

# CONTRACT AMENDMENT

**PART ONE: COMPLETE EACH BLOCK FOR BOTH NEW ASSISTANCE/ACQUISITION AND MODIFICATION ACTIONS**

3. Contract/Agreement Number: AID/SOD/PDC-G-0280 <i>A-6 DDC-0166-G-SS-0320-00</i>		5. Organization Symbol: TAA											
4. Contractor/Recipient Name: Town Affiliation Association of the U.S., Inc.		8. Organization Symbol: FVA/PVC											
6. Project Title: Institutional Development Grant		7. Project Officer's Name: C. Maged											
9. Requisitioning Document ID No: 938-0166-73-3811941		19. Budget Plan Code: App. 72-1111021.6, All, 146-38-099-00-76-33											
10. TYPE OF ACTION: A. New Acquisition/Assistance B. Continuation of activities set forth in a contractual document C. Revision of work scope/purpose of award		20. Country or Region of Performance: <i>WW</i>											
11. Amount of this PIO/T: U.S. \$ <i>-0-</i>		21. Total Estimated Cost of the Contractual Document: U.S. \$ <i>690,581</i>											
12. Amount Obligated/Subobligated/Deobligated by this Action: U.S. \$ <i>-0-</i>		22. Amount of Non-Federal Funds Pledged to the Project: U.S. \$ <i>25,000</i>											
13. Cumulative Obligation: U.S. \$ <i>690,581</i>		23. Effective Date of this Action: <i>03/31/83</i>											
14. This Action Funded Through: <i>05/31/83</i>		24. Estimated Completion/Expiration Date: <i>05/31/83</i>											
15. Date Contractual Documents Signed by AID Official: <i>06/09/83</i>		25. Contractor DUNS Number: <table border="1" style="width:100%; height: 20px;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>											
16. Incrementally Funded Contract: <i>Yes</i>		26. Consultant Type Award: <i>NO</i>											
17. Host Country/Counterpart Inst. (Univ. Contracts) <i>NA</i>		27. Number of Person Months (PASA/RSSA only) <i>NA</i>											
18. Campus Coordinator (Univ. Contracts) <i>NA</i>		28. Number of Persons (PASA/RSSA only) <i>NA</i>											
29. Negotiator's Typed Name: <i>S. Harless</i>		30. Negotiator's Signature: <i>S. Harless</i>											
31. Date Signed: <i>06/09/83</i>		32. Contract/Grant Officer's Organization Symbol: SOD/PDC											
33. Contract/Grant Officer's Signature: <i>EHT</i>		34. Date Signed: <i>3/18/83</i>											

**PART TWO: COMPLETE EACH BLOCK FOR NEW ASSISTANCE/ACQUISITION ACTIONS ONLY**

35. CONTRACT TYPE: A. Fixed Price (Specify: FFP, FPRD, FPEPA, FPI) <input type="checkbox"/> B. Cost Reimbursement (Specify: CR, CPFF, CS, CPAF, CPIF) <input type="checkbox"/> C. IQC & Requirements Contracts <input type="checkbox"/> D. Other <input type="checkbox"/>	37. SUBJECT TO STATUTORY REQUIREMENT: <input type="checkbox"/> 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
36. ADVANCE: <input type="checkbox"/> A. No Advance B. Advance Non-FRLC C. Advance FRLC	38. Country of Manufacture: _____ (Specify) <i>2</i>

STAT Section  
*JUN 22 1983*  
 ENTERED

JUN 20 1983

ORIGINAL

JUN 06 1983

Mr. Thomas W. Gittins  
Executive Vice President  
TOWN AFFILIATION ASSOCIATION OF THE U.S., INC.  
1625 I Street, NW -- Suite # 424-26  
Washington, D.C. 20006

Subject: Specific Support Grant  
No. AID/SOD/PDC-G-0280  
Amendment No. 6

Dear Mr. Gittins:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby amends the grant to extend the estimated completion date to May 31, 1983. The cumulative obligation remains \$690,581.

The grant is hereby further amended as follows:

Attachment A, paragraph E. Budget, delete the date "03/31/83" and insert in lieu thereof "05/31/83".

Except as expressly herein amended, the subject Grant is in all respects ratified, confirmed and continued in full force and effect in accordance with its terms.

ORIGINAL

Please sign the original and eight (8) copies of this letter to acknowledge your acceptance of the amendment. Return the original and seven (7) copies to the Office of Contract Management.

Sincerely yours,

*Edward H. Thomas*

Edward H. Thomas  
Grant Officer  
Services Operations Division  
Office of Contract Management

ACCEPTED:

TOWN AFFILIATION ASSOCIATION OF THE U.S., INC.

BY *Thomas W. Gittins*  
TYPED NAME Thomas W. Gittins  
TITLE Executive Vice President  
DATE 9 June 1983

Fiscal Data

Appropriation: 72-1111021.6  
Allotment: 146-38-099-00-76-33  
PIO/T No.: 938-0166-73-3811941, A-2  
Project No.: 938-0166  
Amount Obligated: -0-  
Cumulative Obligation: \$690,581

*1003*

*4*

**CONTRACT/GRANT/COOPERATIVE AGREEMENT DATA SHEET**

SER/CM/SD/SUP Action Monitor **SAL**

SER/CM/SD/SUP Action Office **PDC**

INSTRUCTIONS: AID/W - Complete 4 copies of the form. Original SER/CM/SD/SUP Statistical Section Copy; Copy 2 SER/CM/SD/SUP Administrative 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.**

**9/30/81**

Contractor/Grantee Name

**TOWN AFFILIATION ASSOCIATION**

PIO/T Number <b>938-0166-73-3811941 A1</b>	Appropriation Number <b>72-1111021.6</b>	Allotment Number <b>146-38-099-00-76-41</b>	Project Number <b>938-0166</b>
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Project Title

**Town Affiliation Association Institutional Development Grant**

Amount of this PIO/T <b>\$80,000 (Inc.)</b>	Project Manager's Name and Office Symbol <b>FVA/PVC, W. Holcomb</b>	Contractor's D-U-N-S Number
Negotiator's Typed Name <b>D. Schult</b>	Signature <i>Dorothy Schult</i>	Date
Contract/Grant Officer's Typed Name <b>E. Thomas</b>	Signature <i>EIT</i>	Date <b>30 Sep 81</b>

**PART IB.**

Contract/Grant Number <b>AID/SOD/PDC-G-0280</b>	Type Order	Order Number	Amendment/Modification Number <b>4</b>	Date PIO/T Received by CM/SD/SUP or Mission Contracting Office <b>9/30/81</b>
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**PART II.**

Effective Date of Document <b>9/30/81</b>	Signature Date of Document <b>9/30/81</b>	Estimated Completion Date <b>3/31/83</b>	Contract/Grant funded through (date) <b>3/31/83</b>
Host Country Institution (University contract ONLY)	Campus Coordinator (University contract ONLY)	Amount Obligated/Deobligated/Subobligated by this Action <b>\$0.00</b>	Cumulative Obligation thru this Action <b>690,581</b>

**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.

*Aid for Vol. 9/30/81*

**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, CPAT, CPIE) \_\_\_\_\_
- 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. U.S. Government

(Continued on Page 2)

5

ORIGINAL

OCT 19 1981

UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

SEP 30 1981

Mr. Thomas W. Gittins  
Executive Vice President  
TOWN AFFILIATION ASSOCIATION OF THE U.S., INC.  
1625 I Street, NW -- Suite #424-26  
Washington, D.C. 20006

SUBJECT: Specific Support Grant  
No. AID/SOD/PDC-G-0280  
Amendment No. 4

Dear Mr. Gittins:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantee") hereby grants to the Town Affiliation Association of the U.S., Inc. (hereinafter referred to as "TAA" or "Grantee") the additional sum of \$80,000 to provide support for a program to increase the institutional capacity of the National Association as more fully described in the attachment to this Grant entitled "Program Description". The total cumulative obligation under this Grant is now \$690,581. The estimated completion date is March 31, 1983.

This amendment is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period September 28, 1982 through March 31, 1983.

Attachment A, paragraph E. Budget, delete in its entirety and substitute in lieu thereof the following:

FORWARDED ON PAGE 2

6

"E. Budget

The funds provided herein shall be used to finance the follow-

ing items:

<u>Cost Element</u>	<u>FR: 09/28/79</u> <u>TO: 09/27/80</u>	<u>FR: 09/28/80</u> <u>TO: 09/27/81</u>	<u>FR: 09/28/81</u> <u>TO: 09/27/82</u>	<u>FR: 09/28/82</u> <u>TO: 03/31/83</u>	<u>TOTAL</u>
Salaries	\$ 81,000	\$ 89,100	\$ 98,010	\$ 50,000	\$318,110
Travel (Technician)	53,200	40,000	20,000	11,000	124,200
Travel (Staff)	30,000	30,000	15,000	7,000	82,000
Other Direct Costs	10,000	10,000	10,000	5,000	35,000
Overhead	<u>52,650</u>	<u>57,915</u>	<u>63,706</u>	<u>32,000</u>	<u>206,271</u>
SUBTOTAL	\$226,850	\$227,015	\$206,716	\$105,000	\$765,581
SCI Contribution through Funds Raised	<u>-0-</u>	<u>-0-</u>	<u>(50,000)</u>	<u>(25,000)</u>	<u>(75,000)</u>
TOTAL	\$226,850	\$227,015	\$156,716	\$ 80,000	\$690,581

The Grantee's commitment of grant funds in any period may not exceed the total amount obligated by A.I.D. for that period. Adjustments among the "line items are unrestricted."

Except as expressly herein amended, the subject Grant is in all respects certified, confirmed and continued in accordance with its terms.

Please acknowledge your acceptance of this amendment by having an authorized official sign the original and seven (7) copies of this letter. Return the original and six (6) copies to the Office of Contract Management, including all those stamped "Funds Available".

Sincerely yours,



Edward H. Thomas  
Grant Officer  
Services Operations Division  
Office of Contract Management

ACCEPTED:

TOWN AFFILIATION ASSOCIATION OF THE U.S. INC.

BY: *Thomas W. Gittins*

TYPED NAME: Thomas W. Gittins

TITLE: Executive Vice President

DATE: October 13, 1981

Fiscal Data

Appropriation No.: 72-1111021.6  
Allotment No.: 146-38-099-00-76-11  
PIO/T No.: 938-0166-73-3811941 A-  
Project No.: 938-0166  
Grant Amount: \$80,000

*012490*  
FUNDS AVAILABLE

*Billiam*  
PROG. DIVISION  
OFFICE OF FINANCIAL MANAGEMENT

*8*

**CONTRACT/GRANT/COOPERATIVE AGREEMENT DATA SHEET**

SER/CM/SD/SUP Action Monitor **SAL**

SER/CM/SD/SUP Action Office **PDC**

**INSTRUCTIONS:** AID/W - Complete 4 copies of the form. Original SER/CM/SD/SUP Statistical Section Copy; Copy 2 SER/CM/SD/SUP Administrative 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.**

**8/28/81**

Contractor/Grantee Name

**TOWN AFFILIATION ASSOCIATION**

PIO/T Number <b>938-0166-73-3811941</b>	Appropriation Number <b>72-1111021.6</b>	Allotment Number <b>146-38-099-00-76-11</b>	Project Number <b>938-0166</b>
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Project Title

**(Sister Cities) (Institutional Development Grant)**

Amount of this PIO/T <b>\$157,000</b>	Project Manager's Name and Office Symbol <b>FVA/PVC, W. M. <del>HIS</del> Holcomb</b>	Contractor's D-U-N-S Number
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Negotiator's Typed Name <b>D. Schult</b>	Signature <i>Dorothy C. Schult</i>	Date <b>8/28/81</b>
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Contract/Grant Officer's Typed Name <b>E. Thomas</b>	Signature <i>EHT</i>	Date
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**PART IB.**

Contract/Grant Number <b>AID/SOD/PDC-G-0280</b>	Type Order	Order Number	Amendment/Modification Number <b>3</b>	Date PIO/T Received by CM/SD/SUP or Mission Contract Office <b>8/28/81</b>
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**PART II.**

Effective Date of Document <b>8-28-81</b>	Signature Date of Document <b>8/28/81</b>	Estimated Completion Date <b>4/27/82</b>	Contract/Grant funded through (date) <b>9/27/82</b>
Host Country Institution (University contract ONLY)	Campus Coordinator (University contract ONLY)	Amount Obligated/Deobligated/Subobligated by this Action <b>156,566</b>	Cumulative Obligation thru this Action <b>610,581</b>

**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.

*Rec'd. for Validation 8/28/81*

**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 & FPI 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 1-1.712-1)
- 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**

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- 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

**STAT Section**  
**SEP 8 1981**  
**ENTERED**

*Copy to Sarah for Report 9-4-81*

*9*

ORIGINAL  
UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

SEP 8 1981

AUG 28 1981

Mr. Thomas W. Gittins  
Executive Vice President  
Town Affiliation Association  
of the U.S., Inc.  
Suite 424-26  
1625 Eye Street, N.W.  
Washington, D.C. 20006

Subject: Specific Support Grant  
No. AID/80D/PDC-G-0280  
Amendment No. 3

Dear Mr. Gittins:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby grants to the Town Affiliation Association of the U.S., Inc. (hereinafter referred to as "TAA" or "Grantee") the additional sum of \$156,566 to provide support for a program to increase the institutional capacity of the National Association as more fully described in the attachment to this Grant entitled "Program Description". The total cumulative obligation under this Grant is now \$610,581.

This amendment is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period September 28, 1981 through September 27, 1982.

Under Attachment A, paragraph E. Budget, delete the following:

"Subject to the availability of funds and the mutual consent of the parties to proceed with the project, additional funds in the amount of \$156,566 may be provided."

REPRODUCED ON PAGE *J*

10

Except as expressly herein amended, the subject Grant is in all respects certified, confirmed and continued in accordance with

Please acknowledge your acceptance of this amendment by having an authorized official sign the original and seven (7) copies of this letter. Return the original and six (6) copies to the Office of Contract Management, including all those stamped "Funds Available".

Sincerely yours,

*Edward H. Thomas*

Edward H. Thomas  
Grant Officer  
Services Operations Division  
Office of Contract Management

**ACCEPTED:**

**TOWNS AFFILIATION ASSOCIATION  
OF THE U.S., INC.**

BY *Thomas W. Gittins*

**TYPED NAME** Thomas W. Gittins

**TITLE** Executive Vice President

**DATE** September 3, 1981

**Fiscal Data**

Appropriation 72-1111021.6  
Allotment 146-38-099-00-76-11  
FID/T 938-0166-73-301194E  
Project 938-0166  
Grant amount \$156,566

*110 4196*  
FUNDS AVAILABLE

*110 4196*  
AUG 31 1981  
Program Acctg. Division  
OFFICE OF FINANCIAL MANAGEMENT

<b>CONTRACT/GRANT/COOPERATIVE AGREEMENT DATA SHEET</b>	SER/CM/SD/SUP Action Monitor	SER/CM/SD/SUP Action Office
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INSTRUCTIONS: AID/W - Complete 4 copies of the form. Original SER/CM/SD/SUP Statistical Section Copy; Copy 2 SER/CM/SD/SUP Administrative 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 <i>Town Affiliation Assn of the US</i>			
PIO/T Number <i>NA</i>	Appropriation Number	Allotment Number	Project Number
Project Title			
Amount of this PIO/T	Project Manager's Name and Office Symbol <i>W. W. Holecomb PDE/PUC</i>	Contractor's D-U-N-S Number	
Negotiator's Typed Name <i>D. Schult</i>	Signature	Date	
Contract/Grant Officer's Typed Name <i>EH Thomas</i>	Signature	Date	

**PART IB.**

Contract/Grant Number <i>D/SOP/PX - G-0280</i>	Type Order	Order Number	Amendment/Modification Number <i>2</i>	Date PIO/T Received by CM/SD/SUP or Mission Contract Office
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**PART II.**

Effective Date of Document <i>10-27-80</i>	Signature Date of Document <i>10/27/80</i>	Estimated Completion Date <i>9/27/82</i>	Contract/Grant funded through (date) <i>9/27/81</i>
Host Country Institution (University contract ONLY)	Campus Coordinator (University contract ONLY)	Amount Obligated/Deobligated/Subobligated by this Action <i>-0-</i>	Cumulative Obligation thru this Action <i>454,015</i>

**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 Buy Order (BOA)\*
- 2 Work Order (W/O)\*
- 3 Delivery Order (Requirement)
- 4 Purchase Order
- \*If 1, 2, or 4 above, a complete M04 CONTRACT GRANT REQUIRED
- 0 MOA, BOA, BMA, etc.)
- 1 Fixed Price (Specify CR, CPFD, FEPA, EPI, ...)
- 2 Cost Reimbursement (Specify CR, CPFD, CS, CPAI, CPFD, ...)
- 3 Cooperative Agreement
- 4 Grant - General Support\*
- 5 Grant - Specific Support\*
- 6 Grant - TTT(D)\*
- 7 Do Not Use
- 8 BGS
- 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 Bid Inv. and/or Inv'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 U.S. Government

(Continued on Page 2)

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ORIGINAL

NOV 4 1980

UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

Mr. Thomas W. Gittins  
Executive Vice President  
Town Affiliation Association  
of the U.S., Inc.  
Suite 424-26  
1625 Eye Street, N.W.  
Washington, D.C. 20006

27 OCT 1980

Subject: Specific Support Grant  
No. AID/SOD/PDC-G-0280  
Amendment No. 2

Dear Mr. Gittins:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the subject Grant is hereby amended to correct the cumulative obligated amount.

Delete "The total cumulative obligation under this Grant is now \$453,865.", and substitute in lieu thereof "The total cumulative obligation under this Grant is now \$454,015."

Delete "Subject to the availability of funds and the mutual consent of the parties to proceed with the project, additional funds in the amount of \$156,716 may be provided.". Substitute the following in lieu thereof: "Subject to the availability of funds and the mutual consent of the parties to proceed with the project, additional funds in the amount of \$156,566 may be provided."

Except as expressly herein amended, the subject Grant is in all respects ratified, confirmed and continued in accordance with its terms.

Please acknowledge your acceptance of this amendment by having an authorized official sign the original and seven (7) copies of this letter. Return the

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original and six (6) copies to the Office of Contract Management.

Sincerely yours,

*Edward H. Thomas*

Edward H. Thomas  
Grant Officer  
Services Operations Division  
Office of Contract Management

ACCEPTED:

TOWN AFFILIATION ASSOCIATION  
OF THE US., INC.

