Office of Community Development/Disaster Recovery Unit

Exhibit 12-2
Project/Program Risk Assessment Template

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Project/Program Risk Assessment Template

This risk assessment should be used to determine to risk of a set of projects or programs. The risk established should be used to priortize and/or determine the frequency of monitoring reviews. Review Section 12 of the OCD/DRU Disaster Recovery CDBG Administrative Manual prior to executing this risk assessment.

Criterion	Total DR-CDBG Allocation		Complexity		Implementation		Relevant Experience	
Description	Total DR-CDBG provided to execute the project/program		Activities associated with the project/program		Entity who is implementing the project/program		Experience implementing a similar project/program	
High Risk	$250,000 +	5	Involves Construction	5	Subrecipient	12	No Experience	8
Medium Risk	$150,000 - $249,999	3	Loan or Grant Project	3	Grantee Staff	8	Some Experience	5
Low Risk	Less than $149,999	1	Other type of Project	1	Consultant	4	Significant Experience	3

1. Project/ Program Name	2. Project ID	3. Total DR-CDBG Allocation	4. Complexity	5. Implementation	6. Relevant Experience	7. Total Score	8. Risk Level

Instructions to execute the Project/ Program Risk Assessment Template

Column 1 Enter the project/program name or description

Column 2 Enter the project/program name, if applicable

Column 3 Review the project/program application to determine how much DR-CDBG funds were allocated to the project/program. Select the choice from the dropdown menu that best fits your response.

Column 4 Review the project/program application to determine the activities associated with the project/program. Select the choice from the dropdown menu that best fits your response.

Column 5 Review the project/program application to determine what type of entity is implementing the project/prgoram. Select the choice from the dropdown menu that best fits your response.

Column 6 Determine the prior experience of the entity implementing the project/program. If the implementing entity was selected through a competitive process, you may want to review the Proposal submitted by the entity. If the project/program is implemented by grantee staff or a subrecipient, review past projects/programs to determine experience. Select the choice from the dropdown menu that best fits your response.

Column 7 This column will automatically calculate based on the responses selected in columns 3-6

Column 8 This column will automatically populate based on the responses selected in column 7

You may add addditonal rows to the Risk Assessment Template by right clicking a row and selecting "Insert"