

US Fish and Wildlife Service  
Checklist for a Financial Assistance Awards

CFDA Number: _____	Vendor Number: _____
Recipient Name: _____	DUNS Number: _____
Cost Structure: _____	
Project Title: _____	
Performance Start: _____	Performance End: _____

**New Cooperative/Grant Agreement Requires ITEMS : 1 - 14 and 17 - 24**

**Modifications of Cooperative/Grant Agreements Require ITEMS: 1-2, 12, 13, 17, and 21; 23 ONLY if applicable**

**New Inter-/Intra- Agency Agreements and Modifications Require ITEMS: 1-2, 6-10, 12, 15-17**

	Items	Yes	No
1.	The project/activity to be funded IS financial assistance, and NOT an interagency agreement or acquisition action as defined in 505 DM 2, Section 2.9		
2.	Select the Financial Assistance Award Instrument to be used(Select A, B, or C below):		
	A. GRANT: No substantial involvement by Service staff in the project activities expected.		
	B. COOPERATIVE AGREEMENT: Substantial Service staff involvement in the project activities expected.		
	C. INTERAGENCY AGREEMENT: Check here then skip to ITEM 15.		
3.	Is this a discretionary single source award, as defined in 505 DM 2, Section 2.14? A YES response also means that the program has completed the required Notice of Intent to Award to a Single Source without Competition form and the form will be maintained in the official award file.		
4.	A. Was a funding opportunity for this program/project, including a synopsis and complete application package, posted on Grants.gov? A NO response must be justified under 4B. A copy of the posting will be maintained in the official award file.		
	B. If 4A is marked NO, mark YES next to the applicable exemption justification below:		
	(1) The funding opportunity is for a mandatory formula program and a Grants.gov posting is not required.		
	(2) The funding opportunity is for discretionary awards less than \$25,000 for which 100 percent of eligible applicants live outside of the United States.		
	(3) The funding opportunity is for a discretionary single source award less than \$25,000.		
	(4) The funding opportunity is for an award made under the Indian Self-Determination and Education Assistance Act (P.L. 93-638, 88 Stat. 2204).		
	(5) Because of a compelling and unusual urgency, or substantial danger to health or safety, there is not enough time to follow adequate competitive procedures.		
5.	Are indirect costs included in the final approved budget? A YES response also means that the program has received a copy of the applicant's most recently submitted/approved indirect cost rate agreement and the document will be maintained in the official award or centralized program file.		
6.	Is the reimbursement of pre-award costs approved as part of this award? A YES response also means the applicant has demonstrated in writing that pre-award costs were necessary and reasonable for accomplishing the overall project objectives and the costs would have been approved had they occurred within the award period of performance.		
7.	Did the Program Office determine that the award is of such complexity/novelty or exhibits intellectual property issues or potential conflicts of interest, or other such concerns that it warranted legal review? A YES response also means that a copy of the request and any response will be maintained in the official award file.		
8.	NEPA Review. Select ONE of the following:		
	A. All of the proposed project activities will occur outside of the United States. NEPA review is not required.		
	B. As required under NEPA, the proposed project was reviewed for potential significant effect on the human environment. The proposed project is completely covered by a Categorical Exclusion under 516 DM 2, Appendix 1 or 516 DM 8.5 AND no Extraordinary Circumstance under 516 DM 2, Appendix 2 applies to the project. No further NEPA documentation will be made.		
	C. As required under NEPA, the proposed project was reviewed for potential significant effect on the human environment. The proposed project: Does not meet the criteria for any Categorical Exclusion under 516 DM 2, Appendix 1 or 516 DM 8.5; Is not completely covered by a Categorical Exclusion under 516 DM 2, Appendix 1 or 516 DM 8.5; OR An Extraordinary Circumstance under 516 DM 2, Appendix 2 applies to the project. A YES response also means that all required NEPA documentation has been completed and will be maintained in the official award file.		
9.	Section 7 ESA Review. Select ONE of the following:		
	A. All of the proposed project activities will occur outside of the United States and the high seas. Section 7 ESA review is not required.		

	B.	Project activities will be conducted in the U.S. or on the high seas and the program has determined that the project meets the criteria of a NO EFFECT finding, as described in Section 6.G of the Service's Issuing a New Financial Assistance Award Guidance. A YES response also means that documentation supporting this determination will be maintained in the official award of centralized program file.		
	C.	Project activities will be conducted in the U.S. or on the high seas and the program has determined that the project may affect endangered or threatened species or critical habitat and has submitted to ES either a 'NA' finding for concurrence or an 'AA' finding for a formal consultation. A YES response also means that a final finding was made (concurrence received or consultation process completed) and that all related documentation will be maintained in the official award or centralized program file.		
10.		Section 106 NHPA Review: The program has consulted with the appropriate Regional Historic Preservation Officer. A copy of all resulting documentation will be maintained in the official award or centralized program file.		
11.		Was the applicant required to submit an A-133 Single Audit Report last year? A YES response also means that a print screen of the search results from the Federal Audit Clearinghouse - Single Audit Database has been made and will be maintained in the official award or centralized program file.		
12.	A.	Is the applicant subject to the DUNS/SAM registration requirement? A YES response also means that a print screen showing the applicant's active SAM profile has been made and will be maintained in the official award file. A NO response for 12A is only appropriate when the response to 12C is YES.		
	B.	If 12A is YES, <b>enter the applicant's SAM registration validity end date here:</b> _____ If the date falls within the award performance period, the program must include a statement in the notice of award notifying the recipients responsibility to maintain an active registration throughout the entire award performance period.		
	C.	The applicant is exempt from DUNS/SAM registration due to being either an individual /natural person, OR a foreign entity not already registered in DUNS/SAM and receiving an award for less than \$25,000 for activities performed outside the United States.		
13.		The program office has searched online to confirm that the applicant is not listed as an Excluded Party in the SAM database. The print screen from 12A revealed no results and will be maintained in the official award or centralized program file.		
14.		The program office has completed all applicable steps of the "Establishing a Recipient's Payment Method before Obligating Funds for a New Grant or Cooperative Agreement Award in FBMS" guidance.		

The appropriate Service employee(s) completed all pre-award actions required for a new financial assistance award.

\_\_\_\_\_  
Signature of Service Project Officer assigned to the Award

\_\_\_\_\_  
Date

Additional Items		YES	NO
15.	Please select the ONE below if you are drafting an Inter-/Intra- Agency Agreement:		
	A. NEW Inter-/Intra- Agency Agreement with Scope of Work, Project Description, and Budget		
	B. IAA Modification with Scope of Work, Project Description, Budget and a detailed justification on what the new money and time is needed for.		
16.	Determination and Finding Form		
17.	Program Purchase Request (PPR)		
18.	Project Officer's Questionnaire		
19.	Project Officer's Designation of Authority of Memo		
20.	SF - 424 Application and the accompanying Budget and Assurances Form based on project type. All packages should include the <b>SF - 424 with a Scope of Work</b> and either a combination of <b>424A and 424B OR 424C and 424D</b>		
	A. SF - 424A - Budget Form (Non-Construction)		
	B. SF - 424B - Assurances Form (Non-Construction)		
	C. SF - 424C - Budget Form (Construction)		
	D. SF - 424D - Assurances Form (Construction)		
21.	Draft Notice of Award Letter		
22.	IF this project entails construction, attach Davis-Bacon		
23.	SF-LLL - Disclosure of Lobbying Activities should be included if the agreement is greater than or equal to \$100,000 or if the funding modification to an existing agreement takes the total over \$100,000		
24.	Business Evaluation Form (Budget Analysis)		