

JHU FastFacts Session

Introduction to a USAID Cooperative Agreement

Objectives:

To identify the key items below in the redacted award that appears in the FastFacts Session. Use this worksheet to note the specific items.

Key Items:

As of **TODAY'S DATE**

		<u>Page #</u>
1. Type of agreement and identifying numbers:		
• Cooperative Agreement Number	<u>623-A-00-06-00023-00</u>	<u>1</u>
• Agreement Officer's name	<u>Gary Juste (Regional Agreement Officer)</u>	<u>2</u>
2. Purpose of Agreement:		
• Basic purpose	<u>(Attachment 2 - not included in the example)</u>	<u>14</u>
3. Period of agreement:		
• Start date	<u>June 07, 2006</u>	<u>1, 6</u>
• End date	<u>June 06, 2009</u>	<u>1, 6</u>
4. Fiscal data:		
• Total estimated amount	<u>\$24,000,000.00 (ceiling)</u>	<u>5, 6</u>
• Total obligated amount	<u>\$2,500,000.00</u>	<u>5</u>
• Cost sharing amount and/or percent	<u>\$2,400,000.00</u>	<u>5</u>
5. Budget:		
• Direct amount	<u>\$21,001.825.00</u>	<u>6</u>
• Indirect amount	<u>\$2,879,553.00</u>	<u>6</u>
6. Reporting requirements		
• Financial reporting		
○ Forms to be used	<u>Per 22CFR226.52 (was SF269 and SF272, now SF425)</u>	<u>10</u>
○ Frequency	<u>Original & 2 copies qrtly (by 1/31, 4/30, 7/31, & 10/31)</u>	<u>10</u>
• Program reporting		
○ Frequency	<u>A.5.1.(a)(1) – (4) Annual Workplan – 60 days after effective date of agreement; 60 days prior to start of next Agreement years</u>	<u>7</u>

	A.5.1.(b)(1) & (2) M&E Workplan – 60 days after effective date of agreement for full period of agreement	8
	A.5.1.(c) Quarterly Program Performance Report – per 22CFR226.51, 30 days after the end of each quarter (by 1/31, 4/30, 7/31, & 10/31); 1 e-copy to AOTR & AO	8
• Final reports		
○ Program Report	A.5.1.(e) Final Program Performance Report – multiple copies to various parties (see Coop Agree)	9
○ Due Date	Per 22CFR226.51, 90 days after completion date of Coop Agree, submitted concurrently w/final financial report	9
○ Financial Report		
○ Due date		
7. Special provisions		
• Waivers and prior approvals, if any	A.5.1.(a)(3) & (4) Work plan changes or revisions	7
• Key personnel	<ul style="list-style-type: none"> • Project Director • Deputy Director • Monitoring & Evaluation (“M&E”) Specialist • Financial Management Specialist 	14
• Program income requirements	N/A	
• Substantial involvement	<ul style="list-style-type: none"> • USAID’s approval of the implementation plan • USAID’s approval of specified key personnel • USAID and Recipient collaboration or joint participation (e.g., concur on the selection of subaward recipients and/or substantive provisions of the subawards, approval of the Recipients M&E Plan, etc.) 	14
8. Fringe Rate		
• Current rate	Not listed for JHU	
	Partner B Rate(s) Fringe Benefits = 41.67% Total Labor Dollars excluding ... Type of Rate: Approved Provisional Period: 1/1/05 – until amended	12
	Partner C Rate(s) Fringe Benefits = 27.66% Total Salary Expense excluding ... Type of Rate: Provisional Period: 10/1/02 – until amended	12
	Partner D Rate(s) Staff Leave = 16.5%	13

	Total Labor Dollars excluding ... Type of Rate: Approved Provisional Period: 1/1/05 – until amended Fringe Rate = 29.5% Total Labor Dollar including ... Type of Rate: Approved Provisional Period: 1/1/05 – until amended	
<ul style="list-style-type: none"> Requirements for updating/amending/-modifying 		
9. Indirect Cost Rate		
<ul style="list-style-type: none"> Current rate 	Other Sponsored Programs = 18.8% Modified Total Direct Costs excluding ... Type of Rate: Provisional Period: 7/1/04 – until amended	11
	Partner A Rate(s) Field Program Overhead = 27% Total Direct Costs Excluding ... Type of Rate: Provisional Period: 1/1/03 – until amended	12
	Partner B Rate(s) Management & General (M&G) = 8% Total Costs Excluding ... Type of Rate: Provisional Period: 1/1/05 – until amended	12
	Partner C Rate(s) General & Administrative (G&A) = 28.43% Modified Total Direct Costs excluding ... Type of Rate: Provisional Period: 10/1/02 – until amended	12
	Partner D Rate(s) Facilities = 24% Total Labor Dollars excluding ... Type of Rate: Approved Provisional Period: 1/1/05 – until amended Overhead = 29% Total Costs excluding ... Type of Rate: Approved Provisional Period: 1/1/05 – until amended	13
<ul style="list-style-type: none"> Requirements for updating/amending/-modifying 		
10. Title to property		
<ul style="list-style-type: none"> Who has title? 	Vests in the Recipient subject to 22CFR226.30 - 37	13
<ul style="list-style-type: none"> Special disposition requirements at project end 	N/A	
11. Authorized geographic code and procurement requirements		
<ul style="list-style-type: none"> Geographic code 	935 “Any area or country including the cooperating	13

country, but excluding the foreign policy restricted countries”

Other requirements:

- Areas that might be of special concern to the organization

Annual Reporting of Foreign “VAT” Taxes

10

- Requirements that can be renegotiated before signing

List JHU’s Fringe Rate in the Agreement