

# Pre-Award Risk Assessment Guide



A Pre-Award Risk Assessment (PARA) is required prior to execution of a subrecipient agreement. The PARA is separated into two documents, Subrecipient PARA (external) and Subaward PARA (internal). Please allow up to five business days for PARA review. Subrecipient and Subaward Risk Level determination is available on SmartSheet. Frequency and types of monitoring are based on the Subaward Risk Level assigned.

## Subrecipient PARA (external)

Completed by organization



### 1.

Check SmartSheet\* to see if the Subrecipient PARA has been completed within a year of the new agreement start date.

#### NO

Send Subrecipient PARA form to the organization:

- Subrecipient PARA is found on the intranet [here](#).
- Contract owner collects the Subrecipient PARA form from the organization and submits to [dws\\_para@utah.gov](mailto:dws_para@utah.gov)
- Each file name should include the words organization name and "Subrecipient PARA"

*Example: The Road Home – Subrecipient PARA*

#### YES

Subrecipient PARA form is not required at this time.



## Subaward PARA (internal)

Completed by contract owner



### 2.

Contract owner completes the Subaward PARA form for all new awards.

- Subaward PARA is found on the intranet [here](#).
  - Each file name should include organization name and "Subaward PARA"
- Example: The Road Home – Subaward PARA*
- Contract owners submit the Subaward PARA to [dws\\_para@utah.gov](mailto:dws_para@utah.gov). Email subject line should include organization name and "Subaward PARA."

*Example: Subject: Rapid Rehousing – Subaward PARA*

**Note:** When submitting both at the same time, include them in the same email with the subject line Organization and "Subrecipient and Subaward PARA."

*Example: The Road Home – Subrecipient and Subaward PARA*

### 3. Change in Risk Level

- When an increase or decrease in Risk Level may be appropriate, Contract Owners and/or Fiscal Grant Managers complete a Risk Level Change Form. The Risk Level Change Form is found [here](#).
  - The file name should include the organization name and "PARA Change."
  - Submit completed form to [dws\\_para@utah.gov](mailto:dws_para@utah.gov). The subject line should include the organization name and PARA Change.
- Example – Subject: The Road Home: PARA Change*
- Example: The Road Home – PARA Change*

\*Access to SmartSheet may be requested by emailing [dws\\_para@utah.gov](mailto:dws_para@utah.gov).

References: Pre-Award Risk Assessment Policy/Procedure, Subrecipient Monitoring Procedure ([found here](#)).

