GRANT APPLICATON CHECKLIST

- ☐ SF-424 Application for Federal Assistance
- ☐ SF-424A Budget Information
- ☐ SF-424B Assurances Non-Construction Programs **OR**
  SF-424D Assurances – Construction Programs
- ☐ AD-1047 Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transaction
- ☐ AD-1049 Certification Regarding Drug-Free Workplace Requirements (Grants) Alternatives I – for Grantees Other Than Individuals **OR**
  AD-1050 for Grantees Who Are Individuals **OR**
  AD-1052 for Grantees Who Are State and State Agencies
- ☐ FS 1700-1 Assurance of Compliance With The Department of Agriculture Regulation Under Title VI of the Civil Rights Act of 1964
- ☐ Provide a copy of Designated Signing Authority – Name and Title of party with signing authority for this grant
- ☐ SF-270 Request for Advance of Reimbursement – Submit when requesting reimbursement for grant
- ☐ If claiming non-profit status, please provide a copy of 501(c)(3) status
- ☐ Narrative Proposal which includes the following:
  - ➢ Project Title
  - ➢ Project Coordinators Identified
  - ➢ Statement of Need
    - Describe the existing situation and what needs to be done
  - ➢ Goals and Objectives
    - Describe the project goals, meeting the needs identified
    - Describe course of action to accomplish the goal
    - Describe how actions are consistent with grant program guidelines and direction for use of funds
  - ➢ Specific Activities
    - Identify activities to be accomplished
    - Describe any anticipated subgrant or subcontracting activity
    - Identify the methods that will be used to accomplish activities
    - Provide a timetable (start up and completion dates), by phases, as necessary to complete the project
    - Identify what the product and/or outcome will be
  - ➢ Evaluation and Monitoring
    - Accomplishment benchmarks and a description of the project report to be provided when the project is completed.
  - ➢ Budget
    - Including costs and the source of all funding, including matching funds and services (See Form 424A). This should be a detailed breakdown of costs supporting the SF 424A.
    - Provide enough information to determine if costs are reasonable and allowable (see Grant Costing Guidelines)

RETURN COMPLETED PACKAGE TO:

Melody A. Herbert
Grants Administrator
USDA Forest Service
125 North Main St.
Chadron, NE 69337

COMPLETION OF FORM SF-424 APPLICATION FOR FEDERAL ASSISTANCE

Each block on the Form SF-424 should be reviewed to ensure the information is accurate and complete.

Block 1 TYPE OF SUBMISSION. The appropriate block should be marked as to whether the application involves a construction or non-construction project. The application should not be designated construction if the project involves insignificant amounts of construction as opposed to nothing but the building of a structure. It is not common for statutes to include the building or improvement of other's structures; however, from time to time specific line item appropriations, statutes, or other statutory amendments, may authorize such construction projects. If a recipient forwards an application involving any improvement or construction of a facility, and no Forest Service statutory authority can be found to support the action, the application should not be approved.

BLOCK 2 DATE SUBMITTED. This block is self-explanatory.

BLOCK 3 DATE RECEIVED BY STATE. This block is self-explanatory.

BLOCK 4 DATE RECEIVED BY FEDERAL AGENCY. This block should be left blank by the applicant. The Forest Service agreements coordinator must assign a Federal Identifier Number at a later date, if the application is selected for approval and is legally sufficient.

BLOCK 5 APPLICANT INFORMATION. This block is self-explanatory.

BLOCK 6 EMPLOYER IDENTIFICATION NUMBER. This block is self-explanatory.

BLOCK 7 TYPE OF APPLICANT. The applicant should select the proper designation for their organization. Identify nonprofit and international agencies/organizations in block 7N, Other.

BLOCK 8 TYPE OF APPLICATION. An applicant should identify the type of application for an initial grant or cooperative agreement as "new". An applicant should mark this block if the action is not the result of an existing grant or cooperative agreement with the Forest Service (such as a modification involving a continuation or revision).

BLOCK 9 NAME OF FEDERAL AGENCY. Self-explanatory.

BLOCK 10 CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER. This number is assigned to Forest Service programs in the semi-annual Catalog of Federal Domestic Assistance. If the applicant has left this blank, Forest Service personnel should locate the catalog number and program title and insert them appropriately. Where there is not a catalog number assigned, such as for International grants and cooperative agreements, the applicable statutory authority should be cited.

BLOCK 11 DESCRIPTIVE TITLE OF APPLICANT'S PROJECT. This block is self explanatory.

BLOCK 12 AREAS AFFECTED BY PROJECT. The applicant should list the largest political entities affected (States, counties, and cities).

BLOCK 13 PROPOSED PROJECT (START DATE/END DATE). In this block, reflect the amount of time necessary to complete the proposed project, which may range from a short period of 30 days to no more than 5 years. Frequently, the proposed "start date" may have already passed. Since no potential recipient can be allowed to incur costs prior to award of an instrument, the date may need to be corrected with a pen-and-ink change. If this is the case, the "start date" could be changed to "Date of Award". An exception is when a letter of cost incurrence has been signed and dated prior to any costs being incurred. If this is the case, the date the letter of cost incurrence was issued should be written in the block.

When the Forest Service intends to fund an entire grant or cooperative agreement, display the total period of performance in Block 13. For example, if a project performance period spans 2 years, funding to cover the full 2 years work must be obligated at the time of award.

The application for an initial open-ended grant or cooperative agreement, which may request funding for periods up to 5 years, should reflect the total performance period in Form SF-424, Block 13. When the initial award document is issued, change Block 13 (pen-and-ink) to reflect the initial, 2-year project performance period. (See Block 15 for direction on funding changes.) For example, if funding is available only for the first 2 years of a proposed 5-year project, the initial funding period would be 2 years. In this case, the award letter shall contain the following statement: "The Forest Service anticipates funding the subsequent proposed performance periods subject to availability of funds and/or agency discretion." A continuation modification would be issued to cover the second funding period (the third year of work or for whatever period that funding is made available.)

BLOCK 14 CONGRESSIONAL DISTRICTS OF APPLICANT/PROJECT. This block should be completed by the applicant.

BLOCK 15, ESTIMATED FUNDING.

BLOCK 15A FEDERAL. Use this block to show the Forest Service funding obligated for the approved performance period identified in Block 13. For entire projects, the funding would cover the total approved performance period, which may span for more than 1 year but not more than 5. For open-ended projects, obligate funding for the initial performance period (which may be more than 1 year). Funding for the remaining future performance and funding periods would be provided by issuing a modification to the initial grant or cooperative agreement in the subsequent year. If the applicant is proposing other Federal funding, it should be separated from the Forest Service funds and shown in either Block 15a or Block 15e, with wording designating it as such.

BLOCK 15B APPLICANT. Use this block to show the applicant contribution or matching requirement (if any). The total applicant contribution may be made up of non-cash or in-kind contributions. To ensure the true reflection of total project costs are captured, the applicant contribution should be separated by whichever categories are applicable. This can be accomplished by either entering two lines in Block 15b or using Block 15e (Other), with wording designating the type of contribution, or in the remarks block of Form SF-424A. If the remarks block is used, an asterisk should be shown on Block 15b of Form SF-424 so they correlate properly and all parties clearly understand what makes up the total project costs. An applicant non-cash contribution is the expense the applicant incurs that is contributed to the project in lieu of cash for their share of direct and indirect costs, such as employee salaries, overhead, travel, equipment, supplies, and so forth. These do not include in-kind contributions from third parties, such as cash donations from other Federal agencies, nonfederal organizations, or volunteer labor. In-kind contributions are non-cash contributions from other third parties that the applicant receives to be used in the project, such as volunteer labor, donated materials, and equipment, where the applicant incurs no expense. In-kind contributions are not reimbursable.

BLOCK 15C STATE. Use this block to show any contributions from a State agency that the applicant receives.

BLOCK 15D LOCAL. Use this block to show any contributions from a local Government that the applicant receives.

BLOCK 15E OTHER. Use this block to show any contributions from other Federal agencies (aside from the Forest Service), non-Government organizations, private industry, and individuals that the applicant receives.

BLOCK 15F, PROGRAM INCOME. Use this block to show any anticipated program income, such as registration fees for attendance of a conference that the applicant should receive during the performance of the grant or cooperative agreement.

Either add or deduct program income, depending on which alternative is approved. Stipulate the Deductive Alternative described in 7 CFR 3015.41, unless otherwise approved by the Washington Office, Director of Procurement and Property.

(1) DEDUCTIVE ALTERNATIVE. If the applicant is approved to use program income under the deductive alternative, the anticipated program income should be shown in parenthesis in this block and not added to or deducted from the project total.
(2) MATCHING ALTERNATIVE. If the applicant has been approved to use program income under the matching alternative, the anticipated program income may be used to satisfy their matching share. In this case, the program income should be shown in parenthesis in this block and not added to or deducted from the project total.
(3) ADDITIVE ALTERNATIVE. If the applicant has been approved to use program income under the additive alternative, the anticipated program income should be added to the funds already committed to the project by both the recipient and the Forest Service.

BLOCK 15G, TOTAL. Use this block to show the total project costs, including contributions from all parties.

BLOCK 16 STATE REVIEW. Applicants must contact their State Single Point of Contact to determine whether the application is subject to the State(s) Intergovernmental Review Process. It is the applicant's responsibility to contact the States and ensure the application is reviewed properly prior to submission to the Forest Service. If this block is not completed, the applicant should be contacted immediately to ascertain whether the process is applicable. For a listing of the State Single Point of Contacts, contact the Washington Office, Director of Procurement and Property.

BLOCK 17 DELINQUENT DEBTS. Ask the applicant to complete this block.

