

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	_____
• Agreement Officer's name	_____
2. Purpose of Agreement:	
• Basic purpose	_____

3. Period of agreement:	
• Start date	_____
• End date	_____
4. Fiscal data:	
• Total estimated amount	_____
• Total obligated amount	_____
• Cost sharing amount and/or percent	_____
5. Budget:	
• Direct amount	_____
• Indirect amount	_____
6. Reporting requirements	
• Financial reporting	
○ Forms to be used	_____
○ Frequency	_____
• Program reporting	
○ Frequency	_____

- Final reports
 - Program Report
 - Due Date
 - Financial Report
 - Due date

7. Special provisions

- Waivers and prior approvals, if any

- Key personnel

- Program income requirements
- Substantial involvement

8. Fringe Rate

- Current rate
- Requirements for updating/amending/-modifying

9. Indirect Cost Rate

- Current rate
- Requirements for updating/amending/-modifying

10. Title to property

- Who has title?
- Special disposition requirements at project end

11. Authorized geographic code and procurement requirements

- Geographic code

Other requirements:

- Areas that might be of special concern to the organization

- Requirements that can be renegotiated before signing