

Submitting a risk assessment

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Introduction

The funding program may ask you to submit a risk assessment to support project initiatives.

Learn how you can submit a risk assessment in Transfer Payment Ontario.

Before you begin

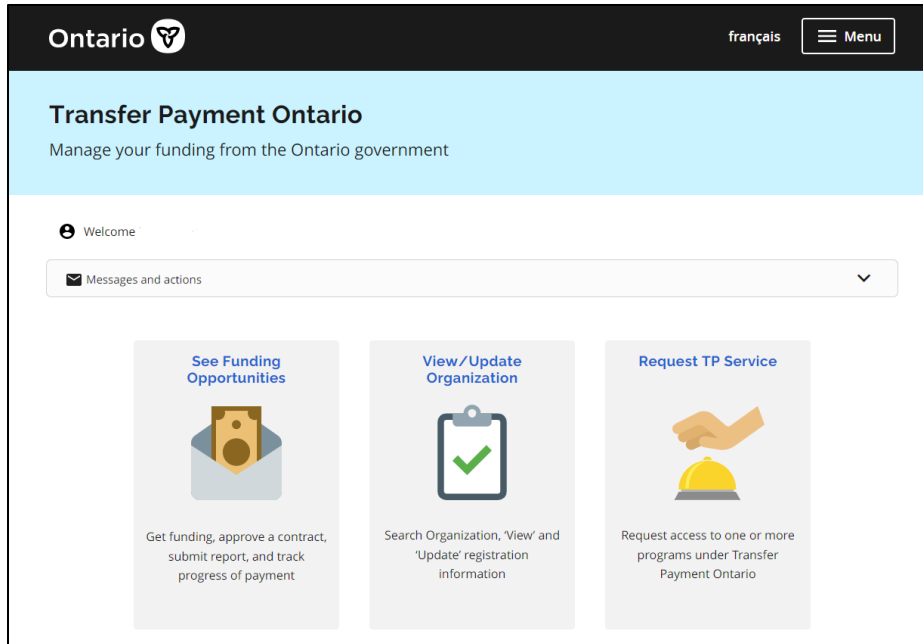
The following guide is for reference only. As you work on your risk assessment, you may see screens or information not presented in this guide.

Please reference any supporting documentation provided by the funding ministry.

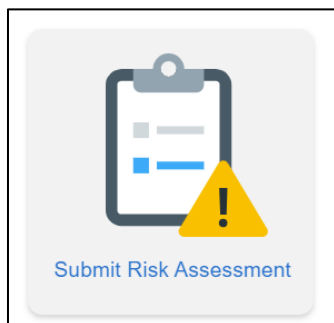
Submit a risk assessment

You can review and submit all pending risk assessments in Transfer Payment Ontario.

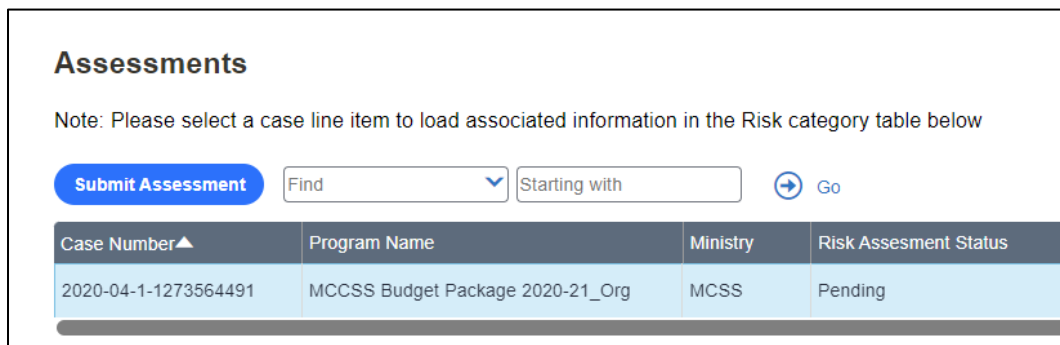
1. Sign in to Transfer Payment Ontario.



2. Select **See Funding Opportunities**.
3. If you are registered with more than one organization, select the organization for which you want to submit the risk assessment.
4. Select **Submit Risk Assessment**.



5. In the **Assessments** table, select the case. The status of the assessment will be **Pending**.



- In the **Risk Categories** table, select a category item to show the related information in the **Criteria** table below.

Risk Categories

Note: Please select a category line item to load associated information in the Risk Criteria table below

Find Starting with Go

Risk Category
Human Resources
Financial

Note: Each case and risk assessment may vary in criteria.

- In the **Criteria** table, review the questions associated with the category.

