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Route To:

Subject: Revisions to FSM 1580, FSH 1509.11; Grants, Cooperative Agreements and Other Agreements

To: Regional Foresters, WO Directors

AQM is pleased to announce that the revisions to FSM 1580 and FSH 1509.11, *Grants, Cooperative Agreements, and Other Agreements*, are complete. On October 16, 2009, Deputy Chief for Business Operations, Chuck Myers approved and ORMS posted them. You may access the new G&A Manual and Handbook on the Directives Web [Forest Service intranet] site (<http://fsweb.wo.fs.fed.us/>), click on 'Directives' on the left side of the page).

This guidance supersedes earlier versions, including interim directives. Regional directives that have been published to augment the Forest Service Manual (FSM) 1580 and the Forest Service Handbook (FSH) 1509.11 guidance must be revised to ensure compliance with the new G&A policies and procedures as outlined in the FSM 1580 and FSH 1509.11.

To achieve consistency throughout the Forest Service, standard templates have been developed that must be used for all new Grants and Agreements (G&A) instruments. The templates have been approved by the Office of Management and Budget (OMB) and carry a FS form number. Use of regionally developed formats and/or templates must be discontinued at this time. The standard templates are posted to the WO G&A website. If needed, the template document protection pass code is 123.

However, for pre-existing agreements and modifications, G&A must adhere to the following:

1. No changes are required for pre-existing agreements. These are "grandfathered in."
2. All modifications must use a new, appropriate modification template/format.
3. Modifications to extend the period of performance, change key personnel, or add incremental, annual funding do not require the use of any new provisions or templates.
4. Modifications to add incremental, annual funding and an annual operating plan, or otherwise change the scope of work, should be reviewed carefully to determine which provisions should be added.
5. New Supplemental Project Agreements (SPA) are new awards and require the use of a new SPA template. The Master Agreement must be modified using all applicable provisions, or a new Master Agreement must be awarded. Note that changes to the Master will have an effect on all SPAs associated with it.

Due to prohibitive cost, the WO will not distribute hard copies of the new G&A Manual and Handbook. However, it would be advisable to maintain one hardcopy of the FSM 1580 and FSH 1509.11 at each Region/ Station/ Area for ready access.



Some of the highlights include:

Forest Service Manual 1580:

Chapters 1581 through 1587 were removed from the manual and the information placed in the relevant sections of the handbook.

The manual now contains the authorities, general policy, responsibilities, and definitions.

Forest Service Handbook 1509.11:

The handbook was re-arranged. The zero code was removed, and the information placed in the relevant sections of the manual.

Chapter 10 contains administrative procedures common to all 1580 instruments and G&A certification requirements.

Chapters 20 through 70 are arranged by instrument type and related authorities. The chapters are organized in a manner that provides clarity and consistency in the location of information. Each chapter provides direction on administrative procedures specific to that chapter's instrument type. At the end of each chapter, there is a section containing samples of the instrument types discussed. Samples were previously included in Chapter 90. The new G&A template forms, including the financial plans, are used for each of the samples. Federal financial assistance templates do not have form numbers, as they are considered correspondence. The Federal financial assistance templates are also posted on the WO G&A website for ready access.

- Chapter 20 – Federal Financial Assistance
- Chapter 30 – Cooperative Law Enforcement, Forest Road, and Fire Protection Agreements
- Chapter 40 – Collection Agreements
- Chapter 50 – Interagency Agreements
- Chapter 60 – Memorandum of Understanding
- Chapter 70 – Partnership Agreements (formerly, “Other Agreements”)

Chapter 80 is a new chapter covering Termination, and Suspension and Debarment. Directive regulations required that this information be segregated into its own chapter and not included with the other administrative requirements.

Chapter 90 contains all of the standard and discretionary provisions and assurances previously found in Chapter 70, including provisions for International Grants, Cooperative Agreements and

Joint Ventures. The provisions have been organized by category. For example, all of the Financial Requirements are in Part C and all of the Procurement and Property provisions are in Part H. All samples have been moved to the end of the appropriate, instrument-type chapter. There are many new provisions drafted to meet legal requirements, such as Information Security and Trafficking in Persons.

This has been a great effort on the part of the entire G&A community to perform numerous drafts, reviews, and revisions. I appreciate the time and energy that has been spent on this project and believe that the interest and dedication of the Forest Service G&A and program staff who participated in this effort is evident in the final product.

If you have any questions about the Manual and Handbook or the new grant and agreement forms, contact either Patricia Palmer, WO G&A Branch Chief, by phone at (703) 605-4776, or by email at patriciapalmer@fs.fed.us, or Chris Coppenbarger, Grants Policy Specialist, by phone at (703) 605-4719, or by email at ccoppenbarger@fs.fed.us.

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