Questionnaire for Sub recipients of Federal Funding

Previous Applicants

Your organization previously responded to a questionnaire from Enterprise when you applied for Section 4 Capacity Building funds in either the 2015 or 2016 funding rounds. Enterprise would like to know if there have been any substantial changes in your organization in the past year that might affect your ability to effectively spend and document the use of federal funds.

Organization Name:
Address:
Contact Person:
Title:
Phone Number:
E-mail Address:
Date:

Federal Funding for which you have applied (i.e. Section 4 Capacity Building):

Follow up information about your Organization

1. Have you had substantial staff turnover or a significant internal reorganization within the past year? 
   If YES, please explain:

2. Have you installed new financial software or systems within the past year?
   If YES, please indicate what financial systems you installed:

3. Have you developed any new financial or operational manuals or procedures?
   If YES, please submit a copy of the manuals or procedures.

4. Are you currently using the same timesheets or personnel activity reports that you last submitted to Enterprise?
   If NO, please provide a copy of the new timesheets that you are using. Indicate how the timesheets allocate an employee’s time based on source of funding, and where the timesheets are signed by the employee and the supervisor.
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5. Please confirm that your organization is complying with the relevant financial and administrative requirements of the OMB Uniform Guidance (2 CFR 200).

The relevant portions include:
- 200.302 Financial Management
- 200.303 Internal Controls
- 200.318-326 Procurement
- 200.333 (1st Paragraph) and 200.335-336 Records Retention and Access
- 200.430(i) Standards for documentation of personnel expenses
- 200.431 Compensation – Fringe Benefits

Financial Statements and Single Audit Reports

Applicants are required to send an electronic copy of the organization’s most recent audited financial statements and a copy of the Single Audit, if one was required by federal regulations.

A Single Audit is only applicable to an applicant organization that has expended over $750,000 of Federal Funds during its previous or current fiscal year.

Date of Financial Statements (mm/dd/yyyy):

CERTIFICATION:

By signing this questionnaire, I certify the following:

The information provided in this Questionnaire for Sub recipients of Federal Funding is true and correct to the best of my knowledge.

I am an authorized representative of the organization.

Signature: ____________________

Printed Name:

Title:

Organization: