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USAID/CAPE VERDE

OPERATIONAL CLOSEOUT PLAN

February 1995

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I INTRODUCTION

In November 1993, the Government of Cape Verde was advised by the U S Ambassador that as a result of USAID's rightsizing efforts, the U S bilateral economic assistance program in Cape Verde would be phased down and out by the end of FY 1996. A **USAID/Cape Verde Phase-Out Policy Plan** was subsequently prepared and presented to USAID/W in March 1994. After slight modifications by the Africa Bureau, the plan was approved by AA/M on June 21, 1994. This companion USAID/Cape Verde **Operational Closeout Plan** provides the details for the phased closing of all USAID operations in Cape Verde, including program activities.

The Mission will retain sufficient staff to complete all actions necessary to close the Cape Verde program, and will wind down operations in two phases over the next 23 months. The first phase, to be completed by September 30, 1995, will involve reducing the Mission staff to one USDH, one USPSC and 12 FSNs. It will also reduce the NXP inventory and leased properties to levels necessary to support the smaller staff. The second phase will permit the orderly completion of all actions necessary to completely close the Mission on September 30, 1996. This final year of Mission operations will include closeout of all program activities, separation of all FSN staff, the disposition of the remaining non-expendable property still under USAID control and the sale of the USAID Office Building.

The Operational Plan is composed of two parts. Sections II and III describe program issues associated with closeout, which need resolution, and details of program closeout. Sections IV - X cover all administrative aspects of closure of USAID operations in Cape Verde. The Annexes include a staffing phase-out plan, program and operating expense budget requirements for FY 1995 and FY 1996, a description of remaining audits and evaluations, and inventories and leases. Annex G includes a Phase-Out Timetable (both Administrative and Program), which is a monthly schedule of anticipated actions for the entire phase down period over the next two years. Annex I covers the details of closeout of the PL-480 Title II program. Except for those activities which have already been approved for continuation beyond closeout, and depending upon the decision made on the requests described in the next section, USAID/Cape Verde will be able to close out all operations as planned by September 30, 1996.

II CLOSEOUT ISSUES

There are three issues which need to be resolved in order to permit the orderly completion of Mission closeout

A CONTINUED FUNDING FOR POPULATION

Assistance to Cape Verde in the sectors of population, reproductive health and HIV/AIDS prevention is an important investment for several reasons. First, the country has historically had difficulty sustaining the local population whose basic food needs greatly exceed the agricultural capacity of the country. Secondly, the Government of Cape Verde has recently adopted a new population policy, including an ambitious plan of action which the country will need assistance to implement. And finally, the spread of HIV/AIDS in Cape Verde has potential implications for Africa, Europe, and the United States as many Cape Verdeans emigrate to these regions in search of employment opportunities.

USAID/Cape Verde's approved program closeout plan provides a mechanism for continuing assistance to Cape Verde in population, reproductive health and HIV/AIDS prevention after the Mission closeout in September 1996. Specifically, the closeout plan memorandum, signed by AA/M Larry Byrne on June 21, 1994 states:

The (Africa) Bureau approved the recommendation that the Mission should initiate discussions with the Global Bureau to have Cape Verde's needs addressed within existing agreements with the International Planned Parenthood Federation (IPPF) or other appropriate PVO, for a program that can be absorbed into the proposed West Africa Family Health Project (now named the Family Health and AIDS-West and Central Africa Project-FHA/WCA) currently being designed in REDSO/WCA.

According to the Phase-Out Policy Plan, these activities were to be funded during FY 1994 through a USAID/Cape Verde OYB transfer to the Global Bureau's grant to the IPPF, followed in FYs 1995-1998 with regional funds supplied by REDSO/WCA's new Family Health and AIDS project. The FY 1994 OYB transfer of \$901,750 took place and activities are underway. These funds are enabling IPPF to (1) strengthen and

expand its family planning and reproductive health program in Cape Verde, (2) establish the institutional capabilities for the new Cape Verde Family Planning Association, an indigenous PVO, and (3) provide initial funding for these activities, pending availability of funds through REDSO/WCA's regional project. The total five year effort is approximately \$2.9 million.

However, it now appears that the new FHA/WCA Project design will not include Cape Verde. Staff designing this project have indicated that it will not continue ongoing activities in closeout countries. Also, USAID/Cape Verde's estimated requirement for an additional \$2.0 million (beyond the \$900,000 already obligated in FY 1994) can not be accommodated in the reduced project funding levels as overall funding levels are quite limited.

Given the above, a decision needs to be made on securing a funding source to continue these important activities over the next four years to honor our commitment to Cape Verde of continued support for population and HIV/AIDS. In consultation with AFR/Washington, an Action Memorandum is being prepared to assist in making a decision on continued funding. In brief, there appear to be three options: (1) Continue the OYB transfer mechanism to the Global Bureau's regional IPPF project (which would require an additional \$500,000 in FY 1995 and possibly fully fund the activity in FY 1995 or FY 1996 for an additional \$1.5 million), (2) Receive support from the FHA-WCA project, or (3) Negotiate a mechanism within the FHA/WCA project which would include a specific grant to IPPF.

The Mission is proposing option one as it has several distinct advantages. These are

- sustainability of these activities would be assured after USAID's commitment ends, as IPPF's policy is to continue support to its family planning affiliates. Such an affiliate in Cape Verde is just developing through current USAID funding,
- support to the newly created local IPPF association would continue in years 2-5 with no break in momentum. IPPF's hiring a Portuguese-speaking staff member for their Africa Regional Office in Kenya would also enable them to increase their overall support to lusophone countries,
- activities could continue with an already established entity, so problems of logistics would be minimal or non-existent,

- the extension of this existing program appears to meet the criteria for exceptions as noted in the approved Action Memorandum on Mission Close Out-Continuing Activities, signed by the Administrator on June 15, 1994, and
- the Global Bureau's Office of Population has indicated the IPPF project would probably be able to accept the additional funding via OYB transfer in FY 1995 and/or FY 1996

Options #2 and #3 would require that the new FHA-WCA project be modified to incorporate the ongoing Cape Verde activities. However, continuing activities in closeout countries is not included in the project design. Moreover, funding for the project has been greatly reduced to \$40 million (including contraceptives) and project design staff have indicated, given these constraints, that the project could only provide a maximum of \$40,000 per year to Cape Verde, given other priorities. This is not acceptable and only represents less than 10% of USAID's commitment to carry out a meaningful program in Cape Verde, the only activity approved to continue beyond closeout. While in option #3, a mechanism within the FHA-WCA project could be established for a specific grant to IPPF, the overall level of funding of the FHA-WCA project would have to be increased to absorb this additional commitment of \$20 million, not now anticipated.

