring Level
Low	Low	Standard Monitoring
Moderate	Low/Moderate	Enhanced Monitoring
High	Any	Intensive Monitoring

If either Fiscal or Programmatic Risk is High, the Overall Risk Level will be High

Section 4: Monitoring Plan

Risk Level	Monitoring Activities
Low Risk	Annual desk review and standard monitoring
Moderate Risk	Annual monitoring visit + technical assistance
High Risk	Quarterly desk reviews + annual onsite monitoring+Possible imposition of special conditions (per 2 CFR 200.208)

**Technical assistance required for Moderate and High Risk. High Risk may include corrective action plans, increased reporting, or special conditions*

Additional monitoring activities may include:

invoice reviews

participant file reviews

technical assistance

corrective action follow-ups

Section 5: Required Documentation

1. Basic Information

Subrecipient Name:

Contract Number:

Assessment Period (Program Year):

2. Assessment Details

Date Risk Assessment Completed:

Most Recent Single Audit Reviewed (yes/no):

Date of Last Monitoring Review

3. Risk Scores

Fiscal Risk Score:

Program Risk Score:

Overall Risk Score:

4. Monitoring & Actions

Monitoring Plan:

Monitoring Plan Developed Based on Risk Level (yes/no):

5. Compliance & Documentation Checks

Risk Assessment Tool Completed and Retained (yes/no):

6. Approval & Accountability

Prepared By (Staff Name & Title):

Approved By (Supervisor/Director):

Date: