

**APPENDIX F  
ALASKA DIGITAL EQUITY CAPACITY GRANT PROGRAM  
APPLICANT RISK ASSESSMENT MATRIX**

<b>Grantee Name:</b>		<b>Grants Administrator:</b>	
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Criteria	Risk Level						Evaluation Score
	Low Risk		Moderate Risk		High Risk		
	Description	Rank	Description	Rank	Description	Rank	
<b>Administrative Capabilities</b>	Staff in key positions demonstrates capacity to administer the project.	1	Staff in key positions requires some guidance in grant responsibilities but demonstrates some capacity to administer the project.	2	Staff in key positions does not demonstrate the capacity to administer the project without frequent assistance and guidance.	3	
<b>Staff Turnover</b>	No change in key staff in over 2 years.	1	Key staff has between 1 and 2 years' experience.	2	Key staff has less than one year experience.	3	
<b>Project Progress</b>	Progress reports always contain updates about project progress or reasons for delays.	1	Progress reports sometimes provide information on project progress or delays.	2	Progress reports seldom report status of project.	3	
<b>Financial</b>	Financial management system in place.	1	Financial management system weak and/or inconsistently utilized.	2	No evidence of financial management system.	3	
<b>Reporting</b>	Financial and Progress reports are usually submitted in a timely and accurate matter.	1	Financial and Progress reports are sometimes late and/or contain errors or occasional disallowed costs.	2	Financial and Progress reports are regularly late and/or contain significant errors, disallowed costs or grantee regularly asks for extensions.	3	
<b>Responsiveness</b>	Grantee responds timely to inquiries and requests.	1	Grantee generally requires a follow up call or email reminder to inquiries or requests.	2	Grantee rarely responds to emails or phone calls and is consistently difficult to reach.	3	
<b>Total Grantee Funding</b>	\$100,000 or less	1	\$100,000 - \$500,000	2	\$500,000+	3	
<b>Subcontracts</b>	Grantee does not subcontract	1	1 – 2 Subcontracts	2	3+ Subcontracts	3	
<b>On-Site Monitoring</b>	On-site visit conducted in the last 2 years with no findings.	1	On-site visit conducted within the last 2 years with findings that have been resolved.	2	No site visit has been conducted in the last 2 years.	3	

<b>SUPERVISOR REVIEW:</b> _____	<b>RISK LEVEL:</b>		<b>TOTAL EVALUATION SCORE:</b>	<b>0</b>
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<b>Evaluation Score Key:</b> Low Risk: 9-13 points Moderate Risk: 14-21 points High Risk: 22-27 points  Date Risk Assessment was completed: _____	<b>GA Comments (required):</b>   <b>VERRIDE (Only complete this section if you disagree with scoring results. Give reason for a change in evaluation score.):</b>
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