

How To: Complete FSM (Financial Management Self-Assessment) Report

All TxCDBG Grant Recipients must demonstrate sound financial management to receive and manage the grant.

In order to complete this report, the most current annual audit should be on hand. Sections to be completed is determined by the age of the annual audit.

Annual audit is from 4/30/22 or later: Complete steps 1-5A and steps 8B - 11 only.

Annual Audit is prior to 4/30/22: Complete ALL steps below.

Step	Self-Assessment
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1	Authorization for Direct Deposit: Upload current Direct Deposit Form. <i>To request <u>warrant payments in lieu of direct deposit</u>, upload form 74-176 marked "Warrant Only"</i>
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2	Annual Audit: Answer <u>Yes/No</u> , enter FYE date of the most recent annual audit and upload the Opinion Letter. Note the purple square around text.
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3	Click Save in the upper right corner to generate the proper form
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4	Disclose findings or material non-compliance within the last 5 years
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5A	Segregation of Duties: Enter 1 name and title for <i>each</i> row. Local staff and officers who perform duties managing grant AND local funds should be provided. <i>Type in the responsibility if 'Other' is used. Click the + icon to add a new row for any additional details for TDA.</i> (The grant requirement to have 2 certifiers for payment requests should not be used in determining/limiting information for local processes and the segregation of duties.
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Step Self-Assessment

5B Oversight Responsibility: Person who oversees person(s) who handle local funds; how often are transactions reviewed; person responsible for risk analysis.


6 Cost Allowability: Identify city/county staff responsible for knowledge of federal and state cost principles. Does not include third-party TxCDBG certified grant administrators, who are presumed to be knowledgeable on these principles.

7 Controls and safeguards to prevent fraud, abuse, and waste: Answer all questions Yes/No and identify additional levels of oversight review currently in place by the Grant Recipient.

8A Accounting Systems: Describe the accounting software and ledger system, answer if there are separate checking accounts for federal funds, and upload a copy of the written financial procedures for obligations, costs, and payments used by the grant recipient.

8B Provide a detailed list of steps and processes used by the Grant Recipient to ensure grant funds disbursed by TDA are then disbursed to the vendor within 5 business days of the deposit to the Grant Recipient's local bank. This describes the process to ensure compliance with existing TxCDBG financial management requirements.

9 Certification: Local staff with authority by resolution to sign contractual agreements, environmental reviews and/or payment requests should mark the field. (Authorized official, project director or payment requestor in TDA-GO) The name, title and date will autofill once the mark is made and the page is saved.

Step	Self-Assessment
10	Click Save in the upper right corner to lock in details and certification.
	
11	Change Status: The certifier of the FMS report will click the Submit Report button on the left navigation bar.
	