

Financial Assistance Tasks List	
Pre-Award	Task
1	Develops Notices of Funding Availability (NOFAs).
2	Is responsible for initial Catalog of Federal Domestic Assistance (CFDA) program profile and annual updates.
3	Is primary point of contact for applicants.
4	Evaluates funding tool (contract or financial assistance) and determines award instrument (grant or cooperative agreement).
5	Completes FWS Form 3-2452 to justify issuing a single source award.
6	Documents justification for not posting a Funding Opportunity (FO) on Grants.gov.
7	Is a PRISM Grants Specialist. Releases the PRISM FO synopsis to Grants.gov.
8	Has Grants.gov Bureau User account. Completes the Grants.gov FO by attaching a NOFA and an application package to the synopsis.
9	Conducts and documents application technical review. Makes sure projects meet the Service's mission and are achievable.
10	Conducts and documents application fiscal review. Makes sure all proposed costs are well-justified, reasonable, allowable, and allocable.
11	Conducts and documents administrative review. Makes sure all required documents were received and does all eligibility checks, e.g., System for Award Management (SAM) registration or requests a SAM waiver and reviews SAM exclusions.
12	Makes sure all legal compliance reviews, e.g., National Environmental Policy Act (NEPA), Section 7 of the Endangered Species Act (ESA), and Section 106 of National Historic Preservation Act (NHPA), are completed and documented. Note: These may be completed post-award.
13	Requests and coordinates legal review of proposed project.
14	Identifies Financial Business and Management System (FBMS) vendor and makes sure a payment method is established.
15	Assigns CFDA numbers to awards.
16	Completes notice of award cover sheets/letters.
17	Compiles notice of award packages.
18	Assesses risk and establishes monitoring plans.
19	Is a PRISM Grants Specialist. Creates PRISM awards and completes Federal Assistance Award Data System (FAADS) reports for awards and amendments.
20	Has signature authority. Signs awards and amendments.
21	Is a PRISM Agreements Officer. Releases, i.e., obligates funds, for awards and amendments. De-obligates funds during closeout.
22	Is a PRISM Grants Specialist. Creates the PRISM milestone plan for tracking recipient performance and financial reports.
Award (Project Period)	Task
23	Is primary technical point of contact for recipients during project

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	implementation.
24	Is primary administrative point of contact for recipients during project implementation.
25	Receives and reviews recipient performance reports. Conducts desk audits and site visits.
26	Receives and reviews recipient financial reports. Reconciles reports with the Automated Standard Application for Payment (ASAP) and FBMS Core Finance systems.
27	Follows up with the recipient on technical issues.
28	Follows up with the recipient on compliance issues.
29	Follows up with the recipient on financial issues.
30	Is PRISM Grants Specialist. Updates milestone plans.
31	Has Bureau User access to ASAP. Places recipient on/off Agency Review.
32	Receives and processes manual payment requests. Requests manual payment holds through the Interior Business Center (IBC).
33	Is responsible for coordinating response to audits, reviews, and corrective action plans (CAPs).
<b>Closeout</b>	<b>Task</b>
34	Receives and reviews any required reports related to property, supplies, and equipment.
35	Provides disposition instructions to recipients.
36	Makes sure all final reports and other deliverables are received and in official award files.
37	Is PRISM Grants Specialist. Closes awards.
<b>Post-Closeout</b>	<b>Task</b>
38	Monitors Federal real property through required maintenance or retention period.
39	Is PRISM Grants Specialist. Reopens and recloses awards for post-closeout adjustments.
40	Disposes of official award files after retention period ends. Sends qualifying files to the National Archives for permanent retention.
<b>Entire Life Cycle</b>	<b>Task</b>
41	Provides guidance to staff regarding financial assistance policy or systems.