BLOCK 18 SIGNATURE BLOCKS. Ensure that this block is signed by a duly authorized representative of the applicant

OMB Approval No. 0348-0043

APPLICATION FOR FEDERAL ASSISTANCE	2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION *Application*: ☐ Construction ☐ Non-Construction *Preapplication*: ☐ Construction ☐ Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name	Organizational Unit
Address (give city, county, state, and zip code)	Name and telephone number of the person to be contacted on matters involving this application (give area code)

6. EMPLOYER IDENTIFICATION NUMBER (EIN)

☐☐ - ☐☐☐☐☐☐☐

7. TYPE OF APPLICATION (enter appropriate letter in box) ☐

A. State
B. County
C. Municipal
D. Township
E. Interstate
F. Intermunicipal
G. Special District
H. Independent School District
I. State Control Instit. of Higher Learning
J. Private University
K. Indian Tribe
L. Individual Organization
M. Profit
N. Other (Specify) ____________

8. TYPE OF APPLICATION

☐ New ☐ Continuation ☐ Revision

If Revision, enter appropriate letter(s) in box(es):
A. Increase Award B. Decrease Award C. Increase Duration
D. Decrease Duration Other (*specify*): ____________

9. NAME OF FEDERAL AGENCY
USDA FOREST SERVICE

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER

1 0 - ☐☐☐

TITLE: NATIONAL FOREST DEPENDENT RURAL COMMUNITIES ECONOMIC DIVERSIFICATION ACT OF 1990

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

12. AREAS AFFECTED BY PROJECT (*cities, counties, states, etc.):*

13. PROPOSED PROJECT:		14. CONGRESSIONAL DISTRICTS OF:	
Start Date	Ending Date	a. Applicant	b. Project

15. ESTIMATED FUNDING	.
a. Federal	$ .00
b. Applicant	$ .00
c. State	$ .00
d. Local	$ .00
e. Other	$ .00
f. Program Income	$ .00
g. TOTAL	$ .00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES. ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE: ____________

b. NO ☐ PROGRAM IS NOT COVERED BY E.O. 12372

☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If ``Yes,'' attach an explanation ☐ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICATION AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Type Name of Authorized Representative	b. Title	c. Telephone Number
d. Signature of Authorized Representative		e. Date Signed

INSTRUCTIONS FOR THE SF 424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET, SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:
1.	Self-explanatory.
2.	Date application submitted to Federal agency (or State if applicable) & applicant's control number (if applicable).
3.	State use only (if applicable).
4.	If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.
5.	Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
7.	Enter the appropriate letter in the space provided.
8.	Check appropriate box and enter appropriate letter(s) in the space(s) provided: --``New'' means a new assistance award.  --``continuation'' means an extension for an additional funding/budget period for a project with a projected completion date. --``Revision'' means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.
9.	Name of Federal agency from which assistance is being requested with this application.
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.
11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
12.	List only the largest political entities affected (e.g., State, counties, cities).
13.	Self-explanatory.
14.	List the applicant's Congressional District and any District(s) affected by the program or project.
15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate ***only*** the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as Item 15.
16.	Applicants should contact the State Single Point of Contract (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
17.	This question applies to the applicant orgaization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

GRANT COSTING GUIDELINES

In order to be recognized for payment, costs must meet certain conditions to be allowable under Federal grant programs. Following are examples of costs and how they might be treated in the Federal grant area. Reference the applicable OMB Cost Principle Circular for specific details.

Types of costs that are *allowable without specific prior approval*:

- Accounting Costs
- Advertising costs for recruitment of personnel required for the grant program, for solicitation of bids, for disposal of scrap and surplus materials, and for other purposes specifically provided in the grant agreement.
- Bonding
- Budgeting
- Building lease maintenance
- Central stores management and operation
- Communications
- Compensation for personnel services
- Depreciation and use allowances
- Employee fringe benefits
- Employee morale, health and welfare costs
- Exhibits relating specifically to the grant program
- Legal expense (except for prosecuting claims against the Federal government)
- Maintenance and operation of buildings and facilities
- Maintenance and repair costs
- Materials and supplies
- Memberships, subscriptions and professional activities (except lobby groups)
- Motor pool costs
- Payroll preparation costs
- Personnel administrative costs
- Printing and reproduction costs
- Procurement services
- Rental costs of space in privately owned buildings
- State advisory council costs
- Taxes
- Training and education costs when provided in-house and related to grant purposes; extended out-of-service training only when provided in the grant document.
- Transportation costs
- Travel costs, except for first class air fare if lesser fares are available

Types of costs *allowable only with approval* of the grantor agency:

- Automatic data processing system acquisition
- Building space and related facilities alternation
- Equipment and other capital expenditures
- Insurance
- Management studies
- Pre-arrangement costs
- Proposal costs

Types of costs that are *unallowable:*

- Alcoholic beverages
- Bad debts
- Contingencies
- Contributions and donations
- Entertainment
- Fines and penalties
- Fund raising
- Interest and other financing costs

Form SF-424A or C, Budget Information.

Look closely at each individual budget cost element in Form SF-424A or C. Supplement the Form SF-424A or C with an additional detailed cost breakdown supporting each of the budget cost elements. Ensure that both the Form SF-424A or C and the detailed cost breakdown supporting it are reconciled. For review of each, consider the following:

PERSONNEL AND FRINGE BENEFITS. Ensure that the proposed rates for various personnel are reasonable based on local wages paid for the work being performed. Easy comparison data at hand may be historical contract prices, local Department of Labor wage rate determinations, and government rates for similar work. Obtain these from other program personnel in the office, such as procurement, fiscal, or personnel, or the latest audit performed by the cognizant audit agency. Identify whether the labor rate already includes fringe benefits or if it has been the applicant's consistent practice to separate out a labor rate burden.

