

## Resilient Food Systems Infrastructure Program Survey

This standard survey is required of all DATCP grantees and is used to gain an understanding of grant recipients' ability to manage state/federal awards. The information gathered supports tailored grant administration plans including trainings, resource materials, and check-ins designed to support project success, but does not impact an applicant's ability to receiving funding.

There are 21 questions that should take less than 5 minutes to complete by someone familiar with your organization's financial and business management practices. Your response to this survey is required for your grant application to be reviewed. If you are unsure how to answer a question, respond "unsure". If you have questions, please contact [datcprfsi@wisconsin.gov](mailto:datcprfsi@wisconsin.gov).

**Applicant Unique Entity Id (UEI):**

**Applicant Organization:**

**Name of individual completing survey and attesting to response accuracy:**

**Title:**

**Phone:**

**Email:**

**1. How many years has your business been in operation?**

- ☐ More than 10 years
- ☐ Between 5 and 10 years
- ☐ 5 years or less

**2. Does your entity currently have a federal or state grant, or have you had one within the last 5 years?**

- ☐ Yes
- ☐ No
- ☐ Unsure

**3. Does your entity currently have one or more staff members with experience managing a federal or state grant?**

- ☐ Yes
- ☐ No
- ☐ Unsure

**a. If yes, how many years of experience will this person have performing federal grants management?**

**b. If no, do you expect to hire a consultant to manage this grant?**

**4. Have any of your entity's board members, executives or other key staff been placed under criminal investigation or convicted of a felony in the last 5 years?**

- ☐ Yes
- ☐ No
- ☐ Unsure

**5. Does your entity have any pending lawsuits that may impact the ability to carry out the grant award?**

- ☐ Yes
- ☐ No
- ☐ Unsure

**6. Does your entity have written document retention procedures?**

- ☐ Yes
- ☐ No
- ☐ Unsure

**7. Has your entity ever had a federal or state grant withdrawn for non-compliance?**

- ☐ Yes
- ☐ No
- ☐ Unsure

**8. Does your entity have a board of directors or similar management and oversight body?**

- ☐ Yes
- ☐ No
- ☐ Unsure

**9. Select the type of accounting system your entity uses.**

- ☐ Automated
- ☐ Manual
- ☐ Combination
- ☐ Unsure

**10. Can your entity's accounting system separate grant funds from the entity's other finances?**

- ☐ Yes
- ☐ No
- ☐ Unsure

**11. Has a financial statement audit been performed in the last 3 years?**

- ☐ Yes
- ☐ No
- ☐ Unsure

**12. Does your entity have written financial and accounting procedures?**

- ☐ Yes
- ☐ No
- ☐ Unsure

**13. Does your entity have written travel and spending policies or guidance?**

- ☐ Yes
- ☐ No
- ☐ Unsure

**14. Are financial reports reviewed by entity leadership regularly?**

- ☐ Yes
- ☐ No
- ☐ Unsure

**15. Has the entity experienced cash flow deficits in the previous 2 years?**

- ☐ Yes
- ☐ No
- ☐ Unsure

**16. Does your entity have sufficient internal controls to establish segregation of financial duties? (i.e. does more than one person review and approve payables?)**

- ☐ Yes
- ☐ No
- ☐ Unsure

**17. Does your entity have written procurement/purchasing procedures?**

- ☐ Yes
- ☐ No
- ☐ Unsure

**18. Does your entity have written asset management procedures?**

- ☐ Yes
- ☐ No
- ☐ Unsure

**19. Does your entity have a written personnel or employee handbook?**

- ☐ Yes
- ☐ No
- ☐ Unsure

**20. Does your entity have written policies and procedures for employee timekeeping?**

- ☐ Yes
- ☐ No
- ☐ Unsure

**21. Does your entity have written whistleblower protection rules?**

- ☐ Yes
- ☐ No
- ☐ Unsure