



**FAA
Airports**

Airport Sponsor Risk Assessment

Project Manager Assessment Checklist

Scope

This checklist is for use by ARP Project/Program Managers (PM), who must review and complete the suggested assessment procedures stated below.

Note: The checklist provides suggested documentation the PM can review to assist in completing the checklist. Additional review processes might be necessary in order to perform a comprehensive assessment of the Sponsor. Answering the questions on this form will allow the specialist to enter the data necessary to complete the Risk Assessment Tool. Under some of the questions, additional guidance is provided to provide clarification of the intended scope of the PM's review.

Purpose

The checklist below helps ARP assess a sponsor's performance and associated risk.

Airport Sponsor's Full Name: _____

Sponsor's Airports: _____

The PM's initials below simply acknowledge the PM completed the checklist and the associated date. Answers are based solely on the PM's knowledge and professional judgment of the sponsor along with any items researched as suggested on the checklist.

PM Initials: _____

Date Completed: _____

(Enter the FY into the Risk Model Tool to generate the next assessment's due date.)

Checklist

2A. Risk Category: Sponsor Past Performance (Payments and Processing)

Below is a list of suggested source documentation that can be used to assess whether a Sponsor has a history of grant payment and processing irregularities.

- "Open/Closed Grant Status" report in SOAR- to determine if the sponsor has a history of untimely grant closeout.
- Sponsor's "Quarterly Performance Reports"- for questionable sponsor grant payment history as compared to project progress.
- Quarterly review of payments in invoicing- to determine improper draws (i.e. no attachments, wrong or inconsistent amounts, etc.)

"Delphi Grant Balance Detail" report in SOAR- to review grant inactivity

*(Staff need only consider grants **issued** in the last 3 fiscal years.)*

- 1) For all open grants within the last 3 fiscal years, select the frequency in which the Sponsor has submitted improper drawdowns.

Never Occasionally Regularly Always

- 2) For all open grants within the last 3 fiscal years, select how often the time between Sponsor grant drawdowns is greater than 30 days.

Never Occasionally Regularly Always

- 3) For all open grants within the last 3 fiscal years, select the frequency in which the Sponsor has submitted untimely financial project closeouts. (e.g. 6 or more months after a construction project is physically/substantially complete)

Never Occasionally Regularly Always

2B. Risk Category: Sponsor Past Performance (Payments and Processing)

Below is a list of suggested source documentation that can be used to assess whether the Sponsor has a history of grant payment processing irregularities, such as improper drawdowns, late payments, large outstanding balances not liquidated or untimely financial project closeouts.

- "Delphi Grant Payment Detail" report in SOAR- for payment activity irregularities.
- "Open/Closed Grant Status" report in SOAR- to determine if the sponsor has a history of untimely grant closeout.
- Sponsor's "Quarterly Performance Reports"- for questionable sponsor grant payment history as compared to project progress.

- 1) During the last three fiscal years, select the level of frequency the Sponsor has been untimely submitting closeout documents exclusive of factors outside the Sponsor's control such as weather.

Never Occasionally Regularly Always

2C. Risk Category: Sponsor Past Performance (Improper Contracting/Procurement)

Below is a list of suggested source documentation, if applicable, that can be used to assess whether Sponsor has a history of engaging in improper contracting or procurement practices.

- Bid tabs submitted with grant application package-to assess continued compliance with AIP fund regulations.
- Project contracts submitted with grant application packages-to determine if the contracts contained a representation of true market conditions.
- Engineer Estimates/Reports submitted with grant applications and progress reports- to assess continued reasonableness of costs.
- Change Orders for cost analysis retained in sponsor's grant file-to assess if there have been (and the reason for) any significant differences in the proposed contract prices and the Sponsor's cost estimate.
- Bid Protests against the sponsor and contract disputes brought against the Sponsor for any improprieties.

*(Staff need only consider grants **issued** in the last 3 fiscal years.)*

- 1) For any open grants issued within the last 3 years, does the Sponsor have a history of any of the actions below?
If Yes, answer questions 2 through 6.
If No, go to section 2D.
Yes No

- 2) For any open grants issued within the last 3 years, does the Sponsor have a history of improper relationships with contractor personnel?
Yes No

- 3) For any open grants issued within the last 3 years, does the Sponsor have a history of irregular bidding practices?
Yes No

- 4) For any open grants issued within the last 3 years, does the Sponsor have a history of not preparing estimates or preparing estimates after solicitations were opened/awarded?
Construction Estimates
Yes No

- 5) For any open grants issued within the last 3 years, does the Sponsor have a history of issuing modifications or proposal changes following contract award that could alter the apparent low bidder?
Yes No

- 6) For any open grants issued within the last 3 years, does the Sponsor have a history of engaging a contractor with a cost reimbursement or cost plus contract without prior FAA approval?
(While the question calls out two specific methods, staff should focus generally on contracting methods not allowed by the FAA.)

