FINANCIAL ASSISTANCE NEGOTIATION/AWARD CHECKLIST AND INDEX

RECIPIENT _____ AWARD NO. _____
AMENDMENT NO. _____ BUDGET PERIOD _____
CONTACT _____ PROJECT PERIOD _____
TELEPHONE NO._____ FACSIMILE NO._____ E-MAIL _____

***** TYPE OF AWARD: NEW, RENEWAL, FUNDED REVISION *10 CFR 600, 605, FDP, OTHER _____

I. AWARD DETAIL

TAB _____

( ) Document Distributed _____ _____
Initials Date
( ) IPAR (DOE F 4200.40A)
( ) Certified PR
( ) OMC Public Announcement Coordination (FAH-04A) (≥ $2M 10 CFR Part 605; ≥ $500K All others)
( ) Congressional Notification (DOE F 4220.10) (FAH-04A) (≥ $50K Nonprofit, Ed., or State/Local/Tribal Gov't; ≥ $500K All other entities)
( ) Correspondence

II. EVALUATION/NEGOTIATION BUDGET DETAIL

TAB _____

( ) Cognizant Federal Agency _____
( ) Awardee Fiscal Year End _____
Month/Day
( ) The Awardee is Not Listed on the List of Parties Excluded From Federal Procurement or Non-Procurement Programs _____
Date checked
( ) A-133 Audit Review for FY Ending _____
Date checked _____
( ) Negotiation Memorandum (AA-16)
( ) Budget Review or Cost Analysis
*Budget / Project Period
( ) Technical Evaluation
( ) Budget
*(SF 424(R&R) Budget/SF 424A/DOE F 4620.1)
( ) Budget Justification
( ) Financial Statement of Unexpended Funds
( ) Equipment Purchased with Capital Equipment Funds

III. STAFF REVIEW

TAB _____

( ) ACQ-SD (Reporting) (415a)
( ) ACQ-SD (Annual Assurance of Compliance) (415d)
( ) CRA (AA-63)
( ) OCC-IPL (415b)
( ) OCC-GL (AA-56) (Non-Standard Provisions)
( ) STI-STS *(415c/AA-56)
( ) STI-SSS (DOE F 5634.2)
( ) Alternate Review *(AA-78/AA-56) (≥ $4M R&D – Domestic Nonprofit & Ed.; ≥ $400K All others) (CH Dir 971)
( ) Independent Review (≥ $4M R&D – Domestic Nonprofit & Ed. when HQ review required; ≥ $4M All others) (CH Dir 971)
( ) HQ Business Clearance Review (≥ $10M All awards) (CH Dir 971/Acq Guide Chap. 71.1)

IV. RECIPIENT ASSURANCES REPRESENTATIONS/CERTIFICATIONS

TAB _____

( ) NEPA Documentation (FAH-11A)
*(10 CFR 605 CX filed in ACQ-SD/Non-R&D Conference Grants with Domestic Nonprofit & Ed. Exempted/DOE CH 560)
( ) Applicant certified compliance with the list of required certifications on the SF 424 (R&R)/SF 424 in grants.gov*
( ) Cert. Regarding Lobbying; Debarment/Suspension; & Drug-Free Workplace Requirements (FA-CERTS)
( ) Disclosure of Lobbying (SF–LLL) (Over $100K) (FAH-08C)
( ) Assurance of Compliance. Expiration Date _____
*(DOE F 1600.5/ EEO Point of Contact Info.)
( ) EPAct Determination & Representation (FAH-14A) (Other than SC awards, if applicable)
( ) Financial Assistance Pre-Award Information Sheet (AA-47) (Grants with For-Profits and Foreign entities and all Coop. Agmts. not submitted via Grants.gov SF-424 (R&R)
( ) Human Subjects Research (FAH-11A) *(Applicant certified compliance on the SF 424(R&R)/DOE F 4650.2/AA-47/AA-136)

V. RECIPIENT APPLICATION

TAB _____

( ) Application *(SF 424(R&R)/SF 424/DOE 4650.2)
( ) Technical Proposal

VI. PROCUREMENT REQUEST

TAB _____

( ) Original PR
( ) *DNFA/Selection Statement
( ) Reporting Requirements (DOE F 4600.2)
( ) SOW
( ) Statement of Substantial Involvement
( ) Deviations to Regulations

*** - CIRCLE AS APPLICABLE**

SYMBOLS

"N/A" - Not Applicable
"/" - In Process or Required
"X" - In File/Complete
"NF" – Review Completed - No File Documentation Required