

**Forest Service Handbook  
National Headquarters - Washington Office  
Washington, DC**

**Forest Service Handbook 1509.11 – Grants, Cooperative Agreements, and Other Agreements  
Handbook  
Transmittal**

**Amendment:** 1509.11-2009-1

**Effective date:** October 20, 2009

**Duration:** This amendment is effective until superseded or removed.

**Approved by:** Charles L. Myers, Deputy Chief, OPS

**Date approved:** October 15, 2009

**Responsible Staff:**

**Last Change:** 1509.11-2001-1 to 1509.11\_70

**Superseded Document(s):** 1509.11 Contents, Amendment 1509.11-95-1, April 21, 1995; 1509.11,0 Code Contents, Amendment 1509.11-95-1, April 21, 1995; 1509.11,0 Code, Amendment 1509.11-95-1, April 21, 1995; 1509.11,10 Contents, Amendment 1509.11-95-1, April 21, 1995; 1509.11\_10-13, Amendment 1509.11-95-1, April 21, 1995; 1509.11\_14-15, Amendment 1509.11-95-1, April 21, 1995; 1509.11,20 Contents, Amendment 1509.11-95-1, April 21, 1995; 1509.11\_20, Amendment 1509.11-95-1, April 21, 1995; 1509.11, 30 Contents, Amendment 1509.11-95-1, April 21, 1995; 1509.11,30, Amendment 1509.11-95-1, April 21, 1995; 1509.11,40 Contents, Amendment 1509.11-95-1, April 21, 1995; 1509.11,40, Amendment 1509.11-95-1, April 21, 1995; 1509.11,50 Contents, Amendment 1509.11-95-1, April 21, 1995; 1509.11,50, Amendment 1509.11-95-1, April 21, 1995; 1509.11,60 Contents, Amendment 1509.11-95-1, April 21, 1995; 1509.11,60, Amendment 1509.11-95-1, April 21, 1995; id\_1509.11-2008-1, July 07, 2008; 1509.11,70 Contents, Amendment 1509.11-95-1, April 21, 1995; 1509.11,70-73, Amendment 1509.11-95-1, April 21, 1995; 1509.11\_72\_ex. 01, Amendment 1509.11-2001-1, February 09, 2001; 1509.11,73,Ex. 01, Amendment 1509.11-95-1, April 21, 1995; 1509.11,73,Ex. 02-03, Amendment 1509.11-95-1, April 21, 1995; 1509.11,73,Ex. 04-17, Amendment 1509.11-96-1, April 15, 1996; 1509.11,73,Ex. 10, Amendment 1509.11-95-1, April 21, 1995; 1509.11,73,Ex. 11, Amendment 1509.11-95-1, April 21, 1995; 1509.11,73,Ex. 15, Amendment 1509.11-95-1, April 21, 1995; 1509.11,73,Ex. 16, Amendment 1509.11-95-1, April 21, 1995; 1509.11,75, Amendment 1509.11-96-2, April 15, 1996; id\_1509.11-2008-2, July 07, 2008

**Digest:** Following is an explanation of the changes throughout the directive by section.

**Forest Service Handbook 1509.11 – Grants, Cooperative Agreements, and Other Agreements Handbook  
Transmittal**

**Amendment:** 1509.11-2009-1

**Effective date:** October 20, 2009

**Zero Code:** Removes chapter in its entirety.

**03:** Removes policy statements. Removes paragraph 1 and recodes to FSM 1580, section 1580.35. Removes paragraph 2 and 3 and recodes to chapter 10, section 13.71 and 13.72, respectively of this handbook. Removes paragraph 4 and recodes to chapter 10, section 13.83 of this handbook.

**10:** Removes chapter title and direction “Federal Financial Assistance” and recodes title and direction to chapter 20 of this handbook.

Establishes title “Grants & Agreements Administration” and recodes to this chapter relevant direction previously set out in chapters 10 through 60 of this handbook for the processes and procedures that are common to all FSM 1580 grants and agreements.