Criteria

Go

Note: Please select a response from the "Likelihood Response" list and provide your inputs on "Evidence Supporting Rating"

Order▲	Risk Categories	Question
1	Human Resources /People	Does the management team demonstrate the requisite competencies, knowledge and s
2	Human Resources /People	Does the TPR have a robust and healthy staffing complement and appropriate plans for
3	Human Resources /People	Does the TPR's relationship with their bargaining agent(s) or staff pose a risk to service
4	Human Resources /People	Are succession planning and change management strategies in place to support contin

- In the **Likelihood Response** field, select the search tool to choose a response.

Pick Response

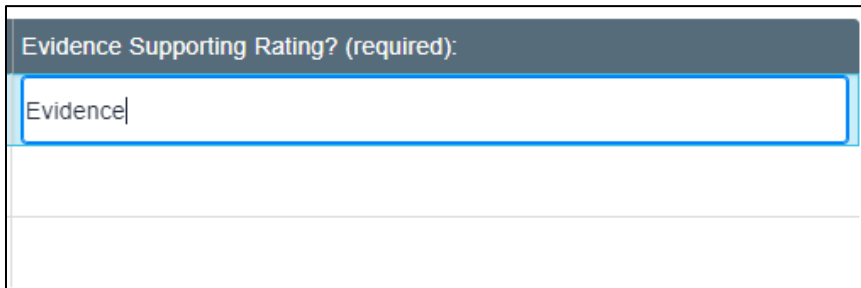
Go

Order	Response Option
1	All (100%) of the management team has the requisite core competen...
2	A vast majority of the management team (at least 80%) has the requi...
3	More than half of the management team (at least 60%) has the requi...
4	Less than half of the management team (less than 40%) has the requ...
5	A limited number of the management team (less than 20%) has the r...

First Previous Next Last

OK Cancel

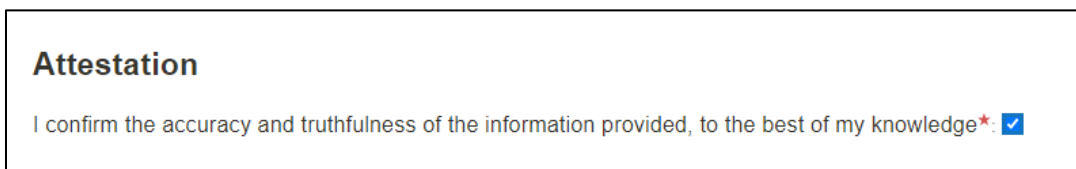
9. In the **Evidence Supporting Rating?** field, provide an explanation justifying your response.



Evidence Supporting Rating? (required):

Evidence|

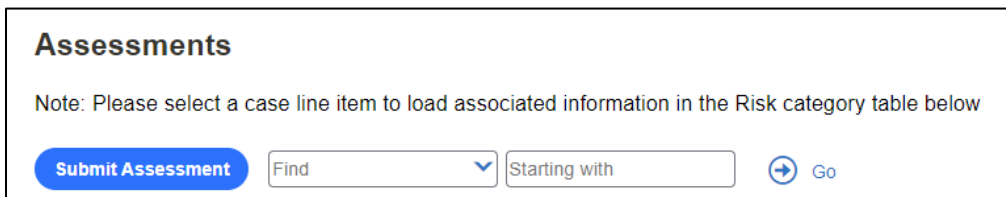
10. Repeat for each risk category.
11. Once completed, review the attestation, and select the checkbox.



Attestation

I confirm the accuracy and truthfulness of the information provided, to the best of my knowledge*.

12. Go back to the **Assessments** table and select **Submit Assessment**.

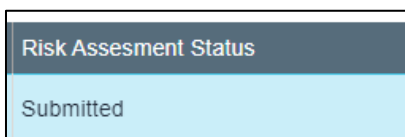


Assessments

Note: Please select a case line item to load associated information in the Risk category table below

[Submit Assessment](#) Find Starting with [Go](#)

