

CONTRACT/GRANT/COOPERATIVE AGREEMENT DATA SHEET

SER/CM/SD/SUP Action Monitor

SER/CM/SD/SUP Action Office

INSTRUCTIONS AID/W - Complete 4 copies of the form Original SER/CM/SD/SUP Statistical Section Copy, Copy 3 Contracting Officer's Copy, Copy 4 SER/CM/SD/SUP Admin (Suspense) Copy Missions - Complete 2 copies of the form Original SER/CM/SD/SUP Statistical Section Copy, and Copy 2 will be retained in the Missions

PART IA.

Contractor/Grantee Name: Or Hachayim, Inc.
PIO/T Number: 72-1121013
Appropriation Number: 294-38-099-00-84-21
Allotment Number: 938-1304-3823508
Project Number: Or Hachayim Girls College
Project Title: Amount of this PIO/T: Project Manager's Name and Office Symbol: Contractor's D-U-N-S Number: 99-443-1116963
Negotiator's Typed Name: Signature: Date:
Contract/Grant Officer's Typed Name: David A. Santos
Signature: Date:

PART IB.

Contract/Grant Number: ASHA-268
Type Order: Order Number: Amendment/Modification Number: Date PIO/T Received by CM/SD/SUP or Mission Contract Office:

PART II

Effective Date of Document: May 26, 1982
Signature Date of Document: May 26, 1982
Estimated Completion Date: Dec 31, 1983
Contract/Grant funded through (date): Dec 31, 1983
Host Country Institution (University contract ONLY): Campus Coordinator (University contract ONLY): Amount Obligated/Deobligated/Subobligated by this Action: \$150,000
Cumulative Obligation thru this Action: \$150,000

PART III.

Description of Contract/Grant Please 'X' ONLY ONE item under each heading IF OTHER, please specify (Complete both pages 1 and 2) NOTE Not to be completed for Amendment or Modification Actions.

M03 - TYPE ACTION

- 0 Contract/Grant/Cooperative Agreement
1 Task Order (BOA)\*
2 Work Order (IQC)\*
3 Delivery Order (Requirements)\*
4 Purchase Order

\*If 1, 2, or 3 have an 'X', complete M12 ONLY

M04 - CONTRACT/GRANT TYPE

- 0 MOA, (BOA, BMA, etc)
1 Fixed Price (Specify FFP, FPRD, FPEPA, FPI)
2 Cost Reimbursement (Specify CR, CPFF, CS, CPAF, CPIF)
3 Cooperative Agreement
4 Grant - General Support\*
5 Grant - Specific Support\*
6 Grant - 211(d)\*
7 Do Not Use
8 IQCs
9 Host Country Contract/Grant\*

\*Complete ONLY through M51

M05 - SELECTION PROCEDURES

- A Formally advertised (IFB) (AIDPR 7-2 4 & FPR 1-2 4)
B Negotiated Price Competition, General Procedure (RFP) (AIDPR 7 4 56)
C A & E (AIDPR 7 4 10)
D Ed Inst and/or Int'l Research (AIDPR 7-4 57)
E Collaborative Assistance (AIDPR 7 4 58)
F Predominant Capability (AIDPR 7-3,101-50(b)(3))

- G Unsolicited Proposal (AIDPR 7-3 101-50(b)(6))
H Procurement to be Performed by the Contractor in Person (AIDPR 7-3 101-50(b)(1))
I Sole Source (AIDPR 7-3 101-50(b)(4))
J Impairment of Foreign Policy Objectives (AIDPR 7-3 101-50(b)(7))
K 8(a) Selection (FPR 1-1 713-1)
L Grant (Handbook 13)
M Do Not Use
N Cooperative Agreement (Handbook 13)
O Small Business Set Aside (FPR 1-1 706-8)
P Overseas Procuring Activities (AIDPR 7-3 101 50(b)(2))

M06 - TYPE SERVICE

- A. Training of Participants
B Technical Assistance (Program, Project related except A & E Services)
C A & E Services
D Construction
E. Research
F Technical Services to AID (other than training, usually operating expense)
G Training Service for AID
H Equipment, Materials, Supplies, Commodities
I Translation Service

M07 - TYPE CONTRACTOR/GRANTEE

- A Firm - All profit making firms (other than A & E)
B A & E Firms

- C Individual (Non-personal service)
D Individual (Personal Service)
E University/Other Educational Institutions
F Non-Profit Organization, Institutions (other than Ed or PVO)
G Private Voluntary Organization (PVO)
H International Agricultural Research Organization
I Public International Organizations (UN Agencies, ICRC World Bank, etc) (HB 13, Chapter 5)

M08 - TYPE AWARD

- A. SB Set-Aside - Awarded to Non-Minority
B SB Set-Aside - Awarded to Minority
C SB Not Set Aside - Awarded to Non-Minority
D SB Not Set-Aside - Awarded to Minority
E 8(a) SBA Awarded to Non-Minority (Women-Owned, Veterans, etc)
F 8(a) SBA Awarded to Minority
G Personal Service Contract - Non-Minority
H Personal Service Contract - Minority
I Individual Non-Personal Service Contract - Non-Minority
J Individual Non-Personal Service Contract - Minority
K. Not Small Business (Univ, Non-Profit, Large Firms) Non-Minority
L. Not Small Business (Univ, Non-Profit, Large Firms) Minority
M US Government

(Continued on Page 2)

**M09 - CONTRACTING PARTIES**

- 1 Direct AID/W Executed Contract/Grant
- 2 Direct AID Mission Executed Contract/Grant
- 3 Host Country Grant Financed
- 4 Host Country Loan Financed
- 5 Host Country Contract/Grant Source of Finance Unknown

**M10 - PRIVATE VOLUNTARY ORGANIZATION**

- 1 U S Registered PVO
- 2 U S Non-Registered PVO
- 3 U S Cooperative
- 4 Foreign Cooperatives
- 5 Foreign PVO
- 6 Other (Specify) N/A

**M11 - ADVANCE**

- 1 No Advance
- 2 Advance - Non-FRLC
- 3 Advance - FRLC

**M12 - COUNTRY OF PERFORMANCE**

(Specify) Israel

**M13 - Is any travel required outside U S ?**

- YES
- NO

**M14 - CONTRACT/GRANT SOURCE**

- 1 U S Contractor/Grantee
- 2 Non-U S Contractor/Grantee
- 3 Combination of 1 & 2

**M15 TYPE OWNERSHIP**

- 1 American Oriental
- 2 Black American
- 3 American Aleuts or Eskimos
- 4 American Indian
- 5 Hispanic
- 6 Other (Specify) N/A

**M22 - CURRENCY INDICATOR**

- 0 U S Dollar
- 1 Local Currency
- 2 Combination
- 3 Unfunded

**M50 - SUBCONTRACTING CODE**

- 0 0 Dollars
- 1 1 - 10,000 Dollars
- 2 10,001 - 499,999 Dollars
- 3 500,000 and over
- 4 Unknown

**M51 - SUBCONTRACTOR TYPE AWARD**

- A. Small Business Set-Aside Awarded to Non-Minority
- B Small Business Set-Aside Awarded to Minority
- C Small Business Not Set-Aside Awarded to Non-Minority

- D Small Business Not Set-Aside Awarded to Minority

- E. 8(a) - SBA Awarded to Non-Minority (Women Owned, Veterans)

- F 8(a) - SBA Awarded to Minority
- G Personal Service Contract - Non-Minority
- H Personal Service Contract - Minority
- I Individual Non-Personal Service Contract - Non-Minority

- J. Individual Non-Personal Service Contract - Minority

- K. Not Small Business (Univ , Non-Profit, Large Firms) - Non-Minority

- L Not Small Business (Univ , Non-Profit, Large Firms) - Minority

- M U S Government

- N Unknown

**M56 - SUBJECT TO STATUTORY REQUIREMENT**

- A Walsh-Healey Act, Manufacturer \*
- B Walsh-Healey Act, Regular Dealer \*
- C Service Contract Act (U S ONLY - Guards, Maintenance, Laborers)
- D Davis-Bacon Act (Construction)
- E Not subject to Walsh-Healey, Service Contract or Davis-Bacon Act (Most AID Contracts)

\*Equipment, Supplies, Materials, and Commodities

**M57 - AFFIRMATIVE ACTION PLAN ON FILE**

- YES
- NO

**M58 - AFFIRMATIVE ACTION PLAN ON PREVIOUSLY HELD CONTRACTS**

- YES
- NO

**M60 - INCREMENTAL FUNDED CONTRACT**

- YES
- NO

**M61 CONSULTANT TYPE AWARD**

Is the Award for Consulting Type Service to AID?

- YES
- NO

**M63 - EXTENT OF COMPETITION IN**

**NEGOTIATION**

**COMPETITIVE**

- A1 Small Business Total Set-Aside
- A2 Small Business Partial Set-Aside
- A3 Labor Surplus Set-Aside
- A4 Labor Surplus/Small Business Set-Aside
- A9 Other (Specify) \_\_\_\_\_

**NON COMPETITIVE**

- B1 Buy Indian
- B2 8(a) Program

- B3 Follow-on After Competition

- B9 Other (Specify) \_\_\_\_\_

**M65 - TYPE OF BUSINESS**

- E1 Source Non-U S and Used Outside U S and Possessions

- E2 Source Non-U S and Possessions (Foreign Purchases Used Inside U.S ) (If U S Source, complete A thru D)

- A1 Small Business - Disadvantaged 8(a)

- A2 Small Business - Owned by Minority Group

- A3 Other Small Business (including individuals)

- B1 Large Minority Business

- B2 Other Large Business

- C1 Non-Profit Private Educational Organization

- C2. Non-Profit Hospital

- C3 Non-Profit Research Institution, Foundation, and Laboratories

- C4 Other Non-Profit Institutions

- D1 State/Local Government Educational Institution

- D2 State/Local Government Hospital

- D3 State/Local Government Research Organization

- D4 Other State/Local (Specify) \_\_\_\_\_

**M66 - COST ACCOUNTING STANDARDS**

- Required
- Not Required

**M67 - NUMBER OF BIDDERS OFFERING ITEMS OR SERVICES OF FOREIGN CONTENT**

**M68 - WOMEN OWNED BUSINESS**

- YES
- NO

**M69 - PERCENT FOREIGN CONTENT OF COMMODITIES AND SERVICES**

**M70 - LABOR SURPLUS AREA (LSA)**

**PREFERENCE**

(Location of Contractor)

- 1 Labor Surplus Area - No Preference

- 3 Labor Surplus Area - Tie Bid Preference

- 5 Not a Labor Surplus Area Preference Award

- 7 Total Labor Surplus/Small Business Set-Aside Preference

- 8 Total Labor Surplus Set-Aside Preference (P L. 95-89)

NOTE M03 thru M51 are required for AID reporting, M56 thru M70 are required for the Office of Federal Procurement Policy reporting. SER/CM has no control over those elements.

GRANT  
 BY THE  
 UNITED STATES OF AMERICA  
 TO  
 OR HACHAYIM, INC.  
 FOR  
 OR HACHAYIM GIRLS' COLLEGE

Pursuant to the authority contained in Section 214 of the Foreign Assistance Act of 1961, as amended, the Government of the United States of America, acting through the Agency for International Development (hereinafter referred to as "A.I.D.") hereby makes a grant of One Hundred Fifty Thousand Dollars (\$150,000) to Or Hachayim, Inc. (hereinafter referred to as "Grantee") to be used solely for the benefit of the Or Hachayim Girls' College located in Bnei Brak, Israel, in accordance with and subject to the terms and conditions set forth in the Appendices hereto attached and made part of this grant, as follows: Appendix A (Special Provisions), and Appendix B (General Provisions (1) Procurement of Professional Services, (2) Procurement of Construction Services, (3) Procurement of Commodities, (5a) Disbursement Procedures for Actual and Accrued Expenses, and (6) Administrative and Other Provisions).

This grant is to cover authorized expenditures incurred from the date of execution of this grant and ending December 31, 1983.

Agency for International Development

By

*David A. Santos*  
 Director, Office of American  
 Schools and Hospitals Abroad

Date

MAY 26 1982

This grant is hereby accepted under the terms and conditions and for the purposes set forth in the Appendices attached hereto.

Or Hachayim, Inc.  
 132 Nassau Street  
 New York City, New York 10038

By

*Felix Melikman*

Title

*Exec. President*

Grant No. AID/asha 268

Project No. 938-1304-3823508

Allotment No. 294-38-099-00-84-21

Appropriation No. 72-1121013

APPENDIX

SPECIAL PROVISIONS

ARTICLE I - PURPOSE OF THE GRANT

A. Under Section 214 of the Foreign Assistance Act of 1961, as amended, assistance is authorized to schools outside the United States founded or sponsored by United States citizens and serving as study and demonstration centers for ideas and practices of the United States.

B. The Grantee is a non-profit corporation, organized and existing under the laws of the State of New York. In 1953, Grantee founded an academic and vocational boarding school, the Or Hachayim Girls' College at Bnei Brak, Israel, hereinafter referred to as the College. The College provides a six-year academic and vocational program of secondary schooling through pedagogical training which qualifies graduates to enter the teaching profession. The present enrollment of the College is reportedly 1,750 students, the majority of whom are in residence.

C. Grantee has requested assistance to increase its dormitory space by 20 rooms to alleviate crowding of 4 or 5 students in a room. A.I.D. has determined that assistance should be provided for this purpose.

ARTICLE II - AUTHORIZED EXPENDITURES

Except as otherwise approved by A.I.D. in writing, the \$150,000 provided by this grant shall be used only for the following:

Procurement of architectural and construction services and commodities to build, equip and furnish dormitory facilities, to be built as an addition to existing dormitory facilities. Commodity related services such as shipment, insurance and installation may be charged to this grant.

ARTICLE III - OTHER SPECIAL PROVISIONS

A. Additional Costs

Grantee agrees that the remaining \$205,000 of the estimated \$355,000 total cost of the project as well as any costs in excess of that total amount necessary to achieve the purposes authorized in Article II, above, will be from sources other than the Government of the United States of America.

B. Non-Payment of Taxes

Funds provided by this grant shall not be used to pay any Israeli value-added tax or import tax or duties on commodities imported to Israel for this project.

PROCUREMENT OF PROFESSIONAL SERVICES

A. Definition; Place of Procurement

Professional services refer to architectural-engineering, management and other consultant services. Professional services are to be procured in the United States or in the country in which Grantee's institution is located, except as otherwise specified in Appendix A, Special Provisions.

B. Method of Procurement

1. Selection of Professional Services Firm

When professional services are to be financed by A.I.D. the following procedures shall apply:

(a) For procurement of services in the United States, Grantee shall obtain proposals from as many firms as practicable. For work estimated to cost over \$50,000, Grantee shall, as part of its effort to obtain proposals, prepare a notice describing the project and services involved for submission to A.I.D. for publication in Commerce Business Daily of the United States Department of Commerce.

(b) For procurement of services in the country in which Grantee is located, Grantee shall obtain expressions of interest and proposals from firms in accordance with local law and practice. Grantee shall negotiate a proposed contract

with the firm Grantee determines to be best qualified, taking into account cost and quality of technical proposal.

2. Qualifications and Contract

Whether or not professional services are to be financed by A.I.D., Grantee shall submit to A.I.D. the names of the firms from whom Grantee obtained proposals and the reasons for selecting the firm chosen. The qualifications of the firm selected shall be submitted to A.I.D. for approval on form AID 1420-5, Architect-Engineer Questionnaire, or form AID 1420-6, Management Consulting Questionnaire, as appropriate.

The proposed contract for professional services is subject to written A.I.D. approval and shall be submitted to A.I.D. for approval of the scope of work, adherence to good contracting practice, and, if financed by A.I.D., reasonableness of price. No Grant funds may be disbursed for professional services prior to written approval of the award and the contract by A.I.D.

**PROCUREMENT OF CONSTRUCTION SERVICES**

**A. General**

Construction services shall be procured competitively, in a manner to ensure award of a contract to that qualified and responsive bidder offering the lowest price. Construction services shall be procured under a fixed or unit price contract except as A. I. D. may otherwise approve in writing.

**B. Place of Procurement**

Construction services may be procured from a firm in the country in which Grantee's institution is located unless otherwise specified in Appendix A, Special Provisions.

**C. Method of Procurement**

**1. Selection of Firms to Bid**

Grantee shall prepare a synopsis describing its project for use in soliciting the interest of construction firms to bid in accordance with local law and practice. Grantee shall obtain qualifying information necessary to determine that interested firms have satisfactory experience on projects of similar kind and size, adequate financial capacity, necessary manpower and equipment, and any specialized qualification. Grantee shall then determine those firms it considers qualified to bid.

**2. A. I. D. Approval Prior to Bidding**

Prior to issuance of its Invitation for Bids (IFB), Grantee's bid package shall be submitted to A. I. D. for approval. The submission shall include three copies of the following:

- (a) the notice and instruction to bidders (3 copies)
- (b) the bid form, including the bid-price schedule if bidding is for a unit price contract (3 copies)
- (c) the proposed contract (3 copies)
- (d) the plans, drawings and specifications (1 set)
- (e) other documents and information included in the IFB (3 copies).

### 3. A. I. D. Approval Prior to Construction

Following the bidding, the Grantee shall submit to A. I. D. three copies of (1) a tabulation and analysis of the bids received, together with the architect's recommendations and the qualifications of the bidder with whom the Grantee proposes contracting, and (2) a contract with the lowest qualified and responsive bidder, which contract shall be made subject to A. I. D. approval of the award and contract. Grantee shall not issue a notice to proceed with construction, nor may grant funds be disbursed for construction, prior to written approval of the award and contract by A. I. D.

### D. Marking Requirements

An appropriate sign, readable at a reasonable distance, shall be displayed at the construction site indicating that the facility being constructed is financed by A. I. D. Upon completion of construction, a durable metal plaque shall be affixed to the facility giving due credit to the American people for providing the resources to construct the facility. The form of and wording for the plaque shall be submitted to A. I. D. for approval.

## PROCUREMENT OF COMMODITIES

Paragraphs A through H apply to procurement of commodities and commodity related services by the Grantee and any Grantee procurement agent. When A.I.D. is financing a fixed or unit price contract of the Grantee for construction services, paragraphs A and B, but not paragraphs C through H, will apply.

### A. Place of Procurement

Commodities authorized for procurement shall be procured only in the United States, or in the country in which Grantee's institution is located (except as Appendix A, Special Provisions, limits procurement to the United States only).

#### 1. Procurement in the United States

Commodities procured in the United States shall have been produced in the United States. A commodity shall not be eligible as being produced in the United States if

- (a) more than 50 percent of the total cost of its components were imported into the United States, and
- (b) it contains components from any communist country, excluding Yugoslavia.

#### 2. Procurement in the Country in which Grantee's Institution is Located

Commodities procured in the country in which Grantee's institution is located

- (a) shall not have entered the market on order from, or otherwise to satisfy a specific need of, the Grantee, except commodities produced in the United States, and
- (b) shall not have been produced in, nor--to the best of Grantee's knowledge or the knowledge of any agent or contractor of the Grantee--contain components from, any communist country, excluding Yugoslavia.

### B. U.S. Carriers

Shipment of commodities from the United States shall be on U.S. flag carriers except as otherwise approved by A.I.D.

C. Quotations and Bids

Procurement shall be made in accordance with Grantee's regular methods of procurement, provided Grantee employs good business practices which, except as permitted by paragraph D below, shall include:

1. Obtaining quotations or bids, as appropriate, from as many alternative sources as may be feasible, and
2. Procurement at the lowest price except as extenuating circumstances or non-responsive bids otherwise dictate.

Any decision by Grantee to procure a commodity at other than the lowest price offered shall be documented pursuant to paragraph E below.

D. Proprietary Procurement

Proprietary procurement, i.e., procurement from a single source and without obtaining quotations or bids from other manufacturers or suppliers, is hereby authorized (1) to assure compatibility or standardization with existing commodities, (2) when special design requirements are needed and available only from a single source, (3) when a specific commodity has proven to be most economical, dependable or serviceable under local conditions, and (4) when a specific commodity has a sole manufacturer or supplier. Any decision by Grantee to procure a commodity on a proprietary basis shall be documented pursuant to paragraph E below, except for procurement of spare parts and components for existing commodities which may be undertaken on a proprietary basis without the documentation required in paragraph E below.

E. Notification to A.I.D.

Any decision by Grantee to procure a commodity (1) at other than the lowest price offered or (2) on a proprietary basis (except for spare parts and components for existing commodities) shall be supported by a statement setting forth the reason(s) and the name(s) of the person(s) deciding that such procurement was advisable and necessary. Statements substantiating the above

kinds of action shall be included in Grantee's records and furnished to A.I.D. when the procurement is undertaken.

