

# Pre-Award Guide Checklist for Grants

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## New Grant Forms

	Form Title	Form Number
<b>For all grants, include these core documents:</b>		
<input type="checkbox"/>	1. Application for Federal Assistance	<a href="#">SF-424</a>
<input type="checkbox"/>	2. Budget Information for Non-Construction Programs	<a href="#">SF-424A</a>
<input type="checkbox"/>	3. Grant Narrative	<a href="#">Grant narrative template</a> <a href="#">Fiscal details needed in grant narrative</a>
<input type="checkbox"/>	4. Financial Capability Questionnaire (for new partners) <b>OR</b> 4. Financial Capability Checklist	<a href="#">FS-1500-22</a>  <a href="#">FS-1500-22A</a> <b>OR</b> <a href="#">FS-1500-22B</a> (State Agencies)
<input type="checkbox"/>	5. Cooperator Contact Form	Provided by program manager
<input type="checkbox"/>	6. Match Waiver (if applicable)	Provided by Cooperator or Program Manager
<input type="checkbox"/>	7. Civil Rights Review <i>*Not required for International Grants</i>	Link here
<b>For new Domestic Grants (DG):</b>		
<input type="checkbox"/>	8. Certification Regarding Debarment, Suspension, and other Responsibility Matters	<a href="#">AD-1047</a>
<input type="checkbox"/>	9. Certification Regarding Drug-free Workplace Requirements <b>OR</b> 9. Certification Regarding Drug-free Workplace Requirements, State and State Agencies	<a href="#">AD-1049</a>  <a href="#">AD-1052</a> (State Agencies)
<b>For any grants over \$100,000 please include:</b>		
<input type="checkbox"/>	10. Certification Regarding Lobbying	<a href="#">FS-1500-35</a>
<input type="checkbox"/>	11. Disclosure of Lobbying Activities (if applicable)	<a href="#">SF-LLL</a>
<b>For grants that have a Negotiated Indirect Cost Rate Letter (NICRA) please include:</b>		
<input type="checkbox"/>	12. Negotiated NICRA documentation	Provided by Cooperator
<b>For land acquisition grants please include:</b>		
<input type="checkbox"/>	13. Budget Information for Construction Programs	<a href="#">SF-424C</a>

## Modifications

### No-cost Modification

A no-cost modification is a modification request that **does not** add new or additional funds to the grant. There are several types of no-cost modifications that include actions such as:

1. No-cost extensions
2. Budget adjustments with no new funding
3. Changes of scope or objective
4. Changes in key personnel

When considering a modification request, please contact your designated Forest Service Program Manager to ensure it is something we can approve.

**Requests, along with completed forms, are required at least 45 days prior to the implementation of the requested change.**

*Note: Be aware that modifications will only be approved when the grant is up-to-date with all financial and performance/progress reports.*

### **No-cost Extension**

A no-cost extension can be requested for a grant if there are issues with completing the projects within the timeframe outlined in the grant narrative. Grant periods can only be extended until five (5) years after the grant's execution/start date.

### **Budget Adjustment with No New Funds**

A budget adjustment with no new funds can be requested for grants to make modifications to existing funding. These modifications can include, but are not limited to:

1. Transfer of funds of any amount into or out of the cost categories of personnel or contract
2. Changes in the amount of approved match

*Note: Budget adjustments less than 10% of the award and does not change the scope of the project does not require an official modification.*

## Required Documents for No-cost Modifications

	Form Title	Form Number	When to include
<input type="checkbox"/>	1. Cover letter explaining need for modification (addressed to S&PF Director, Sherry Hazelhurst)	<a href="#">Sample Cover Letter</a>	Always required for no-cost modifications.
<input type="checkbox"/>	2. Revised Application for Federal Assistance	<a href="#">SF-424</a>	Always required for no-cost modifications.
<input type="checkbox"/>	3. Revised Budget Table	<a href="#">SF-424A</a>	For budget adjustments with no new funds.
<input type="checkbox"/>	4. Revised Grant Narrative or addendum		For budget adjustments with no new funds.
<input type="checkbox"/>	5. Project description update in NRM to reflect modification changes		Always required for a modification.
<input type="checkbox"/>	6. Need to certified payment approval role in NRM		Always required for a modification.

