

## Cooperative/Grant and Interagency Agreements Checklist

Cooperative/Grant Agreements	Interagency Agreements
1 <input type="checkbox"/> Agreement Checklist (This form), <u>with appropriate signatures</u> , MUST accompany your agreement package to the RO	1 <input type="checkbox"/> Agreement Checklist (This form), <u>with appropriate signatures</u> , MUST accompany your agreement package to the RO.
2 <input type="checkbox"/> <b>Grants.gov announcement worksheet</b> , (Only if RO Announcements do not meet your agreement parameters. <i>Not necessary for modifications</i> )	2 <input type="checkbox"/> <b>Draft of the Interagency/Intergovernmental Agreement</b> , w/ Scope of Work. ( <u>Modifications</u> - w/Scope of Work, select Modification on IAA Form.)
3 <input type="checkbox"/> <b>Draft cooperative/grant agreement</b> ( <u>For Modifications</u> , use modification agreement form)	3 <input type="checkbox"/> Program Purchase Request (PPR) ( <b>Do NOT enter Purchase Request into FBMS until notified by the Regional Agreement coordinator</b> ) ( <u>Modifications must have a detailed justification on what the new money/time is needed for</u> )
4 <input type="checkbox"/> Program Purchase Request (PPR) ( <b>Do NOT enter Purchase Request into FBMS until notified to do so by Regional Agreement Coordinator</b> )	4 <input type="checkbox"/> CCR Print Screen, if applicable
5 <input type="checkbox"/> CCR Print Screen, if applicable	5 <input type="checkbox"/> Determination and Finding Form for ALL Interagency Agreements
6 <input type="checkbox"/> Excluded Parties List System (EPLS) Print screen ( <a href="http://www.epls.gov">www.epls.gov</a> ). See Agreement Process Document. ( <u>Printout should return NO results</u> )	
7 <input type="checkbox"/> Project Officer's Questionnaire	
8 <input type="checkbox"/> Project Officer's Designation of Authority Memo	
9 <input type="checkbox"/> SF-424 Application	
10 <input type="checkbox"/> SF-424 <b>A or C</b> Budget Form	
11 <input type="checkbox"/> SF-424 <b>B or D</b> Assurances Form	
12 <input type="checkbox"/> <u>If</u> a construction project, Attach Davis-Bacon Wage Determination for your County/Counties). ( <a href="http://www.wdol.gov/">http://www.wdol.gov/</a> )	
13 <input type="checkbox"/> SF-LLL Disclosure of Lobbying Activities, <b>IF</b> the agreement is $\geq$ \$100k... <b>or</b> , if a modification to the agreement takes the total over $\geq$ \$100k.	
14 <input type="checkbox"/> Business Evaluation Form (Budget Analysis)	
15 <input type="checkbox"/> Letter from cooperator indicating if they earn greater than or equal to \$500k of federal funding annually. <b>If yes, they must have an A-133 Audit completed.</b>	

**Important NOTE!** Your agreement will **NOT** be officially logged in, until you've submitted a complete package. Partial paperwork does **NOT** start the clock for processing. Should you have any questions regarding this form, please consult the accompanying document titled "NWRS Agreement Process".

**Box**, indicates necessary documents to process **Modifications** to agreements

Indicates necessary document, if the specified condition is met

*\*\*Signatures Required\*\**

\_\_\_\_\_  
1 Project Officer

\_\_\_\_\_  
3 Program Staff Specialist

\_\_\_\_\_  
2 Administrative Officer

\_\_\_\_\_  
4 CGS Staff Specialist