F. A.I.D. Financed Export Opportunities Bulletin

For commodities costing \$25,000 or more to be procured from the United States, Grantee shall prepare and submit to A.I.D. notice(s) of prospective procurement for publication in the A.I.D. Export Opportunities Bulletin. Each notice shall (1) describe generically the commodities to be procured, (2) provide an address in the United States where more detailed information may be obtained by interested parties, and (3) state that procurement will begin 45 days (or such later date as Grantee may desire) after publication of notice.

G. Marking Requirements

The Grantee shall insure that all major commodities financed under this grant are marked with the official A.I.D. ("clasped hands") emblem, except as A.I.D. may otherwise approve in writing.

H. Procurement Documentation

Grantee's records shall include copies of all solicitations made for bids or quotations for commodities procured under this grant; all quotations or bids received; suppliers commercial invoices; and as applicable, other pertinent documents related to procurement, e.g., bills of lading or other evidence of shipment, including insurance; sales and service contracts or agreements; and Grantee's documentation for proprietary procurement and procurement at other than the lowest price pursuant to paragraph E above.

## DISBURSEMENT PROCEDURES

### Disbursement for Actual and Accrued Expenses

Except as otherwise provided in Appendix A, Special Provisions, or by A. I. D. in writing, the disbursement of grant funds shall be in accordance with the following terms and procedures.

#### A. Disbursement Terms

##### 1. Disbursement for Actual and Accrued Costs

Funds shall be disbursed to the Grantee for actual and accrued United States Dollar and local currency expenses as authorized in Appendix A of this grant.

##### 2. Accrued Costs

Any accrual of costs by the Grantee for which disbursement is requested pursuant to Paragraph B, below, shall be undertaken in accordance with the following guidelines. Accruing costs permits Grantee to request disbursement for expenses incurred for a given period although such expenses may not have been actually paid in cash. As applicable, costs of professional services and/or construction services shall be considered to accrue as a contractor performs his work and materials are delivered to the work site, irrespective of whether the contractor has submitted his bill for such services and/or materials. Accordingly, the cost of work performed and/or materials delivered may be estimated and

-2-

Grantee may request disbursement by A. I. D. for such accrued costs. Any "first payment" provision or construction "start-up costs" provided for in a contract, and within the authorized expenditures of the grant, shall be considered to accrue upon A. I. D. 's approval of the contract. Expenditures for commodities, including books and periodicals, shall be considered to accrue upon delivery of the commodities, or receipt of the bill, whichever is earliest. For commodities procured in the United States, delivery occurs when Grantee, or Grantee's contractor, takes title, typically in the U. S. when the commodities are delivered for shipment overseas.

3. Conversion of Dollars to Local Currency

Grantee is authorized to convert United States Dollars to local currency. Such conversions shall be made by, or under arrangements and at rates approved by, a United States Disbursing Officer at the A. I. D. Mission, American Embassy, or Consulate in the country where Grantee's institution is located.

4. Restriction on Interest

Interest earned on all or any part of the funds disbursed under this grant, whether dollars or dollars converted to local currency, shall be refunded to A. I. D

5. Records of Grant Financed Expenditures

Grantee's records and books of account shall be maintained in such a manner that expenditures financed by this grant may be readily identified.

B. Method of Disbursement

1. Requesting Payment

To obtain disbursement for authorized expenditures, the Grantee or his authorized agent shall request payment, typically not more frequently than once each month, from the A.I.D. Mission Controller or, if there is no A.I.D. Mission in the country where Grantee's institution is located, from the American Embassy. Requests for payment shall include the documentation (voucher, expenditure report and certification) set forth below.

2. All payments under this grant shall be deposited by the Grantee in a Special Bank Account separate from the Grantee's general or other funds. A separate account number shall be assigned by the Grantee for operation of this grant, and all requests and disbursements shall be recorded thereunder by the Grantee in such manner that it will be possible to ascertain the nature of the withdrawal and the balance of the account at any time. The records thereof shall be preserved and be subject to inspection and audit in accordance with applicable provisions of this grant.

3. Voucher

Grantee shall submit Voucher Form 1034 (original) and three copies of SF 1034 (a), properly executed, to show the amount of expenditures during the period for which disbursement is requested.

4. Expenditure Report

All vouchers submitted under this grant shall be supported by an original and three copies of an expenditure report as follows:

Expenditure Report

<u>Authorized Expenditures</u>	<u>Authorized Amount</u>	<u>Total Expenditures</u>	
		<u>To Date</u>	<u>This Period</u>
(Describe authorized expenditures as set forth in Appendix A)	(As applicable, insert grant amount allocated for authorized expenditures)		

5. Certification

Each request for disbursement of grant funds shall include a certification signed by an authorized representative of the Grantee as follows:

"The undersigned hereby certifies (1) that the payment of the sum claimed under this voucher is proper and due under the terms of the grant; and (2) that the information contained in the expenditure report is true and correct."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

6. Final Payment

For final payment under this grant, Grantee shall submit Voucher Form 1034 (original) and three copies of Voucher Form 1034 (a), marked "FINAL VOUCHER," together with the expenditure report and certification described above not later than 90 days after the expiration of this grant or such other period as may be approved in writing by A. I. D.

7. Additional Documentation

A. I. D. may request the submission of additional documentation to that required above to support authorized expenditures charged by the Grantee to this grant.

QUARTERLY REPORT OF GRANT EXPENDITURES \*

81

Grant No. \_\_\_\_\_

Total Grant Amount \_\_\_\_\_

Report Period \_\_\_\_\_  
(month & year)

DESCRIPTION	REPORTING	TOTAL GRANT EXPENDITURES (Cumulative)
Construction		
Equipment and Supplies		
Scholarships		
Other (salaries, allowances, travel, etc.)		
Total		

\* Two copies of this report shall be submitted within 15 days following the end of each quarter of the calendar year until the (1) expiration date of the grant, (2) expenditure of grant funds, or (3) termination of the grant, whichever is earliest.

Reports should include expenditures whether they have been reimbursed by A.I.D. or not. If your grant is expressed in a foreign currency, please report expenditures in both the foreign currency and the U.S. dollar equivalent, noting the exchange rate used.

ADMINISTRATIVE AND OTHER PROVISIONS

A. Reports to Office of American Schools and Hospitals Abroad

As a condition of accepting this grant, Grantee agrees to keep the Office of American Schools and Hospitals Abroad (ASHA) informed of its activities toward accomplishing the purposes of this grant as well as its successes and problems as an American founded or sponsored institution overseas. To this end, Grantee agrees, pursuant to the provisions set forth below, to submit to ASHA

- quarterly reports of grant expenditures,
- quarterly progress reports on capital improvements, and
- an annual institutional report.

Grantee should bear in mind that failure to submit the reports enumerated above could lead to suspension of disbursement of funds by A.I.D.

1. Quarterly Report of Grant Expenditures\*

Grantee shall submit to ASHA a quarterly report of grant expenditures as illustrated in the attached format, (See Attachment A). Two copies of this report shall be submitted within 15 days following the end of each quarter of the calendar year, until the (1) expiration date of the grant, (2) total expenditure of grant funds, (3) completion of the purpose of the grant, or (4) termination of the grant, whichever is earliest. This report is separate from and additional to expenditure reports submitted with disbursement vouchers prepared pursuant to the Disbursement Provisions of this grant.

2. Quarterly Progress Report on Capital Improvements

If the Special Provisions of this Grant (Appendix A) provide

\* Standard Form 269 acceptable for submission of Quarterly Report which is due even if no grant disbursements were made during the quarter.

funding for construction, commodity procurement or other capital improvements, Grantee shall submit two copies of a progress report within 15 days following the end of each quarter of the calendar year. The reports should include the following information and may be consolidated into one quarterly report, as applicable.

a) Construction Progress

The status of planning, contracting, construction, and related procurement by a fixed or unit price contractor should be reported in full. Each report should show the percentage of completion of each major segment of work, e.g. final architectural-engineering planning, excavation, structural work, mechanical work, electrical work, etc., and should indicate how the rate of work compares with the progress schedule adopted at the inception of the project. The progress schedule should be included in each report, along with any revisions made in the schedule and the reasons for such revisions. As applicable, one or more photographs should be included showing the work in progress. The report should include a statement of utilization of funds for the project and should separately identify both grant funds and any other funds financing the project, as applicable. The report should inform ASHA of any current or potential problems affecting the character and progress of the work and steps taken, or which are to be taken, to resolve them.

b) Commodity Procurement

Commodity procurement undertaken during the reporting period by the Grantee or Grantee's procurement agent, excluding procurement undertaken by a fixed or unit price construction contractor, should be reported as follows:

<u>Description and Amount of Commodities Procured</u>	<u>Price</u>	<u>Number of Quotations/ Bids*</u>	<u>Lowest Price (yes, no)</u>	<u>Place of Purchase (U.S., local country)</u>
---	--------------	------------------------------------	-------------------------------	--

\* Indicate any proprietary procurement with a "P" (See the grant provisions relating to Procurement of Commodities for information regarding proprietary procurement.)

**3. Annual Institutional Report**

Grantee shall submit an Annual Institutional Report informing ASHA of significant activities, accomplishments, problems, plans for the future, and the contribution this grant is making to Grantee educational and/or medical endeavors. The report should cover the goals of the institution as well as the assumption on which the goals are based; changes, improvements or setbacks in the academic or medical programs; local and international developments or trends affecting operations; administration; staffing; budget and finance. Three copies of the report should be submitted to ASHA for each 12 month period, covered in whole or part by the term of the grant, at such times as is most relevant in terms of Grantee's academic or fiscal year.

**B. Records and Books of Account - Right of Inspection**

The Grantee shall keep full and complete records and books of account, in accordance with generally accepted accounting principles covering financial details applicable to this grant. A.I.D. and the Comptroller General of the United States, or any of their authorized representatives, shall have the right to examine, audit and copy, at all reasonable times, all such records and books of

account, and all other documents or reports, pertaining to the grant. All such books and records shall be maintained by Grantee for at least three years after the date of the last disbursement by A.I.D.

C. Reimbursement to A.I.D.

a) In the case of any disbursement which is not supported by valid documentation in accordance with this agreement, or which is not made or used in accordance with this agreement, or which was for goods or services not used in accordance with this agreement, A.I.D., notwithstanding the availability or exercise of any other remedies under this agreement, may require the Grantee to refund the amount of such disbursement in U.S. Dollars to A.I.D. within sixty (60) days after receipt of a request therefor.

b) If the failure of Grantee to comply with any of its obligations under this agreement has the result that goods or services financed under the grant are not used effectively in accordance with this agreement, A.I.D. may require the Grantee to refund all or any part of the amount of the disbursements under this agreement for such goods or services in U.S. Dollars to A.I.D. within sixty days after receipt of a request therefor.

c) The right under subsection (a) or (b) to require a refund of a disbursement will continue, notwithstanding any other provision of this agreement, for three years from the date of the last disbursement under this agreement.

d) (1) Any refund under subsection (a) or (b), or (2) any refund to A.I.D. from a contractor, supplier, bank or other

third party with respect to goods or services financed under the grant, which refund relates to an unreasonable price for or erroneous invoicing of goods or services, or to goods that did not conform to specifications, or to services that were inadequate, will (A) be made available first for the cost of goods and services required for the project, to the extent justified, and (B) the remainder, if any, will be applied to reduce the amount of the grant.

D. Non-Liability

A.I.D. disclaims all liability with respect to any claims arising out of or connected with activities supported by this grant.

E. Equal Opportunity

Grantee's employment practices with regard to U.S. nationals shall provide equality of opportunity without regard to race, religion, sex, color or national origin. Further, in the carrying out of its educational and/or medical program, Grantee agrees that no person shall, on the grounds of race, religion, sex, color or national origin, be excluded from participation, be denied benefits, or be otherwise subject to discrimination.

The above shall not be construed to require enrollment of students of both sexes at an educational institution enrolling boys or girls only.

F. Covenant Against Contingent Fees

The Grantee warrants that no person or selling agent has been employed or retained to solicit or secure this grant upon agreement or understanding for a commission, percentage, brokerage, or contingent fee. For breach or violation of this warranty, A.I.D. shall have the

right to cancel this grant without liability or, in its discretion, to deduct from the grant amount, or otherwise recover, the full amount of each commission, percentage, brokerage, or contingent fee.

G. Officials Not to Benefit

No member or delegate to the Congress or resident commissioner shall be admitted to any share or part of this grant or to any benefit that may arise therefrom.

H. Termination

A.I.D. may revoke this grant at any time for the convenience of the United States Government by giving written notice to such effect to the Grantee. Upon receipt of and in accordance with such notice, Grantee shall take appropriate action to minimize all expenditures and cancel outstanding obligations financed by this grant wherever possible. Grantee shall be reimbursed for all obligations incurred prior to the date of termination which have not been cancelled and which it has made in accordance with the provisions of this grant. Grantee shall refund to A.I.D. any unexpended and/or non-obligated portion of the funds which have been disbursed to the Grantee by A.I.D. within ninety (90) days after the termination of this grant. In addition, upon such termination A.I.D. may, at A.I.D.'s expense, direct that title to goods financed under the grant be transferred to A.I.D. if the goods are from a source outside the country in which Grantee's institution is located, are in a deliverable state and have not been offloaded in ports of entry of the country in which Grantee's institution is located.

I. Notices

Any notice given by any of the parties hereto shall be sufficient only if in writing and delivered to the following:

To A. I. D.  
Office of American Schools and Hospitals Abroad  
Agency for International Development  
Washington, D.C. 20523

To Grantee

Name and address as set forth on the cover page of this grant, or such other address as either of the parties shall have designated by notice given as herein required. Notices hereunder shall be effective when delivered in accordance with this clause or on the effective date of the notice, whichever is later. All such communications will be in English, unless the parties otherwise agree in writing.

J. Subordinate Agreements

The placement of subordinate agreements (e.g. leases, options, etc.), grants, or contracts with other organizations, firms or institutions and the provisions of such subordinate agreements are subject to prior written consent of A.I.D. if they will be funded hereunder and if A.I.D. so notifies the Grantee in writing that it desires to exercise this right. In no event shall any such subordinate agreement, grant, or contract be on a cost-plus-a-percentage-of-cost basis. Subordinate contractors (including suppliers) shall be selected on a competitive basis to the maximum practicable extent consistent with the obligations and requirements of this grant.

K. Title to and Use of Property

(a) Title to all property financed under this grant shall vest in the Grantee or the beneficiary institution.

(b) The Grantee agrees to use and maintain the property for the purpose of the grant in accordance with the requirement of this agreement, for the extent of its useful life, unless A.I.D. shall agree otherwise in writing.

# FINANCIAL STATUS REPORT

(Follow instructions on the back)

<b>3. RECIPIENT ORGANIZATION</b> (Name and complete address, including ZIP code)		<b>4. EMPLOYER IDENTIFICATION NUMBER</b>		<b>5. RECIPIENT ACCOUNT NUMBER OR IDENTIFYING NUMBER</b>		<b>6. FINAL REPORT</b> <input type="checkbox"/> YES <input type="checkbox"/> NO		<b>7 BASIS</b> <input type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL		OMB Approved No 80-RO180		PAGE OF _____	
		<b>8. PROJECT/GRANT PERIOD</b> (See instructions) FROM (Month, day, year) _____ TO (Month, day, year) _____		<b>9. PERIOD COVERED BY THIS REPORT</b> FROM (Month, day, year) _____ TO (Month, day, year) _____									

