



# FEDERAL ASSISTANCE FILE

TABLE OF CONTENTS	SECTION 1: SUMMARY INFORMATION	
FRONT Section 1: Summary Information	Award Number	Award Title
INSIDE LEFT Section 2: Pre-award Documents	Post or Bureau	BSP/MSP/OP Goal and Objective Number
INSIDE RIGHT Section 3: Post-Award Documents	Recipient Name	<b>Recipient Contact Information</b> Name
BACK Section 4: Close-out Documents	Type of Recipient <input type="checkbox"/> Foreign <input type="checkbox"/> Domestic <input type="checkbox"/> Other ( <i>International</i> )	
	Amount ( <i>USD</i> ) \$ _____	DUNS/ID#
	Award Date ( <i>mm-dd-yyyy</i> )	Telephone Number
	Project Period ( <i>mm-dd-yyyy</i> ) To ( <i>mm-dd-yyyy</i> )	Fax Number
	Purpose	E-mail Address
	Award Instrument: <input type="checkbox"/> GR ( <i>Grant</i> ) <input type="checkbox"/> Other <input type="checkbox"/> CA ( <i>Cooperative Agreement</i> ) <input type="checkbox"/> VC ( <i>Voluntary Contribution</i> )	<b>Grants Officer</b> Name
	Program Office or Agency	Title
		<b>Grants Officer Representative/Project Officer</b> ( <i>See Designation Letter In Section 3</i> ) Name
		Title
		<b>GOR/Program Officer</b> Name
		Title

Statutory Authority:

- Authorization
- FAA (*Foreign Assistance Act*)  
 FH (*Fulbright-Hays*)  
 SM (*Smith-Mundt*)

- Appropriation
- CSH (*Child Survival and Health Programs*)  
 D&CP (*PD*)  
 DA (*Development Assistance*)  
 DF (*Democracy Fund*)

- Appropriation
- ECE (*Educ. and Cult. Exch.*)  
 ESF (*Economic Support Funds*)  
 FSA (*FREEDOM Support Act*)  
 GHAI (*Global HIV/AIDS Initiative*)  
 INCLE (*Int'l Narc. Contr. Law Enforcement*)  
 MRA/ERMA (*Migration and Refugee Assistance*)  
 NADR (*Nonprolif. Anti-Terror., Demin., Related*)  
 SEED (*Support for E.Eur. Dem*)  
 Other \_\_\_\_\_

**SECTION 2: PRE-AWARD ACTIVITIES**

**PROGRAM ANNOUNCEMENT (incl. RFA, RFGP, Proposal Submission Instructions)**

- Was Published on (mm-dd-yyyy) \_\_\_\_\_ Title and Number \_\_\_\_\_  
 Was Not Published    Unsolicited Proposal    Posted on Grants.gov    Copy Attached

**PRE-APPLICATION**

- Was Required    Copies Attached  
 Was Not Required    Statement of Interest Received -- Date (mm-dd-yyyy) \_\_\_\_\_

**PROPOSAL SUBMISSION INSTRUCTIONS**

- Were Provided    Copy Attached  
 Were Not Provided

**PROGRAM BUDGET GUIDELINES**

- Were Provided    Copy Attached  
 Were Not Provided

**PROPOSAL EVALUATION/BUDGET REVIEW**

- Was Conducted on (mm-dd-yyyy) \_\_\_\_\_  
By \_\_\_\_\_  
 Was Not Conducted    Justification for Sole-Source is Attached
- Indirect Cost Document is Attached  
 Review Criteria/Plan is Attached  
 Memorandum of Decision is Attached  
 Explanation for Non-Review is Attached

**UNSUCCESSFUL APPLICATIONS**

- Are Attached    Are Not Attached

**SUCCESSFUL APPLICATION/PROPOSAL**

- Excluded Parties List was Checked  
(See the Following Internet Address <http://epls.gov>)  
Date (mm-dd-yyyy) \_\_\_\_\_
- Application/Proposal is Attached  
 Representations and Certifications are Attached  
 Budget Proposal is Attached

**NEGOTIATIONS**

- Were Conducted on (mm-dd-yyyy) \_\_\_\_\_    Memorandum of Negotiations is Attached  
 Were Not Conducted

**DEVIATIONS**

- Deviations from Standard Terms and Conditions    Copy Attached  
 Not Applicable

**DEPARTMENT/BUREAU APPROVAL**

- Was Received on (mm-dd-yyyy) \_\_\_\_\_    Copy Attached  
 Not Applicable

**CERTIFICATION OF FUNDS AVAILABILITY**

- Was Received on (mm-dd-yyyy) \_\_\_\_\_    Copy Attached

**NOTICE OF FEDERAL ASSISTANCE AWARD**

- Was Made On (mm-dd-yyyy) \_\_\_\_\_    Copy Attached  
 Cover Letter Attached
- DS-1909 Form  
 Award Specifics  
 Bureau/Program Specifics (optional)  
 Standard Terms and Conditions (optional)

**SECTION 3: POST-AWARD ACTIVITIES**

**SIGNED ORIGINAL FEDERAL ASSISTANCE AGREEMENT**  Attached

**GRANTS OFFICER REPRESENTATIVE (GOR) DESIGNATION LETTER**  Attached

**AMENDMENTS**

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

**MONITORING PLAN**

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

**REQUESTS FOR ADVANCE OR REIMBURSEMENT (SF-270, PMS Account Balance)**

Date (mm-dd-yyyy) \_\_\_\_\_ Amount \_\_\_\_\_  Attached

**DISALLOWANCES**

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

**APEAL DOCUMENTS**

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

**CORRESPONDENCE**

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

**REPORT (AUDIT, FINANCIAL STATUS, PERFORMANCE AND SITE VISIT REPORTS ETC.)**

Date (mm-dd-yyyy) \_\_\_\_\_ Title \_\_\_\_\_  Attached

**SUSPENSION AND TERMINATION DOCUMENTS**

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

**SECTION 4: CLOSE-OUT ACTIVITIES**

**CLOSE-OUT DOCUMENTS**

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached  
Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

**DISALLOWANCES**

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached  
Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

**APEAL DOCUMENTS**

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached  
Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

**FINANCIAL RECONCILIATIONS**

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached  
Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

**PROPERTY DISPOSITION**

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached  
Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

**CORRESPONDENCE**

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached  
Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

**AUDIT REPORTS**

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached  
Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

**CONTINUATION SHEET**

Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached  
Date (mm-dd-yyyy) \_\_\_\_\_ Summary \_\_\_\_\_  Attached

**ADDITIONAL REMARKS/COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AWARD NUMBER	RECIPIENT	DATE OF AWARD (mm-dd-yyyy)	CLOSE-OUT/TERMINATION DATE (mm-dd-yyyy)
S _____		AWARD TITLE	DESTROY FILE DATE: (mm-dd-yyyy)