BY: *Thomas W. Gittins*

TYPED NAME: Thomas W. Gittins

TITLE: Executive Vice President

DATE: 10/29/80

PIO/T No.	938-0166-73-3805250
Appropriation	72-1101021.6
Allotment	046-38-099-00-76-01
Amount Obligated	-0-

**CONTRACT/GRANT/COOPERATIVE AGREEMENT DATA SHEET**

SER/CM/SD/SUP Action Monitor **MVS**

SER/CM/SD/SUP Action Office **CM/SOD/PDC**

**INSTRUCTIONS:** AID/W - Complete 4 copies of the form. Original SER/CM/SD/SUP Statistical Section Copy; Copy 2 SER/CM/SD/SUP Administrative 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

**Town Affiliation Association**

PIO/T Number <b>938-0166-73-3805250</b>	Appropriation Number <b>72-1101021.6</b>	Allotment Number <b>046-38-099-00-76-01</b>	Project Number <b>938-0166</b>
--	---	--	-----------------------------------

Project Title

**Town Affiliation Association-Institutional Development Grant**

Amount of this PIO/T <b>\$227,015</b>	Project Manager's Name and Office Symbol <b>PDC/PVC: W.M. Holcomb</b>	Contractor's D-U-N-S Number
Negotiator's Typed Name <b>B. Meltz</b>	Signature <i>[Signature]</i>	Date <b>9/24/80</b>
Contract/Grant Officer's Typed Name <b>E. Thomas</b>	Signature <i>[Signature]</i>	Date <b>22 Sep 80</b>

**PART IB.**

Contract/Grant Number <b>AID/SOD/PDC-G-0280</b>	Type Order	Order Number	Amendment/Modification Number <b>1</b>	Date PIO/T Received by CM/SD/SUP or Mission Contract Office <b>9/19/80</b>
--	------------	--------------	---	---

**PART II.**

Effective Date of Document <b>9/24/80</b>	Signature <i>[Signature]</i>	Date of Document <b>9/24/80</b>	Estimated Completion Date <b>9/22/81</b>	Contract/Grant funded through (date) <b>9/27/81</b>
Host Country Institution (University contract ONLY)	Campus Coordinator (University contract ONLY)	Amount Obligated/Deobligated/Subobligated by this Action <b>227,015</b>	Cumulative Obligation thru this Action <b>453,865</b>	

**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. U.S. Government

(Continued on Page 2)

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**ORIGINAL**

**OCT 8 1980**

**UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C.**

Mr. Thomas Gittins  
Executive Vice President  
TOWN AFFILIATION ASSOCIATION  
OF THE U.S., Inc.  
1625 I Street, NW, Suite 424-26  
Washington, D.C. 20006

**24 SEP 1980**

Subject: Specific Support Grant No.  
AID/SOD/PDC-G-0280  
Amendment #1

Dear Mr. Gittins:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby grants to the Town Affiliation Association of the U.S., Inc. (hereinafter referred to as "TAA" or "Grantee") the sum of \$227,015 to provide support for a program to increase the institutional capacity of the National Association as more fully described in the attachment to this Grant entitled "Program Description".

This amendment is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period September 28, 1979 through September 27, 1981.

The total cumulative obligation under this Grant is now \$ 453,865.

**ORIGINAL**

**PREVALIDATED ON PAGE 2...**

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The subject Grant is hereby amended as follows:

Under Attachment A., Section E - Budget, delete the last sentence of the last paragraph in its entirety and insert in lieu thereof the following:

"Subject to the availability of funds and mutual consent of the parties to proceed with the project, additional funds in the amount of \$156,716 may be provided".

The Grantee may not exceed the obligated funds of \$453,865 for the period September 28, 1979 through September 27, 1981. However, adjustments among the line items are unrestricted.

Except as expressly herein amended, the subject Grant is in all respects ratified, confirmed and continued in accordance with its terms.

Please acknowledge your acceptance of this amendment by having an authorized official sign the original and seven(7) copies of this letter as well as the "Statement of Assurance of Compliance". Please return the original and six (6) copies of this letter, including all those stamped "Funds Available" as well as the Statement of Assurance of Compliance to this office.

O/C 4190  
FUNDS AVAILABLE

*Pratt*  
SEP 26 1980

Program Acctg. Division  
OFFICE OF FINANCIAL MANAGEMENT

Sincerely,

*Edward H. Thomas*

Edward H. Thomas  
Grant Officer  
Services Operations Division  
Office of Contract Management

ACCEPTED:

TOWN AFFILIATION ASSOC. OF THE U.S., Inc.

BY: *Thomas W. Gittins*

TYPED NAME: Thomas W. Gittins

TITLE: Executive Vice President

DATE: September 30, 1980

Fiscal Data

PIO/T No. : 938-0166-73-3805250  
Appropriation: 72-1101021.6  
Allotment : 046-38-099-00-76-01  
Amt. Obligated: \$227,015.

# CONTRACT

**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 2 SER/CM/SD/SUP Administrative 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 <i>Town Affiliation Association</i>			
PIO/T Number <i>938-389252</i>	Appropriation Number <i>72-1191021.6</i>	Allotment Number <i>946-38-099-00-76-91</i>	Project Number <i>958-0166</i>
Project Title <i>Town Affiliation Association (Sister Cities) Inst. Dev. Grant</i>			
Amount of this PIO/T <i>227,000</i>	Project Manager's Name and Office Symbol <i>PDC/PC/IO/PNS, A BARO</i>		Contractor's D-U-N-S Number
Negotiator's Typed Name <i>Hatt, S W. Williams</i>	Signature <i>Hatt S W. Williams</i>		Date <i>9/28/79</i>
Contract/Grant Officer's Typed Name <i>M. H. Snyder</i>	Signature <i>[Signature]</i>		Date <i>"</i>

**PART IB.**

Contract/Grant Number <i>PI/D/SOS/PDC-6-0280</i>	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 <i>9/28/79</i>	Signature Date of Document <i>9/27/79</i>	Estimated Completion Date <i>9/27/80</i>	Contract/Grant funded through (date) <i>9/27/80</i>
Host Country Institution (University contract ONLY)	Campus Coordinator (University contract ONLY)	Amount Obligated/Deobligated/Subobligated by this Action <i>\$226,850</i>	Cumulative Obligation thru this Action <i>\$226,850</i>

**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 (IQ)\*
- 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, CPI) \_\_\_\_\_
- 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. I.d. 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))

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- 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. U.S. Government

(Continued on Page 2)

**FRACTURING 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) \_\_\_\_\_

**M11 - ADVANCE**

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

**M12 - COUNTRY OF PERFORMANCE**

(Specify) W/A

**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) \_\_\_\_\_

**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.

OCT 12 1979

DEPARTMENT OF STATE  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

SEP 27 1979

Mr. Thomas Gittins  
Executive Vice President  
TOWN AFFILIATION ASSOCIATION  
OF THE U.S., INC.  
1625 I Street, NW -- Suite 424-26  
Washington, D.C. 20006

FUNDS AVAILABLE	
Date	9/28/79
Project No.	988-0166
Obligation No.	3899252
Object Class	4190
Allotment	946-38-049-00-76-91
Amount	227,000.00
By (Initials)	Smiller
AID/SER/FM/RSD	

SUBJECT: Specific Support Grant No.  
AID/SOD/PDC-G-0280

Dear Mr. Gittins:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby grants to the Town Affiliation Association of the U.S., Inc. (hereinafter referred to as "TAA" or "Grantee") the sum of \$226,850 to provide support to increase the institutional capacity of the National Association as more fully described in the attachment to this Grant entitled "Program Description".

This Grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period September 28, 1979 through September 27 1980.

This Grant is made to the Town Affiliation Association of the U.S., Inc., on condition that the funds will be administered in accordance with the terms and condition as set forth in Attachment A entitled "Program Des-

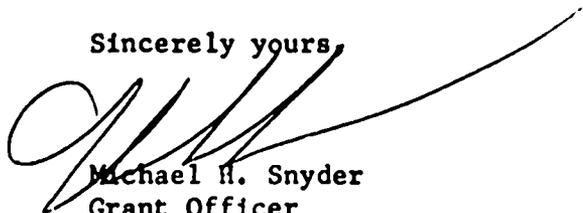
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cription", and Attachment B entitled "Standard Provisions", which have been agreed to by your organization.

Please sign the Statement of Assurance of Compliance, enclosed herein, and the original and seven (7) copies of this letter to acknowledge your acceptance of the conditions under which these funds have been granted.

Please return the Statement of Assurance of Compliance and the original and six (6) copies of this Grant, including all those stamped "Funds Available", to the Office of Contract Management.

Sincerely yours,



Michael H. Snyder  
Grant Officer  
Services Operations Division  
Office of Contract Management

Attachments:

- A. Program Description
- B. Standard Provisions
- C. Statement of Assurance of Compliance

ACCEPTED:

TOWN AFFILIATION ASSOCIATION OF THE U.S., INC.

BY: 

TYPED NAME: Thomas W. Gittins

TITLE: Executive Vice President

DATE: October 11, 1979

Fiscal Data

Appropriation: 72-1191021.6  
Allotment: 946-38-099-00-76-91  
PIO/T No.: 938-0166-73-3900252  
Project No.: 938-0166  
Total Grant Amount: \$227,000

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PROGRAM DESCRIPTION

A. Purpose of Grant

The purpose of this Grant is to provide support to increase the institutional capacity of the National Association in the delivery of program and technical services through its Sister Cities International program.

B. Specific Objectives

The specific objectives of this Grant are as follows:

1. To increase the social and economic well-being of the urban poor majority in developing countries through development programs utilizing the Sister City mechanism.
2. To increase the utilization of U.S. municipal technical assistance to developing countries.
3. To implement municipal and private professional/technical projects to accomplish the following:
  - a) To identify the expanding needs of developing country urban priorities applicable to direct technical assistance input from U.S. cities;
  - b) To provide program development/design assistance to foreign cities and their U.S. counterparts;
  - c) To support the implementation process and delivery of services to targeted groups;
  - d) To plan and conduct educational workshops on development assistance;
  - e) To assist foreign cities and their U.S. counterparts in establishing a process of evaluation within the project plan; and

f) To provide management/administrative assistance to the cities in the actual process of carrying out the project, including scheduling, timing, etc. oriented toward accomplishing the following:

- i. To select cities that meet the overall program requirements of the development program;
- ii. To provide liaison for those cities with professional and technical organizations;
- iii. To develop technical assistance guidelines for cities;
- iv. To design a standard reporting system to be used by the cities;
- v. To conduct an on-going process of program and project evaluation;
- vi. To design, write and produce program case studies and other materials for distribution;
- vii. To collect and disseminate data from reports as projects are concluded; and
- viii. To promote municipal and private technical assistance to developing countries through the Sister City operation.

4. To develop a program framework which will enable any U.S. community, regardless of whether or not it has a Sister City Program, to have the opportunity to respond to urban-related technical needs of communities in developing countries.

5. To increase the number of technical training programs for communities in developing countries through the Sister City mechanisms.

6. To have a direct concentration of program assistance emphasis

on the areas of urban skill development and problem solving, urban services including health and education, vocational programs, urban management, and employment generation.

