

## PO Checklist example

### General Award Information

Application Organization: San Francisco State University State: CA

Grant Type \*  Grant If Cooperative Agreement, enter [Special Award Condition](#)  
 Cooperative Agreement

[Guidance](#)

Statutory Authority

[Guidance](#)

### [Project Description/Abstract](#) \*

#### Basis of Selection [Guidance](#)

- Competitive
- Non-Competitive
- Congressionally Directed (Soft Earmark)
- Institutional (designated by Grants Office)
- Formula/Allotment
- Congressionally Mandated (Hard Earmark)

#### Performance Progress Reports Frequency

- Semi-Annually - Default
- Synchronized to the Federal Financial Report periods – SAC Required
- Annually (for multi-year/institutional) - SAC Required
- Quarterly - SAC Required
- Not Required (for “No Specific Purpose” awards)

**Final Report**

- Comprehensive - a last interim report is required - Default
- Comprehensive - a last interim report is not required - SAC Required
- Last Report - SAC Required

[Special Award Condition](#)  
[Enter Comments](#)

**Note:** It is the Program Officer’s responsibility to create the Special Award Condition for non-default project progress reporting. Any discrepancies between the Performance Progress Reports Special Award Condition and the above values will be ruled in favor of the Special Award Condition. If no Special Award Condition exists for project progress reporting at the time of the award, the values above will be disregarded and the award will require semi-annual interim project progress reports, a required interim report covering the last reporting period, and a comprehensive final report.

**Conflict of Interest/Post Employment Restrictions** [Guidance](#)

Is there a former DOC employee working for the applicant who represented or will represent the applicant before DOC or another Federal agency regarding this application and/or subsequent award or who has been involved in the merit review and/or selection process?

NO  YES

If YES, please attach files below.

**Matching Requirements:** \* [Guidance](#)

No Matching Requirements have been defined

[Add New](#)

**Analysis of Matching Requirements**

Negotiated Federal Share:	\$60,000.00
Total Federal Share (from Matching Requirements):	\$0.00
Negotiated Non-Federal Share:	\$15,000.00
Total Required Non-Federal Share:	\$0.00
Voluntary Non-Federal Share:	\$15,000.00

**Minority Serving Institution**

Does this award include any subaward to a Minority Serving Institution?

MSI  
Coordinator:

NO  YES

**Homeland Security Presidential Directive – 12**

Does the proposed award require any recipient, subawardee, and/or contractor personnel to have physical access to Federal premises for more than 180 days or to access a Federal information system?

NO  YES

**Waiver of administrative and cost-related prior approval requirements** [Guidance](#)

Does the proposed award support research?

NO  YES (include Special Award Condition)

**Project Specific Information** [Guidance](#)

Is PROGRAM INCOME anticipated being earned during performance of this project:

NO  YES [Enter Comments](#)

Will a VIDEO be created for public viewing as part of this project?

NO  YES [Enter Comments](#)

Is a SURVEY/QUESTIONNAIRE required by the NOAA Program Office for this project?

NO  YES [Enter Comments](#)

Will DOC/NOAA owned equipment be provided to the recipient to use for this award?

NO  YES [Special Award Condition](#)

**Coastal Zone Management Awards**

For Coastal Zone Management Awards, indicate which sections of the Coastal Zone Management Act this award addresses:

Section 306/306a  NO  YES

Section 308  NO  YES

Section 309  NO  YES

Section 310  NO  YES

Section 6217  NO  YES

If no boxes are checked, only the normal Financial Reports will be generated. Every appropriate Section must be checked on every checklist to cover the expected reports for the award from the time of the amendment start date, e.g. if the original Award only has Section 306 tasks and Amendment 1 only has Section 308 tasks, but Section 306 reports are still required through the time span of Amendment 1, then both Sections 306 and 308 must be selected as YES in the Amendment 1 checklist.

**Transfer Information** [Guidance](#)

Does this award include any Federal funds that were transferred from another Federal agency specifically for this award?

NO  YES  
If YES, enter transfer documents

[Enter Comments](#)

### Programmatic Special Award Condition

Is this award a Cooperative Agreement; are annual performance reporting requirements needed; is federally-owned equipment being furnished to the recipient; are there any NEPA mitigating factors, Post Award NEPA reviews, or any other programmatic restrictions that need to be placed on the award?

- NO  
 YES

[Special Award Condition](#)

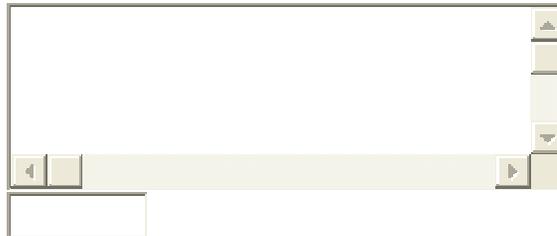
### Additional Information

[Enter Additional Comments](#)

#### Attachments:

Filename: \*

Description: \*



The attachment editor interface consists of a large rectangular text area for the description, a horizontal toolbar below it with left and right arrow buttons, and a small rectangular input field for the filename.

Internal use only

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