

REGIONAL OFFICE – FINANCIAL ASSISTANCE SUFFICIENCY REVIEW CHECKLIST

Please place in your official file

Agreement # F14AC00237

Date: 7-8-14

Reviewer: Alice Garrett

☒ **NEW:**

☒ **DETERMINATION TO USE FINANCIAL ASSISTANCE [505 DM2.8E(1)]**

- ☒ Purchase Request (UPC & WBS codes correct)
- ☒ Grants.gov posting print out or justification for not posting (505 DM 2.4 (A); 505 DM 2.12; P.L. 106-107; 68 FR 58146)
- ☒ Selection process [505 DM 2.16A]
- ☒ Application for federal assistance SF 424 included (individual or business) (2 CFR 215.12 (b); 505 DM 2.15)
- ☒ Signed Assurances (SF424B-non construction Or SF424D-construction) (2 CFR 215.10 (c)(1); 505 DM 2.15)
- ☒ OMB approved budget form (SF424A-non-construction Or SF424C – construction) (2 CFR 215.10 (c)(1); 505 DM 2.15)
- ☒ ASAP registration completed
- ☒ National Checklist for a New Financial Assistance Award completed

RISK ASSESSMENT DOCUMENTS: (2 CFR 215.14) (505 DM 2.11A-E)

- ☒ SAM: <https://www.sam.gov/portal/public/SAM/>
- ☒ FAC <http://harvester.census.gov/sac/dissemin/accessoptions.html?submit=Retrieve+Records>
 - ☐ If “high risk” are special conditions and restrictions noted within reporting in place to mitigate the risk? (2 CFR 2.15.12)
 - ☐ Business Eval/Budget Analysis signed by PL.
 - ☐ Copy of pages 1-2 & last page of FAC search.
 - ☐ If FAC indicates no audits, A-133 waiver statement uploaded to FishNet.

AGREEMENT CONTENT:

- ☒ Agreement number
- ☒ Principal purpose – public benefit demonstrated (31 U.S.C 6301-08; 2 CFR 215.11; 505 DM 2.9B 1-6)
 - ☐ Grant – no FWS substantial involvement expected (505 DM 2.5B)
 - ☒ Cooperative Agreement – FWS substantial involvement (31 USC 6306; 505 DM 2.5C)
- ☒ CFDA <https://cfda.symlicity.com/index?s=main&mode=list&tab=list> 505 DM 2.10(B)(1)(c)) (P.L. 98 – 169)
- ☒ Background -Grants.gov, selection (505 DM 2.14 (A)(1-2); 505 DM 2.16(A))
- ☒ Authorities (505 DM 2.10 (B)(2))
- ☒ Funding Information
- ☒ Period of Performance
- ☒ Obligations of Each Party
- ☒ Reporting Requirements (DOI Guidance Release 2009-04)
- ☒ Invoicing Procedures
- ☒ Applicable regulations
- ☒ Modification Procedures
- ☒ Special Provisions
- ☒ Related Attachments
- ☒ Appropriate signature blocks

☐ **MODIFICATION:** [43 CFR 12.50(b)(3)]

Modification number

- ☐ Copies of signed agreement
- ☐ Copies of signed prior modifications
- ☐ Written Justification within the modification form
- ☐ SAM: <https://www.sam.gov/portal/public/SAM/>
- ☐ Modification is within scope of work and expiration date
 - ☐ Mod for additional funds includes the following:
 - ☐ Revised SF424 (application)
 - ☐ Budget (SF424A or SF424C)
 - ☐ Mod to extend complies with improvements memo

MILESTONES:

- ☒ Milestones set up in PRISM

LEGAL SUFFICIENCY BY REGIONAL OFFICE:

- ☒ FishNet File review
- ☒ Regional log input
- ☒ Prism Award Document review
- ☒ Route of Award to Delegated Signer for additional signatures w/cover letter