

**Federal Eligibility Checklist
Pre-Award
(EMNRD – Forestry Division Use Only)**

Applicant Name:		Reviewer Name:	
Project Name:		Date:	
Determination : <input type="checkbox"/> Subrecipient <input type="checkbox"/> Contractor			
Only applicants who receive a “Yes” answer for each of the items listed below will be considered to receive federal funds in the form of a subaward . Only applicants who receive a “Yes” answer for each of the items listed below with an asterisk will be considered to receive federal funds in the form of a contract .			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	*The Forestry Division has determined the applicant qualifies as a subrecipient or contractor using the Subrecipient-Contractor Determination Checklist.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	The Forestry Division has confirmed the applicant has an active registration in SAM. (Applicant must be registered in SAM using a valid DUNS number and must maintain an active SAM registration annually.)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	The Forestry Division has confirmed the applicant has an active DUNS number in the System for Award Management (SAM) and that the applicant name matches the registered DUNS number.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	*The Forestry Division has confirmed the applicant is not suspended or debarred, using SAM to determine exclusions. (Pursuant to 2 C.F.R. Part 180, provisions restrict federal awards, subawards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in federal programs or activities. The Division reviewer must attach a hard copy of the record to this checklist to document eligibility.)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A	The Forestry Division has confirmed the applicant is in compliance with federal and state audit requirements. (Applicant must have a Certification, Agreed Upon Procedures or Single Audit on file with OSA and must be in compliance from Fiscal Year 12 to current date.)
Applicants may be acting in both capacities. Use the checklist by determination, answering the questions as they pertain to the potential subaward or contract in question. A contractor will receive an “NA” for checklist questions that do not have an asterisk.			