



Agribusiness | Food Security | Financial Services
Community Development | Enterprise Development

TRIP REPORT – *RAYMOND C. JUSTICE*

DECEMBER 3RD -8TH, 2012

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TRIP REPORT OVERVIEW

One page maximum including: Objective of Assignment and Scope of Work

OBJECTIVE

- Work with Grants and Operations Managers on several outstanding tasks related to sub-award administration (modifications, grants and subcontracts planning). Following up on implementation of the new procurement processing procedures for the project and conduct a compliance review of administration files related to grants, procurement, human resources and overall administration.

SCOPE OF WORK

1. Review grant files to date for completeness and accuracy
2. Work on grants plan with staff
3. Assist with the procurement plan
4. Assist with implementation of the new procurement procedures that [REDACTED] just trained the staff on
5. Meet with [REDACTED] and finalize their modification answering their questions, etc..
6. Review local procurement files
7. Meet with subs as necessary
8. Meet with CO/COR

DELIVERABLES ASSOCIATED WITH TRIP

- Completed Compliance Review Forms attached to this report
- Modification for [REDACTED]
- Modification for CRS
- Updated Grants and Subcontracts Plan for 2013-2014

SPECIFIC ACTIVITIES

COMPLIANCE OVERVIEW & PROCUREMENT

- Conducted compliance review of administration, grants administration, human resources and procurement. Attached to this report include the completed questionnaires.
- I discussed with the field team the status of the procurement plan and implementation of the new procurement processing procedures. Director of Operations and just returned from the field working with technical team leaders on preparing their input into the procurement plan.

GRANTS ADMINISTRATION

- Reviewed all existing grant files that had been issued to date under the NAFKA project. I provided feedback to the Grants Manager asking for corrections and adjustments to be made.
- We reviewed the draft grants plan and tracker started earlier in the year and updated it with new information outlining periods of when to begin solicitations, negotiation, implementation and close out. Included is a separate section for proposed sub-contracts regarding mechanization and irrigation services.

SUBCONTRACT ADMINISTRATION

- I met with CRS to discuss their modification and revised budget for Year 2. Various revisions and changes have been done. Overall the modification is in line with our expectations for the upcoming year regarding CRS' revised scope of work for year 2 activities.
- I met with Rudi to discuss revisions to their budget and additional changes. [REDACTED] will be revising their budget to reflect the increased cost in training and training materials. However, they will be increasing these costs from savings in their operation costs to afford the increases and additional purchases of small items in procurement. Additional changes were discussed and agreed upon regarding language and clarification of roles and responsibilities of ACDI/VOCA staff and offices.

FOLLOW UP ITEMS

- Complete CRS Modification – HQ still completing review, modification draft has been done
- Complete Rudi Modification – asked for assistance from HQ in completing budget changes
- Follow up on completion of Procurement Plan, will be completed in January-February.
- Follow up on changes to grant administration files as requested from compliance review
- Debriefing of HQ Staff on Grants and Subcontracts Planning

ATTACHMENT I: LIST OF MEETINGS

- Meeting with Chief of Party, [REDACTED]
- Meeting with Wilson Mhando and the operations team
- Meeting with Shabai
- Meeting with sub-contractors, CRS and [REDACTED] regarding modification

Field Operations Assessment

Date of Review: December 3rd - 7th, 2012

Part I - General Office Information

Country	Tanzania
Project being Reviewed (Name & Job Code)	NAFAKA, J801A
Donors for the project being reviewed	USAID
Other Projects in the above country	N/A
Are the other projects being reviewed under separate forms?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name and Title of person responsible for project (i.e. COP)	██████████
Amount of POA of COP for contracts	██████████
Amount of the POA of COP for subawards (grants)	██████████
Date of prior review	N/A
Issues from prior review that should be followed up on during this visit?	

Part II - General Project Review (Issues)

1. Legal Issues

Note: If there are any legal issues, immediately send an email notification to general counsel and the technical head.

Are there issues involving local law or pending legal cases?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there (or have there been since the last visit) any labor law issues?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other observations or comments regarding legal issues:	

2. Security

Note: If there are any security issues, immediately notify Dave Jegier and the technical head.

Emergency Preparedness:	
Is the Hotline for Emergencies Poster displayed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the Office Manager (or equivalent) know the hotline for emergencies number in case there is an emergency and the DC office is closed? <i>Be sure to ask this question of a locally hired employee - not the COP or DCOP.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Incident Reports:	
Have there been any security incidents in the past six months?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Data Security:	
Does the office run scheduled data backups?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the office have a Security Manual that is available and used by staff? <i>Note: Ask questions such as "Is the manual complete - do you have everything you need to do your job effectively." If they say, yes, but, select the "Incomplete" option and note what items they would like to see in the manual.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Incomplete
Other observations or comments regarding security:	

Comment [R1]: There was the break in of the office

Comment [R2]: Looking to add some sort of backup system other external file drives

Comment [R3]: That has been discussed as an item to complete from the project review

3. HQ Support & Communications

Are there regular communications between COP & HQ Program Staff?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the field office hold regular staff meetings?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What frequency? Every Monday	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other observations or comments regarding HQ support and communications:	

4. Personnel

Does the office have an Employee Personnel Manual that is available and used by staff? <i>Note: Ask questions such as "Is the manual complete - do you have everything you need to do your job effectively." If they say, yes, but, select the "Incomplete" option and note what items they would like to see in the manual.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Incomplete
Organizational Chart:	
Does the field office have an organizational Chart?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, attach a copy of the Organizational Chart to your review packet.	
Ethics:	
<i>Note: If any instances of fraud or ethical violations are discovered or suspected, immediately inform the Ethics Committee at EthicsCommittee@acdivoca.org</i>	
Is the poster for the Workplace Integrity Policy prominently displayed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If you travel to satellite offices, is the poster for Workplace Integrity Policy prominently displayed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
Does the staff know about the EthicsPoint anonymous hotline? <i>Be sure to ask this question of a few locally hired employees - not just Expats.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Hiring Practices:	
Are all positions advertised?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the office verify potential staff against the OFAC checks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the office use Form 1420 (Bio Data) to verify employment/salary history?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Payment of Local Staff:	
What is the currency for any staff paid locally?	<input checked="" type="checkbox"/> Local Currency <input type="checkbox"/> USD
Are timesheets required for each pay period?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Personnel Issues:	
Are there any personnel problems currently being addressed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If YES, what?	
Other observations or comments regarding personnel and HR:	

Comment [R4]: Personnel Files are being consolidated and re-arranged to be consistent with recommended filing guidelines. Process to be completed XXXX

Comment [R5]: There is one in the work plan that is yet to be approved

Part III - Overview Financial, Grants & Programmatic Reviews

1. Technical Overview

Program Coordinator at HQ _____ Katy Murphy Lubowicz _____

Comment [R6]: Did not complete as the project had done a project review on my first day in the office

Annual Workplan Budget	
Is the budget on target?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ask the program staff if they foresee anything happening that would create the need for budget realignment. If yes, comment:	<input type="checkbox"/> Yes <input type="checkbox"/> No
M&E	
Does the project have a current annual workplan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a system to track M&E Data (i.e. Capiche or other)? Name system _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Is the M & E database or spreadsheet fully updated?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the project have a deliverables tracker to track when reports (monthly, quarterly, technical) are due and when they are being submitted to the client?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the field office send copies of the submissions to the client?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the field office send copies of the submissions to HQ?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Cost Share (if applicable)	
Are we on target for cost share?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
How is cost share being tracked?	
Other observations or comments regarding technical issues:	

2. Awards & Compliance Overview

Compliance Administrator HQ: **Raymond C. Justice**

Does the office have a Grants and Contracts Manual that is available and used by staff? <i>Note: Ask questions such as "Is the manual complete - do you have everything you need to do your job effectively." If they say, yes, but, select the "Incomplete" option and note what items they would like to see in the manual.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Incomplete
Does the office have a Procurement Manual that is available and used by staff? <i>Note: Ask questions such as "Is the manual complete - do you have everything you need to do your job effectively." If they say, yes, but, select the "Incomplete" option and note what items they would like to see in the manual. If this is a LOCAL manual, check with HQ Compliance Administrator to see if they need a copy of the manual.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Incomplete
Procurement	
Name of procurement staff in the field office?	Holythur
Does the field office have an Approved Procurement Plan?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
How often is the Procurement Plan updated?	
Has the procurement staff received training by ACDI/VOCA on USAID/USDA/MCC Rules & Regulations including internal policies and procedures regarding procurement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has the procurement staff encountered any challenges or difficulties with the policies, procedures or templates? Comments: Lack of Procurement Plan in place, no goods received notes being used, and website for conducting UNSC checks	
Implementing Subrecipient Management	
Are their implementing subrecipients under this project? <i>If yes, answer the remaining questions in this section, otherwise continue to Grants Management.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the implementing sub have an A/V approved <u>workplan</u> ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the implementing sub have a signed, active agreement, i.e. not expired (includes modifications)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there any noted conflicts or issues between A/V and the implementing <u>sub</u> ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the field office have copies of all executed agreements between A/V and the implementing sub?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are any of our sub-awardees responsible for the cost share requirement?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are the sub-awardees on target for cost share?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Grants Management	
Are there grants (FOGS, Cost Reimbursable or In-Kind) managed from this field office? <i>If no, skip to 3. Financial Overview below.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list the employees in the field office responsible for grants management: <u>Sabhai</u>	
Do you have a Grant Tracking System?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the Grant Tracking System fully updated?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the field office keep separate files for each grantee, or, if in-kind, for each group of <u>grantees</u> ?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other observations or comments regarding awards and compliance issues:	

Comment [R7]: The Operations and Technical team are working together to complete one. The technical team has been requested to provide input and the operations team will consolidate within the next few weeks.

Comment [R8]: Subs have the preexisting work plan but not the new one that is officially approved as we are still waiting for official approval. They have the draft version

Comment [R9]: There could be some possible discontent between the DCOP and one sub, IFDC. COP is meeting with the IFDC staff and DCOP to resolve issues

Comment [R10]: The assistant was just hired

Comment [R11]: Consolidated files for small grants with individual grants in their own file

3. Financial Overview

Project Accountant at HQ _____ Lydia Asfaw _____

Does the office have a Field Finance Manual that is available and used by staff? <i>Note: Ask questions such as "Is the manual complete - do you have everything you need to do your job effectively." If they say, yes, but, select the "Incomplete" option and note what items they would like to see in the manual.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Incomplete
General Financial Information:	
Does the Finance Manager have a copy of the program budget?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is there a safe for cash and blank checks/Safeword Cards?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Inquire as to whether there are unpaid invoices or disputed invoices.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Petty Cash:	
Is there a petty cash fund?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the petty cash fund in a locked box and properly safeguarded after hours?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Who is responsible for administering petty cash (include title)?	Caroline
Does the petty cash fund use vouchers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
What is the established amount in the Petty Cash fund?	8,500 shillings
Perform a surprise count of petty cash.	
A. Record the amount of cash in the petty cash box	8,500 shillings
B. Record the total amount of the petty cash vouchers (all amounts paid from petty cash)	██████
C. Total of A + B	██████
D. Does C (the total of the cash plus the petty cash vouchers) equal the amount that is to be in petty cash	██████ yes
<ul style="list-style-type: none"> • If not, what reason does the petty cash custodian have for the discrepancy? 	
E. From your surprise count of Petty Cash, answer the following: <ul style="list-style-type: none"> • Are there any IOUs in the petty cash fund? • What is the largest disbursement from the petty cash fund? • Are receipts attached to all the petty cash vouchers? • Are the petty cash vouchers signed by the person receiving the cash? 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If in Satellite offices, answer the following two questions:	
• Where is the petty cash fund located (locked box)?	
• What is the established amount in the Petty Cash Fund?	2,000
Advances/Accounts Receivable	
Does the office have a Local Travel Policy that is available and used by staff? <i>Note: Ask questions such as "Is the manual complete - do you have everything you need to do your job effectively." If they say, yes, but, select the "Incomplete" option and note what items they would like to see in the manual.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Incomplete
Is a travel request approved prior to travel?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is all prior travel advances reconciled before receiving a new advance?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are trip reports required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are salary advances allowed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Accounting System	
View the cash account in QuickBooks. You can either look over the accountant's shoulder or have them print transaction listing for the month. What is the last date of posting in the Cash account?	

Comment [R12]: Safe is in Mororogo and they are waiting to replace safe lost in the robbery

Comment [u13]: The largest petty cash is \$50 - WM

Comment [u14]: Locked box with admin. assistant

Comment [u15]: \$ 500

Fixed Asset Register	
Does the office have a Property Management Manual that is available and used by staff? <i>Note: Ask questions such as "Is the manual complete - do you have everything you need to do your job effectively." If they say, yes, but, select the "Incomplete" option and note what items they would like to see in the manual.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Incomplete
Does the office have a fixed asset register?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, attach a copy of the Fixed Asset Register to your review packet.	
How many vehicles does the office have?	
<ul style="list-style-type: none"> • Number of Automobiles - 8 motorvehicles • Number of Motorcycles - 10 motorcycles • Other 	
Are any of the vehicles loaned or transferred to a grantee or sub?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vehicle & Fuel Management	
Does the office use a vehicle log?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the log contain any "personal use" time?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do you have to sign the log each time you use the vehicle?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the vehicle have a fire extinguisher?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name and Title of employee responsible for fuel management and reconciliation:	

Comment [R16]: They are all owned by the USG under the contract

Comment [u17]: Samson George Makasi - Administrative Assistant

IV. Specific Items Requested from HQ

Before any office visit, contact each person at HQ that backstops that field office. Ask if they have any requests. For example, do they need you to take out or pick up documents, do they want you to spot check an area that they believe requires follow up, verification, etc.

Specific Requests from Home Office	Requesting Individual or Department	Completed?
1. N/A	Program Coordinator	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. N/A	Program Accountant	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. N/A	Compliance Admin.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. N/A	Program Operations	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. N/A	Human Resources	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. N/A	General Counsel	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. N/A	Security	<input type="checkbox"/> Yes <input type="checkbox"/> No

V. Additional Comments

Use this section to record any areas where you think further attention may be important. These may include office environment, training needs, organization response time to your requests, risks, organization of the office, etc. This section is optional.

General Observation	Department (if applicable)
1.	

2.	
3.	
4.	
5.	



Signature of Individual Completing Review

Deputy Director

Title
Revised 1/3/2013 – correcting format

Date Submitted

Submission and Filing:

Field Operation Assessment must be submitted to

- 1) Your Supervisor
- 2) Practice Area head for the project being reviewed
- 3) Any information gathered for a specific department (from question IV) must be submitted to that department

Optional Submission

If you conducted any portion of the Additional File Review, you may submit the Field Operation Assessment and an individual department's portion of the Additional File Review to the Department Head.



Fixed Assets Inventory Management

Country/Project:

TANZANIA_1301A NAFKA Project
[State above, country and/or subagrement number]
20-Jul-12

Revised July 20

Report date:

Procurement Values: Procurement prices should be listed in the currency in which the item was procured. The US \$ equivalent can be shown in the column "US \$ Equivalent" but the exchange rate used must
Depreciation Method/Calculation: ACDI/VOCA uses the "straight-line" method in calculating depreciation. The depreciation period for office equipment (such as typewriters, copiers, airconditioners and
Market Value: List the verifiable book value of the item. The backup documentation to support the value shown must be kept on file. This column is to be used only for disposition. See instructions on
Funder and % of Funding: List the funder(s) and the percent of the procurement that the funder paid towards the procurement. E.g. USAID 75%, Gates 25%.
Notes:
Disposition: List suggested disposal plans for items that have not yet been disposed of. If the disposition has been completed list whether sold, transferred etc. date of disposal, sale price if sold and method
Disposition: List suggested disposal plans for items that have not yet been disposed of. If the disposition has been completed list whether sold, transferred etc. date of disposal, sale price if sold and method

Table with columns: No., Item, Description, Model, Serial number, AV tag number, USAID TAG, Who/Office, Location, Current Condition, Suggested Disposition. Rows include various office equipment like Conference Tables, Office Furniture, UPS, Binding machines, Book Shelves, Fax Machines, Scanners, Digital Cameras, Coffee Tables, Conference Chairs, Office Safes, and Dell Keyboards/Laptops.

77	Dell-Laptop	Dell	Latitude E5520	9820S01	2296	Yes	Mobo	Morogoro		
78	Dell-Laptop	Dell	Latitude E5520	7D20S01	2297	Yes	Deogralis Cosmas	Morogoro		
79	Dell-Laptop	Dell	Latitude E5520	8920S01	2298	Yes	Firbet Mzee	Morogoro		
80	Dell-Laptop	Dell	Latitude E5520	5520S01	2299	Yes	Flora Mbala	Morogoro		
81	Dell-Laptop	Dell	Latitude E5520	C120S01	2300	Yes	Sarai	Morogoro		
82	Dell-Laptop	Dell	Latitude E5520	J210S01	2301	Yes	Haimet	Morogoro		
83	Dell-Laptop	Dell	Latitude E5520	G110S01	2302	Yes	Frederick Jaaro	Morogoro		
84	Dell-Laptop	Dell	Latitude E5520	JD20S01	2303	Yes				
85	IT-Monitor	Dell	18.5 LCD Monitor	16H-OVFS	2178	Yes	Aristotle	Morogoro		
86	IT-Monitor	Dell	18.5 LCD Monitor	16H-OTSS	2179	Yes				
87	IT-Monitor	Dell	18.5 LCD Monitor	16H-OVBS	2180	Yes				
88	IT-Monitor	Dell	18.5 LCD Monitor	16H-OV1S	2291	Yes	Lucy	Morogoro		
89	IT-Monitor	Dell	18.5 LCD Monitor	16H-OV5S	2292	Yes				
90	IT-Monitor	Dell	18.5 LCD Monitor	16H-OTBS	2293	Yes				
91	Laptop	DELL	Latitude E5520	CVLGL01	3209	Yes	Hana	Dar es Salaam		
92	Laptop	DELL	Latitude E5520	CVLGL01	3210	Yes	Elizabeth	Morogoro		
93	Laptop	DELL	Latitude E5520	CVLGL01	3211	Yes	Richard	Morogoro		
94	Laptop	DELL	Latitude E5520	CVLGL01	3212	Yes	Manjori	Morogoro		
95	Laptop	DELL	Latitude E5520	CVLL101	3213	Yes	Silas	Morogoro		
96	Laptop	DELL	Latitude E5520	CVLXQ1	3214	Yes	Tesha	Morogoro		
97	Laptop	DELL	Latitude E5520	CVL2L01	3215	Yes	Martin	Morogoro		
98	Printer	Epson Stylus T27	B391E	LBRP066408	003107			Dar es Salaam	GOOD	
99	Office Furniture	Executive table	MB-210		2333	Yes	Admin Office	Dar es salaam		
100	Office Furniture	Executive table-3pks	MB-210		2337	Yes	Martin	Morogoro		
101	First Aid Kit	First Aid kit			2168		Office Manager	Dar es salaam		
102	First Aid Kit	First Aid kit						Morogoro		
103	First Aid Kit	First Aid kit						Morogoro		
104	Office Furniture	Fixed Pedestal	PD 183		003158		M & E Office	Dar es Salaam	GOOD	
105	Office Furniture	Fixed Pedestal	PD 183		003159		M & E Office	Dar es Salaam	GOOD	
106	Office Furniture	Fixed Pedestal	PD 183		003160		M & E Office	Dar es Salaam	GOOD	
107	Office Furniture	Fixed Pedestal	PD 183		003161		Caroline	Dar es Salaam	GOOD	
108	Office Furniture	Fixed Pedestal	PD 183		003162			Dar es Salaam	GOOD	
109	Office Furniture	Fixed Pedestal	PD 183		003163			Dar es Salaam	GOOD	
110	Office Furniture	Fixed Pedestal	PD 183		003164		Katrine	Dar es Salaam	GOOD	
111	Office Furniture	Fixed Pedestal	PD 183		003165		Accounts	Dar es Salaam	GOOD	
112	Office Furniture	Fixed Pedestal	PD 183		003166			Dar es Salaam	GOOD	
113	Office Furniture	Fixed Pedestal	PD 183		003167			Dar es Salaam	GOOD	
114	Office Furniture	Fixed Pedestal	PD 183		003168			Dar es Salaam	GOOD	
115	Office Furniture	Fixed Pedestal	PD 183		003169		Katrine	Dar es Salaam	GOOD	
116	Office Furniture	Fixed Pedestal	PD 183		003170			Dar es Salaam	GOOD	
117	Office Furniture	Fixed Pedestal	PD 183		003171			Dar es Salaam	GOOD	
118	Office Furniture	Fixed Pedestal	PD 183		003172		Sabhai	Dar es Salaam	GOOD	
119	Office Furniture	Fixed Pedestal	PD 183		003172			Dar es Salaam	GOOD	
120	Car	Hilux Double Cabin	Toyota Hilux DC	DFP8619				Morogoro		
121	Car	Hilux Double Cabin	Toyota Hilux DC	DFP8620				Morogoro		
122	Car	Hilux Double Cabin	Toyota Hilux DC	DFP8621				Morogoro		
123	Car	Hilux Double Cabin	Toyota Hilux DC	DFP8622				Dar es salaam		
124	Printer	HP Deskjet 3050	CN07H169FF		2182	Yes	Martin	Morogoro		
125	Printer	HP P2055	CNCJ780011		2347	Yes	Accounts	Dar es salaam		
126	Printer	HP 1102w Laserjet			3186		Reception	Dar es salaam		
127	Printer	HP Color LaserJet CM1312			003106		Dep Office	Dar es Salaam	GOOD	
128	Photocopy Machine	Xerox	F86025		2181	Yes	Lounge 1	Dar es salaam	GOOD	
129	Photocopy Machine	Xerox TASKalfa 300	300		2166	Yes	Reception	Morogoro	GOOD	
130	Office Furniture	Lshaped Desk (Writing Desk)	OD 86		003123		Lee	Dar es Salaam	GOOD	
131	Office Furniture	Lshaped Desk(Computer desk)	CD 801		003176			Dar es Salaam	GOOD	
132	Office Furniture	Lshaped Desk(Join)	MB 185		003181		COP Office	Dar es Salaam	GOOD	
133	Office Furniture	LShapedDsk (Mobile Pedestal)	JT 62		003190		COP Office	Dar es Salaam	GOOD	
134	Office Furniture	Medium Glass Door Cabinet	ST 383		003173		Reception	Dar es Salaam	GOOD	
135	Office Furniture	Medium Glass Door Cabinet	ST 383		003174		Accounts	Dar es Salaam	GOOD	
136	Office Furniture	Medium Glass Door Cabinet	ST 383		003175		Reception	Dar es Salaam	GOOD	
137	Office Furniture	Medium Glass Door Cabinet	ST 383		003176			Dar es Salaam	GOOD	
138	Office Furniture	Metal Filing Cabinet	HS 04 FT		003177		Office Manager	Dar es Salaam	GOOD	
139	Office Furniture	Metal Filing Cabinet	HS 04 FT		003178		Reception	Dar es Salaam	GOOD	
140	Office Furniture	Yamaha Motorcycle	Motorcycle	Yamaha	3GX093240			Morogoro		
141	Office Furniture	Office chair	CF-FB-08-H		2332		Admin Office	Morogoro		
142	Office Furniture	Office Chair	B-06-A		2314		Richard	Morogoro		
143	Office Furniture	Office chair	B-06-A		2316	No	Martin	Morogoro		
144	Office Furniture	Office chair	B-06-A		2318	No	Martin	Morogoro		
145	Office Furniture	Office chair	B-06-A		2319	No	Martin	Morogoro		
146	Office Furniture	Office Chair	CF-FB-07-H		2331	No	Richard	Morogoro		
147	Office Furniture	Office chair	CF-FB-07-H		3240	No	Edward	Morogoro		
148	Office Furniture	Office chair	CF-FB-07-H		3241	No	Weija	Morogoro		
149	Office Furniture	Office Chair	CF-FB-07-H		3242			Morogoro		
150	Office Furniture	Office chair	CF-FB-07-H		3243	No	Richard	Morogoro		
151	Office Furniture	Office chair	CF-FB-07-H		3244	No	Weija	Morogoro		
152	Office Furniture	Office chair	CF-FB-07-H		3245	No	Weija	Morogoro		
153	Office Furniture	Office chair	CF-FB-07-H		3246	No	Admin Office	Morogoro		
154	Office Furniture	Office chair	CF-FB-07-H		3247	No	Richard	Morogoro		
155	Office Furniture	Office Chair	CF-FB-07-H		3248		Weija	Morogoro		
156	Office Furniture	Office Chair	CF-FB-07-H		3249		Richard	Morogoro		
157	Office Furniture	Office Chair	CF-FB-07-H		3250		Richard	Morogoro		
158	Office Furniture	Office Chair	CF-FB-07-H		3251		Richard	Morogoro		
159	Office Furniture	Office Chair	CF-FB-07-H		3252		Richard	Morogoro		
160	Office Furniture	Office chair	CF-FB-07-H		3253	No	Richard	Morogoro		
161	Office Furniture	Office Chair	CF-FB-07-H		3254		Silas	Morogoro		
162	Office Furniture	Office Chair	CF-FB-07-H		3255		Silas	Morogoro		
163	Office Furniture	Office Chair	CF-FB-07-H		3256		Silas	Morogoro		
164	Office Furniture	Office Chair	CF-FB-07-H		3257		Silas	Morogoro		
165	Office Furniture	Office Chair	CF-FB-07-H		3258		Richard	Morogoro		
166	Office Furniture	Office Chair	CF-FB-07-H		3260		Silas	Morogoro		
167	Office Furniture	Office Chair	CF-FB-07-H		3261		Silas	Morogoro		
168	Office Furniture	Office Chair	CF-FB-07-H		3262		Weija	Morogoro		
169	Office Furniture	Office Chair	CF-FB-07-H		3263		Silas	Morogoro		
170	Office Furniture	Office Chair	CF-FB-07-H		3264		Martin	Morogoro		
171	Office Furniture	Office chair	CF-FB-07-H		3269		Reception	Morogoro		
172	Office Furniture	Office Chair	CF-FB-07-H		3270		Silas	Morogoro		
173	Office Furniture	Office Chair	CF-FB-07-H		3272		Manjori	Morogoro		
174	Office Furniture	Office Chair	CF-FB-07-H		3273		Manjori	Morogoro		
175	Office Furniture	Office Chair	CF-FB-07-H		3274		Richard	Morogoro		
176	Office Furniture	Office Chair	CF-FB-07-H		3275		Lounge1	Morogoro		
177	Office Furniture	Office Chair	CF-FB-07-H		3277		Manjori	Morogoro		
178	Office Furniture	Office chair	CF-FB-07-H		3278	No	Weija	Morogoro		
179	Office Furniture	Office chair	CF-FB-07-H		3280	No	Silas	Morogoro		
180	Office Furniture	Office Chair	CF-FB-07-H		3281		Weija	Morogoro		
181	Office Furniture	Office Chair	CF-FB-07-H		3298		Silas	Morogoro		
182	Office Furniture	Office Chair	CF-FB-07-H		3299		Sik	Morogoro		
183	Office Furniture	Office Chair, High Back	02 ML 001		003182		Lee	Dar es Salaam	GOOD	
184	Office Furniture	Office Chair, Low back	02 ML 02		003124		Mini Conferenc	Dar es Salaam	GOOD	

185	Office Furniture	Office Chair, low back	02 ML 02		003126		Mini Conferenc	Dar es Salaam	GOOD	
186	Office Furniture	Office Chair, low back	02 ML 02		003126			Dar es Salaam	GOOD	
187	Office Furniture	Office Chair, low back	02 ML 02		003127		Mini Conferenc	Dar es Salaam	GOOD	
188	Office Furniture	Office Chair, low back	02 ML 02		003128		Mini Conferenc	Dar es Salaam	GOOD	
189	Office Furniture	Office Chair, low back	02 ML 02		003129		M & E Office	Dar es Salaam	GOOD	
190	Office Furniture	Office Chair, low back	02 ML 02		003130		Conference roo	Dar es Salaam	GOOD	
191	Office Furniture	Office Chair, low back	02 ML 02		003131		Accounts	Dar es Salaam	GOOD	
192	Office Furniture	Office Chair, low back	02 ML 02		003132		Technical 2	Dar es Salaam	GOOD	
193	Office Furniture	Office Chair, low back	02 ML 02		003133		Technical 2	Dar es Salaam	GOOD	
194	Office Furniture	Office Chair, low back	02 ML 02		003134		Mini Conferenc	Dar es Salaam	GOOD	
195	Office Furniture	Office Chair, low back	02 ML 02		003135		Katrine	Dar es Salaam	GOOD	
196	Office Furniture	Office Chair, low back	02 ML 02		003136		Katrine	Dar es Salaam	GOOD	
197	Office Furniture	Office Chair, low back	02 ML 02		003137		Mini Conferenc	Dar es Salaam	GOOD	
198	Office Furniture	Office Chair, low back	02 ML 02		003138		Dop Office	Dar es Salaam	GOOD	
199	Office Furniture	Office Desk	0D 82		003108		Wilson	Dar es Salaam	GOOD	
200	Office Furniture	Office Desk	0D 82		003109		Accounts	Dar es Salaam	GOOD	
201	Office Furniture	Office Desk	0D 82		003110			Dar es Salaam	GOOD	
202	Office Furniture	Office Desk	0D 82		003111		Office Manager	Dar es Salaam	GOOD	
203	Office Furniture	Office Desk	0D 82		003112		Katrine	Dar es Salaam	GOOD	
204	Office Furniture	Office Desk	0D 82		003113		Reception	Dar es Salaam	GOOD	
205	Office Furniture	Office Desk	0D 82		003114		Sabhal	Dar es Salaam	GOOD	
206	Office Furniture	Office Desk	0D 82		003115		Vivian	Dar es Salaam	GOOD	
207	Office Furniture	Office Desk	0D 82		003116		Office Manager	Dar es Salaam	GOOD	
208	Office Furniture	Office Desk	0D 82		003117			Dar es Salaam	GOOD	
209	Office Furniture	Office Desk	0D 86		003118		Technical 2	Dar es Salaam	GOOD	
210	Office Furniture	Office Desk	0D 86		003119		Technical 1	Dar es Salaam	GOOD	
211	Office Furniture	Office Desk	0D 86		003120		Technical 1	Dar es Salaam	GOOD	
229	Office Furniture	Office Desk	0D 86		003121		Technical 1	Dar es Salaam	GOOD	
232	Office Furniture	Office Desk	0D 86		003122		Reception	Dar es Salaam	GOOD	
233	Office Round Table	Office round Table	Office Round Table			2236	No	Katrine	Dar es salaam	
234	Paper shredder	Paper shredder	Atlas	CC0540		2167	No		Dar es Salaam	
235	Pegion Hole Cabinet	Pegion hole Cabinet	Pegion hole Cabinet			2014	Yes		Dar es salaam	
236	Pegion Hole Cabinet	Pegion hole Cabinet	Pegion hole Cabinet			2015	Yes		Dar es salaam	
237	Pegion Hole Cabinet	Pegion hole Cabinet	Pegion hole Cabinet			2213	Yes	Accounts	Dar es salaam	
238	Office Furniture	Reception desk	CF-7616			3230	Yes	Reception	Morogoro	
239	Office Furniture	Round Conference Table	MC-01			2330	Yes	Marin	Morogoro	
240	Office Furniture	Round Conference Table	CT D			003183		COP Office	Dar es Salaam	GOOD
241	Office Furniture	Scanner	HP Scanjet 5590	CN18NV1CP		2171		Accounts	Dar es salaam	
242	Office Furniture	Staff table	MC-810			2320	Yes	Weja	Morogoro	
243	Office Furniture	Staff table	MC-810			2321		Richard	Morogoro	
244	Office Furniture	Staff table	MC-810			2322		Lucy	Morogoro	
245	Office Furniture	Staff table	MC-810			2323	Yes	Weja	Morogoro	
246	Office Furniture	Staff table	MC-810			2324		Manjori	Morogoro	
247	Office Furniture	Staff table	MC-810			2325	No	Arno	Morogoro	
248	Office Furniture	Staff table	MC-810			2326		Richard	Morogoro	
249	Office Furniture	Staff table	MC-810			2327		Manjori	Morogoro	
250	Office Furniture	Staff table	MC-810			2328		Manjori	Morogoro	
251	Office Furniture	Staff table	MC-810			2329		Richard	Morogoro	
252	Motorcycle	Suzuki TF 125	TF 125	DFF8382		2154		Kilombero		
253	Motorcycle	Suzuki TF 125	TF 125	DFF8380		2158		Kilombero		
254	Motorcycle	Suzuki TF 125	TF 125	DFF8381		2350		Kilombero		
255	Motorcycle	Suzuki TF 125	TF 125	DFF8385				Kilombero		
256	Motorcycle	Suzuki TF 125	TF 125	DFF8386				Kilombero		
257	Motorcycle	Suzuki TF 125	TF 125	DFF8387				Kilombero		
258	Motorcycle	Suzuki TF 125	TF 125	DFF8383		2349		Kilombero		
259	Motorcycle	Suzuki TF 125	TF 125	DFF8384				Kilombero		
260	Laptop	ThinkPad T410	2010 Lenovo	88-NI-2YX-11/02	003101		Yes	Lena	Morogoro	Stolen
261	Laptop	ThinkPad T410	2010 Lenovo	88-NI-2YX-11/02	003102			Caroline	Dar es Salaam	Stolen
262	Laptop	ThinkPad T410	2010 Lenovo	88-NI-2YX-11/02	003103			Salum	Dar es Salaam	Stolen
263	Laptop	ThinkPad T410	2010 Lenovo	88-NI-2YX-11/02	003104		Yes	Wilson	Dar es Salaam	Stolen
264	Laptop	ThinkPad T410	2010 Lenovo	88-NI-2YX-11/02	003105			Lee	Dar es Salaam	Stolen
265	Car	Toyota Hilux Double Cabin	Hilux Dc	DFF8376					Dar es salaam	
266	Car	Toyota Hilux Double Cabin	Hilux Dc	DFF8377					Morogoro	
267	Car	Toyota Hilux Double Cabin	Hilux Dc	DFF8378					Morogoro	
268	Car	Toyota Hilux Double Cabin	Hilux Dc	DFF8379					Morogoro	
269	Office Furniture	Visitor Chair	B8 3324			2313		Lucy	Morogoro	
270	Office Furniture	Visitor Chair	B8 3322			003139		COP Office	Dar es Salaam	GOOD
271	Office Furniture	Visitor Chair	B8 3322			003140			Dar es Salaam	
272	Office Furniture	Visitor Chair	B8 3322			003141		M & E Office	Dar es Salaam	GOOD
273	Office Furniture	Visitor Chair	B8 3322			003142		Reception	Dar es Salaam	GOOD
274	Office Furniture	Visitor Chair	B8 3322			003143		COP Office	Dar es Salaam	GOOD
275	Office Furniture	Visitor Chair	B8 3322			003144		Visitor	Dar es Salaam	GOOD
276	Office Furniture	Visitor Chair	B8 3322			003145		COP Office	Dar es Salaam	GOOD
277	Office Furniture	Visitor Chair	B8 3322			003146		Accounts	Dar es Salaam	GOOD
278	Office Furniture	Visitor Chair	B8 3322			003147		Office Manager	Dar es Salaam	GOOD
279	Office Furniture	Visitor Chair	B8 3322			003148		COP Office	Dar es Salaam	GOOD
280	Office Furniture	Visitor Chair	B8 3322			003149		COP Office	Dar es Salaam	GOOD
281	Office Furniture	Visitor Chair	B8 3322			003150		Katrine	Dar es Salaam	GOOD
282	Office Furniture	Visitor Chair	B8 3323			003151		Dop Office	Dar es Salaam	GOOD
283	Office Furniture	Visitor Chair	B8 3324			003152		Vivian	Dar es Salaam	GOOD
284	Office Furniture	Visitor Chair	B8 3325			003153		Conference room	Dar es Salaam	GOOD
285	Office Furniture	Visitor Chair	B8 3326			003154		Accounts	Dar es Salaam	GOOD
286	Office Furniture	Visitor Chair	B8 3327			003155		Accounts	Dar es Salaam	GOOD
287	Office Furniture	Visitor Chair	B8 3328			003156		COP Office	Dar es Salaam	GOOD
288	Office Furniture	Visitor Chair	B8 3329			003157		Dop Office	Dar es Salaam	GOOD
289	Office Furniture	Workstation (4 in 1)	CF-WS-15		3234	Yes	Yes	Reception	Dar es Salaam	GOOD
290	Office Furniture	Workstation (4 in 1)	CF-WS-15		3235	Yes	Yes	Sik	Morogoro	
291	Office Furniture	Workstation (4 in 1)	CF-WS-15		3236	Yes	Yes	Richard	Morogoro	
292	Office Furniture	Workstation (4 in 1)	CF-WS-15		3237	Yes	Yes	Richard	Morogoro	
293	Office Furniture	Workstation (4 in 1)	CF-WS-15		3238	Yes	Yes	Weja	Morogoro	
294	Office Furniture	Workstation (4 in 1)	CF-WS-15		3239	Yes	Yes	Sdas	Morogoro	
295	Projector		No.NE 6F081136L			2343			Morogoro	GOOD

296	Projector		NE 6F081178K		2313			Der es salaam	Stokel	
297	Book Shelf	Book shelf	DN-741/SE-741		2339	Yes	Wajja	Morogoro		
298	Book shelf	Office chair	DN-741/SE-741		2344	Yes	Wajja	Morogoro		
299	Book Shelf	Book shelf	MC-7113		2333	Yes	Edward	Morogoro		
300	Office Furniture	Executive table			2336	Yes	Edward	Morogoro		
301	Office Furniture	Conference Table			2228		Kitchen	Morogoro		
302	Office Furniture	Conference Table			2201		Conference room	Morogoro		
303	Office Furniture	Conference Table			2202		Conference room	Morogoro		
304	Office Furniture	Conference Table			2203		Conference room	Morogoro		
305	Office Furniture	Conference Table			2204		Conference room	Morogoro		
306	Office Furniture	Conference Table			2205		Conference room	Morogoro		
307	Office Furniture	Conference Table			2206		Conference room	Morogoro		
308	Office Furniture	Conference Table			2207		Conference room	Morogoro		
309	Office Furniture	Conference Table			2208		Conference room	Morogoro		
310	Office Furniture	Visitor Chair			2315		Lucy	Morogoro		
311	Office Furniture	Visitor Chair			3289		Richard	Morogoro		
312	Office Furniture	Visitor Chair			2311		Silk	Morogoro		
313	Office Furniture	Visitor Chair			3304		Reception	Morogoro		
314	Office Furniture	Office chair			2224		Silas	Morogoro		
315	Office Furniture	Office chair			3280		Silas	Morogoro		
316	Office Furniture	Office chair			3286		Silas	Morogoro		
317	Office Furniture	Office chair			3276		Manjori	Morogoro		
318	Office Furniture	Conference Chair			3284		Conference room	Morogoro		
319	Office Furniture	Conference Chair			3291		Conference room	Morogoro		
320	Office Furniture	Conference Chair			3293		Conference room	Morogoro		
321	Office Furniture	Conference Chair			3305		Conference room	Morogoro		
322	Office Furniture	Conference Chair			3309		Conference room	Morogoro		
323	Office Furniture	Conference Chair			3295		Conference room	Morogoro		
324	Office Furniture	Conference Chair			3294		Conference room	Morogoro		
325	Office Furniture	Conference Chair			3302		Conference room	Morogoro		
326	Office Furniture	Conference Chair			3303		Conference room	Morogoro		
327	Office Furniture	Conference Chair			3310		Conference room	Morogoro		
328	Office Furniture	Conference Chair			3301		Conference room	Morogoro		
329	Office Furniture	Conference Chair			3306		Conference room	Morogoro		
330	Office Furniture	Conference Chair			3307		Conference room	Morogoro		
331	Office Furniture	Conference Chair			3292		Conference room	Morogoro		
332	Office Furniture	Conference Chair			3308		Conference room	Morogoro		
333	Office Furniture	Conference Chair			3287		Conference room	Morogoro		
334	Office Furniture	Conference Chair			3297		Conference room	Morogoro		
335	Office Furniture	Conference Chair			3300		Conference room	Morogoro		
336	Office Furniture	Conference Chair			3288		Conference room	Morogoro		
337	Office Furniture	Conference Chair			3285		Conference room	Morogoro		
338	LUPS	APC 650			2153		Lucy	Morogoro		
339	CPU				3225		Edward	Morogoro		
340	CPU				2174		Lucy	Morogoro		
341	LUPS	Tronic			2226		Reception	Morogoro		
342	IT-Monitor	Dell			3220		Edward	Morogoro		
343	IT-Monitor	Dell			3221		Reception	Morogoro		
344	Keyboard	Dell			3224		Edward	Morogoro		
345	Keyboard	Dell			3228		Reception	Morogoro		
346	Printer	HP LaserJet P2055			2348		Edward	Morogoro		
347	Scanner	Cannon			2183		Reception	Morogoro		
348	Binding machine	Binding machine			2225		Reception	Morogoro		
349	Paper Shredder	Paper shredder			2227		Reception	Morogoro		
350	Processor-Dell				3229		Reception	Morogoro		
351	Moisture tester	Moisture tester			2237		Marin	Morogoro		
352	Microwave	Microwave			2184		Kitchen	Morogoro		
353	Refridgator	I.G			2229		Kitchen	Morogoro		
354	Water dispenser				2185		Kitchen	Morogoro		
355	Standing fan				2230		Storage	Morogoro		
356	Laptop	Dell Latitude Laptop	Dell Latitude 5420	E1P30-CHYX3- J88P6-XCT1R- 49Q7Q	2197	Yes	Holythur	Dar es Salaam	GOOD	
357	Laptop	Dell Latitude Laptop	Dell Latitude 5420	N42H2-PHME3- D8PCQ-GR93D- H43D2	2193	Yes	Lee	Dar es Salaam	GOOD	
358	Monitor	Dell - Monitor	Dell Monitor Flat screen		2199	Yes	Lee	Dar es Salaam	GOOD	
359	Printer	Hp Printer Laser Jet	Hp Laser Jet P1102		2198	Yes	Lee	Dar es Salaam	GOOD	
360	Laptop	Dell Latitude Laptop	Dell Latitude 5420	G1TF9-TQRHF- 22HMV-F84GH- V8XF9	2196	Yes	Sabhal	Dar es Salaam	GOOD	
361	Laptop	Dell Latitude Laptop	Dell Latitude 5420	V3QFD-CMOXJ- 4C00P-GMXHR- CTFH4	2184	Yes	Letitia	Dar es Salaam	GOOD	
362	Laptop	Dell Latitude Laptop	Dell Latitude 5420	TP9MX-K8OVX- T1D0P-MFH96- 77FR8	2195	Yes	Katrine	Dar es Salaam	GOOD	
363	Laptop	Dell Latitude Laptop	Dell Latitude 5420	5C3PJ-TBQHY- MTXVJ-BRKR1- R3UG0	2192	Yes	Wilson	Dar es Salaam	GOOD	
364	Laptop	Dell Latitude Laptop	Dell Latitude	83Z6RS1	2200	Yes	Waisa	Stokel		
365	Laptop	Dell Latitude Laptop	Dell Latitude	83ZVSS1	2281	Yes	Kaiza	Morogoro	GOOD	
367	Printer	HP Laser Jet	Hp Pro Laser Jet P1102	VNC4871240	2284	Yes	Harriet	Morogoro	GOOD	
368	Monitor	Desk top Monitor	Dell Monitor Flat screen	CN-OTSJNN-72872- 22C-JRNM	2283		Samson	Morogoro	GOOD	
369	CPU	CPU Dell	Dell Keyboard	RSJPT-18MOT- 973KX-CDFR11- VW6M-X16-96076	2282		Samson	Morogoro	GOOD	
370	Keyboard	Dell Keyboard	Dell Keyboard	HS212-BCN- OHWRDI-71581-188- G2TL-AO1	2286		Samson	Morogoro	GOOD	
371	Printer	Hp Laser Jet	Hp Laser jet Printer	VNS4N38207	2285		stokel	Morogoro	GOOD	
372	Flip Chart				2222		Conference	Dar es salaam		
373	White board				2217		Conference	Dar es salaam		
374	Microwave	Orlimo			2218		kitchen	Dar es salaam		
375	Fridge	La			2219		kitchen	Dar es salaam		
376	LUPS				2155			Dar es salaam		
377	LUPS				2214			Dar es salaam		
377	LUPS				2157			Dar es salaam		
378	Office Furniture	Office Chair			3196			Dar es salaam		
379	Office Furniture	Office chair			3199		M & E Office	Dar es salaam		
380	Office Furniture	Office Chair			3203		M & E Office	Dar es salaam		
381	Office Furniture	Pegion Hole Cabinet			2215		M & E Office	Dar es salaam		
381	Safe	Safe Machine			2191		Accounts	Stokel		
382	LUPS				2151		Accounts	Dar es salaam		
383	LUPS				2152		Accounts	Dar es salaam		
384	Printer	Laser Jet P2055	Hp Laser Jet 2055		2188	Yes	Joe Tindwa	Ifakara		
385	Flip Chart	Flip Chart Stand			2189	Yes	Joe Tindwa	Ifakara		
386	Scanner	Scanner			2187	Yes	Joe Tindwa	Ifakara		
387	CPU		Dell	59T825J-1147712163	3223	Yes	Accounts	Dar es salaam		
388	Monitor		Dell	CN-OR735N-64180-4	3218	Yes	Accounts	Dar es salaam		
389	Keyboard		Dell	CN-07DOGGK-65894	3222	Yes	Accounts	Dar es salaam		

	Unassembled furnitures	Qty	Unit Price	Office Tag
1	Workstation CF-WS-15	2	2,040,000	
2	Bookshelf DN-741/SE-741	3?	322000	
3	Reception desk	1	768000	
4	Executive tables MB-2912	2	813000	
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1. Grants Management File Review: Progressive Farmers

Grant File Review: Request the Grant Files from the Grants Manager. There should be a separate grant file for each Grantee (with the exception of in-kind). Pull a sample of grant files and review for the following documentation. If the office has different types of grants (FOG, CR, In-Kind) pull at least one from each type.	
<i>Answer the following regarding the RFA/APS process (if applicable):</i>	
Did any of the projects issue an RFA/APS? Describe the process: RFA was issued	
How are proposals received? Is it consistent? 1. Who reviews proposals and how are they scored/prioritized? 2. Are proposals logged in and tracked? 3. Are letters of receipt sent?	Grant applications received and reviewed according to evaluation criteria.
How many proposals were received under each project?	20
Were pre-award assessments carried out on all recipients?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A <input type="checkbox"/> No
Were pre-award assessment findings incorporated into the grant award agreement? How?	N/A
Were memorandums of negotiation completed on all recipients?	One for a single batch of eight
How many sub-grants have been issued to date? What kinds of grants have been issued (i.e. Fixed Obligation, Cost Reimbursable, In-Kind)?	8
How many sub-grants have been closed to date?	Will be closing end of December 2012
How much money is currently outstanding as advances to sub-grantees?	N/A
Are sub-grantees being monitored from an implementation and a finance perspective? How?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>FOG Documentation Checklist</i> <i>Review the FOG files for the following:</i>	
• Does the grant file have a documentation checklist?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Is grantee high risk per ADS 303.3.9.2?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• If yes, are special award conditions included in the file?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
• Is a copy of the Solicitation Document (RFP or APS) in the file or a reference on where to find the document?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Is the list of names of organizations/individuals receiving solicitation document in the file or referenced?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
• Is there a list of organizations/individual submitting application packets in the file or referenced?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Best Value Selection Matrix for all applications	
• Is summary evaluation signed by Chair?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Are all names and titles of the evaluation committee listed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Are notes from the evaluation committee meeting included?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Signed conflict of interest statements for each member of the evaluation committee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Copy of Recipient's full Grant Application including budget and all required documents according to the solicitation.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Documentation from the Pre-Award Process, including Articles of Incorporation, registration, by-laws, etc.	N/A
• Terrorist checks on organization/principals/key personnel o Printouts from OFAC	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

o Printouts from UNSC	
• Completed Eligibility Questionnaire	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• FOG Pre-Award Financial review checklist - only if advances of funds to grantee	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
• Documentation of pre-award site visit, if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
• Original, signed Fixed Obligation Grant including all attachments --Note that all pages, including attachment, should be initialed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Negotiation Memorandum	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Signed certifications, representations and provisions <ul style="list-style-type: none"> o Lobbying, if FOG greater than \$100,000 o Terrorist financing certification, simplified version o Drug Trafficking certification, if FOG greater than \$100,000 o Individuals authorized to commit the recipient o DUNS Number 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
• Final version of the budget. <i>NOTE: FOG requires a deliverable milestone budget calculation</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• USAID approval/concurrence	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Signed modifications and/or suspensions/termination notifications, if applicable)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• ACDI/VOCA staff site visit reports, i.e. notes from post-award orientation meeting, beneficiary field interviews, grant activity monitoring, etc.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Important Grantee Correspondence	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Other documentation such as newspaper articles, photos, etc.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Proof of completion of FOG Deliverables/Milestones, including acceptance of delivery, certification of delivery	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Proof of payment of completed FOG Deliverables/Milestones	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Documentation pertaining the amending of Deliverables/Milestones	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• If Grant is Completed: <ul style="list-style-type: none"> • All deliverables as accepted and paid • Completion Certificate • Disposition of property, if any • Grant Close-Out Memo, if applicable • Would you recommend using this grantee in the future? <i>Justification:</i>	N/A

Comment [R1]: Single neg memo for all 8 farmers

Comment [R2]: USAID approval was given but not attached. It will be added to the file

Comment [R3]: Travel reports from staff are done but not specifically attached to the grant file

Other:	
For US based subrecipients, does the field office have copies of their latest Single Audits (A-133)?	N/A
For non-US based subrecipients receiving USAID funds, are any required (expending more than \$300K/year) to have an audit in accordance with OIG guidelines?	N/A
Is there any known USAID Mission guidance on sub-recipient monitoring for USAID funded subrecipients spending less than \$300K/year?	N/A

Is there evidence of site visits to subrecipient locations and/or of A/V monitoring of their activities?	See comment above
Has A/V provided any training/capacity building to the subrecipients? Please describe:	Yes, training is being done regarding the program materials to be used by the farmers for creating and training subsequent farmers on

2. Grants Management File Review: Warehouse Grants

Grant File Review: Request the Grant Files from the Grants Manager. There should be a separate grant file for each Grantee (with the exception of in-kind). Pull a sample of grant files and review for the following documentation. If the office has different types of grants (FOG, CR, In-Kind) pull at least one from each type.

Answer the following regarding the RFA/APS process (if applicable):

Did any of the projects issue an RFA/APS? Describe the process: APS was issued: **APS Issued**

How are proposals received? Is it consistent? 4. Who reviews proposals and how are they scored/prioritized? 5. Are proposals logged in and tracked? 6. Are letters of receipt sent?	Yes
How many proposals were received under each project?	11
Were pre-award assessments carried out on all recipients?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Were pre-award assessment findings incorporated into the grant award agreement? How?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Were memorandums of negotiation completed on all recipients?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
How many sub-grants have been issued to date? What kinds of grants have been issued (i.e. Fixed Obligation, Cost Reimbursable, In-Kind)?	4 In-Kind
How many sub-grants have been closed to date?	None
How much money is currently outstanding as advances to sub-grantees?	N/A
Are sub-grantees being monitored from an implementation and a finance perspective? How?	N/A
<i>In-Kind Grant checklist</i>	
• Does the grant file have a documentation checklist?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Is grantee high risk per ADS 303.3.9.2?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• If yes, are special award conditions included in the file?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
• Is a copy of the Solicitation Document (RFP or APS) in the file or a reference on where to find the document?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Is the list of names of organizations/individuals receiving solicitation document in the file or referenced?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Is there a list of organizations/individual submitting application packets in the file or referenced?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Best Value Selection Matrix for all applications	
• Is summary evaluation signed by Chair?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Are all names and titles of the evaluation committee listed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Are notes from the evaluation committee meeting included?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Signed conflict of interest statements for each member of the evaluation committee?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Comment [R4]: Not a typical pre-award survey was done, but a review of the eligibility criteria and capabilities was assessed to determine eligibility

Comment [R5]: One completed for everyone

Comment [R6]: These grants just started

• Copy of Recipient's full Grant Application including budget and all required documents according to the solicitation.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Documentation from the Pre-Award Process, including Articles of Incorporation, registration, by-laws, etc.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Terrorist checks on organization/principals/key personnel <ul style="list-style-type: none"> o Printouts from OFAC o Printouts from UNSC 	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Completed Eligibility Questionnaire	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• FOG Pre-Award Financial review checklist - only if advances of funds to grantee	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
• Documentation of pre-award site visit, if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
• Original, signed Fixed Obligation Grant including all attachments --Note that all pages, including attachment, should be initialed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
• Negotiation Memorandum	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Signed certifications, representations and provisions <ul style="list-style-type: none"> o Lobbying, if FOG greater than \$100,000 o Terrorist financing certification, simplified version o Drug Trafficking certification, if FOG greater than \$100,000 o Individuals authorized to commit the recipient o DUNS Number 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Final version of the budget. <i>NOTE: FOG requires a deliverable milestone budget calculation</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• USAID approval/concurrence	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Signed modifications and/or suspensions/termination notifications, if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
• ACDI/VOCA staff site visit reports, i.e. notes from post-award orientation meeting, beneficiary field interviews, grant activity monitoring, etc.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Important Grantee Correspondence	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Other documentation such as newspaper articles, photos, etc.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Proof of completion of FOG Deliverables/Milestones, including acceptance of delivery, certification of delivery	N/A
• Proof of payment of completed FOG Deliverables/Milestones	N/A
• Documentation pertaining the amending of Deliverables/Milestones	N/A
• If Grant is Completed: <ul style="list-style-type: none"> • All deliverables as accepted and paid • Completion Certificate • Disposition of property, if any • Grant Close-Out Memo, if applicable • Would you recommend using this grantee in the future? <i>Justification:</i>	N/A N/A N/A N/A N/A N/A

Comment [R7]: UNSC needs to be checked

<i>In-Kind Documentation Checklist</i>	
Do the grant recipients sign for the in-kind property being received?	N/A

Comment [R8]: Provision of in-kind assistance has not been done yet

Other:	
For US based subrecipients, does the field office have copies of their latest Single Audits (A-133)?	N/A
For non-US based subrecipients receiving USAID funds, are any required (expending more than \$300K/year) to have an audit in accordance with OIG guidelines?	N/A
Is there any known USAID Mission guidance on sub-recipient monitoring for USAID funded subrecipients spending less than \$300K/year?	N/A
Is there evidence of site visits to subrecipient locations and/or of A/V monitoring of their activities?	Grants just started
Has A/V provided any training/capacity building to the subrecipients? Please describe:	Capacity building will occur over the duration of the grant.

3. Grants Management File Review: DAKAWA - In-Kind

Grant File Review: Request the Grant Files from the Grants Manager. There should be a separate grant file for each Grantee (with the exception of in-kind). Pull a sample of grant files and review for the following documentation. If the office has different types of grants (FOG, CR, In-Kind) pull at least one from each type.	
<i>Answer the following regarding the RFA/APS process (if applicable):</i>	
Did any of the projects issue an RFA/APS? Describe the process: Dakawa was a directed sub-grant by USAID. They submitted a grant application that was reviewed and approved. They have been awarded a one year in-kind grant.	
How are proposals received? Is it consistent? 7. Who reviews proposals and how are they scored/prioritized? 8. Are proposals logged in and tracked? 9. Are letters of receipt sent?	N/A
How many proposals were received under each project?	N/A
Were pre-award assessments carried out on all recipients?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were pre-award assessment findings incorporated into the grant award agreement? How?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Were memorandums of negotiation completed on all recipients?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
How many sub-grants have been issued to date? What kinds of grants have been issued (i.e. Fixed Obligation, Cost Reimbursable, In-Kind)?	One in-kind grant and ACDI/VOCA has contracted to supply financial management support and additional goods (computers, software, furniture, etc...)
How many sub-grants have been closed to date?	N/A
How much money is currently outstanding as advances to sub-grantees?	N/A
Are sub-grantees being monitored from an implementation and a finance perspective? How?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>Documentation Checklist</i> <i>Review the files for the following:</i>	
• Does the grant file have a documentation checklist?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Comment [R9]: Pre-awards looked at were the previous audit reports done by Gov TZ. Pre-award done by financial management consultant

Comment [R10]: Previous experience and audit reports taken into consideration.

• Is grantee high risk per ADS 303.3.9.2?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• If yes, are special award conditions included in the file?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
• Copy of Recipient's full Grant Application including budget and all required documents according to the solicitation.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Documentation from the Pre-Award Process, including Articles of Incorporation, registration, by-laws, etc.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Terrorist checks on organization/principals/key personnel <ul style="list-style-type: none"> o Printouts from OFAC o Printouts from UNSC 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Pre-Award Financial review checklist - only if advances of funds to grantee	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• Documentation of pre-award site visit, if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• Original, signed In-Kind Grant including all attachments --Note that all pages, including attachment, should be initialed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Negotiation Memorandum	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Signed certifications, representations and provisions <ul style="list-style-type: none"> o Lobbying, if FOG greater than \$100,000 o Terrorist financing certification, simplified version o Drug Trafficking certification, if FOG greater than \$100,000 o Individuals authorized to commit the recipient o DUNS Number 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• USAID approval/concurrence	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Signed modifications and/or suspensions/termination notifications, if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
• ACDI/VOCA staff site visit reports, i.e. notes from post-award orientation meeting, beneficiary field interviews, grant activity monitoring, etc.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Important Grantee Correspondence	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Other documentation such as newspaper articles, photos, etc.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Proof of completion of FOG Deliverables/Milestones, including acceptance of delivery, certification of delivery	N/A
• Proof of payment of completed FOG Deliverables/Milestones	N/A
• Documentation pertaining the amending of Deliverables/Milestones	N/A
• If Grant is Completed: <ul style="list-style-type: none"> • All deliverables as accepted and paid • Completion Certificate • Disposition of property, if any • Grant Close-Out Memo, if applicable • Would you recommend using this grantee in the future? Justification:	N/A

Comment [R11]: Pre-award site visits documented in travel reports

Comment [R12]: The sub does not require one, but I believe they did apply for one

Comment [R13]: Site visits are documented by travels reports from the field and the financial management consultant whose working with them to improve their internal controls

Comment [R14]: Will be added

<i>In-Kind Documentation Checklist</i>	
Do the grant recipients sign for the in-kind property being received?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Comment [R15]: Distribution and inventory registers will be attached to the file.

Other:	
For US based subrecipients, does the field office have copies of their latest Single Audits (A-133)?	N/A
For non-US based subrecipients receiving USAID funds, are any required (expending more than \$300K/year) to have an audit in accordance with OIG guidelines?	N/A
Is there any known USAID Mission guidance on sub-recipient monitoring for USAID funded subrecipients spending less than \$300K/year?	N/A
Is there evidence of site visits to subrecipient locations and/or of A/V monitoring of their activities?	
Has A/V provided any training/capacity building to the subrecipients? Please describe:	ACDI/VOCA has hired a financial management consultant to work with the cooperative on developing their financial and internal controls. The process continues as this grant is for one year.

4. Grants Management File Review: Agro Dealers 2012-2013

Grant File Review: Request the Grant Files from the Grants Manager. There should be a separate grant file for each Grantee (with the exception of in-kind). Pull a sample of grant files and review for the following documentation. If the office has different types of grants (FOG, CR, In-Kind) pull at least one from each type.	
<i>Answer the following regarding the RFA/APS process (if applicable):</i>	
Did any of the projects issue an RFA/APS? Describe the process: No RFA or APS issued but input suppliers in implementation areas where assessed and evaluated for possible participation in the program. They expressed interest in participating meeting eligibility requirements as a Agro Input Dealer.	
How are proposals received? Is it consistent? 10. Who reviews proposals and how are they scored/prioritized? 11. Are proposals logged in and tracked? 12. Are letters of receipt sent?	N/A
How many proposals were received under each project?	10 dealers assessed only 5 awards given
Were pre-award assessments carried out on all recipients?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Were pre-award assessment findings incorporated into the grant award agreement? How?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Were memorandums of negotiation completed on all recipients?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
How many sub-grants have been issued to date? What kinds of grants have been issued (i.e. Fixed Obligation, Cost Reimbursable, In-Kind)?	5 FOG
How many sub-grants have been closed to date?	0
How much money is currently outstanding as advances to sub-grantees?	N/A
Are sub-grantees being monitored from an implementation and a finance perspective? How?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>FOG Documentation Checklist</i> <i>Review the FOG files for the following:</i>	
• Does the grant file have a documentation checklist?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

• Is grantee high risk per ADS 303.3.9.2?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• If yes, are special award conditions included in the file?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
• Is a copy of the Solicitation Document (RFP or APS) in the file or a reference on where to find the document?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
• Is the list of names of organizations/individuals receiving solicitation document in the file or referenced?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
• Is there a list of organizations/individual submitting application packets in the file or referenced?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
• Best Value Selection Matrix for all applications	
• Is summary evaluation signed by Chair?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
• Are all names and titles of the evaluation committee listed?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
• Are notes from the evaluation committee meeting included?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
• Signed conflict of interest statements for each member of the evaluation committee?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
• Copy of Recipient's full Grant Application including budget and all required documents according to the solicitation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
• Documentation from the Pre-Award Process, including Articles of Incorporation, registration, by-laws, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
• Terrorist checks on organization/principals/key personnel <ul style="list-style-type: none"> ◦ Printouts from OFAC ◦ Printouts from UNSC 	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Completed Eligibility Questionnaire	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• FOG Pre-Award Financial review checklist - only if advances of funds to grantee	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
• Documentation of pre-award site visit, if applicable	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• Original, signed Fixed Obligation Grant including all attachments <p>--Note that all pages, including attachment, should be initialed</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Negotiation Memorandum	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Signed certifications, representations and provisions <ul style="list-style-type: none"> ◦ Lobbying, if FOG greater than \$100,000 ◦ Terrorist financing certification, simplified version ◦ Drug Trafficking certification, if FOG greater than \$100,000 ◦ Individuals authorized to commit the recipient ◦ DUNS Number 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Final version of the budget. <i>NOTE: FOG requires a deliverable milestone budget calculation</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• USAID approval/concurrence	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Signed modifications and/or suspensions/termination notifications, if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
• ACDI/VOCA staff site visit reports, i.e. notes from post-award orientation meeting, beneficiary field interviews, grant activity monitoring, etc.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
• Important Grantee Correspondence	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Other documentation such as newspaper articles, photos, etc.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Proof of completion of FOG Deliverables/Milestones, including acceptance of delivery, certification of delivery	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Comment [R16]: Site visits and monitoring are being done by our staff. Reports are kept and reviewed by technical supervisors for approval with expense report.

Comment [R17]: There has not been really any formal correspondence outside the award. What correspondence does exist will be included in the files and saved electronically

• Proof of payment of completed FOG Deliverables/Milestones	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Documentation pertaining the amending of Deliverables/Milestones	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• If Grant is <u>Completed</u> :	
• All deliverables as accepted and paid	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Completion Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Disposition of property, if any	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
• Grant Close-Out Memo, if applicable	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Would you recommend using this grantee in the future? <i>Justification:</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Comment [R18]: Grants are still ongoing

Other:	
For US based subrecipients, does the field office have copies of their latest Single Audits (A-133)?	N/A
For non-US based subrecipients receiving USAID funds, are any required (expending more than \$300K/year) to have an audit in accordance with OIG guidelines?	N/A
Is there any known USAID Mission guidance on sub-recipient monitoring for USAID funded subrecipients spending less than \$300K/year?	N/A
Is there evidence of site visits to subrecipient locations and/or of A/V monitoring of their activities?	See above comment on travel reports
Has A/V provided any training/capacity building to the subrecipients? Please describe:	Our sub Rudi is working with them on capacity