

# 2018 Specialty Crop Block Grant Program

---

## *Grantee Self-Assessment of Internal Controls and Risks*

The Iowa Department of Agriculture and Land Stewardship will use this Self-Assessment as part of a Risk Assessment for each Grantee. Your answers will determine the extent to which special conditions are applied to your award, such as reporting frequency, site visits, source documentation, etc.

<b>Company/Organization Name</b>	
<b>Grant Project Contact</b>	
<b>Project Title</b>	
<b>Date Prepared</b>	

*Answer “yes” if activity in question applies to your organization. Each “no” answer indicates a potential weakness of internal controls. All “no” answers require an explanation (in “Comments”) of mitigating controls or a note of planned changes.*

## Control Environment

### Management’s Philosophy & Operating Style

Yes	N/A	No	Internal Control
			Are periodic (monthly, quarterly) reports on the status of actual to budgeted performance prepared and reviewed by accounting and grant staff?
<b>Comments:</b>			

### Staff Qualifications

3 or more	1-3	Less than 1	Internal Control
			For the Principle Investigator listed in your proposal, how many years of experience in the position does he/she have?
			For the Principle Investigator listed in your proposal, how many Federal grants has he/she managed or participated in as key personnel?
<b>Comments:</b>			

### Organizational Structure

Yes	N/A	No	Internal Control
			Is there a current organizational chart defining the lines of responsibility?
			Has all management staff been sufficiently trained to perform their assigned duties?

			Is program information issued by the Iowa Department of Agriculture and Land Stewardship's Specialty Crop Block Grant program distributed to appropriate staff?
<b>Comments:</b>			

### Human Resources

Yes	N/A	No	Internal Control
			Are personnel policies in writing?
			Are processes in place to ensure that staff wages charged to the grant are reviewed and based on actual time and effort?
			Do all supervisors and managers have at least a working knowledge of federal grant management practices?
<b>Comments:</b>			

### Accounting

Yes	N/A	No	Internal Control
			Are all payments documented with appropriate source documentation?
			Are these duties generally performed by different people: purchasing, invoice processing, and preparation of cash disbursement?
			Are all records, checks, and supporting documents retained according to the Federal and State record retention policy?
			Was your previous year's audit free of significant findings?
			Does your accounting system track completely and accurately the receipt and disbursement of funds by each grant or funding source?
<b>Comments:</b>			

### Allowable Activities & Costs

Yes	N/A	No	Internal Control
			Before expenditures are made, does someone check that funds used for that activity are allowable?
			Are expenditure/reimbursement reports reviewed to ensure adherence to funding limits?
			Are personnel responsible for coding expenditures to Federal programs properly trained to determine expenditures which are allowable and allocable to the Federal programs?
			Are the following duties generally performed by different people: preparing the Request for Reimbursement and reviewing and approving the Request for Reimbursement?
<b>Comments:</b>			

## Equipment Management

Answers to these questions are required only if you requested funds for Special Purpose Equipment in your proposal. (Equipment with a unit price in excess of \$5,000)

Yes	N/A	No	Internal Control
			Are fixed asset records maintained that adequately classify and identify individual items, as well as detailing their location?
			Is someone assigned responsibility to ensure that all equipment is properly maintained?
			Is there adequate insurance coverage for the equipment?
<b>Comments:</b>			

## Matching Funds & Program Income

Answers to these questions are required only if you indicated Matching Funds or Program Income in your proposal.

Yes	N/A	No	Internal Control
			Does your organization use a standard form to document “in-kind” contributions and volunteer services?
			Are cash contributions counted as match entered into your organizations accounting system?
			Are collection policies and procedures clearly documented and communicated to personnel responsible for program income?
			Are there policies and procedures to provide for the correct use of program income as directed by Federal program requirements?
<b>Comments:</b>			

## Submission

Submit to:

Stephanie Groom | Specialty Crop Block Grant Program Manager  
 Iowa Department of Agriculture and Land Stewardship  
 502 E. 9<sup>th</sup> Street | Des Moines, IA 50319  
 515-725-1179 | 515-281-4819 fax | [Stephanie.groom@iowaagriculture.gov](mailto:Stephanie.groom@iowaagriculture.gov)