7. To increase the amount of private resources allocated to technical assistance programs in developing countries.

C. Implementation

To achieve the above objectives, the Grantee shall carry out the following activities, in addition to those outlined in B above, with funds provided by this Grant:

1. Project Follow-Up

Over the proposed three year Grant period, there shall be follow-up of present on-going Development Program Grant (DPG) projects and follow-up of new projects to be developed and implemented under this Grant as follows:

First Year

- Ten (10) on-going DPG projects.

Proposed Second and Third Years

- Eleven (11) new projects.

In total, 21 projects will be eligible for follow-up over a three year period.

2. New Project Development

During the first two years of the Grant, 17 new technical assistance projects (TAP) will be developed and implemented; 10 the first year and 7 the proposed second year. Five (5) new TAPs would be imple-

mented and developed the third year making a total of 22 new projects. An evaluation of the 17 new projects carried out during the first two years would take place during the final year of the Grant.

3. On-the-Job Training Pilot Projects

A total of 12 pilot on-the-job training projects shall be developed and implemented, eight (8) during the first year and four (4) during the proposed second year. The first eight (8) pilot projects shall be chosen from those TAP projects developed and implemented under the DPG and the second four (4) shall be chosen from new TAPs developed under this Grant during the first year. During proposed second year, the pilot effort will be evaluated to determine its successfulness.

4. Advisory Committee

A new Advisory Committee for the Technical Assistance Program shall be formed to serve as a resource for project evaluation at the points of initiation and implementation. The Committee shall serve as a testing board, where feasible, for the initiation of new TAPs or technical endeavors. The Committee will be kept fully informed on all recent developments within the technical sector and will receive copies of all submitted case reports.

D. Reports

1. An annual comprehensive report will be prepared for submission one month prior to the PES, which in turn will be completed 11 months after initial funding. The format is at the discretion of TAA. These documents will be prepared each 12 months thereafter.

2. Reports on program activities are to be prepared by TAA and distributed to (a) AID/PDC/PVC; (b) AID/Regional Bureaus as appropriate; and (c) USAID officials in respective countries.

3. At the end of six months TAA will make an oral presentation to PVC Office and other A.I.D. offices which seem appropriate to discuss the status of project activities.

4. Special reports as determined useful by TAA and PDC/PVC may also be requested. Four copies of all publications supported by this grant will be submitted to the AID Reference Center and the AID Research and Development Abstracts for inclusion as deemed appropriate by the Agency. The AID grant document number will appear on the face of all documents submitted.

5. A series of case studies will be published together with a handbook giving detailed instructions to member cities and other cooperative organizations on how to develop, establish and initiate a technical assistance project.

E. Budget

The funds provided herein shall be used to finance the following

items:

<u>Cost Element</u>	<u>FR: 9/28/79</u> <u>TO: 9/27/80</u>	<u>FR: 9/28/80</u> <u>TO: 9/27/81</u>	<u>FR: 9/28/81</u> <u>TO: 9/27/82</u>	<u>Total</u>
Salaries	\$81,000	\$89,100	\$98,010	\$268,110
Travel (Technician)	53,200	40,000	20,000	113,200
Travel (Staff)	30,000	30,000	15,000	75,000
Other Direct Costs	10,000	10,000	10,000	30,000
Overhead	<u>52,650</u>	<u>57,915</u>	<u>63,706</u>	<u>174,271</u>
SUBTOTAL	\$226,850	\$227,015	\$206,716	\$660,581
SCI Contribution through Funds Raised	<u>-0-</u>	<u>-0-</u>	<u>(50,000)</u>	<u>(50,000)</u>
TOTAL	\$226,850	\$227,015	\$156,716	\$610,581

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The Grantee's commitment of grant funds in any annual period may not exceed the total amount obligated by A.I.D. for that period. Adjustments among the line items are unrestricted. Subject to the availability of funds and mutual consent of the parties to proceed with the project, additional funds in the amount of \$383,731 will be provided.

F. Special Provisions

1. Delete the following Standard Provisions in their entirety:
  - a) No. 7B - Payment-Periodic Advance
  - b) No. 7C - Payment-Reimbursement
  - c) No. 12B - Title To and Care of Property (U.S. Government Title)
  - d) No. 12C - Title To and Care of Property (Cooperating Country Title)
2. Add new Standard Provision No. 28 entitled "Alterations in Standard Provisions" attached hereto as Attachment 2 (Supplement).

G. Overhead Rate

Pursuant to the provisions of Standard Provision No. 5 "Negotiated Overhead Rates - Other than Educational Institutions", an overhead rate shall be established for each of the Grantee's accounting periods during the term of this Grant. Pending establishment of a final rate for the initial period beginning October 1, 1979 and ending September 30, 1980, provisional payments on account of allowable indirect costs shall be made at the rate of 65%, applied to direct salaries and wages.

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U.S. Grantees and U.S. Subgrantees:  
OTHER THAN EDUCATIONAL INSTITUTIONS  
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STANDARD PROVISIONS

- |  |   |
|--|---|
| 1. Allowable Costs and Payment (Other Than Educational Institutions) | 13. Conversion of United States Dollars to Local Currency           |
| 2. Accounting, Records, and Audit                                    | 14. Termination   |
| 3. Refunds   | 15. Voluntary Participation   |
| 4. Equal Opportunity in Employment                                   | 16. Prohibition on Abortion-Related Activities                      |
| 5. Negotiated Overhead Rates - Other Than Educational Institutions   | 17. Voluntary Participation Requirements for Sterilization Programs |
| 6. Limitation of Funds   | 18. Publications  |
| *7A. Payment - Federal Reserve Letter of Credit (FRLC) Advance       | 19. Patents   |
| *7B. Payment - Periodic Advance                                      | 20. Regulations Governing Employees Outside the United States       |
| *7C. Payment - Reimbursement   | 21. Subordinate Agreements  |
| 8. Travel and Transportation   | 22. U.S. Officials Not to Benefit                                   |
| 9. Ocean Shipment of Goods   | 23. Covenant Against Contingent Fees                                |
| 10. Procurement of Goods and Services Under \$250,000                | 24. Nonliability  |
| 11. Government Furnished Excess Personal Property                    | 25. Amendment   |
| **12A. Title to and Use of Property (Grantee Title)                  | 26. The Grant   |
| **12B. Title to and Care of Property (U.S. Government Title)         | 27. Notices   |
| **12C. Title to and Care of Property (Cooperating Country Title)     |   |

- \* Select only 1 payment provision from Group 7.  
\*\* Select only 1 property provision from Group 12, if title to all property is to vest in one entity; however, if title is to be split by categories among two or more entities, select the appropriate provisions from Group 12 and identify the categories and entities in Attachment 1 of the Grant.

1. ALLOWABLE COSTS AND PAYMENT (OTHER THAN EDUCATIONAL INSTITUTIONS)

(This provision is applicable to other than educational institutions.)

The Grantee shall be reimbursed for costs incurred in carrying out the purposes of this Grant which are determined by the Grant Officer to be allowable in accordance with the terms of this Grant and Subpart 15.2 (Contracts with Commercial Organizations) of the Federal Procurement Regulations (41 CFR 1-15.2) in effect on the date of this Grant. Payment of allowable costs shall be in accordance with the payment provision of this Grant.

2. ACCOUNTING, RECORDS, AND AUDIT

The Grantee shall maintain books, records, documents, and other evidence in accordance with the Grantee's usual accounting procedures to sufficiently substantiate charges to the Grant. The Grantee shall preserve and make available such records for examination and audit by AID and the Comptroller General of the United States, or their authorized representatives (a) until the expiration of three years from the date of termination of the program and (b) for such longer period, if any, as is required to complete an audit and to resolve all questions concerning expenditures unless written approval has been obtained from the AID Grant Officer to dispose of the records. AID follows generally accepted auditing practices in determining that there is proper accounting and use of Grant funds. The Grantee agrees to include the requirements of this clause in any subordinate agreement hereunder.

3. REFUNDS

(a) If use of the Grant funds results in accrual of interest to the Grantee or to any other person to whom Grantee makes such funds available in carrying out the purposes of this Grant, the Grantee shall refund to AID an amount equivalent to the amount of interest accrued.

(b) Funds obligated hereunder but not disbursed to the Grantee at the time the Grant expires or is terminated, shall revert to AID, except for funds encumbered by the Grantee by a legally binding transaction applicable to this Grant. Any funds disbursed to but not expended by the Grantee at the time of expiration or termination of the Grant shall be refunded to AID.

(c) If, at any time during the life of the Grant, it is determined by AID that funds provided under the Grant have been expended for purposes not in accordance with the terms of the Grant, the Grantee shall refund such amounts to AID.

4. EQUAL OPPORTUNITY IN EMPLOYMENT

(This provision is applicable to all grantees and subgrantees who either perform work in the United States or who recruit personnel in the United States to do work abroad.)

(a) With regard to the employment of persons in the U.S. under this Grant, the Grantee agrees to take all reasonable steps to ensure equality of opportunity in its employment practices without regard to race, color or

national origin of such persons and, in accordance with Title VI of the Civil Rights Act of 1964, when work funded by this Grant is performed in the U.S., no person shall, on the grounds of race, color or national origin, be excluded from participation, be denied benefits, or be subjected to discrimination. In addition, the Grantee agrees to comply, in accordance with its written assurance of compliance, with the provisions of Part 209 of Chapter II, Title 22 of the Code of Federal Regulations, entitled "Non-Discrimination in Federally Assisted Programs of the Agency for International Development - Effectuation of Title VI of the Civil Rights Act of 1964."

(b) In addition, the Grantee agrees to take all reasonable steps to ensure equality of opportunity in its employment practices without regard to sex, religion, age and handicap, in accordance with P.L. 92-261, P.L. 93-259, P.L. 93-112 and P.L. 93-508. When work funded by AID under this Grant is performed in either the U. S. or overseas no person shall, on the grounds of sex, religion, age or handicap, be excluded from participation, be denied benefits, or be subjected to discrimination.

5. NEGOTIATED OVERHEAD RATES - OTHER THAN EDUCATIONAL INSTITUTIONS

(This provision is applicable to other than educational institutions.)

(a) Pursuant to this provision, an overhead rate shall be established for each of the Grantee's accounting periods during the term of this Grant. Pending establishment of a final rate, the parties have agreed that provisional payments on account of allowable indirect costs shall be at the rate(s), on the base(s), and for the period shown in Attachment 1 to this Grant.

(b) The Grantee, as soon as possible but not later than 90 days after the close of each of its accounting periods during the term of this Grant, shall submit to the Grant Officer with copies to the Overhead and Special Cost Branch, Special Operations Division, Office of Contract Management, AID, Washington, D.C. and to the Office of the Auditor General, AID, Washington, D.C., proposed final rate(s) for the period, together with supporting cost data. Negotiation of final overhead rates by the Grantee and the Grant Officer shall be undertaken as promptly as practicable after receipt of the Grantee's proposal.

(c) Allowability of costs and acceptability of cost allocation methods shall be determined in accordance with Subpart 1-15.2 (Contracts with Commercial Organizations) of the Federal Procurement Regulations as in effect on the date of this Grant.

(d) The results of each negotiation shall be set forth in a written overhead rate agreement executed by both parties. Such agreement shall specify (1) the agreed final rate(s), (2) the base(s) to which the rate(s) applies, and (3) the period(s) for which the rate(s) applies. The overhead rate agreement shall not change any monetary ceiling, Grant obligation, or specific cost allowance or disallowance provided for in this Grant.

(e) Pending establishment of the final overhead rate(s) for any

period, the Grantee shall be reimbursed either at the negotiated provisional rate(s) as provided above or at a billing rate(s) acceptable to the Grant Officer, subject to appropriate adjustment when the final rate(s) for that period is established. To prevent substantial over or under payment, the provisional or billing rate(s) may, at the request of either party, be revised by mutual agreement, either retroactively or prospectively. Any such revision of the negotiated provisional rate(s) provided in this provision shall be set forth in a modification to this Grant.

#### 6. LIMITATION OF FUNDS

(This provision is applicable to all incrementally or partially funded grants; it becomes inapplicable when the grant is fully funded.)

(a) It is estimated that the cost to the Government for the performance of this Grant will not exceed the estimated cost set forth in Attachment 1 (hereinafter referred to as "the Schedule") to this Grant, and the Grantee agrees to perform the work specified in the Schedule and all obligations under this Grant within such estimated cost.

(b) The amount presently available for payment and obligated under the Grant, the items covered thereby, and the period of performance which it is estimated the obligated amount will cover, are specified in the Schedule. It is contemplated that from time to time additional funds will be obligated under this Grant up to the full estimated cost set forth in the Schedule. The Grantee agrees to perform or have performed work on this Grant up to the point at which the total amount paid and payable by the Government pursuant to the terms of this Grant approximates but does not exceed the total amount actually obligated under the Grant.

(c) If at any time the Grantee has reason to believe that the costs which it expects to incur in the performance of this Grant in the next succeeding 30 days, when added to all costs previously incurred, will exceed 75 percent of the total amount then obligated under the Grant, the Grantee shall notify the Grant Officer in writing to that effect. The notice shall state the estimated amount of additional funds required to continue performance for the period set forth in the Schedule. Thirty days prior to the end of the period specified in the Schedule, the Grantee will advise the Grant Officer in writing as to the estimated amount of additional funds, if any, that will be required for the timely performance of the work under the Grant or for such further period as may be specified in the Schedule or otherwise agreed to by the parties. If, after such notification, additional funds are not obligated by the end of the period set forth in the Schedule or an agreed date substituted therefor, the Grant Officer will, upon written request by the Grantee, terminate this Grant pursuant to the "Termination" provision of this Grant on such a date. If the Grantee, in the exercise of its reasonable judgment, estimates that the funds available will allow it to continue to discharge its obligations hereunder for a period extending beyond such date, it shall specify the later date in its request and the Grant Officer, in his discretion, may terminate this Grant on that later date.

(d) Except as required by other provisions of this Grant specifically citing and stated to be an exception from this provision, the Government shall not be obligated to reimburse the Grantee for costs incurred in excess of the total amount obligated under the Grant, and the Grantee shall not be obligated to continue performance under the Grant (including actions under the "Termination" provision) or otherwise to incur costs in excess of the amount obligated under the Grant, unless and until the Grant Officer has notified the Grantee in writing that such obligated amount has been increased and has specified in such notice an increased amount constituting the total amount then obligated under the Grant. To the extent the amount obligated exceeds the estimated cost set forth in the Schedule, such estimated cost shall be correspondingly increased. No notice, communication or representation in any other form or from any person other than the Grant Officer shall affect the amount obligated under this Grant. In the absence of the specified notice, the Government shall not be obligated to reimburse the Grantee for any costs in excess of the

total amount then obligated under the Grant, whether those excess costs were incurred during the course of the Grant or as a result of termination. When and to the extent that the amount obligated under the Grant has been increased, any costs incurred by the Grantee in excess of the amount previously obligated shall be allowable to the same extent as if such costs had been incurred after such increase in the amount obligated; unless the Grant Officer issues a termination or other notice and directs that the increase is solely for the purpose of covering termination or other specified expenses.

(e) Nothing in this provision shall affect the right of the Government to terminate this Grant. In the event this Grant is terminated, the Government and the Grantee shall negotiate an equitable distribution of all property produced or purchased under the Grant based upon the share of cost incurred by each.

#### 7A. PAYMENT - FEDERAL RESERVE LETTER OF CREDIT (FRLC)

##### ADVANCE

(This provision is applicable when the Grantee's total AID grants and cost-reimbursement contracts exceed \$250,000 per annum and AID has, or expects to have a continuing relationship with the Grantee for at least one year.)

(a) AID shall open a Federal Reserve Letter of Credit (hereinafter referred to as an "FRLC") in the amount of this Grant, against which the Grantee may present payment vouchers (i.e., TUS 5401). The payment vouchers shall not ordinarily be submitted more frequently than daily and shall not be less than \$10,000 or more than \$1,000,000. Since the FRLC method enables the recipient organization to obtain funds from the U.S. Treasury concurrently with and as frequently as disbursements are made by the recipient, there need be no time lag between disbursements by the recipient organization and drawdowns from the U.S. Treasury by FRLC. Therefore, there is no necessity for the recipient to maintain balances of Federal cash other than small balances.

(b) In no event shall the accumulated total of all such payment vouchers exceed the amount of the FRLC.

(c) If at any time, SER/FM determines that the Grantee has presented payment vouchers in excess of the amount or amounts allowable in (a) and (b) above, SER/FM shall advise the Grant Officer who may: (1) cause the FRLC to be suspended or revoked; or (2) direct the Grantee to withhold submission of payment vouchers until such time as, in the judgment of SER/FM, an appropriate level of actual, necessary and allowable expenditures has occurred or will occur under this Grant, and/or (3) request the Grantee to repay to AID the amount of such excess. Upon receipt of the Grant Officer's request for repayment of excess advance payments, the Grantee shall promptly contact SER/FM to make suitable arrangements for the repayment of such excess funds. Advances made by primary recipient organizations (those which receive payments directly from the Government) to secondary recipients shall conform to the same standards outlined above applicable to advances made by the Government to primary recipient organizations.

(d) Procedure for Grantee

(1) After arranging with a commercial bank of its choice for operation under the FRLC and obtaining the name and address of the Federal Reserve Bank or branch serving the commercial bank, the Grantee shall deliver to the AID Controller 3 originals of Standard Form 1194, "Authorized Signature Card for Payment Vouchers on Letters of Credit" signed by those official(s) authorized to sign payment vouchers against the FRLC and by an official of the Grantee who has authorized them to sign.

(2) The Grantee shall subsequently receive one certified copy of the FRLC.

(3) The Grantee shall confirm with his commercial bank that the FRLC has been opened and is available when funds are needed.

(4) To receive payment, the Grantee shall:

(A) Periodically, although normally not during the last five days of the month, prepare payment vouchers (Form TUS 5401) in an original and three copies.

(B) Have the original and two copies of the voucher

signed by the authorized official(s) whose signature(s) appear on the Standard Form 1194.

- (C) Present the original, duplicate and triplicate copy of the Form TUS 5401 to his commercial bank.
- (D) Retain the quadruplicate copy of the voucher.
- (5) After the first payment voucher (Form TUS 5401) has been processed, succeeding payment vouchers shall not be presented until the existing balance of previous payments has been expended or is insufficient to meet current needs.
- (6) In preparing the payment voucher, the Grantee assigns a voucher number in numerical sequence beginning with 1 and continuing in sequence on all subsequent payment vouchers submitted under the FRLC.
- (7) A report of expenditures (i.e., SF 269, "Financial Status Report") shall be prepared and submitted not less than quarterly within 30 days of the end of the period to the Office of Financial Management, AID, Washington, D. C. 20523. This SF 269 Report, submitted with Standard Form 1034, "Public Voucher for Purchases and Services Other Than Personal", shall be in an original and 2 copies.
- (8) The SF 269 report is reviewed against the Grant provisions, and any improper disbursement is disallowed. The Grantee is notified of the reason for the disallowance and is directed to adjust the next periodic report of expenditures to reflect the disallowance and to reduce its next payment voucher against the FRLC by the amount of the disallowance.
- (9) In addition to the submission of the SF 269 and the SF 1034, the Grantee shall submit an original and 2 copies of SF 272, "Federal Cash Transaction Report" as follows:
  - (A) For advances totaling less than \$1 million per year, the Grantee shall submit the SF 272 within 15 working days after the end of the reporting quarter.
  - (B) For advances totaling more than \$1 million per year, the Grantee shall submit the SF 272 within 15 working days after the end of each month, and
  - (C) The Grantee's cash needs for the ensuing period (i.e., quarter or month) shall be explained under the "Remarks" section of the SF 272.

