Pre-Award Questionnaire

Applicant Organization	
Project Title	
Amount Requested	
EIN	
DUNS	
Questionnaire Completed By	
Date	

1. Have you requested funding for this project from any other funding source?

    a. If so, please explain the nature of that request. Was it for full or partial funding? Who is the prospective funder? When will you know if you have received that award?

2. Is current staff experienced in performing the stated activities of the grant?

a. Is the current level of staffing sufficient to perform stated activities of the grant? If no, please describe hiring plan.

b. Has there been significant staff turnover in the past year? Please describe any staff turnover related to key positions.

3. Are there policies and procedures in place to cover time sheets, payroll, overtime, vacation/sick leave and compensatory time? Please describe procedures to ensure sufficient supporting documentation for salaries paid to employees charged to federal awards. Please include any written policies and procedures (you may link to your organization website).

4. Are there personnel policies that describe qualifications, duties and responsibilities, salary ranges, equal employment opportunities, annual performance appraisals and types and levels of fringe benefits for positions involved in this project? Please include any written policies and procedures.

5. Explain your processes for reporting time

a. Do personnel and payroll record actual hours of time attendance, leave and earnings for all employees?

b. Are records maintained to show the actual amount of time spent on an employee on more than one project or program?

c. Do time sheets cover the total payroll period?

d. Are employees time sheets approved and by whom?

6. Are there policies and procedures to ensure all costs assigned to the grant are necessary, reasonable, allocable and allowable? Please include any relevant written policies and procedures.

7. Does your organization have experience managing federal funds?

8. Is there a system to track and record cost-sharing? Please describe.

9. Will equipment be purchased using grant funds? If so, does your organization have written policies and procedures regarding purchasing and inventory management? Please include a copy of those policies.

10. Does your organization have written policies regarding the use of contractors/consultants? Please include a copy of those policies, if relevant to this grant project.

11. Are consultants required to sign consulting agreements? If so, please provide a copy of the consulting agreement, if relevant to this grant project.

12. Are there written policies and procedures regarding travel? Please include a copy of those policies.

13. Is there a central file containing official records for each grant award? What are the contents of each file?

14. What is the policy on record retention?

15. Will the program earn income?

a. If yes, is there a term and condition for program income in the grant agreement?

16. Have you had or are your subject to an A-133? If not, are you subject to an external audit?

17. When does your fiscal year begin and end?