

Agreement Process



*Recipients must comply to 2CFR and BLM/DOI Terms and Conditions. It should be noted that these terms and conditions are updated yearly. The year of the award dictates which year's terms will affect the award. Modifications made later may update the award's terms.

References:

1. [2 CFR Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
2. [BLM Financial Assistance and Grants](#)
3. [BLM-FA Award Terms and Conditions](#)
4. [DOI Standard Terms and Conditions](#)

Financial Assistant Terms

Grants Management Officer (GMO): The Grants Management Officer is responsible for the business management aspects of Financial Assistance agreements, including review, negotiation, award, and administration. The GMO is also responsible for the interpretation of grants administration policies and provisions and is delegated the authority to obligate BLM to the expenditure of funds and permit changes to approved projects on behalf of BLM.

Grants Management Specialist (GMS): The Grants Management Specialist is responsible for overseeing day-to-day business and other non-programmatic aspects of Financial Assistance agreements. These activities include, but are not limited to, evaluating applications for administrative content and compliance with statutes, regulations and guidelines; negotiating Financial Assistance, providing consultation and technical assistance to grantees; and administering awards.

Program Officer (PO): The Program Officer is responsible for the programmatic and technical aspects of Financial Assistance agreements. The PO works in partnership with the GMO/GMS on post award administration, including review of progress reports, participation in site visits and other activities.

Grantee Administrative Official/Grantee Authorized Representative (AO): An Authorized Representative is the person in a Recipient organization authorized to accept and commit funds on behalf of the organization. A copy of the governing body's authorization for this official representative to sign must be on file in the Recipients records.

Grantee Principal Investigator/Program Director (PI): Principal Investigators are responsible for the directing the project, intellectually and logistically. Responsible and accountable for the proper conduct of the project or program including the submission of all required reports.

Cooperative Agreement (CA): A Cooperative Agreement is "a legal instrument of financial assistance between a Federal awarding agency or pass through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302-6305: (a) is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States; and not to acquire property or services for the Federal government direct benefit or use; (b) is distinguished from a grant in that it provides for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award" (2 C.F.R. § 200.24).

Master Cooperative Agreement (MA): A Master Cooperative Agreement is a type of CA that can be used to carry out appropriate CA projects when more than one project or task with a non-Federal entity is anticipated. This type of CA must include a detailed description of all types of work that are anticipated to be accomplished under separately issued task agreements (TAs). A

master CA must also include citation(s) to the legal authority(s) that authorize the agreement, a public purpose statement, a description of the anticipated substantial Federal involvement, and the overarching terms and conditions agreed to by the BLM and the non-Federal entity.

A master CA is required to follow all uniform administrative requirements, cost principles, and audit requirements outlined in 2 CFR Part 200, DOI policy, BLM policy and guidance, and any other applicable financial assistance regulations and laws.

A master CA is not a funded legal instrument. Funding is provided through specific TAs which reference and are subject to the terms and conditions of the master CA. See TA section below for additional information.

Task Agreement (TA): Once a master CA is established, specific projects with funding are provided through subsequent Task Agreements which are issued under the applicable legal authority documented within the master CA. A TA will authorize performance, establish timetables, identify key personnel, and obligate funds for a project that falls within the scope of an established master CA. TAs incorporate by reference the master CA thereby not repeating the terms and conditions contained in the master CA. Within the TA, the GMO must cite the specific legal authority(s) contained in the master CA that authorizes that specific TA project. Finally, TAs may contain applicable “as-needed” terms and conditions or specific conditions that are not otherwise specified within the master CA.

Public Purpose: The primary purpose must be to promote the general welfare, security, public health, safety, education, prosperity, or public convenience as authorized by a Federal Law.

Example: Youth projects will promote and stimulate public purposes such as education, job training, development of responsible citizenship, productive community involvement, and further the understanding and appreciation of natural and cultural resources through the involvement of youth and young adults in the care and enhancement of public resources.

Substantial Involvement: Defined as a significant BLM participation prior to and during the performance of a Financial Assistance agreement. Example: BLM will provide a work leader and/or BLM professional to mentor and train the youth participating in the project. BLM staff will assist the Recipient in selecting projects, provide orientation to crew/interns, oversee assignments, teach new skills, distribute tools and equipment and provide technical assistance and safety training.