(e) Refund of Excess Funds

- (1) If all costs have been settled under the Grant and the Grantee fails to comply with the Grant Officer's request for repayment of excess FRLC funds, the Government shall have the right, on other contracts or grants held with the Grantee, to withhold reimbursements due to the Grantee in the amount of the excess being held by the Grantee.
- (2) If the Grantee is still holding excess FRLC funds on a grant, contract, or similar instrument under which work has been completed or terminated but all costs have not been settled, the Grantee agrees to:
  - (A) Provide within 30 days after requested to do so by the Grant Officer, a breakdown of the dollar amounts which have not been settled between the Government and the Grantee. (The Grant Officer will assume no costs are in dispute if the Grantee fails to reply within 30 days.)
  - (B) Upon written request of the Grant Officer, return to the Government the sum of dollars, if any, which represents the difference between (i) the Grantee's maximum position on claimed costs which have not been reimbursed and (ii) the total amount of unexpended funds which have been advanced under the Grant; and
  - (C) If the Grantee fails to comply with the Grant Officer's request for repayment of excess FRLC funds, the Government shall have the right, on other contracts, grants or similar instruments held with the Grantee, to withhold payment of FRLC or other advances and/or withhold reimbursements due the Grantee in the amount of the excess being held by the Grantee.

7B. PAYMENT--PERIODIC ADVANCE

- (This provision is applicable when the Grantee's total AID grants and cost-reimbursement contracts do not exceed \$250,000 per annum or if the advance to the Grantee aggregates more than \$250,000 per annum but there is not a continuing relationship of at least one year.)
- (a) Each month (or quarter, if the Grantee is on a quarterly basis) after the initial advance, the Grantee shall submit to the AID Controller an original and 2 copies of SF 272, "Federal Cash Transactions Report" as

follows:

- (1) The Grantee shall submit the SF 272 within 16 working days after the end of the reporting period, and
- (2) The Grantee's cash needs for the ensuing period (i.e., quarter or month) shall be explained under the "Remarks" section of the SF 272.
- (b) Along with each SF 272 submission, the Grantee shall submit an original and 3 copies of SF 1034, "Public Voucher for Purchases and Services Other Than Personal"; each voucher shall be identified by the Grant number and shall state the total actual expenditures for the reporting period.
- (c) Each quarterly voucher (i.e., SF 1034) or third monthly voucher, if the Grantee is on a monthly basis, shall also be supported by an original and 2 copies of a SF 269, "Financial Status Report". The SF 269 shall be submitted within 30 days after the end of the reporting quarter and may be submitted separately from the SF 1034 and the SF 272; however, the SF 269 shall cover the same quarterly period as the SF 1034(s) and the SF 272(s).
- (d) Refund of Excess Funds
  - (1) If all costs have been settled under the Grant and the Grantee fails to comply with the Grant Officer's request for repayment of excess advance funds, the Government shall have the right, on other contracts or grants held with the Grantee, to withhold reimbursements due to the Grantee in the amount of the excess being held by the Grantee.
  - (2) If the Grantee is still holding excess advance funds on a grant, contract, or similar instrument under which the work has been completed or terminated but all costs have not been settled, the Grantee agrees to:
    - (A) Provide within 30 days after requested to do so by the Grant Officer, a breakdown of the dollar amounts which have not been settled between the Government and the Grantee. (The Grant Officer will assume no costs are in dispute if the Grantee fails to reply within 30 days.)
    - (B) Upon written request of the Grant Officer, return to the Government the sum of dollars, if any, which represents the difference between (i) the Grantee's maximum position on claimed costs which have not been reimbursed and (ii) the total amount of unexpended funds which have been advanced under the Grant; and
    - (C) If the Grantee fails to comply with the Grant Officer's request for repayment of excess advance funds, the Government shall have the right, on other contracts, grants or similar instruments held with the Grantee, to withhold payment of other advances and/or withhold reimbursements due the Grantee in the amount of the excess being held by the Grantee.

7C. PAYMENT--REIMBURSEMENT

(This provision is applicable to grants for construction, or to grants which do not provide for either a periodic advance or an FRLC in accordance with AID Handbook 13, paragraph 10.5.)

- (a) Each month the Grantee shall submit to the AID Controller an original and 3 copies of SF 1034, "Public Voucher for Purchases and Services Other Than Personal"; each voucher shall be identified by the Grant number and shall state the total amount of costs incurred for which reimbursement is being requested.
- (b) In addition to the SF 1034, each non-construction grant voucher shall be supported by an original and 2 copies of SF 270, "Request for Advance or Reimbursement", and each construction grant voucher shall be supported by an original and 2 copies of SF 271, "Outlay Report and Request for Reimbursement for Construction Programs".
- (c) Each quarterly voucher (or each third monthly voucher) shall also be supported by an original and 2 copies of a SF 269, "Financial Status Report". The SF 269 shall be submitted within 30 days after the end of the reporting quarter and may be submitted separately from the SF 1034; however, the SF 269 shall cover the same quarterly period as the SF 1034(s).

8. TRAVEL AND TRANSPORTATION

(This provision is applicable when domestic or international air travel or shipment costs are reimbursable under the Grant.)

- (a) The Grant Officer hereby approves international air travel hereunder provided that the Grantee shall obtain

written concurrence from the cognizant Project Officer in AID prior to sending any individual outside the United States to perform work under the Grant; the Grantee shall advise the Project Officer at least 30 days in advance of any travel to be undertaken outside the United States. After concurrence is received the Grantee shall provide the cognizant Mission or U. S. Embassy advance notification (with a copy to the Project Officer) of the arrival date and flight identification of Grant financed travellers.

(b) Travel to certain countries shall, at AID's option, be funded from U.S.-owned local currency. When AID intends to exercise this option, it will so notify the Grantee after receipt of advice of intent to travel required above. AID will issue a Government Transportation Request (GTR) which the Grantee may exchange for tickets, or AID will issue the tickets directly. Use of such U.S.-owned currencies will constitute a dollar charge to this Grant.

(c) All international air travel and all international air shipments under this Grant shall be made on United States flag carriers. Exceptions to this rule will be allowed in the following situations, provided that the Grantee certifies to the facts in the voucher and other documents retained as part of his Grant records to support his claim for reimbursement and for post audit:

(1) Where the traveler, while enroute, has to wait 6 hours or more to transfer to a U.S. flag air carrier to proceed to the intended destination, or

(2) Where a flight by a U.S. flag air carrier is interrupted by a stop anticipated to be 6 hours or more for refueling, reloading, repairs, etc. and no other flight by a U.S. flag air carrier is available during the 6 hour period, or

(3) Where by itself or in combination with other U.S. flag air carriers (if U.S. flag air carriers are "unavailable") it takes 12 hours or longer from the original airport to the destination airport to accomplish the Grantee's program than would service by a non-U.S. flag air carrier or carriers, or

(4) When the elapsed traveltime on a scheduled flight from origin to destination airports by non-U.S. flag air carrier(s) is 3 hours or less, and services by U.S. flag air carrier(s) would involve twice such traveltime.

NOTE: Where U.S. Government funds are used to reimburse Grantee's use of other than U.S. flag air carriers for international transportation, the Grantee will include a certification on vouchers involving such transportation which is essentially as follows:

CERTIFICATION OF UNAVAILABILITY OF U.S. FLAG AIR CARRIERS  
I hereby certify that the transportation service for personnel (and their personal effects) or property by U.S. flag air carrier was unavailable for the following reason(s): (State appropriate reason(s) as set forth above; see 41 CFR 1-1.323-3 for further guidance).

(d) Travel allowances shall be reimbursed in accordance with the Federal Travel Regulations (FTR); however, if the Grantee's domestic and international travel allowance policies and procedures have been reviewed and approved by AID or another Federal department or agency pursuant to the applicable Federal cost principles, the Grantee may use its travel allowance system in lieu of the FTRs after it has furnished the Grant Officer with a copy of such approval.

#### 9. OCEAN SHIPMENT OF GOODS

(This provision is applicable when ocean shipment costs are reimbursable under the Grant.)

(a) 50% of all international ocean shipments made by the Grantee, to be financed hereunder, shall be made on U.S. flag vessels. Where U.S. flag vessels are not available, or their use would result in a significant delay, the Grantee may request a release from this requirement from the Transportation Support Division, Office of Commodity Management, AID, Washington, D.C. 20523, giving the basis for the request.

(b) When the AID Transportation Support Division makes and issues a determination to the Grantee that U.S. flag vessels are not available, the ocean shipment costs on foreign flag vessels, as named in the determination, will be eligible for reimbursement under the Grant. In all instances Grantee vouchers submitted for reimbursement under the Grant which include ocean shipment costs will include a certification essentially as follows: "I

hereby certify that a copy of each ocean bill of lading concerned has been submitted to the Maritime Administration, Cargo Preference Control Center, Commerce Building, Washington, D.C. 20235, and that such bill(s) of lading state all of the carrier's charges including the basis for calculation such as weight or cubic measurement, and indicate the applicable AID Grant Number."

(c) Shipments by voluntary non-profit relief agencies (i.e., PVO's) shall be governed by paragraphs (a) and (b) above and by AID Regulation 2, "Overseas Shipments of Supplies by Voluntary Non-Profit Relief Agencies" (22 CFR 202).

#### 10. PROCUREMENT OF GOODS AND SERVICES UNDER \$250,000

(This provision is applicable when the total procurement element (i.e., the sum of all purchase orders and contracts for goods and services) of this Grant does not exceed \$250,000.)

##### (a) Geographic Source and Order of Preference

Except as may be specifically approved or directed in advance by the Grant Officer, all goods (e.g., equipment, vehicles, materials, and supplies) and services, the costs of which are to be reimbursable under this Grant and which will be financed with United States dollars, shall be purchased in and shipped from only "Special Free World" countries (i.e., AID Geographic Code 935) in accordance with the following order of preference:

(1) the United States (AID Geographic Code 000),

(2) "Selected Free World" countries (AID Geographic Code 941),

(3) the cooperating country,

(4) "Special Free World" countries (AID Geographic Code 935).

##### (b) Application of Order of Preference

When the Grantee procures goods and services from other than U.S. sources, under the order of preference in (a) above, it shall document its files to justify each such instance. The documentation shall set forth the circumstances surrounding the procurement and shall be based on one or more of the following reasons, which will be set forth in the Grantee's documentation:

(1) the procurement was of an emergency nature, which would not allow for the delay attendant to soliciting U.S. sources,

(2) the price differential for procurement from U.S. sources exceeded by 50% or more the delivered price from the non-U.S. source,

(3) impelling local political considerations precluded consideration of U.S. sources,

(4) the goods or services were not available from U.S. sources, or

(5) procurement of locally available goods or services, as opposed to procurement of U.S. goods and services, would best promote the objectives of the Foreign Assistance Program under the Grant.

##### (c) Ineligible Goods and Services

Under no circumstances shall the Grantee procure any of the following under this Grant:

(1) military equipment,

(2) surveillance equipment,

(3) commodities and services for support of police or other law enforcement activities,

(4) abortion equipment and services,

(5) luxury goods and gambling equipment, or

(6) weather modification equipment.

(For a more detailed discussion of the subject, see AID Handbook 1, Supplement B, paragraph 4D.)

If AID determines that the Grantee has procured any of the ineligible goods and services specified above under this Grant, and has received reimbursement for such purpose, the Grantee agrees to refund to AID the entire amount of the purchase.

##### (d) Restricted Goods

The Grantee shall not procure any of the following goods or services from a non-U.S. source (i.e., other than AID Geographic Code 000) without the prior written authorization of the Grant Officer:

(1) agricultural commodities,

(2) motor vehicles,

(3) pharmaceuticals,

(4) pesticides,

(5) plasticizers,

(6) used equipment, or

(7) U.S. Government-owned excess property.  
(For a detailed discussion of the subject, see AID Handbook 1, Supplement B, paragraph 4C.)

If AID determines that the Grantee has procured any of the restricted goods specified above under this Grant, without the prior written authorization of the Grant Officer, and has received reimbursement for such purpose, the Grantee agrees to refund to AID the entire amount of the purchase.

(e) The Grantee's Procurement System

(1) The Grantee may use its own procurement policies and procedures provided they conform to the geographic source and order of preference requirements of this provision and paragraphs 3. and 4., Attachment O of OMB Circular No. A-110.

(2) If the Grantee's procurement policies and procedures have been reviewed against the procurement requirements of paragraphs 3. and 4. of Attachment O to OMB Circular No. A-110 and have been approved by AID or another Federal department or agency, the Grantee shall furnish the Grant Officer with a copy of such approval; otherwise the Grantee's procurement policies and procedures shall conform to the specified requirements of OMB Circular No. A-110. (See AID Handbook 13, Chapter 1, paragraph 1U.)

(f) Small Business

To permit AID, in accordance with the small business provisions of the Foreign Assistance Act of 1961, as amended, to give United States small business firms an opportunity to participate in supplying commodities and services procured under this Grant, the Grantee, shall, to the maximum extent possible, provide the following information to the Small Business Office, AID, Washington, D.C. 20523 at least 45 days prior (except where a shorter time is requested of, and granted by the Small Business Office) to placing any order or contract in excess of \$25,000:

- (1) Brief general description and quantity of goods or services;
- (2) Closing date for receiving quotations, proposals, or bids; and
- (3) Address where invitations or specifications can be obtained.

(g) Ineligible Suppliers

Funds provided under this Grant shall not be used to procure any commodity or commodity-related services furnished by any supplier whose name appears on the List of Ineligible Suppliers under AID Regulation B, "Suppliers of Commodities and Commodity-Related Services Ineligible for AID Financing" (22 CFR 208). The Grantee agrees to review said list prior to undertaking any procurement the cost of which is to be reimbursable under this Grant. AID will provide the Grantee with this list.

11. GOVERNMENT FURNISHED EXCESS PERSONAL PROPERTY

(This provision applies when personal property is furnished under the Grant.)  
The policies and procedures of AID Handbook 16, "Excess Property", and the appropriate provisions of 41 CFR 101-43 apply to the government furnished excess personal property under this Grant.

12A. TITLE TO AND USE OF PROPERTY (GRANTEE TITLE)

(This provision is applicable when the Government vests title in the Grantee only.)  
Title to all property financed under this Grant shall vest in the Grantee, subject to the following conditions:  
(a) The Grantee shall not charge for any depreciation, amortization, or use of any property, title to which remains in the Grantee under this provision under this Grant or any other U.S. Government grant, subgrant, contract or subcontract.  
(b) The Grantee agrees to use and maintain the property for the purpose of the Grant in accordance with the requirements of paragraph 17 of Chapter 1, AID Handbook 13.  
(c) With respect to nonexpendable property having an acquisition cost of \$1,000 or more, title to which vests in the Grantee, the Grantee agrees:  
(1) To report such items to the Grant Officer from time to time as they are acquired and to maintain a control system which will permit their ready identification and location.

(2) To transfer title to any such items to the Government in accordance with any written request therefor issued by the Grant Officer at any time prior to final payment under this Grant.

12B. TITLE TO AND CARE OF PROPERTY (U.S. GOVERNMENT)

(This provision is applicable when title to property is vested in the U.S. Government.)

(a) Property, title to which vests in the Government under this Grant, whether furnished by the Government or acquired by the Grantee, is subject to this provision and is hereinafter collectively referred to as "Government property." Title to Government property shall not be affected by the incorporation or attachment thereof to any property not owned by the Government, nor shall such Government property, or any part thereof, be or become a fixture or lose its identity as personalty by reason of affixation to any realty.

(b) Use of Government Property

Government property shall, unless otherwise provided herein or approved by the Grant Officer, be used only for the performance of this Grant.

(c) Control, Maintenance and Repair of Government Property

The Grantee shall maintain and administer in accordance with sound business practice a program for the maintenance, repair, protection, and preservation of Government property so as to assure its full availability and usefulness for the performance of this Grant. The Grantee shall take all reasonable steps to comply with all appropriate directions or instructions which the Grant Officer may prescribe as reasonably necessary for the protection of the Government property.

The Grantee shall submit, for review and written approval of the Grant Officer, a records system for property control and a program for orderly maintenance of Government property; however, if the Grantee's property control and maintenance system has been reviewed and approved by another Federal department or agency pursuant to Attachment M of OMB Circular No. A-110 (see paragraph 17 of Chapter 1, AID Handbook 13), the Grantee shall furnish the Grant Officer proof of such approval in lieu of another approval submission.

(1) Property Control

The property control system shall include but not be limited to the following:

- (A) Identification of each item of Government property acquired or furnished under the Grant by a serially controlled identification number and by description of item. Each item must be clearly marked "Property of U.S. Government."
- (B) The price of each item of property acquired or furnished under the Grant.
- (C) The location of each item of property acquired or furnished under the Grant.
- (D) A record of any usable components which are permanently removed from items of Government property as a result of modification or otherwise.
- (E) A record of disposition of each item acquired or furnished under the Grant.
- (F) Date of order and receipt of any item acquired or furnished under the Grant.

The official property control records shall be kept in such condition that at any stage of completion of the work under this Grant, the status of property acquired or furnished under this Grant may be readily ascertained. A report of current status of all items of property acquired or furnished under the Grant shall be submitted yearly concurrently with the annual report.

(2) Maintenance Program

The Grantee's maintenance program shall be such as to provide for, consistent with sound business practice and the terms of the Grant: (i) disclosure of need for and the performance of preventive maintenance, (ii) disclosure and reporting of need for capital type rehabilitation, and (iii) recording of work accomplished under the program.

- (A) Preventive maintenance - Preventive maintenance is maintenance generally performed on a regularly scheduled basis to prevent the occurrence of defects and to detect and correct minor defects before they result in serious consequences.
- (B) Records of maintenance - The Grantee's maintenance

program shall provide for records sufficient to disclose the maintenance actions performed and deficiencies discovered as a result of inspections.

A report of status of maintenance of Government property shall be submitted annually concurrently with the annual report.

(d) Risk of Loss

(1) The Grantee shall not be liable for any loss of or damage to the Government property, or for expenses incidental to such loss or damage except that the Grantee shall be responsible for any such loss or damage (including expenses incidental thereto):

(i) Which results from willful misconduct or lack of good faith on the part of any of the Grantee's directors or officers, or on the part of any of its managers, superintendents, or other equivalent representatives, who have supervision or direction of all or substantially all of the Grantee's business, or all or substantially all of the Grantee's operations at any one plant, laboratory, or separate location in which this Grant is being performed;

(ii) Which results from a failure on the part of the Grantee, due to the willful misconduct or lack of good faith on the part of any of its directors, officers, or other representatives mentioned in (i) above, (A) to maintain and administer, in accordance with sound business practice, the program for maintenance, repair, protection, and preservation of Government property as required by (i) above, or (B) to take all reasonable steps to comply with any appropriate written directions of the Grant Officer under (c) above;

(iii) For which the Grantee is otherwise responsible under the express terms of the article or articles designated in Attachment 1 to this Grant.

(iv) Which results from a risk expressly required to be insured under some other provision of this Grant, but only to the extent of the insurance so required to be procured and maintained, or to the extent of insurance actually procured and maintained, whichever is greater; or

(v) Which results from a risk which is in fact covered by insurance or for which the Grantee is otherwise reimbursed, but only to the extent of such insurance or reimbursement;

Provided, that, if more than one of the above exceptions shall be applicable in any case, the Grantee's liability under any one exception shall not be limited by any other exception.

(2) The Grantee shall not be reimbursed for, and shall not include as an item of overhead, the cost of insurance, or any provision for a reserve, covering the risk of loss of or damage to the Government property, except to the extent that the Government may have required the Grantee to carry such insurance under any other provision of this Grant.

(3) Upon the happening of loss or destruction of or damage to the Government property, the Grantee shall notify the Grant Officer thereof, shall take all reasonable steps to protect the Government property from further damage, separate the damaged and undamaged Government property, put all the Government property in the best possible order, and furnish to the Grant Officer a statement of:

(i) The lost, destroyed, and damaged Government property;

(ii) The time and origin of the loss, destruction, or damage;

(iii) All known interests in commingled property of which the Government property is a part; and

(iv) The insurance, if any, covering any part of or interest in such commingled property.

