

Submitting Agency

USDA, Forest Service
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Submitting Response

Title: Financial Technician (FT)
Organization: Idaho Department of Lands

Comment Summary:

The availability of data:

The FT is happy with the current process in place. The FT keeps signed copies in each grant file which can "stand alone" for any audit or review for compliance with federal policies. The Idaho Department of Lands also has the same process for the appropriate forms for each of its subaward projects for "stand alone" documentation. The frequency of information that is collected:

The FT stated: "Yes, I believe so. This is reiterated from the comment above and to maintain what has or has not been completed by awardees or sub-awardees, on a single or by year basis, the current process makes management easier, even if it involves more paper. Also, the current process gives "reminders" for some of the policies that may be "forgotten."

Clarity of instructions and record keeping responsibilities:

The FT answered: "Yes, particularly the Federal Register and CFR pages involving the policy are clearly given for questions or to research. More detailed instructions and/or record-keeping responsibilities could become a "book." Anyone working with grants should know that there should be internal processes or policies in place to accommodate.

Disclosure Concerns:

The FT answered: "No, not on any of these forms."

Reporting format (if any):

The FT answered: "The reporting format for these forms is accommodating."

The data elements to be recorded, disclosed, or reported:

The FT answered: "I am not certain exactly what this question is asking. But if this pertains to the itemized outlines of what certifications involve, I have no issues or concerns due to the ease of understanding as written. If I am misunderstanding the question please clarify."

Title: Management Analyst III (MA III)
Organization: Nevada Division of Forestry

Comment Summary:

The availability of data:

The MA III answered: "The availability of the data is that it is readily available. The current process in place for requesting these forms is satisfactory."

The frequency of information that is collected:

The MA III answered: "Yes, the frequency is appropriate and acceptable."

Clarity of instructions and record keeping responsibilities:

The MA III answered: "Yes, there is clarity in the instructions. As for record keeping, I am under the assumption that the forms are required to be retained for as long as all other grant documentation is required to be kept."

Disclosure Concerns:

The MA III answered: "No, we have no disclosure concerns."

Reporting format (if any):

The MA III answered: "Yes, the format is accommodating."

The data elements to be recorded, disclosed, or reported:

The MA III answered: "No concerns about any of the data elements."

USDA, Agricultural Research Service (ARS)
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Title: Cooperator

Comment Summary: "I don't really mind doing these forms. In fact, I have them on file so that I only have to input the award number and then I'm good to go (the other standard information is already populated). However, I do feel that the AD-1049 is a bit confusing with section (B). I'm not really sure if I should be inputting other addresses there or not. Typically I don't as the place of performance is typically a Cornell address (just not our main address)."