

FINANCIAL ASSISTANCE AGREEMENT REVIEW SHEET

Agreement No.: _____ Date of Award: _____

Amount \$ _____

Recipient: _____

Title/Description: _____

Specialist: _____

Actions/Contents	Required	In file	Comments
1. Assistance Agreement Request and Prevalidation of Funds, as appropriate			
2. SF-424 SF-424A/B (Non-Construction) SF-424C/D (Construction)			
3. Award Instrument Determination/Correct Legal Instrument - Contains mandatory information - Has been reviewed			
4. Authorities – Program/project Authorization and appropriation. If mandatory, legislative/appropriations language/citation must be provided substantiating this classification.			
5. For discretionary programs, Grants.gov posting of opportunity & application package			
6. Documented extent of competition			
7. Business Evaluation/Budget Analysis - Funding authority/availability - Budget analysis (at a minimum, must review budget realism & Indirect Cost Rate) - Business management capability/systems			
8. Agreement (ensure that all authorities and responsibilities, deliverables, cost budgets, and time frames are clearly delineated)			
a. For cooperative agreements, includes substantial involvement description/information			
b. Includes Department's standard terms and conditions			
c. Includes special provisions, if applicable			
d. Is in prescribed format per 505 DM			
9. - Provide annual CFDA update			
10. Responsibility Determination - For <u>all</u> Recipients, Check the Excluded Parties List System - "High risk" category documentation, as applicable - Check for recipient audit submission			

Actions/Contents	Required	In file	Comments
compliance via Federal Audit Clearinghouse website (http://harvester.census.gov/sac)			
11. Lobbying Certification, as applicable			
12. Independent Reviews for competitive solicitations, awards, amendments, and termination and suspension notices			
13. Independent Reviews for non-competitive actions, as applicable			
14. Legal Review of solicitations, awards, and amendments, as applicable (Required if total anticipated amount of the entire award at completion will exceed \$750,000)			
15. FAADS reporting			
16. Appointment of Grant/Cooperative Agreement Representative, as applicable			
17. Government-furnished Property - Annual inventory received			
18. Receipt of reports: <ul style="list-style-type: none"> - Financial Reports <ul style="list-style-type: none"> - SF-269 - SF-272 - Program Performance <ul style="list-style-type: none"> - Interim - Annual - Final - A-133 Audit 			
19. CFDA Number used in lieu of Pseudo-Code			
20. Other (Specify)			

COMMENTS:
