

**SUBAGREEMENT CHECKLIST**

Name of  
Implementing Agency: \_\_\_\_\_ Country: \_\_\_\_\_

Period of  
Performance: \_\_\_\_\_ to \_\_\_\_\_ Total Estimated Award: \$ \_\_\_\_\_  
(Effective Date) (Expiration Date)

Consider each step below and check as completed only those that are relevant to this project.

1.  ID number requested from Headquarters
2.  Certification Regarding Terrorist Financing signed by IA
3.  Certification Regarding Prostitution and Sex Trafficking and Accuracy of Information on Condoms signed by IA
4.  Pre-award Review Questionnaire completed for all FHI subagreements \$50,000 or greater. For agreements under \$50,000, FHI has considered the management capacity of the IA.
5.  Provided IA with copy of Condom Educational Package in support of USG requirements
6.  Donor Approval/Concurrence documentation or verification that donor approval is not required attached
7.  Subagreement Shell
  - a) All sections are included and all blanks replaced with actual data
  - b) Subagreement amount, period of performance, IA name, FCO/ID number, etc. are all consistent throughout subagreement package
8.  Attachment A: Project Description attached (Use Guidelines as provided)
  - a) All sections listed in Guidelines addressed
  - b) Activities clearly stated
  - c) GANTT Chart/Work plan completed and realistic
  - d) M&E Plan reflects mandatory indicators
9.  Attachment B: Budget
  - a) Budget Guidelines, Standard Provisions and Financial, Administrative and Accounting Guidelines provided and explained to IA.
  - b) Summary and detailed budgets broken down by years and local/US\$. exchange rate shown
  - c) Fringe benefit rate or indirect cost rate backup provided, if used
  - d) Budget reviewed for accuracy, allowability, and reasonableness of cost
  - e) Overall project budget and available funds checked to ensure sufficient funds exist to cover the subagreement budget
10.  Attachment C: Banking Details/Cash Advance
  - a) Advance to IA will be made by: (please indicate)  HQ or  CO
  - b) Full Banking Details provided and verified
  - c) Advance calculated correctly (No Advance for a for-profit).
  - d) Separate Bank Account established. If not, special wording inserted to satisfy this requirement
11.  Attachment D: RMFR & instructions attached
12.  Attachment E: Appropriate version of Standard Provisions attached by  HQ or  CO/Program
13.  Attachment F: General Terms and Conditions attached by  HQ or  CO/Program
14.  Translation: For Subagreements submitted in a language other than English (for all FHI subagreements)
  - a) Summary of Project: Summary of the goals, strategies and activities (about a page in length)
  - b) Subagreement Shell translated into English
  - c) GANTT Chart/Work plan translated into English
  - d) Summary and Detailed Budget translated into English
15.  PHSC: (Protection of Human Subjects Committee) Attach PHSC correspondence from HQ if either
  - a) this project systematically collects survey or questionnaire data, or formative research
  - b) this project collect biological specimens, (blood, cervical swabs, etc.)
16.  Other attachments: \_\_\_\_\_

A Country or Program Director's signature is necessary to complete the submission of a new agreement and indicates that all relevant steps above have been reviewed and are completed. This signed checklist must accompany the subagreement before execution.

\_\_\_\_\_  
Signature, Name, & Title

\_\_\_\_\_  
Date