DECISION An Action Memorandum is being prepared which covers these options. USAID/Cape Verde supports option #1, which is a continuation of IPPF funding. However, a decision needs to be made on the continued funding mechanism. A supplemental FY 1995 OYB request for the additional \$500,000 required to fund the second year of these activities has also already been made to AFR/DP and AFR/WA.

B RETURN OF ATLAS PARTICIPANTS

The second issue has two parts and concerns long term training. First, the original Phaseout Policy Plan mistakenly stated that all current ATLAS participants studying in the United States would finish their degrees and return to Cape Verde by closeout. This is not the case. As it turns out, after a careful analysis of all candidates who were already studying in the United States when the Mission was informed of the decision to close the program six candidates will not complete their training until after closeout. These candidates will finish training and return to Cape Verde by August 1997. However, these trainees are fully funded under ATLAS and are being managed

by AAI REDSO/WCA has agreed to handle any residual action which may be required to monitor these participants to completion of their studies after the Mission closes in September 1996. These students will not be granted any extension to their current programs, and any monitoring after closeout is expected to be minimal (please see Section III B for a complete listing of all candidates and return dates)

DECISION USAID/Cape Verde would like confirmation that these six participants will be permitted to finish their training programs

The second part of this issue concerns long term training participants who had been selected, but who had not yet left for training, when the Mission was informed of the decision to closeout the program. These 16 candidates were discussed during the Phase-out Policy Review of the Cape Verde program, and were approved to begin their training if they could begin their programs before the end of June 1994 and if they met pre-established benchmarks during their programs to assure they would complete their programs and return before September 1996

All participants left for the United States in June 1994 to begin their programs, which was the first benchmark. The second benchmark required all participants to complete English Language training and pre-academic coursework by December 1994, in order to be able to enter academic programs by January 1995. The Mission has just been informed by AAI, that although they made significant progress, five candidates have not met this benchmark and require an additional semester of English/pre-academic work. With the extra semester these five participants will finish their training and return by December 31, 1996

There is little doubt these five participants will reach the scores needed by the end of the additional semester. They have all been conditionally accepted by universities. The Government of Cape Verde sees this as their last opportunity to receive academic scholarships from the United States and have asked USAID to reconsider its decision and permit these students to complete their programs. The GOCV has also mentioned the possibility of picking up the costs of the last semester of training, if USAID was unable to do so. This additional semester would cost approximately \$100,000 and funds are available to fund this extension, as at the last minute one participant was not able to leave for training last June which left AAI with some unprogrammed monies

DECISION The Mission sent a cable (Praia 00109) requesting USAID/W approval for a one semester extension. A decision needs to be made urgently as these participants are currently in the United States awaiting a determination. Also, REDSO/WCA needs to agree to handle any residual activities for these six participants past Mission closeout.

C EXTENSION TO CLOSEOUT OF THE PL-480 TITLE II PROGRAM

The third issue is a request made by the U.S. PVO that manages the Mission's Title II monetization program, Agricultural Cooperative Development International (ACDI) for a six month extension (until March 1997) to complete the closeout of their current program. This additional time is required to complete the tracking of the last tranche of local currency generated by the monetization program and the close out of all operations. Please see the Section III D PL-480 Food Aid Program, for the implications of adhering to the September 1996 closeout date, and Annex I for a detailed justification for a six month extension, including a timetable for closeout.

DECISION A decision needs to be made on whether to grant ACDI the six month extension which they have requested, or to cut back the current program in order to meet the September 30, 1996 Mission closeout date.

III PROGRAM CLOSEOUT

USAID/Cape Verde's current portfolio consists of three active bilateral projects, three regional project activities, (one is inactive, one is in the process of closeout, and the last will continue beyond closeout), and a PL 480 Title II Food Aid monetization program managed by Agriculture Cooperative Development International (ACDI). This section briefly describes procedures and schedules for closeout or handing over responsibility for these activities. These plans are based on the assumption that all Mission staff will depart post by September 30, 1996. Any residual documentation received after closeout will be forwarded by the Embassy to REDSO/WAAC.

Closeout procedures for each project activity are described below. For all active projects managed by USAID, the designated USDH or FSN Project Officer will be responsible for ensuring that closeout stays on schedule and proceeds according to

plan in accordance with the Phase-Out Timetable in Annex G. Depending upon funding availability in FY 1995 to fully fund the population and HIV/AIDS activity (\$2.0 million), FY 1995 would be the last year the Mission would request bilateral funding. However, if the activity can not be fully funded in FY 1995 or if regional funds from some other source can not be identified, then FY 1996 program funds will be required.

All project files for which the Mission is directly responsible will be sorted, packaged and disposed of according to Handbooks 21 and 23 instructions (to U.S. Government storage facilities, REDSO or destroyed) during the fourth quarter of FY 1996. C&R TDY assistance will be requested to set up records disposal procedures and to assist with finalizing the process. The Mission recently completed inventories of all project-funded equipment in December 1994. This brought the Mission's project-funded NXP inventory system up to date and ready for transfer to the appropriate recipient agency which will take place in February 1995. Any remaining residual actions after the final closeout date (such as follow-up on final vouchers) will be forwarded by the U.S. Embassy/Praia to REDSO/WCA for follow-up.

A ACTIVE BILATERAL PROJECTS

1 Export Development Services-EDS (655-0014)

PACD June 30, 1996, with a partial extension of the PACD until September 30, 1996 to accommodate the contract with the FSN Project Manager, which is needed to complete project closeout.

Project Activities The project is implemented through (1) a contract with a U.S. firm, Nathan and Associates, Inc. to provide long-term and short-term technical assistance, (2) funds provided directly to the Cape Verdean Investment and Export Promotion Center (PROMEX), (3) USAID-managed commodity procurement, and (4) a project-funded FSN Project Manager. All activities will be completed by June 30, 1996, and closeout of all project operations will be complete by September 30, 1996. USAID financial support for PROMEX will end after June 30, 1996 so that final vouchers can be submitted and processed by September 30, 1996.

Financial Closeout Nathan Associates will prepare a final voucher for project activities by August 31, 1996. Final financial closeout actions for PROMEX will take place

during the fourth quarter, FY 1996, that is, advances will only cover operations through June 1996. The final three months are required for finalizing audit findings and processing of vouchers. Deobligation of the final unliquidated balance will be done by REDSO/WAAC in the third quarter of FY 1997.

Project Staff The project is managed by a FSN Project Manager. A long-term Resident Advisor, funded through the contract with Nathan Associates, Inc., works directly with PROMEX. This advisor will depart post on September 30, 1995. The FSN Project Manager will monitor progress under the agreed-upon final implementation plan for the project and will prepare all final project documentation by September 30, 1996.

Project Equipment All project-funded commodities (e.g. residential furniture and office equipment) are currently at PROMEX facilities, in the USAID-managed warehouse, or in use by the long term Resident Advisor. Based on recent discussions with the GOCV, all project-funded commodities will be immediately transferred to the GOCV during the second quarter of FY 1995. The Mission will issue a PIL in February 1995 to transfer the property to the GOCV for continued project use. As the Export Development Services Project is not in need of all the residential furniture which has been purchased, this excess furniture will be transferred to the GOCV for use in USAID's Watershed and Applied Research Project, for which there is a critical shortage of usable residential furniture. Thus all project equipment will be disposed of by the second quarter of FY 1995.

Audits and Evaluations As per the Mission's Audit and Evaluation Plan (see Annex H) the final audit and the final project evaluation will both take place in March 1996. Planning for the final PROMEX audit will occur in the first quarter of FY 1996, with field work to commence in March 1996. This will leave sufficient time for Mission management to respond before departure in September 1996. To cover the period between March-June 1996, a financial review will be performed by REDSO/WAAC in July 1996.

Contract and Grant Closeout The contract with Nathan Associates, Inc. will be closed out by the Regional Contracting Officer/Dakar during the third quarter of FY 1997. The contract with the FSN Project Manager will be closed out by the RCO/Dakar in September, 1996. These are the only open commitment instruments under the project.

Disposition of Project Files Project files will be sorted, packaged and disposed of according to Handbook 21, Appendix 6B instructions (to U S Government storage facilities, REDSO/WCA, or destroyed) in September 1996 - please see Annex G

Remaining Project Documentation The final FY 1995 obligation to the GOCV under the project was made via Grant Agreement Amendment Six. No additional amendments are anticipated. Any communications with the GOCV concerning closeout will be done by PIL. The Project Assistance Completion Report will be drafted by the Project Manager in July, 1996 and reviewed in the Mission in August, 1996.

2 Program Development and Support-PD&S (655-0015)

PACD September 30, 1995

Project Activities FY 1994 was the last year of funding for the PD&S Project and all activities will be completed by September 30, 1995. Remaining funds will support an evaluation and follow-up of all previous USAID-funded trainees and assist the Ministry of Education to elaborate a National Training Plan, including projected manpower requirements for academic training. An assessment will also be conducted of existing English Language Training Centers with recommendations for improvements. The evaluation and assessment will be carried out through an IQC Gray Amendment firm Creative Associates, Inc., in the third quarter of FY 1995. Lastly, funds will be used to partially finance a National Migration Survey through the Ministry of Planning.

Financial Closeout Final financial closeout of activities will be completed in early FY 1996 in accordance with guidance contained in Handbook 21, Part II, 6G 2 b and Handbook 23 Sec 13G and elsewhere. The Mission presently anticipates that the final unliquidated balance for deobligation will not be large. Final invoices will be received and final payments made to vendors during the first and second quarter of FY 1996. Decommittment and deobligation will be done by the Mission and REDSO/WAAC during the third quarter of FY 1996.

Project Management and Staff The project is managed by the Mission's FSN GDO. There are no staff funded by this project.

Project Equipment No equipment purchases have been or will be financed by this project

Audits and Evaluations No audits or evaluations are planned under this project

Contract and Grant Closeout Existing contracts and grants for PD&S activities will be closed out by the RCO/Dakar during the first quarter FY 1996

Disposition of Project Files Project files will be sorted, packaged and disposed of according to Handbook 21, Appendix 6B instructions (to U S Government storage facilities, REDSO/WCA, or destroyed) by March 1996 - please see Annex G

Remaining Project Documentation The final obligation was made in FY 1994 via a Limited Scope Grant Agreement with the GOCV No further Grant Agreement Amendments are planned Any communications with the GOCV necessary to project closeout will be made by PIL The Project Assistance Completion Report will be drafted by the FSN GDO and reviewed in the Mission in second quarter of FY 1996

3 Watershed and Applied Research Development-WARD (655-0017)

PACD September 30, 1996, with activities under the ACDI Grant Agreement and SANREM buy-in/cooperative agreement terminating in June 1996 The September 30, 1996 PACD will accommodate the return of long term participants in August 1996

Project Activities This project is implemented through (1) a grant to a U S PVO, Agriculture Cooperative Development International (ACDI), (2) a cooperative agreement with the University of Georgia via a buy-in to the centrally-funded Sustainable Agriculture and Natural Resource Management Collaborative Research Support Program (SANREM) CRSP, (Project 936-4198), and (3) a Mission-managed long term training component All dollar funded activities (except for the return of the long term participants) will be completed by June 30, 1996 The RCO/Dakar will be modifying the agreements to SANREM and ACDI during FY 1995 to reflect a shortened PACD of June 30, 1996 All participants in long-term training will return to Cape Verde by August 1996 The participants are

Project	PARTICIPANT	Degree	Est Comp Date	UNIVERSITY
U S LONG TERM				
WARD	1 Isaurinda dos Santos Baptista	M S	Aug 96	University of Georgia
	2 Elisa Alice S Bastos Fortes Soares	M S	Aug 96	University of Georgia
	3 Orlando Jesus Delgado	M S	Aug 96	Virginia Tech
	4 Isabel Maria Silva Santos Anahory	M S	Aug 96	Auburn University

Financial Closeout Final financial closeout of all sub-activities will take place during the fourth quarter of FY 1996 in accordance with guidance contained in Handbook 21, Part II, 6G 2 b and Handbook 23 Sec 13G. The Mission anticipates that due to the shortened PACDs there will be a final unliquidated balance for deobligation which will be done by REDSO/WAAC during the third quarter of FY 1997.

Project Staff The Project Manager is the USDH Program Officer. The two long term Resident Advisors under the project, a Watershed Development Specialist with ACIDI and an Agriculture Research Specialist with SANREM, will finalize all project-funded activities, assist with project closeout, and depart post by June 30, 1996. The Project Manager will work directly with the principal project implementing organizations to ensure all project activities take place according to the established implementation schedule and all final vouchers are prepared and submitted to REDSO/WAAC for processing before September 30, 1996.

Project Equipment Vehicles, office equipment and spare parts for watershed engineering equipment will be procured by ACIDI in FY 1995. The spare parts will be turned over to the GOCV immediately upon arrival in Cape Verde. The vehicles and office equipment used by project staff (ACIDI, SANREM and their GOCV counterparts) will be turned over to the GOCV as specified in their various agreements by June 30, 1996. Residential and office equipment/furniture, purchased under the predecessor projects (Watershed Development Project and Food Crops Research Project), are currently in the USAID-managed warehouse. The GOCV has agreed these commodities can be used in the WARD Project and to immediately take over the management responsibility of all project-funded commodities. The Mission will issue a PIL in February 1995 to transfer disposition of all project commodities to the GOCV. In sum, equipment funded by the predecessor projects will be disposed of by the end

of the second quarter of FY 1995, the spare parts will be turned over to the GOCV immediately upon arrival in Cape Verde, and vehicles and other newly purchased equipment to be used by the project in FYs 1995 and 1996 will be turned over to the GOCV in June, 1996

Audits and Evaluations No final audit or evaluation is planned

Contract and Grant Closeout The grant to ACDI will be closed out by the RCO/Dakar by the third quarter of FY 1997. The SANREM cooperative agreement with University of Georgia will be closed out by the RCO/Dakar or USAID/W Grants Officer by the third quarter of FY 1997. The PIO/Ps for the four long-term training participants will be closed out by the FSN GDO in September, 1996. These are the only commitment instruments under the WARD project.

Disposition of Project Files Project files will be sorted, packaged and disposed of according to Handbook 21, Appendix 6B instructions (to U.S. Government storage facilities, REDSO/WCA, or destroyed) during September 1996 -- see Annex G.

Remaining Project Documentación The WARD Project funds were obligated to the GOCV via a Project Grant Agreement in FY 1991 and FY 1992, and Amendment Two to the Grant Agreement in FY 1993 described the redesigned project. Only one further amendment (changing standard provisions) is anticipated. Any communication with the GOCV relative to closeout will be made by PIL. The Project Assistance Completion Report will be drafted by the Project Manager in August 1996 and reviewed in the Mission in September 1996.

B REGIONAL PROJECTS

1 Human Resources Development Assistance (HRDA 698-0463 55)

PACD June 30, 1996, however certain activities will be extended until September 30, 1996, such as the contract for the FSN Project Management Assistant, termination of the joint USAID/GOCV long-term training program in Brazil, and accommodating the return of HRDA U.S. long term participants in August 1996.

Project Activities FY 1995 will be the last year of funding for this project and all activities will be completed by June 30, 1996. In accordance with Handbook 10,

Chapter 2C4C, and 94 State 98297 guidance, no short-term participants will be sent abroad after December 31, 1995 (six months before PACD) The Mission will issue a PIL in August 1996 transferring all monitoring and financial responsibilities for the remaining participants in Brazil to the GOCV as of September 30, 1996 in accordance with the current agreement

Long-Term Participants under the project include

Project	PARTICIPANT	Degree	Est Comp Date	UNIVERSITY
U S LONG TERM				
HRDA	1 Jacinto Araujo Estrela	M S	Aug 96	Boston University
	2 Rui Spencer Lopes dos Santos	M S	Aug 96	New York Inst Technol
THIRD COUNTRY LONG-TERM				
HRDA	30 Participants in Brazil ¹	B S & B A	Dec 98	Several

¹ Under the provisions of PILs 698 0463 55 22 and 698 0463 55 25 all participants under this joint USAID/GOCV training program in Brazil will be transferred to the GOCV no later than September 30 1996 The GOCV will pick up continuing costs

Financial Closeout of each training activity will be coordinated with REDSO/WCA and USAID/W and will continue over the next two years Final financial closeout actions will take place during the fourth quarter FY 1996 Deobligation of unliquidated balances will be done by REDSO/WAAC during the first quarter of FY 1997

Project Staff A project-funded FSN Project Management Assistant assists the Mission's FSN GDO manage all aspects of the project The Project Management Assistant will track all project activities, assist with project closeout, and depart September 30, 1996

Project Equipment Project-funded computer equipment, currently in the Mission, will be turned over to the GOCV no later than June 30, 1996 Additional computer equipment to be purchased in FY 1995 for the GOCV will be turned over immediately to the government, upon receipt

Audits and Evaluation As per the Mission Audit and Evaluation Plan (see Annex H), a final internal evaluation of in-country training activities will be completed by June 1996

Contract and Grant Closeout All PIO/Ps (for the participants in the U S and for the participants in Brazil) will be closed out in August, 1996 Contract closeout will be handled by the RCO/Dakar in the fourth quarter of FY 1996 All contracts and grants for in-country training activities will be closed by September, 1996

Disposition of Project Files Project files will be sorted, packaged and disposed of according to Handbook 21, Appendix 6B instructions (to U S Government storage facilities, REDSO/WCA, or destroyed) during September 1996 -- please see Annex G

Remaining Project Documentation No additional Grant Agreements with the GOCV are planned beyond FY 1995 All communication with the GOCV concerning closeout will be done by PIL, including a PIL to dispose of project equipment and a PIL to turn over monitoring and financial responsibilities for the long-term participants in Brazil The Project Assistance Completion Report will be drafted by the Project Management Assistant in August 1996 and reviewed in the Mission in September 1996

2 African Training for Leadership and Advanced Skills (ATLAS 698-0475 55), and African Development Education Program (AFDEP 698-0455 55)

PACDs ATLAS September 30, 2006
 AFDEP/AFGRAD III September 30, 1992

Project Activities As shown in the table on the next page, long-term participants funded through these projects will be completing their programs over the next two years After the September 30, 1996 closeout date, REDSO/WCA has agreed to monitor the six long-term participants who are scheduled to complete training in August, 1997 The six participants, highlighted in the table by an (*), were selected and began their programs before the decision to close the Mission (See discussion on this issue in Section II under Closeout Issues) They were mistakenly not mentioned in the original Phaseout Policy Plan

The Mission is also seeking approval to continue the programs of five ATLAS participants who began their programs in June 1994, but who have not been able to met the second benchmark These participants are highlighted in the following table by an (**) (See discussion of this issue in Section II under Closeout issues)

All other long-term participants will complete their training and return to Cape Verde by the closeout date. The complete listing of all participants, including return dates, is as follows:

Project	PARTICIPANT	Degree	Est Comp Date	UNIVERSITY
U S LONG TERM				
ATLAS	1 Angelo A Lopes Barbosa	M B A	**Dec 96	The Economics Institute
	2 Jose Maria Barbosa	M S	Aug 96	Auburn University
	3 Carlos Duarte Burgo	M A	Dec 95	Iowa State University
	4 Marlene Vandalucia Centeio	B S	*Aug 97	Mankato State University
	5 Arlindo da Vera Cruz	M A	**Dec 96	Emporia State University
	6 Luis Filipe A M Lopes da Silva	M S	Aug 96	University of Arizona
	7 Cristina Isabel Duarte	M S	*Dec 96	The Economics Institute
	8 Antonio Joaquim Fernandes	M S	Apr 96	Ball State University
	9 Alexandre Ferreira Barbosa	B S	May 96	Iowa State University
	10 Maria Cristina Fontes	M P A	Aug 96	Southern Illinois Univ
	11 Artur Tavares Furtado	B S	May 96	Iowa State University
	12 Marize Almeida Gominho	B S	*Jun 97	Central State University
	13 Daniel Lopes da Graca	M S	Aug 96	Northern Illinois University
	14 Aguinaldo Marcal	B S	May 96	Bentley College
	15 Jose Tavares Moreira	B A	*Jun 97	University of Wyoming
	16 Marciano Ramos Moreira	M A	Aug 96	The Economics Institute
	17 Euclides de Pina	M A	**Dec 96	The Economics Institute
	18 Manuel dos Santos Pinheiro	M A	**Dec 96	University of Nebraska
	19 Rosa Nascimento Pinheiro	M S	*Dec 96	Vanderbilt University
	20 Silvia M V Diaz Pinto	M B A	**Dec 96	The Economics Institute
	21 Ariana Cristina Ribeiro	B S	May 96	Spelman College
	22 Jose Maria J Tavares Silva	M S	Aug 96	Arizona State University
	23 Antonio Jose Soares	B S	*Jun 97	Florida A&M University
	24 Armando Augusto Vieira	B S	May 96	Florida A&M University