Yes No

2D. Risk Category: Sponsor Past Performance (Grant Amendments)

Below is a list of suggested source documentation that can be used to assess whether the sponsor has a history of requesting 15% amendments prior to project closeout.

- AIP Grant Status Report (Form 5100-107) in SOAR-review for past grant amendments.

*(Staff need only consider grants **issued** in the last 3 fiscal years.)*

- 1) For all open grants issued within the last 3 fiscal years, select the frequency in which the Sponsor has requested an amendment for the full 15% amount of the grant.

Never Occasionally Regularly Always

2E. Risk Category: Sponsor Past Performance (Non-compliance)

Below is a list of suggested activities that can be performed to assess whether sponsor has a history of previous Single Audit findings, or findings associated with oversight bodies (e.g. OIG, GAO), historic problems with audit findings, or non-compliance with grant assurances and other federal grant requirements (e.g. SAM Registration, Davis-Bacon and Buy American).

- The sponsor file-to identify any Sponsor compliance issues, such as Single Audit findings and improper practices.
- Contact the Regional compliance specialist/ACO-100 to confirm any sponsor compliance issues

- 1) In the last 3 fiscal years, has the Sponsor had any instances for non-compliance of the following: Federal legislation, grant assurances, or FAA grant requirements?

If No, go to section 2F. If yes, answer questions 2 through 4.

Yes No

- 2) Has the Sponsor had one or more instances of non-compliance with Federal legislation in the last 3 fiscal years?

Yes No

- 3) In the last 3 fiscal years, has ACO-100 found the Sponsor to be in non-compliance with the Sponsor's grant assurances?

Yes No

- 4) Has the Sponsor had one or more instances of non-compliance with regard to applicable FAA grant requirements in the last 3 fiscal years? (Reporting)

Yes No

2F. Risk Category: Sponsor Past Performance (Single Audit/Improper Practices)

Below is a list of suggested activities that can be performed to assess whether sponsor has a history of previous Single Audit findings, or findings associated with oversight bodies (e.g. OIG, GAO), historic problems with audit findings, or non-compliance with grant assurances and other federal grant requirements (e.g. Davis-Bacon and Buy American).

- The sponsor file-to identify any Sponsor compliance issues, such as Single Audit findings and improper practices.
- Contact the Regional compliance specialist/ACO-100 to confirm any sponsor compliance issues
- Previous single audits submitted to the Federal Audit Clearinghouse (FAC)
- Review yearly improper audit findings (see Headquarters' Regional Implementation Guidance (RIG's)

1) In the last 3 fiscal years, has the Sponsor received any citations for, the following: FAA internal reviews, formal findings or Single Audit findings?

If Yes, answer questions 2 through 4.

If No, go to question 2G.

Yes No

2) In the last 3 fiscal years, has the Sponsor had one or more findings through FAA internal reviews? (e.g. PFC, AIP, Environmental, Contracts, or any other review excluding Single Audits)

Yes No

3) In the last 3 fiscal years, has the Sponsor had one or more formal findings by any oversight body? (e.g. DOT, OIG, or GAO excluding Single Audit)

Yes No

4) Has the Sponsor had one or more Single Audit findings in the last 3 fiscal years?

Yes No

2G. Risk Category: Sponsor Past Performance (Documentation)

Leverage the personal knowledge, experience, and professional judgment from previous interactions / requests made to the sponsor to assess whether the sponsor has a history of being able to provide documentation within 30 days of request.

1) Historically, the Sponsor is unable to provide documentation within 30 days of request.
(Staff should focus on **standard** grant documentation and not unique or large volume requests for information.)

Yes No

3. Risk Category: Sponsor Demographics

Leverage the personal knowledge, experience, and professional judgment from previous interactions / requests made to the sponsor.

- 1) Do any of the following items apply to the Sponsor: limited staff with shared responsibilities, employ key decision makers with conflicts of interest, employ inexperienced individuals, and has experienced recent turnover resulting in new staff that are unfamiliar with processes and procedures.

If Yes, answer questions 2 through 6.

If No, you are done.

Yes No

- 2) The Sponsor has limited staff with shared responsibilities, roles, and functions. Staff also may possess additional job roles outside of the typical airport functions.

Yes No

- 3) Does the Sponsor have key decision makers that have potential conflicts of interest or a negative effect on the decision making process?

Yes No

- 4) Is this the first time we are issuing a grant to this Sponsor?

Yes No

- 5) The Sponsor employs inexperienced individuals (lack of appropriate competencies such as environmental regulations or financial management).

Yes No

- 6) Within the last fiscal year, has the Sponsor experienced recent turnover that resulted in hiring new staff that are unfamiliar with policies, procedures, regulations, and requirements?

Yes No