ARPA Wastewater Funds – Risk Assessment Questionnaire

Instructions: Provide answers to each of the nine questions in 500 words or less.

1. Does the organization have new (within the last six months) administration and/or management personnel working on this project?

2. Has the organization made substantial changes to its internal financial systems within the last six months?

3. Does your organization's primary point of contact(s) working on this project have experience working with federal funds or administering projects like this? If so, please describe, including the name and type of federal funding source.

4. Is this project funded by other sources? Is one of the other sources ARPA State and Local Fiscal Recovery Funds?
    a. If this project is funded by other sources, how will the organization track funds and delineate them as ARPA and non-ARPA funds?

5. Please describe for organization's document retention policies, including detail regarding: if the organization follows a retention schedule (i.e. – Library of Virginia), for how long files are retained, how they are stored, and how accessible they are if requested.

6. Does your organization have experience with programs subject to Single Audit Requirements?
    a. If yes, is your last audit available in the Federal Audit Clearinghouse?
        i. If no, please submit your organization's last audit with this questionnaire.

7. How will your organization ensure that ARPA funds are not used for ineligible purposes and that there is no fraud, waste, or abuse associated with ARPA funds?

8. If/when potential non-compliance issues with the project are identified, how will your organization address them?

9. Does your organization have written policies and procedures for internal controls/monitoring of funds? If yes, please describe.