

Appendix I
Project Inventory and Approval Form
Interagency Agreement

PROJECT INVENTORY AND APPROVAL FORM

INTERAGENCY AGREEMENT

PROJECT TITLE:

GLNPO ID # _____
(if applicable)

IAG # DW-

STARTUP PHASE

- Folder Contents**
(Left-Incoming Outgoing-Right)
(Check items you enclose)
- ___ Commitment Notice (R)
- ___ Decision Memo (R)
- Reference Material
- ___ Proposal (L)
- ___ Workplan/Scope of Work (L)
- ___ Budget (L)
- ___ Draft of form 1610 (L)

- Routing List** (Date and initial each step before proceeding)
- ___ **1. Project Officer** (_____)
- Prepare blue folder. ✓ items at left.
 - Commitment Notice (CN). Prepare and sign. Choose applicable form in: G:\USER\SHARE\GRANTS\FORMS\COMMIT\
 - Decision Memo. Prepare and initial. Example is in: [G:\USER\SHARE\IAG\FORMS\decision.wpd]
 - Prepare draft of form 1610 [G:\USER\SHARE\IAG\FORM\Iag1-3.wpd]
- ___ **2. Team Leader:** _____
- Initial Decision Memo. Sign Commitment Notice. If amount exceeds approved budgeted amount, the excess comes from: _____
- ___ **3. QA Officer/Peer Review Coordinator** (Lou Blume)
- Enter into QA Track: Y or N (circle one)
 - Does Project need Agency Peer Review? Y or N (circle one). If questionable, use ...[SHARE\GRANTS\FORMS\PeerCheckList1.wpd](#)
- ___ **4. GLNPO Program Analyst** (E.Marie Phillips - Elias Avalos as backup)
- Sign Commitment Notice/Fix Budget issues
- ___ **5. Management Advisor**
- Sign Commitment Notice
 - Initial Decision Memo "yellow" (see next item)
- ___ **6. GLNPO Director**
- Sign Decision Memo. Management Advisor signs when Director is not available. (Date stamp, log, and file per front office procedures.)
- ___ **7. Elias Avalos**
- Deliver CN and Decision Memo to Budget. "Yellow" of Decision Memo goes to Doreatha Oliver. CN copy to E. Marie and PO.
- ___ **9. Budget and Finance Division** (MF-10J) Deborah Harper
- ___ **10. AAB Specialist** (Barbara Cash)
- Final IAG, routing slip, and copy of Commitment Notice (signed, final) to Elias Avalos then PO

AWARD PHASE

- Folder Contents**
- ___ Decision Memo (R)
- ___ 2 Final IAG's (R)
- Reference Material
- ___ LAN Project Summary (L)
- ___ Proposal, including final scope of work and budget (L)
- ___ Commitment Notice Copy (L)

- ___ **1. Elias Avalos**-Track; deliver to PO; CN copy to Doreatha & EMarie.
- ___ **2. Project Officer**
- Paragraph project summary is in subdirectory (habitat sediment p2 monitor exotic emerging other) of G:\USER\SHARE\GRANTS\summary.01\ (Filename: _____)
 - Format: [G:\USER\SHARE\GRANTS\SUMMARY.00\format.wpd](#)
- ___ **3. Team Leader for Applicable Category** - Review. Initial at left
- ___ **4. Management Advisor** - Review. Initial at left.
- ___ **5. GLNPO Director**
- Sign 2 "original" IAG's (page 3)
 - Route Slip (copy) and LAN Project Summary to Doreatha
- ___ **6. National Program Manager** - Sign 2 "original" IAG's (page 3)
- ___ **7. AAB Specialist** (Barbara Cash)
- Transmit IAG under Signature of Assistance Section Chief
 - Return folder, this Slip, and copies to Doreatha Oliver

RETAIN THIS SLIP AS PART OF OFFICIAL PROJECT FILE