Removes preamble text. Reorganizes, revises, and sets forth new direction, and replaces the reference to “Grants and Agreements” with “G&A” throughout chapter.

Replaces all references to “Grants Coordinator” with “G&A specialist” and “Program Official” with “program manager.”

**10.5:** Adds new definitions for the following terms: “de-obligation,” “inherently governmental function,” and “vendor’s informed knowledge.”

**11:** Establishes code, caption, and sets forth new direction for “Ethics and FSM 1580 Instruments.”

**12:** Establishes code, caption, and sets forth new direction for “I-Web.”

**13:** Recodes to this section direction previously set out in FSH 1509.11, Zero Code.

Reorganizes and clarifies direction on Master and Supplemental Project Agreements and Regionwide Memorandum of Understanding.

Sets forth new direction on the Principle Purpose Test, Strawman prohibitions, Washington Office Master and Supplemental Participating or Challenge Cost-Share Agreements, and Master and Supplemental Agreement Formats.

**14:** Revises and clarifies direction for “Procedures for Initiating, Negotiating, Formatting, and Executing Instruments,” and sets forth new direction on the *Bona Fides* Needs Rule, agreement type alpha codes, agreement numeric codes for regions Budget Object Codes, and Grants and Agreements with Funding that Exceeds 1 Year.

Recodes to this direction previously set out in FSH 1509.11, Zero Code, on Federal Identifier Number.

**Forest Service Handbook 1509.11 – Grants, Cooperative Agreements, and Other Agreements Handbook  
Transmittal**

**Amendment:** 1509.11-2009-1

**Effective date:** October 20, 2009

**15:** Revises and clarifies direction for “Procedures for Administering Instruments,” such as project monitoring and ratifications.

**16:** Changes caption from “Procedures for Close-out of Domestic and International Grants or Cooperative Agreements” to “Procedures for De-obligation and/or Close-out of Instruments” And sets forth new direction for these procedures and instruments.

**17:** Recodes to this section direction previously set out in FSM 1580.7, “Grants & Agreements Certification.”

**20:** Removes chapter direction and title on “Exempted Agreements” and recodes title and direction to chapter 30 of this handbook. Recodes to this chapter direction which was previously set out in chapter 10 of this handbook. Changes chapter title from “Grants & Cooperative Agreements (Federal Financial Assistance)” to “Federal Financial Assistance (Grants and Cooperative Agreements).” Reorganizes and revises direction throughout the chapter. Refers to Grants and Agreements as G&A throughout chapter.

**20.1:** Adds cross-references to new authorities. Removes obsolete authorities including the “America the Beautiful Act of 1990;” “Youth Conservation Corps Act of 1970;” and the “National and Community Service Act of 1990.” Removes authorities that do not have a valid CFDA number, including: “National Agricultural Research, Extension, and Teaching Act of 1977;” “National Trails System Act;” “Wild and Scenic Rivers Act;” and the “Federal Noxious Weeds Act of 1974.”

Adds exhibit 01 which is a matrix on all current Forest Service authorities/programs with their respective CFDA numbers.

**20.3:** Establishes code and caption “Policy” and clarifies policy statements, including: uses of FFA, how to choose the appropriate instrument, better defining Grants and Cooperative Agreements (substantial involvement); principal investigators, Federal Assistance Award Data System (FAADS), Federal Funding Accountability and Transparency Act of 2006 (FFATA), Forest Service as recipient, information collections, yearend awards, Civil Rights requirements, and environmental assessments.

**20.5:** Establishes code and caption “Definitions” and adds definitions specific to Federal financial assistance.

**21:** Adds the authority “Appropriation through 2005 Omnibus Bill, Public Law 108-447; Public Law 108-148.”

**22:** Adds language on Catalog of Federal Domestic Assistance (CFDA) requirements for Federal financial assistance programs.