Project	PARTICIPANT	Degree	Est Comp Date	UNIVERSITY
AFDEP/ AFGRAD III	1 Humberto Rodrigues Brito	B S	Aug 95	Indiana University
	2 Jose Manuel Carvalho Cruz	B S	Aug 95	University Massachusetts
	3 Jose Tavares Lima	B S	Aug 95	New Mexico State Univ
	4 Loide Margarete Monteiro	B S	Dec 95	Oklahoma State Univ
	5 Maria Manuela Monteiro	B A	Aug 95	Indiana University
	6 Jose Cardoso de Pina	B S	Aug 95	Oklahoma State Univ
	7 Danilo Tavares	M S	Feb 95	University Massachusetts

See text above for explanation of * and **

Financial Close-Out This is an Africa Regional funded project and the financial responsibility for this project rests with USAID/W

Project Staff The ATLAS Project Administrator has already departed, according to the plan set out in Annex A The Mission FSN GDO and FSN HRDA Project Management Assistant will handle any residual activities

Project Equipment Project-funded computer equipment, currently in the Mission, will be turned over to the GOCV no later than June 30, 1996

Audits and Evaluations None planned

Contract and Grant Closeout All PIO/Ps for participants who have returned before the Mission closes will be closed out in September, 1996 (The Mission plans to wait until that time due to past experience of seeing claims against PIO/Ps as late as two years after a participant returns to Cape Verde) All PIO/Ps for remaining participants will be sent to REDSO/WCA/HHR, Regional Training Officer, in September 1996 Those PIO/Ps will be closed out by REDSO/WCA/HHR by the third quarter of FY 1998 There are no other commitment instruments for this project

Disposition of Project Files Project files will be sorted, packaged and disposed of according to Handbook 21, Appendix 6B instructions (to U S Government storage facilities, REDSO/WCA, or destroyed) during September 1996 -- please see Annex G

Remaining Project Documentation Because ATLAS is implemented through an OYB transfer to the Africa Bureau, there is no project documentation in the Mission

C INACTIVE PROJECTS/ACTIVITIES

A few old projects remain on USAID/Cape Verde's books. The following table explains which projects must be closed, what steps must be taken, and who will assume responsibility.

Project Name	PACD	Project Manager	Date PACR Completed	Date of Final Deobs by WAAC
Watershed Development (655-0013)	08/20/94	Dosh	04/30/95	08/20/95
Family Health Initiatives II (698-0462 55)	09/30/94	Veiga	04/30/95	09/30/95
Integrated Pest Management (698 0928 55)	03/31/87	Dosh/ Macedo	N/A	03/01/95
Sahel Human Resources Development III (625-0977 55)	09/30/92	Veiga	N/A	03/01/95

D PL 480 TITLE II FOOD AID PROGRAM

PACD September 30, 1996

Program Activities The Mission's five year Multi-Year Operational Plan (MYOP), which is managed by Agricultural Cooperative Development International (ACDI), a U.S. PVO, is scheduled to terminate on September 30, 1996. The 100% monetization program generates local currencies which are used for support of local costs of the Mission's WARD Project, support for ACDI's operations, and pilot projects.

While this section will discuss the program implications of a September 30, 1996 closeout along with a description of closeout actions, please see Annex I, *ACDI Detailed Closeout Plan* for a justification of ACDI's request for a six month extension to fully closeout all operations including a proposed implementation plan.

ACDI will not be able to fully complete the current program and closeout all operations by September 30, 1996. The last year of the program will have to be

dramatically cut back and the agreement modified. Primarily this is due to the inability to order/receive commodities, adhere to the 90 day payment schedule and program/track the local currency funded programs for the program in CY 1996. Also, a major portion of the local currencies are programmed for rural engineering public works activities, which take time to complete and inspect before the final funds are released for payment. The specific program implications of closing out the Title II program by September 30, 1996 are as follows:

1. The Rural Engineering Works program for CY 1996 would be cut in half (to six months) in order to be able to financially closeout the CY 1996 activities by September 30, 1996. This program is managed by ACDI and the Director General of Agriculture and generates employment for 2,000 underemployed rural farmers, who frequently have income from no other source due to the severe drought conditions experienced by the country. For example, the CY 1994 growing season was practically nil due to the worst drought in 15 years in Cape Verde. The GOCV is looking for alternative sources of funding for this important employment program, however the earlier than anticipated cut-off of the program will require that they have this funding in place approximately six months earlier.
2. Similarly, the CY 1996 Forestry Program would probably also have to be cut out completely, because the rainy season (when planting occurs) doesn't start until August and then continues until October. ACDI needs at least 90 days after the planting season has ended to receive bills, inspect, and pay for forestry works. Therefore, there would not be sufficient time to plant trees, inspect sites, pay the final bills, and be out by the September 30, 1996 closeout date.
3. All Pilot Projects currently have a PACD of September 30, 1996, however in order to closeout of all operations by that date, all activities and funding will have to be cut back until June 30, 1996. This would mean that the GOCV will need to identify other funding sources/donors to continue these activities earlier than currently planned.
4. Assuming approval of the 18,000 MT of corn currently planned for FY 1996, a closeout of September 30, 1996 would necessitate that this amount

be modified and the last shipment of 6,000 MT (scheduled for June/July arrival) be cancelled. Not only will the food be lost to Cape Verde, but the local currency generations during FY 1996 will decline precipitously. Normal LC program requirements for FY 1996 are projected to be at the US dollar equivalent 2,362,500.00 level. With 12,000 MT of corn now projected to be brought in, LC generations will fall to US dollar equivalent 1,653,000.00. The loss will be sustained primarily in program items 1, 2, & 3 above.

Financial Closeout The USDH Program Officer will be responsible for monitoring the programming and usage of local funds to make sure that all activities are kept on track and that orderly financial closeout is conducted by ACDI by the end of the fourth quarter FY 1996.

If approval is given to extend the ACDI closeout date then, depending on guidance from USAID/W, the REDSO/WCA Food for Peace Office, the American Embassy in Praia or FHA/FPP will need to track the final financial closeout beyond September 30, 1996.

ACDI will work closely with the GOCV to improve systems currently in use to ensure that all proceeds from the sale of PL 480 commodities are subject to end-use tracking, monitoring and reporting.