TRAVEL. Breakout the estimated travel costs in enough detail to determine reasonableness, for example, subsistence and airfare costs. Ensure that the level and location of travel is appropriate for the level of work projected (necessity).

EQUIPMENT. Equipment, at a minimum, consists of nonexpendable personal property valued at over $5000 per unit and has a useful life of 2 years (such as computer terminals, automobiles, and desks). Equipment should be clearly needed for the project. The organization should consider purchasing equipment with their own funds because if Forest Service funds are used to purchase equipment, proper tracking and disposition procedures must be maintained by the applicant, making the close-out of grants and cooperative agreements more cumbersome. Leasing of equipment should be considered, especially if the grant or cooperative agreement performance period is not long enough to amortize the total cost of the equipment. A better alternative may be for the applicant to purchase equipment with their own funds as a part of their contribution and redistribute requested funds to other cost elements (if appropriate and justified).

SUPPLIES. Supplies consist of expendable items of low value that are consumed in performing the project (such as paper and pencils). Ensure that the level and cost of supplies proposed are reasonable and justified.

SUBGRANTS OR SUBCONTRACTS. Check to see if subgranting or subcontracting is proposed. Provide detailed costs for these and ensure they are reasonable, allocable, and allowable. If subgrantees/subcontractors have been proposed but not selected by the applicant, consider including a requirement in the grant or cooperative agreement award letter for Forest Service approval of them prior to the applicant awarding them.

CONSTRUCTION. If costs are included in this element, ensure the provisions of the Forest Service statute under which the grant or cooperative agreement can be issued allows it, as it is not common for statutes to include the building of other's structures. If federal funds are to be used to reimburse the costs of construction, Davis-Bacon wage rates may be applicable, if specifically stated in the statute. Since construction costs are uncommon, consider contacting personnel in the unit fiscal office or the Washington Office, Director of Procurement and Property for support, verification, and guidance.

OTHER COSTS. Take a close look at any costs placed in the "other" category. Ensure they are detailed and clearly identified. Ensure the costs are explained appropriately, and are necessary and properly allocated to the proposed grant or cooperative agreement.

INDIRECT CHARGES. If applicants request reimbursement of their indirect costs, ensure they are (a) supported (in writing) by an indirect cost rate determination issued by the cognizant audit agency, when applicable and (b) legal to pay. Ensure the applicant provides the written indirect cost rate determination with their application. If it is missing, contact the applicant for a copy. Not all applicants are assigned a cognizant audit agency. In this case, written documentation of past historical actual indirect cost rates should be supplied with the application. A reasonable indirect cost rate can then be negotiated between the Forest Service and applicant on a one-time basis. Do not make any negotiated rate binding on future grants and cooperative agreements.

Indirect cost rates and tuition remission may be reimbursed to all applicants under grants. Indirect cost rates and tuition remission may not be reimbursed for State Cooperative Institutions under cooperative agreements. However, it should be noted that indirect costs may be used by State Cooperative Institutions to satisfy matching or cost-sharing requirements. While it is true that indirect costs are a valid expense, these elements of cost are always negotiable; the Forest Service does not have to reimburse indirect costs if it is not in the best interest of Forest Service programs.

PROGRAM INCOME. Program income is the gross revenue generated by a grant or cooperative agreement supported activity between the effective date of the award and the date of final expenditure report. Program income can be made by recipients from fees charged for conference or workshop attendance, from rental fees earned from renting out real property or equipment acquired with grant or cooperative agreement funds, or from the sale of commodities or items developed under the grant or cooperative agreement. Do not consider interest earned by the recipient on funds advanced by the Forest Service as program income. Interest must be paid back to the Forest Service via a check, unless the recipient is a State and thus exempted by Federal statute. Consider the type of project proposed. If the project appears to be one where fees might be charged, such as supporting conferences or workshops, verify whether or not fees are going to be charged. If program income is generated, reflect this on Form SF-424 and Form SF-424A. Document the agreed-upon method of using program income in the award letter. Stipulate the Deductive Alternative described in Title 7, Code of Federal Regulations, section 3019 (7 CFR 3019). Any other alternative must be approved by the Washington Office, Director of Procurement and Property (FSM 1580.3).

These cost elements deal primarily with non-construction projects. If the application is a construction project (using Form SF-424C), perform the same type of cost analysis. A construction project involves a few different requirements, such as Davis-Bacon wage rates if stipulated under the statute, specific subcontract approvals and subcontract clauses (EEO), Department of Labor notifications, and so forth.

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		$	$	$	$	$
2.						
3.						
4.						
5. Totals		$	$	$	$	$

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1)	(2)	(3)	(4)	(5)
a. Personnel	$	$	$	$	$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges *(sum of 6a-6h)*					
j. Indirect Charges					
k. TOTALS *(sum of 6i-6j)*	$	$	$	$	$
7. Program Income	$	$	$	$	$

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	$	$	$	$
9.				
10.				
11.				
12. TOTAL *(sum of lines 8-11)*	$	$	$	$

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	**1st Quarter**	**2nd Quarter**	**3rd Quarter**	**4th Quarter**
13. Federal	$	$	$	$	$
14. Non-Federal					
15. TOTAL *(sum of lines 13 and 14)*	$	$	$	$	$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
	FUTURE FUNDING PERIODS *(Years)*			
(a) Grant Program	(b) First	(c) Second	(d) Third	(e) Fourth
16.	$	$	$	$
17.				
18.				
19.				
20. TOTAL *(sum of lines 16-19)*	$	$	$	$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in Column (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B. Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 - Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

OMB Approval No. 0348-0040

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET; SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex: (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Publish Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These

requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §§276c and 18 U.S.C. §§874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally assisted construction subagreements.