**Forest Service Handbook 1509.11 – Grants, Cooperative Agreements, and Other Agreements Handbook  
Transmittal**

**Amendment:** 1509.11-2009-1

**Effective date:** October 20, 2009

**22.5:** Adds guidance on the use of SF-424 Research and Related forms for research related Federal financial assistance.

**29:** Establishes code and caption “Samples.”

**29.1 through 29.36:** Establishes code and caption and sets forth exhibits for an International Grant Award Letter, a Cooperative Agreement Award Letter, Application Package, SF-424, SF-424a, SF-424b, AD-1047, AD-1052, and Project Narrative respectively.

**30:** Removes chapter direction and title on “Collections Agreements” and recodes title and direction to chapter 40 of this handbook.

Recodes to this chapter direction which was previously set out in chapter 20 of this handbook.

Changes chapter title from “Exempted Agreements” to “Cooperative Law Enforcement, Forest Road, and Fire Protection Agreements.”

Reorganizes and revises direction throughout the chapter.

Removes direction on collection agreements and recodes direction to chapter 40 of this handbook.

Removes references to OMB exemptions.

Replaces the reference to “Grants and Agreements” with “G&A” throughout the chapter.

**30.5:** Establishes code and caption “Definitions” and adds definitions for “jurisdictional agency,” “OMB exempted agreements,” “protecting agency,” and “supporting agency.”

**31:** Establishes caption “Statutory Requirements and Formats” and sets forth new direction in this section for Cooperative Law Enforcement, Forest Road, and Cooperative Fire Agreements.

**32:** Establishes caption “Procedures for Initiating, Negotiating, Formatting, and Executing Cooperative Law Enforcement, Forest Road, and Fire Protection Agreements” and sets forth in this section new direction for initiating, negotiating, formatting, and executing these agreements

**33:** Establishes caption “Procedures for Administering Cooperative Law Enforcement, Forest Road, and Fire Protection Agreements” and sets forth in this section new direction for administering these agreements.

**34:** Establishes code and caption “Performance Reports and Monitoring for Cooperative Law Enforcement, Forest Road, and Fire Protection Agreements” and sets forth in this section new direction for the reporting and monitoring these agreements.

**35:** Establishes code and caption “Procedures for Evaluating, Negotiating, Formatting, and Executing Modifications for Cooperative Law Enforcement, Forest Road, and Fire Protection Agreements” and sets forth in this section new direction for these agreement procedures.

**36:** Establishes code and caption “Terminations, Suspensions and Debarments, or Other Considerations for Cooperative Law Enforcement, Forest Road, and Fire Protection Agreements” and sets forth in this section new direction for these agreement procedures.

**37:** Establishes code and caption “Procedures for Close-out for Cooperative Law Enforcement, Forest Road, and Fire Protection Agreements” and sets forth in this section new direction for the close-out of these agreements.

**38:** Establishes code and caption “Audits and Site Visits for Cooperative Law Enforcement, Forest Road, and Fire Protection Agreements” and sets forth in this section new direction for the audits and site visits of these agreements.

**39:** Establishes code and caption “Samples.”

**39.1 through 39.5:** Establishes codes and captions and sets forth in these sections exhibits for FS-1500-8, FS-1500-8a, FS-1500-9, FS-1500-9a, and FS-1500-7, respectively.

**40:** Removes chapter title and direction on “Interagency and Intra-Agency Agreement” and recodes title and direction to chapter 50 of this handbook.

Recodes to this chapter direction and title “Collection Agreements” previously set out in chapter 30 of this handbook. Reorganizes, revises, and clarifies direction throughout chapter.

Refers to “Grants and Agreement” as “G&A” throughout the chapter.