Program Funded Staff The Section 202 (e) grant-funded Program Manager will depart by September 30, 1996 (or before March 30, 1997 if the six month extension is approved). Locally-funded staff, consisting of two professionals and one support person, will also depart on the same date as the Program Manager.

Program Equipment All PL 480 monetization program-funded equipment, personnel, and Section 202 (e) grant-funded equipment and supplies will be turned over to the GOCV or appropriate counterpart agencies during the fourth quarter of FY 1996.

Audit and Evaluation ACDI's local financial and management systems were recently audited and certified as adequate to administer the Title II monetization program. ACDI will carry out an update of their Food Needs Assessment Report in March 1995 and a mid-term evaluation of the program in April, 1995. Two Circular A-133 audits will be conducted prior to the final closeout of ACDI's activities in Cape Verde. The

final recipient contracted financial audit of the ACDI-managed local currencies will be completed by the end of July, 1996

Program Files Program files will be sorted, packaged and disposed of according to Handbook 21 Appendix 6B instructions (to U S G storage facilities, REDSO/WCA or destroyed) in September 1996 according to procedures described in Annex G

Program Documentation USAID/Cape Verde expects to receive the final MYOP Update from ACDI before May, 1995 We also understand that sometime during FY 1995 ACDI will submit to FHA/FPP a detailed proposal requesting an *Exception to Continuation* of their program in Cape Verde for an additional two to four years

E CONTINUATION OF ACTIVITIES AFTER CLOSEOUT

Several USAID-funded activities, including the Special Project Assistance (SPA), Special Self-Help (SSH), and Democracy/Human Rights (DHR) programs will continue after the Mission closeout and will require no USAID in-country oversight Project accounting services will continue to be provided through REDSO/WAAC through a negotiated agreement similar to the present arrangement REDSO/WAAC is currently looking into communications directly with Embassies through the Department of State's DOSNET E-mail Wide Area Network (WAN) system

Population and Reproductive Health (936-3071)

As mentioned in Section II A of this Plan, in FY 1994 USAID/Cape Verde transferred funds to IPPF to continue assistance to Cape Verde in population, reproductive health and HIV/AIDS prevention as part of an approved five year effort which will continue after Mission closeout in September 1996

The goal of the reproductive health and HIV/AIDS activities in Cape Verde is to reduce population growth and improve family health by increasing the provision of quality reproductive health services and the use of HIV/AIDS prevention practices With funds provided through OYB transfers to the Global IPPF Grant, this International PVO will carry out or implement the following activities (1) train all family planning service providers in the country, (2) set up a private family planning association in Cape Verde, including a central headquarters office in Praia and clinical services on at least

two islands, (3) procure equipment and supplies for 105 service delivery points in the Ministry of Health, (4) support local NGO's and private practitioners in family planning information and services, (5) elaborate and implement a national and targeted information, education and communication (IE&C) strategy for both family planning and HIV/AIDS, (6) introduce an HIV/AIDS educational campaign in secondary schools, (7) develop a community-based distribution program, (8) develop a research/evaluation program within the Family Planning Association and the GOCV to conduct surveys and carry out targeted operations research, and (9) provide contraceptives to NGO's and the private sector. These activities require no USAID in-country oversight.

IV STAFF

Although the Phaseout Policy Plan indicated that the USAID Representative will depart post in early FY 1996, it now appears likely that she will depart for another assignment during the fourth quarter of FY 1995. Upon her departure, the Program Officer will be the sole USDH remaining at post. USAID/W needs to determine who will be delegated authority as A/USAID Representative to oversee the management of the program and final closeout for the last year of Mission operations.

The approved Mission staffing level at the beginning of FY 1994 totalled 17 (two USDHs, one PIT position and 14 FSNs). When the PIT position was lost at the end of FY 1994, USAID hired the dependent spouse of an official American at post and funded this position (USPSC) from the Mission's OE budget, per AFR/MGT's guidance. The first slight drawdown of staff will occur the end of FY 1995 when the staff will be reduced to a total of 12 (one USDH, one local hire USPSC, and 10 FSNs). All departing local employees will receive three months advance written notice of their scheduled separation dates. For details on the Mission Personnel Phase-Out Schedule, see Annex A.

In developing the personnel phase-out plan, USAID has coordinated with the Embassy to ensure compliance with provisions of the approved local compensation plan. To ensure total compliance with local labor laws and implementing guidelines, USAID obtained approval from the Director General of the Ministry of Employment, Youth and Social Promotion for the USAID personnel phase-out plan and its implementation. A Diplomatic Note, informing the government of the closeout with a listing and dates

of all staff separations, has been submitted to the Ministry of Foreign Affairs. Local legal written opinion is also being sought to confirm that the severance package being offered all local employees is in accordance with local law.

State 154282 urged all closing missions to develop outplacement programs for their FSN staff. Therefore, USAID plans to actively assist separated employees in their searches for new employment, most likely within the local development community. As the closing date nears, the Mission will contact several local institutions advising them of the availability of USAID employees. The Mission will also contact other USAIDs in the Africa region regarding the availability of its professional staff members who are interested in working for another Mission.

The USAID Representative canvassed all FSN staff regarding individual outplacement desires and about half of the staff requested additional computer training. USAID has requested REDSO to provide computer training which has been scheduled for FY 1995. The training will be a one week tailor-made program for staff at varying levels to be able to meet the needs of all staff requesting training. The Mission is also considering a request by local employees to sell computers, at fair market prices, to those employees who regularly use computers at work. The Mission will sell only those used computers not eligible for transfer to other agencies.

To aid those employees who prefer to seek employment with other international organizations, USAID may assist the employees in resume writing and advise them on interview techniques and follow-up. In early FY 1996, USAID will renew its staff outplacement efforts by again contacting selected local organizations on behalf of its FSN staff.

V IN-COUNTRY GENERAL SUPPORT

General Services

USAID will have a minimum staff of one USDH, one local-hire USPSC and nine FSNs until the end of FY 1996, and will have a continuing need for most general and administrative functions to support closeout operations. USAID will continue to rely on the Embassy to provide most administrative support services through the local FAAS agreement. Since USAID will have about the same number of personnel on

board who will require FAAS support, the charges for such support during FYs 1995 and 1996 should approximate the \$27,400 charged for FY 1994

USAID management and financial personnel will continue under normal operations through the end of FY 1996. When they depart in September 1996, any residual work will be assumed by the Embassy Administrative Office, however, such service requirements are expected to be minimal. The residual financial management functions will be transferred to REDSO/WAAC in September 1996. Although USAID will advise all its goods and service suppliers to promptly submit final invoices, a few unpaid billings will inevitably arrive after Mission closure. Prior to departure, USAID will arrange with the Embassy to forward any late invoices relating to USAID activities to REDSO/WAAC for payment. Other than the Special Self-Help, Human Rights and SPA activities, which the Embassy will continue to implement with REDSO/WCA support, the volume of USAID-related financial transactions will be minimal.

There is sufficient OE-financed NXP to support Mission operations until the end of FY 1996. All leased properties will be returned to their owners when they become vacated over the next two years. Two residential properties will be returned to the owner at the end of FY 1995, and the remaining leased residence will be returned to its owner at the end of FY 1996. The leased warehouse will also be returned to its owner by September 30, 1996. The Embassy has expressed interest in taking over the leases on one residential property and the warehouse, but they will negotiate directly with the owners of these properties. USAID will continue to occupy the USAID-owned office building through the end of FY 1996, at which time it will be turned over to its new owner, as discussed further in Section VI.

Although the Embassy provides many of USAID's administrative support needs, it probably will not have sufficient skilled staff on board to handle the extra work necessary to close the Mission definitively on September 30, 1996. Extra assistance will be required to help dispose of NXP and real property, therefore, USAID will request short term TDY EXO support. Since the Mission does not have personnel who are experienced in all aspects of EXO operations, USAID will request an EXO for a two-month TDY in the fourth quarter of FY 1995 and then follow-up with another two-month TDY during the last quarter of FY 1996. The cost for these EXO TDYs is included in the Operating Expense Budgets for FY 1995-FY 1996 in Annex F.

Financial Management

REDSO/WCA has maintained the Cape Verde accounts on the MACS system for the past several years. USAID will remain a "fully serviced post", with basic financial management servicing provided by the REDSO Controller until the Mission closes. REDSO/WCA will continue to maintain the Cape Verde accounts on its MACS system, certify USAID's non-cash expenditure transactions, and arrange for payments through RAMC/Paris facilities until the accounts are fully liquidated.

The Mission has two FSN Accountants who provide minimal financial servicing. They will remain on board until the Mission closes and continue to perform basic financial functions which include the following:

- 1 Maintain local summary records on the OE budget allowances
- 2 Maintain obligation records and controls on OE funds, including prevalidation of fund availability
- 3 Maintain OE liquidation records
- 4 Control the payment process through voucher preparation, administrative or Project Officer approval, personal review, transmission to REDSO/WAAC for certification, and voucher tracking
- 5 Control cash payments made on USAID's behalf by the Embassy Cashier
- 6 The Chief Accountant also
 - a Serves as Mission Audit Manager, schedules audits and maintains a system of follow-up and reporting on open audit recommendations
 - b Serves as the Systems Manager for the Mission's computer operations

At the end of September 1996, USAID will ship all residual records pertaining to the Cape Verde accounts to the REDSO/WAAC Controller. Since the Embassy does not have personnel skilled in handling USAID financial matters, the REDSO/WAAC Controller may need to arrange for a short TDY to Praia to provide final post-closing servicing of USAID's residual financial activities.

VI REAL PROPERTY

Residential Property

The Mission Residential Property Portfolio consists of two OE-funded and one project-funded leased houses in Praia. See Annex B for details.

When the exact date of the USAID Representative's departure is known, USAID will notify the owner of her residence that it will terminate the lease early in accordance with lease terms. During the last quarter of FY 1996, USAID will also issue the proper termination notice to the owner of the Program Officer's residence. Both properties will be renovated as required, this can be handled either through negotiations with the owners by making cash payments for renovations in lieu of actual work, by leaving selected installed property in the residences, or by using a building contractor to perform any necessary restorations or painting. The residences will be returned to the owners within the minimum amount of time and with the least possible cost.

The project-funded property, which remains under lease to USAID, is occupied by the PROMEX/Nathan Long Term Resident Advisor. One month prior to her departure or in August 1995, USAID will inform the Embassy so that they can begin negotiations with the owner to take over the lease, otherwise the property will be turned over to the owner, once any required renovations are made upon departure of the Advisor.

Office and Warehouse

The USAID-owned office building abuts, and is considered an annex attached to, the Chancery. Entrance to the USAID offices is through a guarded common entrance shared with the Embassy. The USAID building has three offices, a storeroom, a toilet and a hallway on each of three floors. It contains a total of 203.24 square meters, according to a recent building appraisal conducted at USAID's request. An Embassy-funded security door provides access to the Embassy foyer, there are no unique USAID-financed fixtures or equipment installed in or attached to the building. USAID

does have a recently-installed LAN connecting twelve computers. USAID has five splits and three window air conditioners installed in the building. It also has 12 Embassy-owned phone extension sets, which are connected to the Embassy telephone system.

USAID purchased its office building late in FY 1989 at a cost of \$113,900 (nine million escudos at CVE 79/\$1). During 1991, USAID renovated the original building and added a third floor at a cost of \$68,000, thus increasing the value of its investment in the building to \$181,900. In February 1994 USAID had the property appraised by a local architect. He calculated the value of the land and improvements at CVE 9,488,000 (\$118,600 at \$1/CVE80) or about the same as the original investment in 1989. See Annex C for details of the property evaluation.

The Ambassador has expressed interest in acquiring the USAID office for Embassy use. The Administrative Officer advised that the Embassy would soon cable FBO requesting approval to purchase the property. The Administrative Officer advised that if State is successful in buying the office building, then the Embassy might consider negotiating with USAID to purchase the building's furnishings and fixtures. Such an arrangement would obviously simplify the effort required for USAID to dispose of its real and non-expendable property.

Prior to the start of negotiations to sell the property to State or another buyer, USAID will determine what local requirements govern the sale and transfer of local real estate. Although there are no commercial real estate agencies in Praia to handle the potential sale, USAID is now aware of a few parties who might be considered serious potential buyers. In order to determine the marketability of the property, USAID will advise selected GOCV departments that the USAID office building might become available for sale by the end of FY 1996. Preliminary informal inquiries indicate the property probably could be sold, most likely to a commercial organization. If State does not commit to buying the USAID office building by August 31, 1995, then USAID will arrange for another building appraisal to determine its value on the local market at that time. After obtaining a current price appraisal, USAID will then advertise the property for sale in the local newspapers. USAID will also advise those interested GOCV departments of the property's availability.

To meet its NXP storage requirements, USAID leases space in a commercial

warehouse complex which is shared with the Embassy USAID has three storage rooms, totalling about 294 square meters, one for OE property and two for project-funded property Although the lease expires August 31, 1998, it contains the standard thirty day termination clause At the proper time, USAID will notify the owner and terminate the lease as of September 30, 1996 The Embassy Administrative Officer advised that the Embassy probably will negotiate with the owner to take over the space vacated by USAID Such an event should ease the transfer of any USAID-owned NXP, remaining in the warehouse, to the Embassy at the end of FY 96

USAID has recently inventoried all project commodities it controls and is preparing PILs as appropriate to transfer all such commodities to the GOCV This action will free up almost half of the warehouse space, thus facilitating the handling of the remaining OE-funded NXP

VII NON-EXPENDABLE PROPERTY

By the end of FY 1994, USAID had sufficient property on hand to support its staff of 17 Although an inventory had not been taken and reconciled to the control accounts as of September 30, 1994, a preliminary inventory taken on August 10, 1994, indicated the USAID NXP was valued at \$325,229, and composed of the following

Office Furniture & Equipment	62,113
Living Quarters-Furn/Equipt	82,106
ADP Equipment & Accessories	77,000
Other	59,229
Motor Vehicles	<u>44,780</u>
Total	<u>\$325,229</u>

Once it was determined that the Mission would be closed, USAID began disposition of property it determined excess to its requirements for the next two years In June 1994, the GSO conducted the latest sale of excess property, which resulted in about \$14,000 in sales receipts While the Mission is in the processing of conducting a complete OE NXP inventory, a cursory review of the OE-portion of the warehouse reveals only a minimum level of property, which includes 18 new air conditioners and four household appliances, all in the original shipping cartons As additional property

becomes excess to USAID's requirements, the Mission will initiate disposition of the property by sales which will be managed by the Embassy GSO, in accordance with provisions of HB 23. Any property remaining at the final closeout date will be transferred to the Embassy for its use.

According to the latest inventory, USAID owns 18 PCs, 12 printers and supporting peripherals and software, including several copies of new software still in their original packaging. If the Embassy obtains use of the office building as discussed above, then USAID will negotiate a sale of the LAN and remaining computer equipment to them. If, however, the building is sold or otherwise disposed of locally, then USAID will sell the computer equipment on the local market, unless Washington instructs USAID otherwise. Such a sale would include new software packages if it is determined that the Mission has the authority to sell copyright-protected software overseas. If not, then the new software will be transferred to a nearby Mission.

USAID has three vehicles in its inventory. See Annex D for details. None of the three vehicles probably would be suitable for transfer to another Mission two years from now. USAID will sell these vehicles locally, towards the end of FY 1996, when it no longer requires them to support its closing operations.

USAID owns no security equipment other than two inoperable transceiver units in the two older vehicles. Unless instructed otherwise, USAID will remove and destroy the radios prior to disposition of these vehicles.

All required property disposal documentation has or will be prepared and given the prescribed distribution. USAID is now working with REDSO/WAAC to reconcile results of the recent inventory to the Controller's general ledger accounts. This ongoing reconciliation will then provide a sound basis for the TDY EXO to issue a final report on the inventory and its disposition prior to his/her departure from Praia at the end of FY 1996.

VIII RECORDS MANAGEMENT

USAID has 20 five-drawer file cabinets, containing official and working files, and several mini technical libraries. It also has 46 boxes of retired records and files stored in the OE warehouse. This accumulation of files, records and libraries appears

reasonable for a Mission the size and age of Cape Verde's

The Mission uses a small safe to segregate administratively controlled records from its unclassified files. Those controlled records which must be retained after the Mission closes will be packed and shipped to Washington through the classified pouch. The remaining controlled records will be disposed of in accordance with approved disposal methods.

There is no one on the USAID staff who has the qualifications or time available to determine the proper disposition of unclassified records and materials, including the identification and designation of materials appropriate for use by PPC/CDIE. Therefore, USAID will seek Washington assistance in providing the TDY services of an experienced C&R Specialist. In October 1995, the Specialist will start the process of identification, classification and disposition of Mission files. This will include selecting and preparing for shipment those files destined for REDSO/WCA or USAID/W. Files no longer required will be destroyed. Based on the guidance and training provided by the C&R Specialist, and through a second visit in July 1996, he/she will assist the Mission in completing disposition of the record management program by mid-September 1996. At that time, the TDY C&R or EXO will arrange for the destruction of remaining files or ship them to REDSO/WCA or USAID/W, as appropriate.

During the final visit of the TDY EXO in the fourth quarter of FY 1996, he/she will submit a final memorandum to the Agency Records Management Officer describing all actions taken to closeout Mission records. This memo will include a detailed statement of the volume of records selected for residual operations, of records transferred to REDSO/WCA and USAID/W, and a final accounting of those records destroyed. A copy of shelf lists and a final volume count will be sent to both USAID/W and REDSO/WCA.

IX FINANCIAL PLAN

Program

Current plans are to obligate \$1.8 million in FY 1995. (Mission has recently requested a supplemental increase of \$500,000 dollars for FY 1995 and is exploring possibility

of fully funding the population and HIV/AIDS activity for an additional \$1.5 million in either FY 1995 or FY 1996). Current bilateral projects will not receive any funding in FY 1996. See Annex E for a detailed financial plan. USAID/W action allocating FY 1995 funds early in calendar year 1995 is necessary to permit USAID to make final project obligations which can be expended before the final closing date.

OE Costs

USAID will require \$636,586 in Operating Expense funding for FY 1995 and \$250,034 for FY 1996 to complete its phase-out plans as discussed above. In revising the original estimates for FYs 1995 and 1996, the Mission considered the additional cost of severance pay. The revised budgets also provide for two TDY C&R Specialist visits for two weeks each, and two TDY EXO visits for two-months each. See Annex F for details of these budgets which include approximately \$250,420 in FY 1995 and \$72,278 in FY 1996 to finance those costs directly attributable to closeout operations such as severance payments, EXO and C&R TDY costs and RCO/Dakar travel.

X OTHER SUPPORT REQUIREMENTS

Responsibility for the field management and implementation of the USAID program in Cape Verde is now vested in the USAID Representative through Africa Bureau Delegation of Authority No. 551, which designates Cape Verde as a Schedule B post. While not specifically mentioned in the Phaseout Policy Plan, a determination needs to be made by USAID/W on who will be designated A/USAID Representative upon the departure of the USAID Representative the fourth quarter of FY 1995. Also, while the AA/M signed the Action Memorandum which recommended the Phaseout Policy Plan approval, the Mission has not been formally notified of such approval.

USAID/Cape Verde now receives contracting and legal support from USAID/Dakar and program-related and financial management services from REDSO/WCA. During this closeout period, the Mission has budgeted for two long term (two-months each) TDYs by an EXO. These visits are planned for the fourth quarter of FY 1995 and the fourth quarter of FY 1996, along with two visits of two weeks each of a C&R Specialist. USAID may also request periodic REDSO/WCA visits of various technical and project staff including regular financial management visits to monitor and closeout

all operations Regular legal and contracting services (probably on a quarterly basis) from USAID/Dakar will also be required during FYs 1995 and 1996 to assist with handling closeout actions

Specific administrative actions, not covered elsewhere in this plan, necessary for the orderly closure of USAID's activities in Cape Verde, are summarized in the Phase-Out Timetable, Annex G Any future actions involving Embassy staff, space or funding requirements may be negotiated and confirmed by a separate document, such as a Memorandum of Understanding