

Attachment 1: File Organization Structure

Folder Name	Sub-Folder Name or Doc Pkg Name	Documents to Be Included
Pre-Award Documentation	Program Requisition Package	<ul style="list-style-type: none"> • All requisition documents <ul style="list-style-type: none"> ○ Checklists, Templates, PPR etc.
	Advanced Planning Documents	<ul style="list-style-type: none"> • Correspondence Related to Advanced Planning
	Competition Documentation Centrally located for HQ posted??	<ul style="list-style-type: none"> • Grants.gov Posting (showing uploaded App Pkg) • Application reviews, evaluations and selection documents • NOI (if applicable) • Public Law documentation to support mandatory awards
	Application Package Character limitation	<ul style="list-style-type: none"> • SF424s <ul style="list-style-type: none"> ○ Project Narrative/Statement of Work ○ Budget Narrative/Breakdown ○ A-133 Single Audit Statement • Lobbying Certification if applicable
	Compliance Documents	<ul style="list-style-type: none"> • Applicable compliance documents • Risk Assessment
	Review Documents	<ul style="list-style-type: none"> • Technical Review why separate from project statement? - TJ • Budget Review why separate from budget? - TJ • Cost/Price Analysis • Solicitor Reviews • Other Bureau specific reviews
	Pre-Award Correspondence	<ul style="list-style-type: none"> • Applicable correspondence documents
	Land Acquisition Documents	<ul style="list-style-type: none"> • Appraisal • Maps
Award Documentation	Award Instrument Determination	<ul style="list-style-type: none"> • New FA checklist??

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	SAM.gov	<ul style="list-style-type: none"> • Registration • Exclusions
	Federal Audit Clearinghouse A133 Audit	<ul style="list-style-type: none"> •
	Indirect Cost Rate documentation centralized	<ul style="list-style-type: none"> • Agreement or Rate Proposal
		<ul style="list-style-type: none"> • Remove not a requirement from FAPO
Award and Modification Documents	Award	<ul style="list-style-type: none"> • Fully Executed Agreement • Lands Documents
	Modification #	<ul style="list-style-type: none"> • Fully Executed Modifications
Post-Award Modification Documentation	Modification #	<ul style="list-style-type: none"> • Application Package
		<ul style="list-style-type: none"> • Compliance Documents
		<ul style="list-style-type: none"> • Review Documents
		<ul style="list-style-type: none"> • Misc. Correspondence
		<ul style="list-style-type: none"> • Lands Documents
Post-Award Monitoring Documentation	Monitoring	<ul style="list-style-type: none"> • Reports
		<ul style="list-style-type: none"> • Non-Compliance Documentation
		<ul style="list-style-type: none"> • Monitoring Plan
		<ul style="list-style-type: none"> • Payment Information (non-ASAP recipients)
		<ul style="list-style-type: none"> • Lands Documents – Deed, Disposal, etc.
Close-Out Documentation		<ul style="list-style-type: none"> • Final Reports
		<ul style="list-style-type: none"> • Closeout Checklist
		<ul style="list-style-type: none"> • ASAP and or SAP Print Outs
		<ul style="list-style-type: none"> • Closeout Correspondence