10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 19988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (ClearAir) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §7401 et seq.); (g) protection of under-ground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984 or OMB Circular No. A-133, Audits of Institutions of Higher Learning and other Non-profit institutions.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

U.S. DEPARTMENT OF AGRICULTURE

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

   (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

   (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

   (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any other the offenses enumerated in paragraphs (1)(b) of this certification; and

   (d) have not within a three-year period preceding this application/proposal had one or more public transactions
   (Federal, State or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name PR/Award Number or Project Name

Name(s) and Title(s) of Authorized Representative(s)

Signature(s) Date

Form AD-1047
(2/89)

Instructions for Certification

1. By signing and submitting this form, the prospective primary participant is providing the certification set out on the reverse side in accordance with these instructions.

2. The inability of a person to provide the certification required below will not necessary result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out on this form. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms ``covered transaction,'' ``debarred,'' ``suspended,'' ``ineligible,'' ``lower tier covered transaction,'' ``participant,'' ``person,'' ``primary covered transaction,'' ``principal,'' ``proposal,'' and ``voluntarily excluded,'' as used in this clause, have the meanings set out in the Definitions and coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this form that it will include the clause titled ``Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions,'' provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant, may but is not required to, check the Nonprocurement List.

9. Nothing contained in the foregoing shall be constructed to require establishment of a system of records in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

OMB APPROVAL NO. 0991-0002

U.S. DEPARTMENT OF AGRICULTURE

CERTIFICATION REGARDING
DRUG-FREE WORKPLACE REQUIREMENTS (GRANTS)
ALTERNATIVE I - FOR GRANTEES OTHER THAN INDIVIDUALS

This certification is required by the regulations implementing Sections 5151-5160, of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), 7 CFR Part 3017, Subpart F, Section 3017.600, Purpose. The January 31, 1989, regulations were amended and published as Part II of the MAY 25, 1990, Federal Register (pages 21681- 21691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

Alternative I

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about --

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a):

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notify the agency in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, State, zip code)

Check [ ] if there are workplaces on file that are not identified here.

Organization Name | Award Number or Project Name

Name and Title of Authorized Representative

Signature | Date

Instructions for Certification

1. By signing and submitting this form, the grantee is providing the certification set out on pages 1 and 2.

2. The certification set out on pages 1 and 2 is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If know, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).

5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).

6. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

``Controlled substance'' means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

``Conviction'' means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

``Criminal drug statute'' means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

``Employee'' means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all ``direct charge'' employees; (ii) all ``indirect charge'' employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if sued to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

United States Department Of Agriculture
Forest Service

ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT OF AGRICULTURE

REGULATION UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

_______________________________________ (hereinafter called the "Applicant".)
(Name of Applicant or Recipient)

HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 *(PL 88-352)* and all requirements imposed by or pursuant to the Regulations of the U.S. Department of Agriculture *(7 CFR Part 15)* issued pursuant to that Act; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal financial assistance extended after the date hereof to the Applicant by the Forest Service, U.S. Department of Agriculture on account of:

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States in addition to any other rights and remedies provided by this assurance, the Civil Rights Act of 1964, or the Regulations issued thereunder, shall have the right to enforce this agreement by suit for specific performance or by any other available remedy under the laws of the United States or the State in which the breach or violation occurs.

This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Applicant.

Dated ____________________ _______________________________________
(Applicant)

By _______________________________________
(Signature)

____

____

____
(Applicant's mailing address)

(Seal)

Previous editions of this form are obsolete. FS-1700-1 (11/77)

Form SF-270, Request for Advance or Reimbursement

BLOCK 1A TYPE OF PAYMENT REQUESTED. Indicate whether this request is for an advance or reimbursement. If an advance, request only what is needed 30 days in advance.

BLOCK 2, BASIS OF REQUEST. Display whether the recipient has a cash or accrual based accounting system. The Forest Service is frequently asked by recipients what to put in this block. While a discussion of the difference between the two accounting methods may be appropriate, only the recipient can make the final determination as to what system they are using. This information is particularly important in financial assistance transactions when the recipient has an audit performed.

BLOCK 3, FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED. Reflect that the Federal sponsoring agency is the Forest Service, and include the appropriate Forest Service unit where the Form SF-270 is to be forwarded, for example: USDA Forest Service, Black Hills National Forest or Nebraska National Forest

BLOCK 4, FEDERAL IDENTIFIER NUMBER. Display the Forest Service Federal Identifier Number. This will be your Grant Number i.e. 00-GR-11020XXX-XXX

BLOCK 5, PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST. List the consecutive partial payment number.