13. The risk assessment status will change from **Pending** to **Submitted**.



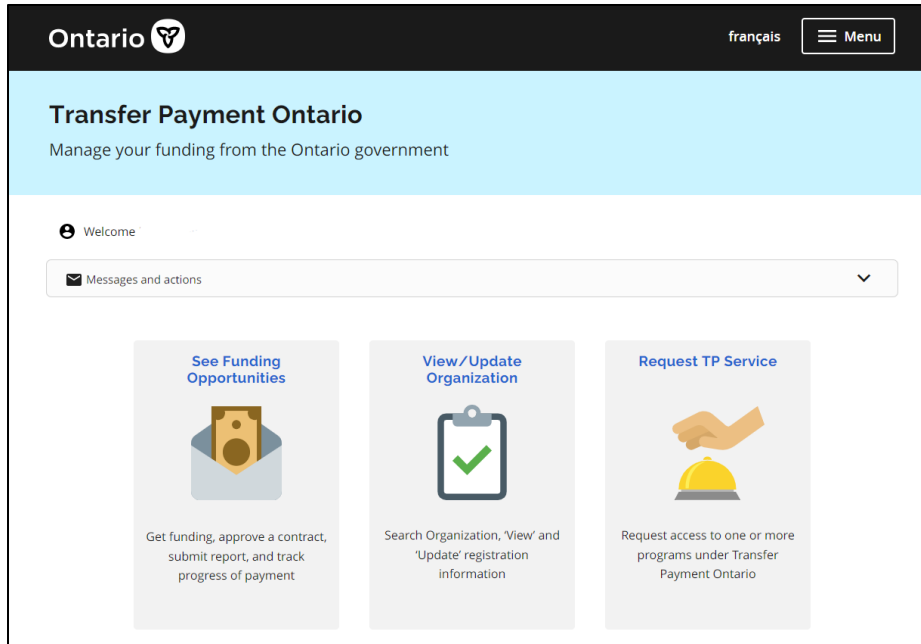
Risk Assessment Status

Submitted

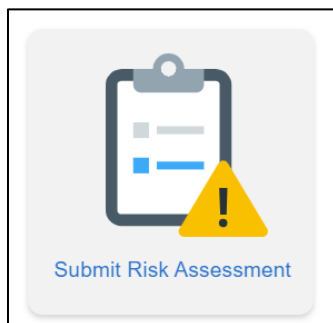
Resubmit a risk assessment

If additional information or updates are required, the funding ministry may request a resubmission of the risk assessment. You will be notified by email if a resubmission is needed.

1. Sign in to Transfer Payment Ontario.



2. Select **See Funding Opportunities**.
3. If you are registered with more than one organization, select the organization for which you want to submit the risk assessment.
4. Select **Submit Risk Assessment**.



5. In the **Assessments** table, select the case for resubmission. The following indicates that a resubmission is required:
 - a) The **Risk Assessment Status** is **More Information Required**.
 - b) The **Resubmission Required** field is **Y**.
 - c) The **Resubmission Reason** will show a comment from the ministry explaining the reason for the resubmission.
6. In the **Risk Categories** table, select a category item to show the related information in the **Risk Criteria** table below.

Risk Categories

Note: Please select a category line item to load associated information in the Risk Criteria table below

Find

Risk Category
Human Resources
Financial

7. In the **Criteria** table, review the questions associated with the category.

Criteria

Note: Please select a response from the "Likelihood Response" list and provide your inputs on "Evidence Supporting Rating"

Order▲	Risk Categories	Question
1	Human Resources /People	Does the management team demonstrate the requisite competencies, knowledge and s
2	Human Resources /People	Does the TPR have a robust and healthy staffing complement and appropriate plans for
3	Human Resources /People	Does the TPR's relationship with their bargaining agent(s) or staff pose a risk to service
4	Human Resources /People	Are succession planning and change management strategies in place to support continu

8. In the **Likelihood Response** field, select the search tool to choose a response.

Pick Response

Order	Response Option
1	All (100%) of the management team has the requisite core competen...
2	A vast majority of the management team (at least 80%) has the requi...
3	More than half of the management team (at least 60%) has the requi...
4	Less than half of the management team (less than 40%) has the requ...
5	A limited number of the management team (less than 20%) has the r...

First Previous Next Last

9. In the **Evidence Supporting Rating** field, provide an explanation justifying your response.

Evidence Supporting Rating? (required):
Evidence

10. Repeat for each risk category, as required.
11. Once completed, go back to the **Assessments** table and select **Submit Assessment**.

Assessments			
Note: Please select a case line item to load associated information in the Risk category table below			
Submit Assessment	Find	Starting with	Go

12. The risk assessment status will change from **More Information Required** to **Submitted**.

Risk Assessment Status
Submitted

Contact us

If you need assistance, please contact Transfer Payment Ontario Client Care from Monday to Friday 8:30 a.m. to 5:00 p.m. except for government and statutory holidays, at:

Toll-free: 1-855-216-3090

TTY: 416-325-3408

Toll-free TTY: 1-800-268-7095

Email: TPONCC@ontario.ca

There are more Transfer Payment Ontario reference guides and videos available online. Visit [Get funding from the Ontario government](#) to learn more.