## New Funds Modification

A new funds modification is a modification request that requires **new or additional funds to be added to the grant.**

Example: Partner has \$100,000 already existing in grant and is getting \$50,000 in additional funding (new funds).

New funds modifications may include “new” (additional) funds and:

- An extension of the grant expiration date
- Change of program manager

When considering a modification request, please contact your designated Forest Service Program Manager to ensure it is something we can approve.

**Requests, along with completed forms, are required at least 45 days prior to the implementation of the requested change.**

*Note: Be aware that modifications will only be approved when the grant is up-to-date with all financial and performance/progress reports.*

## Required Documents for New Funds Modifications

	Form Title	Form Number
<input type="checkbox"/>	1. Cover letter explaining need for modification	
<input type="checkbox"/>	2. Revised Application for Federal Assistance	<a href="#">SF-424</a> (new funds only, not cumulative)
<input type="checkbox"/>	3. Revised Budget Table	<a href="#">SF-424A</a> (new funds only, not cumulative)
<input type="checkbox"/>	4. Revised Grant Narrative or addendum	
<input type="checkbox"/>	5. Financial Capability Checklist	<a href="#">FS-1500-22A</a>

## New Funds Modification and Budget Adjustment of Existing Funds

If adding new funds **and** changes to existing funding in grant are required, then **two** sets of forms are needed.

Example: Partner has \$100,000 already existing in grant and is getting \$50,000 in additional funding (new funds). The partner is also requesting a revision of how the original \$100,000 is being spent. Partner submits two sets of forms, one set for the addition of new funds and the other for the modification of existing funds already in grant.

### Required Documents for New Funds Modification + Budget Adjustment of Existing Funds

#### Set One of Required Documents: New Funds Modification

	Form Title	Form Number
<input type="checkbox"/>	1. Cover letter explaining need for modification	
<input type="checkbox"/>	2. Revised Application for Federal Assistance	<a href="#">SF-424</a> (new funds only)
<input type="checkbox"/>	3. Revised Budget Table	<a href="#">SF-424A</a> (new funds only)
<input type="checkbox"/>	4. Financial Capability Checklist	<a href="#">FS-1500-22A</a>

#### Set Two of Required Documents: Budget Adjustment of Existing Funds

	Form Title	Form Number
<input type="checkbox"/>	5. Revised Application for Federal Assistance	<a href="#">SF-424</a> (cumulative amount of funds already in grant)
<input type="checkbox"/>	6. Revised Budget Table	<a href="#">SF-424A</a> (cumulative amount of funds already in grant)
<input type="checkbox"/>	7. Revised Grant Narrative or addendum	In narrative, please make sure budget table has columns for new funds separate from existing funds.

## International Agreements

International Agreements are agreements between the Forest Service and a foreign recipient. Regardless of whether the project is performed in the United States or internationally, a foreign recipient must be located and operating outside the United States and its territories.  
*For International Agreements a Civil Rights Compliance form is not required.*

## Interagency Agreements

Interagency Agreements are agreements between the Forest Service and another federal agency within the United States.

### Required Documents for Interagency Agreements

	Form Title	Form Number
<input type="checkbox"/>	1. Interagency Agreement Narrative	<a href="#">Sample Narrative Template</a>
<input type="checkbox"/>	2. FS Form 7600A	<a href="#">FS Form 7600A</a>
<input type="checkbox"/>	3. FS Form 7600B	FS Form 7600B
<input type="checkbox"/>	4. FS 7600A/B Supplemental Provisions. Provided by G&A Contact	<a href="#">7600A/B Supplemental Provisions</a>