BLOCK 6, EMPLOYER IDENTIFICATION NUMBER. Display the recipient's employer identification number, if one is applicable.

BLOCK 7, RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER. Display the recipients tracking or account number, if one has been assigned by the recipient.

BLOCK 8, PERIOD COVERED BY THIS REQUEST. The period covered by the payment request should only include the time period of the payment requested not the total performance period stated on Form SF-424, Block 13. An exception would be a request for payment for a completed project of short duration such as 30 to 60 days. Payment may not be requested for a period preceding the grant or cooperative agreement start date indicated on the Form SF-424, Block 13. In these cases, the recipient should be immediately notified of their improper request, and asked to submit a corrected Form SF-270. The incorrect Form SF-270 may either be returned to the recipient or retained in the file with an explanatory note.

BLOCK 9, RECIPIENT ORGANIZATION. Display the full name and address of the recipient.

BLOCK 10, PAYEE. Display the full name and address of the recipient if the address is different than that displayed in Block 9.

BLOCK 11, COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED. Display crucial information for monitoring both program performance and payment. See the following for a detailed explanation of this section:

BLOCK 11A, TOTAL PROGRAM OUTLAYS TO DATE. Include those expenses incurred (from the execution date of the grant or cooperative agreement or from the date on the Forest Service approved letter of cost incurrence), as identified in the recipient's accounting records to the date of the recipient's payment request. Display the value of in-kind contributions in the "agency use" section. Forest Service personnel do not have access to this information; it can only be developed by the recipient, as accumulated from their own accounting records. Total program outlays consist of recipient's actual expenditures to date of their request (not just the Forest Service's share of actual expenditures). If the costs identified in this block reflect (or match up) to the amount the Forest Service obligated under the grant or cooperative agreement, it likely does not reflect the true total program outlays and should be questioned.

BLOCK 11B, CUMULATIVE PROGRAM INCOME. Review the information in this block closely. If the grant or cooperative agreement identifies recipient program income, requiring the Deductive Alternative, figures should be inserted in this block, or it should be questioned.

BLOCK 11C, NET PROGRAM OUTLAYS. Subtract line 11b from line 11a.

BLOCK 11D, ESTIMATED NET CASH OUTLAYS FOR ADVANCE PERIOD. This block should be completed only after the initial advance payment. This figure includes those costs, which the recipient estimates to be spent for the period of time identified in Block 8. Note that this figure may be higher than that in Block 11i, if there are recipient contributions.

BLOCK 11F, NON-FEDERAL SHARE OF AMOUNT ON LINE E, AND BLOCK 11G, FEDERAL SHARE OF AMOUNT ON LINE E. Block 11f reflects the recipient's share of total program outlays to date shown in Block 11a. Block 11g, reflects the Forest Service share of total program outlays to date shown in Block 11a. When reviewing these blocks, go back to Form SF-424, Block 15, of the grant or cooperative agreement. Identify each parties stated contributions by calculating percentages. Calculate the recipient's contribution percentage by dividing the recipient's contributions (Blocks 15b-e) by the total projected costs (Block 15g). Calculate the Forest Service's contribution percentage by dividing the Forest Service's contribution (Block 15a) by the total projected costs shown in Block 15g. Ensure that both percentages equal 100 percent. After calculating these percentages, go back to Form SF-270. Multiply the net program outlay shown in Block 11c by the recipient percentage and then the Forest Service percentage. Match these figures with the figures shown in Blocks 11f and g. If the Forest Service's share shown in Block 11g is higher than the figure allowed based on the calculations, the Forest Service has been over billed, and Form SF-270 should not be paid. The recipient should be asked to revise their Form SF-270 accordingly and resubmit. The incorrect Form SF-270 may either be returned to the recipient or retained in the file with an explanatory note. The percentages should be maintained on each Form SF-270 submitted, unless other specific payment terms have been separately identified in the grant or cooperative agreement or modifications thereto. If the ratio of contributions changes as a result of a modification to the basic grant or cooperative agreement, calculate new percentages. Add the new share for each party to the share shown in the basic grant or cooperative agreement prior to calculating the new percentages. Calculate the percentages and apply in the same way as discussed above.

BLOCK 11H, FEDERAL PAYMENTS PREVIOUSLY REQUESTED. Include the total accumulated Forest Service payments to date under the grant or cooperative agreement. This block must be blank on the initial request.

BLOCK 11I, FEDERAL SHARE NOW REQUESTED. Subtract line 11h from line 11g.

BLOCK 11J, ADVANCES REQUIRED BY MONTH, WHEN REQUESTED BY FEDERAL GRANTOR AGENCY FOR USE IN MAKING PRESCHEDULED ADVANCES. Always leave this block blank.

BLOCK 12, ALTERNATE COMPUTATION FOR ADVANCES ONLY. Use this block for the initial advance payment request. Any time the recipient has incurred program outlays directly relating to the grant and cooperative agreement, regardless of the time period, Block 12 may not be used.

BLOCK 12A, ESTIMATED FEDERAL CASH OUTLAYS THAT WILL BE MADE DURING PERIOD COVERED BY THE ADVANCE. Include what the recipient anticipates should be disbursed from the execution date of the grant or cooperative agreement to the last date for the period indicated on Block 8.

