



USAID
FROM THE AMERICAN PEOPLE



Management System Questionnaire

**For Grants to Non-US Organizations
with Simplified and/or Fixed Obligation Grants anticipated to be under \$150,000**

RTI International uses this questionnaire to verify applicant has the capacity or potential capacity to adequately perform in accordance with the principles established by the US Government and other donors to ensure that its accounting, record keeping and overall financial management systems meet applicable standards and to determine if the applicant's system of internal controls is reasonable in the applicable cost principles.

Legal name of applicant organization: _____

Name and title of individual completing
this questionnaire: _____

Signature of Individual Completing: _____

DUNS Number _____

A. General Information

1. Type of Organization: (Check either NGO or HG)
- Nongovernmental (NGO)
- Governmental (or host government [HG] institution)*

**An HG institution or a subdivision of it is an organization that functions as a governing body and in which the host government owns at least a 50 percent share or receives at least 50 percent of its financial support from the host government. Examples of HG entities are ministries, or local or state governments or agencies.*

(Check one below)

- Non-Profit
- Educational
- For-Profit
- Other _____

2 Is your organization incorporated or legally registered?

- Yes
 No

3. City and country of incorporation or legal registration:

4. Date of incorporation or legal registration:

5. Is your organization required to pay taxes on revenue/income, or is it exempt from such taxes?

- Required to pay taxes on revenue/income
 Exempt from taxes on revenue/income

6. Please list the number of employees of your organization:

___ Full-time employees

___ Part-time employees or Volunteers

7. Has your organization received funding from any agency of the U.S. Government in the last 3 years?

- Yes
 No

If yes, please identify the source and specify the amount(s) received from each source, by year below:

8. What is your organization's fiscal year?

9. Do you anticipate expending \$300,000 or more in funds received directly or indirectly from the U.S. Agency for International Development during your fiscal year?

Yes
 No

B. Indirect/Overhead Rates

1. Does your organization have a Negotiated Indirect Rate Agreement (NICRA) with the U.S. Government?

Yes
 No

If YES, please attach a copy to this Questionnaire and go to the next section.

If NO, does your organization plan to charge an indirect or overhead rate to the budget of the grant agreement?

Yes
 No

If YES, please describe the basis upon how the indirect rate was determined.

Has the indirect rate been audited?

Yes
 No

If YES, please provide a copy of an audit report with the audited indirect rate and an explanation of the indirect rate costs.

Is the indirect rate charged equally to all funders of your organization?

Yes
 No

If NO, Please explain.

C. Financial Management

1. Is your accounting system [] manual or [] automated? If automated, what accounting software program are you using? Specify.

2. Do you have documented policies and procedures for processing transactions in accordance with laws, regulations, or management policy? If you answer yes, you also agree to make these documents available for inspection.

Yes
 No

3. Is your accounting system capable of accurate, current, and complete reporting of the utilization of grant funds for all types of costs (including but not limited to labor, travel, materials, and equipment)?

Yes
 No

4. Do you use a written chart of accounts containing a description of each account and are journal entries prepared, reviewed, compared with supporting details where necessary, and approved each accounting period?

Yes
 No

5. Is your accounting system capable of tracking and documenting the utilization (see above) of grant funds by source?

Yes
 No

6. Are the liquid assets (cash) of your organization kept in an interest-bearing bank account?

Yes
 No

7. What is the name of your organization's bank? _____

D. Personnel:

27. Does your organization utilize an electronic timesheets system in accordance with United States Government regulations?

Yes
 No

28. Does your organization have a timekeeping policy requiring employees to submit timesheets at least once a month?

- Yes
 No

If the answers to the prior questions have been negative, please explain how do you record the hours worked for the assign project/activity?

E. Procurement and Property Management System

1. Does your organization have a written procurement manual?

- Yes
 No

2. Do you always solicit quotations from vendors before making a purchase over the local currency equivalent of \$3,000?

- Yes
 No

3. Do you have a property management manual?

- Yes
 No