PROGRAMS/FUNCTIONS/ACTIVITIES ▶	STATUS OF FUNDS							TOTAL (g)
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	
a. Net outlays previously reported	\$	\$	\$	\$	\$	\$	\$	\$
b. Total outlays this report period								
c. Less Program income credits								
d. Net outlays this report period (Line b minus line c)								
e. Net outlays to date (Line a plus line d)								
f. Less Non-Federal share of outlays								
g. Total Federal share of outlays (Line e minus line f)								
h. Total unliquidated obligations								
i. Less Non-Federal share of unliquidated obligations shown on line h								
j. Federal share of unliquidated obligations								
k. Total Federal share of outlays and unliquidated obligations								
l. Total cumulative amount of Federal funds authorized								
m. Unobligated balance of Federal funds								

<b>11 INDIRECT EXPENSE</b>	<b>a. TYPE OF RATE</b> (Place "X" in appropriate box) <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> PREDETERMINED <input type="checkbox"/> FINAL <input type="checkbox"/> FIXED				<b>13. CERTIFICATION</b> I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.		<b>SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</b>		<b>DATE REPORT SUBMITTED</b>	
	<b>b. RATE</b>	<b>c. BASE</b>	<b>d. TOTAL AMOUNT</b>	<b>e. FEDERAL SHARE</b>			<b>TYPED OR PRINTED NAME AND TITLE</b>		<b>TELEPHONE (Area code, number and extension)</b>	

**12. REMARKS:** Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.

27

## INSTRUCTIONS

Please type or print legibly. Items 1, 2; 3, 6, 7, 9, 10d, 10e, 10g, 10i, 10l, 11a, and 12 are self-explanatory, specific instructions for other items are as follows

<i>Item</i>	<i>Entry</i>	<i>Item</i>	<i>Entry</i>
4	Enter the employer identification number assigned by the U. S. Internal Revenue Service or FICE (institution) code, if required by the Federal sponsoring agency	10c	Enter the amount of all program income realized in this period that is required by the terms and conditions of the Federal award to be deducted from total project costs. For reports prepared on a cash basis, enter the amount of cash income received during the reporting period. For reports prepared on an accrual basis, enter the amount of income earned since the beginning of the reporting period. When the terms or conditions allow program income to be added to the total award, explain in remarks the source, amount and disposition of the income.
5	This space is reserved for an account number or other identifying numbers that may be assigned by the recipient	10f	Enter amount pertaining to the non Federal share of program outlays included in the amount on line e
8	Enter the month, day, and year of the beginning and ending of this project period. For formula grants that are not awarded on a project basis, show the grant period	10h	Enter total amount of unliquidated obligations for this project or program including unliquidated obligations to subgrantees and contractors. Unliquidated obligations are:  Cash basis—obligations incurred but not paid,  Accrued expenditure basis—obligations incurred but for which an outlay has not been recorded.  Do not include any amounts that have been included on lines a through g. On the final report, line h should have a zero balance.
10	The purpose of vertical columns (a) through (f) is to provide financial data for each program, function, and activity in the budget as approved by the Federal sponsoring agency. If additional columns are needed, use as many additional forms as needed and indicate page number in space provided in upper right; however, the totals of all programs, functions or activities should be shown in column (g) of the first page. For agreements pertaining to several Catalog of Federal Domestic Assistance programs that do not require a further functional or activity classification breakdown, enter under columns (a) through (f) the title of the program. For grants or other assistance agreements containing multiple programs where one or more programs require a further breakdown by function or activity, use a separate form for each program showing the applicable functions or activities in the separate columns. For grants or other assistance agreements containing several functions or activities which are funded from several programs, prepare a separate form for each activity or function when requested by the Federal sponsoring agency.	10j	Enter the Federal share of unliquidated obligations shown on line h. The amount shown on this line should be the difference between the amounts on lines h and i.
10c	Enter the net outlay. This amount should be the same as the amount reported in line 10e of the last report. If there has been an adjustment to the amount shown previously, please attach explanation. Show zero if this is the initial report.	10k	Enter the sum of the amounts shown on lines g and j. If the report is final the report should not contain any unliquidated obligations.
10b	Enter the total gross program outlays (less rebates, refunds and other discounts) for this report period, including disbursements of cash realized as program income. For reports that are prepared on a cash basis, outlays are the sum of actual cash disbursements for goods and services, the amount of indirect expense charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to contractors and subgrantees. For reports prepared on an accrued expenditure basis, outlays are the sum of actual cash disbursements, the amount of indirect expense incurred, the value of in-kind contributions applied, and the net increase (or decrease) in the amounts owed by the recipient for goods and other property received and for services performed by employees, contractors, subgrantees, and other payees.	10m	Enter the unobligated balance of Federal funds. This amount should be the difference between lines k and l.
		11b	Enter rate in effect during the reporting period.
		11c	Enter amount of the base to which the rate was applied.
		11d	Enter total amount of indirect cost charged during the report period.
		11e	Enter amount of the Federal share charged during the report period.  If more than one rate was applied during the project period, include a separate schedule showing bases against which the indirect cost rates were applied, the respective indirect rates, the month, day, and year the indirect rates were in effect, amounts of indirect expense charged to the project, and the Federal share of indirect expense charged to the project to date.