

# MN HPAI NAI Outbreak Cooperative Agreement Package Checklist

Premise ID#/Name:

Agreement No.: 15 -9727 – \_\_\_\_\_ CA

<p><b>Authorized Signature Form (Optional)</b> Allows Cooperator to submit electronic copies of signatures on required forms. Must submit the ORIGINAL signature form.</p>	<input type="checkbox"/>
<p><b>Pre Award Letter signed by Producer</b></p>	<input type="checkbox"/>
<p><b>Cost Estimate</b></p>	<input type="checkbox"/>
<p><b>Compliance Agreement Work Plan and Financial Plan</b></p>	<input type="checkbox"/>
<p><b>Cooperator to obtain DUNS number and get an account set up in SAM (System for Award Management)</b></p>	<input type="checkbox"/>
<p><b>Notice of Award</b></p>	<input type="checkbox"/>
<p><b>SF-424, Application for Federal Assistance (Version 2.1)</b> Complete entire form.</p>	<input type="checkbox"/>
<p><b>SF-424A, Budget Information, Non-Construction Programs (Version 1.0)</b> <i>Ensure the amount requested on the SF-424A is the same as requested on the SF-424 AND match the approved work plan. <u>The Detailed Financial Plan must match the categories on the Object Class Categories, No. 6. in Section B.</u></i></p>	<input type="checkbox"/>
<p><b>SF-424B, Assurances, Non-Construction Programs (Version 1.1)</b> Sign where indicated on page 2 of the form.</p>	<input type="checkbox"/>
<p><b>Certification Regarding Lobbying</b> Required of total amount if federal award exceeds \$100,000.</p>	<input type="checkbox"/>
<p><b>SF-LLL, Disclosure of Lobbying Activities</b> Required if total amount of federal award exceeds \$100,000 <u>only when there are activities to disclose.</u></p>	<input type="checkbox"/>
<p><b>Delegation of Cooperator's Representative</b></p>	<input type="checkbox"/>
<p><b>Supplemental Cooperator Information Sheet</b> Provides required Federal Funding Accountability Transparency Act (FFATA)</p>	<input type="checkbox"/>

Comments: