

Part One – Basic Federal Award Information

Review Request Type: Fall 20-Day Review 20-Day Session Review Urgent 10-Day Review

State Agency: _____

State Legal Authority: _____

Federal Agency: _____

CFDA#: _____

Federal Award Title: _____

Federal Legislation Authorizing the Grant:

Application Status: Pre-Application Application Negotiation Award

Start Date: _____ End Date: _____ Total Federal Award Amount: \$ _____

Part Two – Award Type Information
New Award

Amount requiring approval in the current biennium:	Anticipated federal grant expenditures in the planning years (next biennium)
State FY: _____ Amt: \$ _____	State FY: _____ Amt: \$ _____
State FY: _____ Amt: \$ _____	State FY: _____ Amt: \$ _____

Increase in Award Amount (includes continuation and increase in award amount)

Date the current biennium amount was originally approved?	Anticipated federal grant expenditures in the planning years (next biennium):
Incremental amount requiring approval in the current biennium	
State FY: _____ Amt: \$ _____	State FY: _____ Amt: \$ _____
State FY: _____ Amt: \$ _____	State FY: _____ Amt: \$ _____

Amount originally approved + Incremental amount requested = New total current biennium amount

Change in Fiscal Years Spending Authority Only

Date the current biennium amount was originally approved?	Anticipated federal grant expenditures in the planning years (next biennium):
Incremental amount requiring approval in the current biennium	
State FY: _____ Amt: \$ _____	State FY: _____ Amt: \$ _____
State FY: _____ Amt: \$ _____	State FY: _____ Amt: \$ _____

Amount originally approved + Incremental amount requested = New total current biennium amount

Part Three – Grant Description

Narrative Description of the Federal Award

10-Day Urgent Request – Describe the nature of the urgency.

20-Day Review - Describe any implications if the spending authorization is delayed.

Part Four – Short and Long-Term Commitments

Provide a narrative description of the short and long-term commitments.

Maintenance of Effort (MOE)

Does the award contain a maintenance of effort requirement? **Yes** **No**
If yes, please provide the following:

FY	FUND	AppropID	FinDeptID	Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Narrative description of MOE including the program and budget activity from where cash originates, **length of MOE, and** consequences if MOE is not met

Match requirement:

Is a hard (cash contributions) or soft (in-kind contributions) match required? **Yes** **No**
If yes, please provide the following:

1. An estimate of the total project amount by state fiscal year for each year of the award; also indicate what amount is cash contributions (hard match) and what amount is in-kind contributions (soft match). If the award runs longer than two years, include information for each additional year.

State FY	Federal portion	Hard match	Soft match	Total project amount

2. Account information: **FY** _____ **FUND** _____ **AppropID** _____ **FinDeptID** _____
FY _____ **FUND** _____ **AppropID** _____ **FinDeptID** _____
FY _____ **FUND** _____ **AppropID** _____ **FinDeptID** _____
3. Description of the program and budget activity from where cash contributions will originate.

FTE

How many FTE(s) are needed to carry out this project/proposal? _____ **New** _____ **Existing**
Is the continuation of positions a condition of receiving the federal award? **Yes** **No**
If yes, please describe.

Indirect Costs

Are indirect costs included in the proposal? **Yes** **No**
1. If yes, indicate the rate. If this rate is different from the agency’s approved rate, explain why.
2. If no, provide justification and supporting documentation for not including it.
3. To what base is the indirect cost rate applied?
4. How much of the grant is indirect costs?
Please use the space below to respond to the questions above as they apply to your proposal.

Part-Five – Signatures

Agency Finance Director’s Signature

Date

Department Head’s Signature

Date

Executive Budget Officer’s Signature

Date