

FINANCIAL ASSISTANCE

RECIPIENT REMINDERS

Bureau of Land Management, OR/WA State Office

PAYMENTS VIA the ASAP SYSTEM (Automated Standard Application for Payments System)

- ☆ Funds drawn-down are for REIMBURSEMENT ONLY and should be expended within three (3) days of receipt.
- ☆ Log in to the system once each Month to avoid account deactivation.

REPORTING REQUIREMENTS

- ☆ Refer to the Reporting Section of your agreement for status report submission requirements.
- ☆ Submit reports via email to "BLM_OR_SO_FA_Reports@blm.gov" and cc the Program Officer, Technical Advisor, and Youth Specialist, as applicable.
- ☆ Remember: Support may be suspended if reporting is not up-to-date.

NEW "UNIFORM GUIDANCE"

- ☆ BLM Financial Assistance awards made after 12/26/2014 are under the new Office of Management & Budget (OMB) guidelines, 2 CFR Part 200 Uniform Guidance.

SAM (System for Award Management - www.SAM.gov)

- ☆ Ensure your organization's SAM registration is current and up-to-date. Awards cannot be made if SAM registration isn't up-to-date.

AUDITS

- ☆ A-133 or Single Audits are required each year that \$750,000 (as of 12/26/14) or more Federally-awarded funds are expended.
- ☆ General guidance on the Single Audit process is included in a pamphlet entitled "Highlights of the Single Audit Process" which is available on the internet at <http://www.oig.dol.gov/public/reports/oa/documents/singleauditpamphlet.pdf>.

MODIFICATIONS

- ☆ Contact your BLM Program Officer (PO) for info about modifying agreements.
- ☆ Initiate any mods BEFORE your agreement expires.

SUB-RECIPIENTS

- ☆ Ensure sub-recipients are not debarred by searching <https://www.sam.gov/portal/public/SAM>.

RECIPIENT POINTS OF CONTACT

- ☆ Provide email notification to BLM Grants Management Officer (GMO) & PO if point of contacts change.

FORMS & INFORMATION

- ☆ Additional info, forms, templates, and contact information can be found on the OR/WA Financial Assistance Public Web Site at <http://www.blm.gov/or/procurement/agreements.php>.