

**NOTICE TO COOPERATIVE AGREEMENT AWARDEE:** The following information provides you with the source information to assist you in fulfilling your responsibilities in the completion of this cooperative agreement. If you have any questions, do not hesitate to contact your Project Monitor or NIC's Chief of Financial Management at 202-307-6687.

### **General Guidelines for Cooperative Agreements**

These Guidelines are meant to serve as a guide to assist recipients of awards from the National Institute of Corrections (NIC) in fulfilling their responsibilities for the management of cooperative agreements" (p.iv). This publication includes the following sections: introduction; financial and performance reports; general cooperative agreement administration; allowability of costs; accounting systems and financial records; and "Guidelines for Preparing and Submitting Manuscripts for Publication." <http://nicic.gov/Library/020646>

### **Circulars Applicable to Grants and Cooperative Agreements**

Circulars cover administrative requirements, cost principles and audit requirements. Although there are six circulars, you are only covered by three of them, depending on type of entity. (All of these circulars are at: <http://www.whitehouse.gov/omb/circulars/index.html>)

#### **States, local governments, and Indian Tribes**

- A-87 for cost principles
- A-102 for administrative requirements, and
- A-133 for audit requirements

#### **Educational Institutions (even if part of a State or local government)**

- A-21 for cost principles
- A-110 for administrative requirements, and
- A-133 for audit requirements

#### **Non-Profit Organizations (as well as for-profit organizations)**

- A-122 for cost principles
- A-110 for administrative requirements, and
- A-133 for audit requirements

### **Common Rules Applicable to Grants and Cooperative Agreements**

**Non-Discrimination; Equal Employment Opportunities; Policies and Procedures** (28 CFR Part 42)  
[http://www.access.gpo.gov/nara/cfr/waisidx\\_04/28cfr42\\_04.html](http://www.access.gpo.gov/nara/cfr/waisidx_04/28cfr42_04.html)

**Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Units of Government** (28 CFR Part 66) [http://www.access.gpo.gov/nara/cfr/waisidx\\_04/28cfr66\\_04.html](http://www.access.gpo.gov/nara/cfr/waisidx_04/28cfr66_04.html)

**Government-wide Debarment and Suspension (Non-procurement)** (28 CFR Part 67)  
[http://www.access.gpo.gov/nara/cfr/waisidx\\_04/28cfr67\\_04.html](http://www.access.gpo.gov/nara/cfr/waisidx_04/28cfr67_04.html)

**New Restrictions on Lobbying** (CFR Part 69)  
[http://www.access.gpo.gov/nara/cfr/waisidx\\_04/28cfr69\\_04.html](http://www.access.gpo.gov/nara/cfr/waisidx_04/28cfr69_04.html)

**Government-wide Requirements for Drug-free Workplace (Grants)** (28 CFR Part 83)  
[http://www.access.gpo.gov/nara/cfr/waisidx\\_04/28cfr83\\_04.html](http://www.access.gpo.gov/nara/cfr/waisidx_04/28cfr83_04.html)

### **Forms**

The following forms are required:

**SF425 – Federal Financial Report**  
[http://www.whitehouse.gov/sites/default/files/omb/assets/grants\\_forms/SF-425.pdf](http://www.whitehouse.gov/sites/default/files/omb/assets/grants_forms/SF-425.pdf)

**SF270 – Request for Advancement or Reimbursement** <http://www.whitehouse.gov/omb/grants/sf270.pdf>