**40.1:** Removes obsolete cross-reference to The Acceptance of Gifts Act of October 10, 1978.

**40.3:** Establishes code and caption and sets forth in this section new policy statements.

**40.4:** Establishes code and caption “Responsibility” and sets forth in this section direction for responsibilities for collection agreements

**41:** Removes obsolete direction and caption “General Discussion” and sets forth new direction and caption “Statutory Requirements and Formats.”

**42:** Removes obsolete direction and caption “Endorsement, Conflicts of Interest, and Solicitation” and recodes ethics direction to FSH 1580.

Recodes to this section direction and caption “Procedures for Initiating, Negotiations, Formatting, and Executing Collection Agreements” previously set out in section 33 of this

handbook. Removes obsolete direction, revises, clarifies, and sets forth new direction for collection agreements.

**43:** Removes direction and caption “Procedures for Initiating, Negotiations, Formatting, and Executing Collection Agreements” previously set out in section 33 and recodes to section 42 of this handbook.

Recodes to this section direction previously set out in section 34. Changes caption from “Procedures for Administering Collection Agreements and Acceptance of Gifts and Donations” to “Procedures for Administering Collection Agreements.” Removes obsolete reference to procedures for acceptance of gifts and donations.

**44:** Removes direction and caption “Procedures for Administering Collection Agreements and Acceptance of Gifts and Donations” previously set out in section 34 and recodes to section 43 of this handbook.

Establishes caption “Performance Reports” and adds cross-reference to chapter 10.

**45:** Removes direction and caption “Procedures for Close-out of Collection Agreements (Contributions)” previously set out in section 35. Establishes caption “Procedures for Evaluating, Negotiating, Formatting, and Executing Modifications to Exempted Agreements” and sets forth new cross-references to this section.

**46:** Establishes code and caption “Terminations, Suspensions and Debarments, or Other Considerations” and sets forth new cross-references to this section.

**47:** Establishes code and caption “Procedures for Close-out of Collection Agreements” and sets forth new cross-reference to this section.

**49:** Establishes code and caption “Samples.”

**49.1, 49.2, and 49.3:** Establish codes and captions and sets forth in these sections exhibits for FS-1500-11, FS-1500-11a, and FS-1500-11b, respectively.

**50:** Removes chapter title and direction on “Memorandum of Understanding and Letters of Intent” and recodes title and direction to chapter 60 of this handbook.

Recodes to this chapter direction previously set out in chapter 40 of this handbook. Changes chapter title from “Interagency and Intra-Agency Agreement” to “Interagency Agreements.” Reorganizes, revises, and clarifies direction throughout chapter.

Removes obsolete direction on Intra-agency agreements from this chapter.

Refers to “Grants and Agreements” as “G&A” throughout chapter.

**Forest Service Handbook 1509.11 – Grants, Cooperative Agreements, and Other Agreements Handbook**  
**Transmittal**

**Amendment:** 1509.11-2009-1

**Effective date:** October 20, 2009

**50.1:** Adds new authorities: Service First, P.L. 106-291, Section 330 as amended by P.L. 109-54, Title IV, Section 428 and 7 USC 6915. Removes reference to 7 USC 2204a(2).

**50.3:** Establishes code and caption “Policy” and adds new policy statements.

**50.5:** Establishes code and caption “definitions” and sets forth definitions for new terms “buyer,” “interagency agreement,” and “seller.”

**51:** Changes caption from “General Discussion” to “Statutory Requirements and Formats.” Sets forth new direction for this section. Recodes to this section direction previously set out in section 42 of this handbook.

**52:** Removes caption and direction for “Requirements.” Recodes direction on requirements to section 51 of this handbook.

Recodes to this section caption and direction for “Procedures for Initiating, Negotiating, Formatting, and Executing Interagency Agreements” previously set out in section 43 of this handbook.

**53:** Removes caption and direction for “Procedures for Initiating, Negotiating, Formatting, and Executing Interagency and Intra-Agency Agreements” and recodes to section 52.

Recodes to this section direction previously set out in section 44, and changes caption from “Procedures for Administering Interagency or Intra-Agency Agreements” to “Procedures for Executing and Administering Interagency Agreements.”

**54:** Removes caption and direction for “Procedures for Administering Interagency or Intra-Agency Agreements” and recode direction to section 53 of this handbook.

Recodes to this section direction previously set out in section 45 of this handbook, and changes caption from “Procedures for Closeout of Interagency or Intra-Agency Agreements” to “Procedures for De-obligation and/or Close-out of Interagency Agreements.”

**55:** Establishes code, caption, and sets forth new direction for “Ratification” requirements.

**59:** Establishes code and caption “Samples.”

**59.1 and 59.2:** Establishes code and captions and sets forth in these sections exhibits for AD-672 and FS-1500-6, respectively.

**60:** Removes chapter title and direction “Other Agreements” and recodes title and direction to chapter 70 of this handbook. Recodes to this chapter direction which was previously set out in chapter 50 of this handbook. Changes chapter title from “Memoranda of Understanding and

Letters of Intent” to “Memorandum of Understanding.” Refers to “Grants and Agreements” as “G&A,” and reorganizes and revises direction throughout chapter.

**69:** Establishes code and caption “Sample MOU.”

**69.1:** Establishes code and caption and sets forth exhibit in this section for FS-1500-15.

**70:** Removes chapter title and direction and recodes direction to chapter 90 of this handbook. Recodes to this chapter direction which was previously set out in chapter 60 of this handbook. Changes chapter title from “Other Agreements” to “Partnership Agreements.” Recodes, reorganizes, and revises direction throughout chapter. Removes the preamble and replaces with chapter organizational information. Refers to grants and agreements as “G&A” throughout the chapter.

**70.1:** Adds cross-reference to the Wyden authority.

**70.5:** Establishes code and caption “Definitions” and sets forth definitions for new terms: “allocable cost,” “allowable cost,” “direct costs,” “indirect costs,” “in-kind contributions,” “mutual benefit,” “mutual interest,” “reasonable cost,” and “teaching and education.”

**71:** Removes obsolete direction and caption “General Discussion” and replaces with caption “Authorities by Agreement Type” and sets forth a list of all FSM 1580 Partnership Agreements with the applicable authorities.

**72.4:** Establishes code and caption “National Agricultural Research, Extension, and Teaching Policy Act of 1977” and sets forth new direction on International Joint Ventures. Revises and clarifies direction on Joint Ventures and Cost-Reimbursable Agreements.

**78:** Establishes code, caption, and sets forth new direction in this section on “Terminations, Suspensions and Debarments, or Other Considerations.”

**79:** Establishes code and caption “Samples.”

**79.1 through 79.9:** Establishes codes and captions and set forth in these sections exhibits for FS-1500-16, FS-1500-16c, FS-1500-16a, FS-1500-16b, FS-1500-10, FS-1500-10a, FS-1500-10b, FS-1500-14, FS-1500-14a, FS-1500-12, FS-1500-13, FS-1500-13a, FS-1500-13b, and FS-1500-13c, respectively.

**80:** Establishes chapter and title “Termination and Suspension and Debarment,” and sets forth new direction in this chapter for ending an agreement. Refers to grants and agreements as G&A throughout chapter.



**Forest Service Handbook 1509.11 – Grants, Cooperative Agreements, and Other Agreements Handbook  
Transmittal**

**Amendment:** 1509.11-2009-1

**Effective date:** October 20, 2009

**90:** Establishes chapter and recodes to this chapter direction previously set out in chapter 70 of this handbook. Changes chapter title from “Assurances and Standard and Discretionary Provisions” to “Standard and Discretionary Provisions and Assurances.” Revises entire chapter. Removes obsolete direction on provisions; revises and clarifies direction on international provisions; and sets forth new direction, form numbers, and examples for provisions. Refers to the term “grants and agreements” as “G&A” throughout the chapter.