

**APPLICATION
FINANCIAL ASSESSMENT QUESTIONS**

Name of organization: _____

Name and title of person completing this form: _____

- 1) Please complete the following chart (add lines, as necessary) or attach your own document detailing your organization’s current sources of funding (including CDPHE grants) by providing the funding agency, the program name, the types of funds (i.e., Federal, State, local, private, etc.), and the contract budget amount:

Grantor Agency	Program	Type of Funds	Contract Budget Amount	Contract Period
				-
				-
				-
				-

- 2) Are you currently seeking any other funds from the CDPHE through grant applications, proposals in response to requests for proposals, purchase orders, other contracts, or any other financial arrangement? If yes, please list and explain. _____
- 3) Has your organization administered programs similar to your current grant proposal? _____ If so, please list and explain. _____
- 4) How many years has your organization been in existence? _____
- 5) How many total FTE are there in your organization? _____
- 6) How many total FTE perform accounting functions within your organization? _____
- 7) When is your organization’s fiscal year end? _____
- 8) Does your organization receive an audit under the Single Audit Act/OMB Circular A-133 (Government Auditing Standards)_____ **If yes, please provide a copy (electronic preferred) of your most recent audit report.**
- 9) Does your organization receive an annual financial statement audit under Generally Accepted Auditing Standards (GAAS) _____ **If yes, please provide a copy (electronic preferred) of your most recent audit report.**
- 10) Are your organization’s financial records maintained in accordance with Generally Accepted Accounting Principles (GAAP)? _____
- 11) How are the financial records maintained to identify the source/revenue and application/expenditure of funds? _____

- 12) How are contract funds separately accounted for and allocated in your organizations accounting records? _____
- 13) Are accounting records supported by source documentation? If so, please provide examples of source documentation that is maintained and retained? _____
- 14) What controls are followed to ensure all of the following:
a) the reasonableness of cost;
b) the allowability of costs; and
c) the allocability of costs to a contract?

- 15) Please describe your organization's overall fiscal controls and structure to sufficiently
a) permit the preparation of financial reports required by this contract and preparation of financial statements;
b) allow the organization's staff, in the normal course of performing their assigned functions, to prevent or detect misstatements in financial reporting or the loss of assets in a timely manner;
c) allow for accurate, current, and complete disclosure of the financial results of financial activities in accordance with the financial reporting requirements of the contract;
d) permit the tracing of funds to a level of expenditures adequate to establish that such funds have not been used in violation of the restrictions and prohibitions of applicable statutes, regulations, and contracts; and
e) maintain and safeguard all organization cash, real and personal property, and other assets.

- 16) This contract will be a cost reimbursement basis. What will be your organization's source of cash and how will your organization manage its cash flow between the time costs are incurred and reimbursed? _____
- 17) What is the accounting experience and qualifications of the person that is in charge of maintaining your accounting and financial records? You may provide a copy of this person's resume. _____
- 18) Does your organization have employee fidelity bond/insurance coverage for all its employees that handle cash? _____ If so, what is the coverage amount? _____
- 19) Does your organization have an active oversight committee/board and are they provided financial reports and information on a regular basis? _____ If so, please elaborate. _____

Please Sign and Date Below:

Signature

Date