BLOCK 12B, ESTIMATED BALANCE OF FEDERAL CASH ON HAND AS OF BEGINNING OF ADVANCE PERIOD. This block should always be left blank.

BLOCK 12C, AMOUNT REQUESTED. This should match the amount in Block 12a. Ensure that advance payments are consistent with the provisions for payment in the grant or cooperative agreement award letter. In most instances, interest earned on grant or cooperative agreement advance funds must be returned to the Forest Service. Keep the timing and amount of cash advances as close as is administratively feasible to the actual disbursements by the recipient's organization for direct program costs and proportionate share of any allowable indirect costs. If the request for advance payment seems excessive relative to the total project cost for the period covered by the payment request, Form SF-270 should be questioned. An obvious example is when the payment request is equal to the total project cost shown in Form SF-424, Block 15g. This may indicate that the recipient is billing for the full amount of Forest Service funding when the funding may not be disbursed in a timely manner. In these cases, call the recipient and ensure that the funding requested is justified. If the payment amount is not justified, do not pay the amount listed on Form SF-270. The recipient should submit a corrected Form SF-270.

BLOCK 13, CERTIFICATION. Ensure that the block is signed and dated by a duly authorized representative of the recipient.

REQUEST FOR ADVANCE OR REIMBURSEMENT *(See instructions on back)*	OMB APPROVAL NO. 0348-0004		Page of Pages
	1. Type Of Payment Requested	*a. ``X'' one or both boxes* [ ] Advance [ ] Reimbursement *b. ``X'' the applicable box* [ ] Final [ ] Partial	2. Basis Of Request [ ] Cash [ ] Accrual

3. Federal Sponsoring agency and organization element to which this report is submitted	4. Federal grant or other identifying number assigned by federal agency	5. Partial payment request Number for this request

6. Employer identification number	7. Recipient's account number or identifying number	8. Period covered by this request From *(month, day, year)*	To *month, day, year)*

9. Recipient Organization *Name:* *Number and Street:* *City, State, and ZIP code:*	10. Payee *(where check is to be sent if different from item 9)* *Name:* *Number and Street:* *City, State, and ZIP code:*

11.	COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED				
PROGRAMS/FUNCTIONS/ACTIVITIES ú		*(a)*	*(b)*	*(c)*	*Total*
a. Total program outlays to date *(As of date)*		$	$	$	$
b. *Less:* Cumulative program income					
c. Net program outlays *(Line a minus line b)*					
d. Estimated net cash outlays for advance period					
e. Total *(Sum of lines c & d)*					
f. Non-Federal share of amount on line e					
g. Federal share of amount on line e					
h. Federal payments previously requested					
i. Federal share now requested *(Line g minus line h)*					
j. Advances required by month,					
when requested by Federal grantor	1st month				
agency for use in making pre-	2nd month				
scheduled advances	3rd month				

12.	ALTERNATE COMPUTATION FOR ADVANCES ONLY
a. Estimated Federal cash outlays that will be made during period covered by the advance	$
b. Less: Estimated balance of Federal cash on hand as of beginning advance period	$
c. Amount requested (Line a minus line b)	$

13.	CERTIFICATION	
I certify that to the best of my knowledge and belief, the data above are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previouly requested.	Signature of Authorized Certifying Official	Date Request Submitted
	Typed or Printed Name and Title	Telephone *(area code, number, extension)*

This space for agency use

INSTRUCTIONS

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0004), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET; SEND IT TO THE ADDRESS PROVDED BY THE SPONSORING AGENCY.

Please type or print legibly. Items 1, 3, 5, 9, 10, 11c, 11e, 11f, 11g, 11i, 12 and 13 are self-explanatory; specific instructions for other items are as follows.

Item	*Entry*
2	Indicate whether request is prepared on cash or accrued expenditure basis. All requests for advances shall be prepared on a cash basis.
4	Enter the Federal grant number, or other identifying number assigned by the Federal sponsoring agency. If the advance or reimbursement is for more than one grant or other agreement, insert N/A; then, show the aggregate amounts. On a separate sheet, list each grant or agreement number and the Federal share of outlays made against the grant or agreement.
6	Enter the employer identification number assigned by the U.S. Internal Revenue Service, or the FICE (institution) code if requested by the Federal agency.
7	This space is reserved for an account number or other identifying number that may be assigned by the recipient.
8	Enter the month, day, and year for the beginning and ending of the period covered in this request. If the request is for an advance or for both an advance and reimbursement, show the period that the advance will cover. If the request is for reimbursement, show the period for which the reimbursement is requested.
Note:	The Federal sponsoring agencies have the option of requiring recipients to complete items 11 or 12, but not both. Item 12 should be used when only a minimum amount of information is needed to make an advance and outlay information contained in item 11 can be obtained in a timely manner from other reports.
11	The purpose of the vertical columns (a), (b), and (c), is to provide space for separate cost breakdowns when a project has been planned and budgeted by program, function, or activity. If additional columns are needed, use as many additional forms as needed and indicate page number in space provided in upper right; however, the summary totals of all programs, functions, or activities should be shown in the ``total'' column on the first page.
11a	Enter in ``as of date,'' the month, day, and year of the ending of the accounting period to which this amount applies. Enter program outlays to date (net of refunds, rebates, and discounts), in the appropriate columns. For requests prepared on a cash basis, outlays are the sum of actual cash disbursements for goods and services, the amount of indirect expenses charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to subcontractors and subrecipients. For requests prepared on an accrued expenditure basis, outlays are the sum of the actual cash disbusements, the amount of indirect expenses incurred, and the net increase (or decrease) in the amounts owed by the recipient for goods and other property received and for services performed by employees, contracts, subgrantees and other payees.
11b	Enter the cumulative cash income received to date, if requests are prepared on a cash basis. For requests prepared on an accrued expenditure basis, enter the cumulative income and earned to date. Under either basis, enter only the amount applicable to program income that was required to be used for the project or program by the terms of the grant or other agreement.
11d	Only when making requests for advance payments, enter the total estimated amount of cash outlays that will be made during the period covered by the advance.
13	Complete the certification before submitting this request.

FINANCIAL STATUS REPORT

(Short Form)

(Follow Instructions on the back)

1. Federal Agency and Organizational Element to which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency	OMB Approval No **0348-0038**	Page	of pages

3. Recipient Organization (Name and complete address, including ZIP code)

4. Employer Identification Number	5. Recipient Account Number or Identifying Number	6. Final Report [ ] Yes [ ] No	7. Basis [ ] Cash [ ] Accrual

8. Funding/Grant Period *(See Instructions)* From: (Month, Day, Year)	To: (Month, Day, Year)	9. Period Covered by this Report From: (Month, Day, Year)	To: (Month, Day, Year)

10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total outlays			
b. Recipient share of outlays			
c. Federal share of outlays			
d. Total unliquidated obligations			
e. Recipient share of unliquidated obligations			
f. Federal share of unliquidated obligations			
g. Total Federal share *(Sum of lines c and f)*			
h. Total Federal funds authorized for this funding period			
i. Unobligated balance of Federal funds *(Line h minus line g)*			

11. Indirect Expense	a. Type of rate *(place ``x" in appropriate box)* [ ] Provisional [ ] Predetermined [ ] Final [ ] Fixed			
	b. Rate	c. Base	d. Total Amount	e. Federal Share

12. *Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.*

13. Certification: **I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.**

Typed or Printed Name and Title	Telephone *(Area Code, number and extension)*
Signature of Authorized Certifying Official	Date Report Submitted

FINANCIAL STATUS REPORT

(Short Form)

Public reporting burden for this collection of information is estimated to average 90 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget,
Paperwork Reduction Project (0348-0038), Washington, DC 20503..

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET; SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Item	*Entry*
1, 2, 3.	Self explanatory.
4.	Enter the employer identification number assigned by the U.S. Internal Revenue Service.
5.	Space reserved for an account number or other identifying number assigned by the recipient.
6.	Check *yes* only if this is the last report for the period shown in item 8.
7.	Self-explanatory.
8.	Unless you have received other instructions from the awarding agency, enter the beginning and ending dates of the current funding period. If this is a multi-year program, the Federal agency might require cumulative reporting through consecutive funding periods. In that case, enter the beginning and ending dates of the grant period, and in the rest of these instructions, substitute the term ``grant period" for ``funding period."
9.	Self explanatory.
10.	The purpose of columns I, II, and III is to show the effect of this reporting period's transactions on cumulative financial status. The amounts entered in column I will normally be the same as those in column III of the previous report in *the same funding period*. If this is the first or only report of the funding period, leave columns I and II blank. If you need to adjust amounts entered on previous reports, footnote the column I entry on this report and attach an explanation.
10a.	Enter total program outlays less any rebates, refunds, or other credits. For reports prepared on a cash basis, outlays are the sum of actual cash disbursements for direct costs for goods and services, the amount of indirect expense charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to sub-recipients. For reports prepared on an accrual basis, outlays are the sum of actual cash disbursements for direct expense incurred, the value of in-kind contributions applied, and the net increase or decrease in the amounts owed by the recipients for goods and other property received, for services performed by employees, grantees and other payees, and other amounts becoming owed under programs for which no current services or performances are required, such as annuities, insurance claims, and other benefit payments.
10b.	Self-explanatory.
10c.	Self-explanatory.
10d.	Enter the amount of unliquidated obligations, including unliquidated obligations to subgrantees and contractors. Unliquidated obligations on a cash basis are obligations incurred, but not yet paid. On an accrual basis, they are obligations incurred, but for which an outlay has not yet been recorded. Do not include any amounts on line 10d that have been included on lines 10a, b or c. On the final report, line 10d must be zero.
10e, f, g, h, i	Self-explanatory.
11a.	Self-explanatory.
11b.	Enter the indirect cost rate in effect during the report period.
11c.	Enter the amount of the base against which the rate was applied.
11d.	Enter the total amount of indirect costs charged during the report period.
11e.	Enter the Federal share of the amount in 11d.
Note:	If more than one rate was in effect during the period shown in item 8, attach a schedule showing the bases against which the different rates were applied, the respective rates, the calendar periods they were in effect, amounts of indirect expense charged to the project, and the Federal share of indirect expense to the project to date.