The Grantee shall make repairs and renovations of the damaged Government property or take such other action as the Grant Officer directs.

(4) In the event the Grantee is indemnified, reimbursed, or otherwise compensated for any loss or destruction of or damage to the Government property, it shall use the proceeds to repair, renovate or replace the Government property involved, or shall credit such proceeds against the cost of the work covered by the Grant, or shall otherwise reimburse the Government, as directed by the Grant Officer. The Grantee shall do nothing to prejudice the Government's right to recover against third parties for any such loss, destruction, or damage, and upon the request of the Grant Officer, shall, at the Government's expense, furnish to the Government all reasonable

assistance and cooperation (including assistance in the prosecution of suit and the execution of instruments of assignments in favor of the Government) in obtaining recovery.

(e) Access

The Government, and any persons designated by it, shall at all reasonable times have access to the premises wherein any Government property is located, for the purpose of inspecting the Government property.

(f) Final Accounting and Disposition of Government Property

Upon completion of this Grant, or at such earlier dates as may be fixed by the Grant Officer, the Grantee shall submit, in a form acceptable to the Grant Officer, inventory schedules covering all items of Government property not consumed in the performance of this Grant or not theretofore delivered to the Government, and shall prepare deliver, or make such other disposal of the Government property as may be directed or authorized by the Grant Officer.

(g) Communications

All communications issued pursuant to this provision shall be in writing.

12C. TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE)

(This provision is applicable to property titled in the name of the cooperating country or such public or private agency as the Cooperating Government may designate.)

(a) Except as modified by Attachment 1 of this Grant, title to all equipment, materials and supplies, the cost of which is reimbursable to the Grantee by AID or by the Cooperating Government, shall at all times be in the name of the Cooperating Government or such public or private agency as the Cooperating Government may designate, unless title to specified types or classes of equipment is reserved to AID under provisions set forth in Attachment 1 of this Grant; but all such property shall be under the custody and control of the Grantee until the owner of title directs otherwise or completion of work under this Grant or its termination, at which time custody and control shall be turned over to the owner of title or disposed of in accordance with its instructions. All performance guarantees and warranties obtained from suppliers shall be taken in the name of the title owner.

(b) The Grantee shall prepare and establish a program, to be approved by the Mission, for the receipt, use, maintenance, protection, custody and care of equipment, materials and supplies for which it has custodial responsibility, including the establishment of reasonable controls to enforce such program. The Grantee shall be guided by the requirements of paragraph 1T of Chapter 1, AID Handbook 13.

(c) Within 90 days after completion of this Grant, or at such other date as may be fixed by the Grant Officer, the Grantee shall submit an inventory schedule covering all items of equipment, materials and supplies under his custody, title to which is in the Cooperating Government or public or private agency designated by the Cooperating Government, which have not been consumed in the performance of this Grant. The Grantee shall also indicate what disposition has been made of such property.

13. CONVERSION OF UNITED STATES DOLLARS TO LOCAL CURRENCY

Upon arrival in the Cooperating Country, and from time to time as appropriate, the Grantee's Chief of Party shall consult with the Mission Director who shall provide, in writing, the procedure the Grantee and its employees shall follow in the conversion of United States dollars to local currency. This may include, but is not limited to, the conversion of said currency through the cognizant United States Disbursing Officer or Mission Controller, as appropriate.

14. TERMINATION

(a) For Cause. This Grant may be terminated for cause at any time, in whole or in part, by the Grant Officer upon written notice to the Grantee, whenever for any reason he/she shall determine that such termination is in the best interest of the Government.

(b) For Convenience. This Grant may be terminated for convenience at any time by either party, in whole or in part, if both parties agree that the continuation of the Grant would not produce beneficial results commensurate

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with the further expenditure of funds. Both parties shall agree upon termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated. The agreement to terminate shall be set forth in a letter from the Grant Officer to the Grantee.

(c) Termination Procedures. Upon receipt of and in accordance with a termination notice as specified in either paragraph (a) or (b) above, the Grantee shall forthwith take immediate action to minimize all expenditures and obligations financed by this Grant, and shall cancel such unliquidated obligations whenever possible. Except as provided below, no further reimbursement shall be made after the effective date of termination, and the Grantee shall within 30 calendar days after the effective date of such termination repay to the Government all unexpended portions of funds theretofore paid by the Government to the Grantee which are not otherwise obligated by a legally binding transaction applicable to this Grant. Should the funds paid by the Government to the Grantee prior to the effective date of the termination of this Grant, be insufficient to cover the Grantee's obligations pursuant to the aforementioned legally binding transaction, the Grantee may submit to the Government within 90 calendar days after the effective date of such termination a written claim covering such obligations, and subject to the limitations contained in this Grant, the Grant Officer shall determine the amount or amounts to be paid by the Government to the Grantee under such claim in accordance with the applicable Federal cost principles.

#### 15. VOLUNTARY PARTICIPATION

(This provision is applicable to all grants involving any aspect of family or population assistance activities, and all Title X grants in particular.)

(a) The Grantee agrees to take any steps necessary to ensure that funds made available under this Grant will not be used to coerce any individual to practice methods of family planning inconsistent with such individual's moral, philosophical, or religious beliefs. Further, the Grantee agrees to conduct its activities in a manner which safeguards the rights, health and welfare of all individuals who take part in the program.

(b) The Grantee shall insert paragraphs (a) and (b) of this provision in all subgrants, subcontracts, purchase orders, and any other subordinate agreements hereunder.

#### 16. PROHIBITION ON ABORTION-RELATED ACTIVITIES

(This provision is applicable to all grants involving any aspect of family or population assistance activities, and all Title X grants in particular.)

(a) No funds made available under this Grant will be used to finance, support, or be attributed to the following activities: (1) procurement or distribution of equipment intended to be used for the purpose of inducing abortions as a method of family planning; (2) special fees or incentives to women to coerce or motivate them to have abortions; (3) payments to persons to perform abortions or to solicit persons to undergo abortions; (4) information, education, training, or communication programs that seek to promote abortion as a method of family planning.

(b) The Grantee shall insert paragraphs (a) and (b) of this provision in all subgrants, subcontracts, purchase orders, and any other subordinate agreements hereunder.

#### 17. VOLUNTARY PARTICIPATION REQUIREMENTS FOR STERILIZATION PROGRAMS

(This provision is applicable when any surgical sterilization will be supported in whole or in part from funds under this Grant.)

(a) None of the funds made available under this Grant shall be used to pay for the performance of involuntary sterilization as a method of family planning or to coerce or provide any financial incentive to any person to practice sterilization.

(b) The Grantee shall insure that any surgical sterilization procedures supported in whole or in part by funds from this Grant are performed only after the individual has

voluntarily presented himself or herself at the treatment facility and has given his or her informed consent to the sterilization procedure. Informed consent means the voluntary, knowing assent from the individual after he or she has been advised of the surgical procedures to be followed, the attendant discomforts and risks, the benefits to be expected, the availability of alternative methods of family planning, the purpose of the operation and its irreversibility, and his or her option to withdraw consent anytime prior to the operation. An individual's consent is considered voluntary if it is based upon the exercise of free choice and is not obtained by any special inducement or any element of force, fraud, deceit, duress or other forms of coercion or misrepresentation.

(c) Further, the Grantee shall document the patient's informed consent by (1) a written consent document in a language the patient understands and speaks, which explains the basic elements of informed consent, as set out above, and which is signed by the individual and by the attending physician or by the authorized assistant of the attending physician; or (2) when a patient is unable to read adequately, a written certification by the attending physician or by the authorized assistant of the attending physician that the basic elements of informed consent above were orally presented to the patient, and that the patient thereafter consented to the performance of the operation. The receipt of the oral explanation shall be acknowledged by the patient's mark on the certification and by the signature or mark of a witness who shall be of the same sex and speak the same language as the patient.

(d) Copies of informed consent forms and certification documents for each voluntary sterilization (VS) procedure must be retained by the Grantee for a period of three years after performance of the sterilization procedure.

(e) The Grantee shall insert paragraphs (a), (b), (c),

(d) and (e) of this provision in all subgrants, subcontracts, purchase orders, and any other subordinate agreements hereunder involving the performance of any sterilization which will be supported in whole or in part from funds under this Grant.

#### 18. PUBLICATIONS

(This provision is applicable to any grant which produces any book, publication, or other copyrightable materials.)

(a) If it is the Grantee's intention to identify AID's contributor to any publication resulting from this Grant, the Grantee shall consult with AID on the nature of the acknowledgement prior to publication.

(b) The Grantee shall provide the Project Manager with one copy of all published works developed under the Grant. The Grantee shall provide the Project Manager with lists of other written work produced under the Grant.

(c) In the event Grant funds are used to underwrite the cost of publishing, in lieu of the publisher assuming this cost as is the normal practice, any profits or royalties up to the amount of such cost shall be credited to the Grant.

(d) The Grantee is permitted to secure copyright to any publication produced or composed under the Grant in accordance with paragraph 17.b. of Chapter 1, AID Handbook 13. Provided, the Grantee agrees to and does hereby grant to the Government a royalty-free, non-exclusive and irrevocable license throughout the world to use, duplicate, disclose, or dispose of such publications in any manner and for any purpose to permit others to do so.

#### 19. PATENTS

(This provision is applicable to any Grant which produces patentable items, patent rights, processes, or inventions.)

(a) Grantee agrees to notify the Grant Officer, in writing, of any invention or discovery conceived or first actually reduced to practice in the course of or under this Grant. The Grant Officer will determine the patent rights to be afforded the Grantee in accordance with the Presidential Memorandum and Statement of Government Patent Policy (36 FR 16889) and paragraph 17.a. of Chapter 1, AID Handbook 13.

(b) Nothing contained in this provision shall imply a license to the Government under any patent or be construed as affecting the scope of any license or other right other-

wise granted to the Government under any patent.

**20. REGULATIONS GOVERNING EMPLOYEES OUTSIDE THE UNITED STATES**

(This provision is applicable only to the Grantee's U.S. and third country national employees; it is not applicable to the Grantee's cooperating country national employees.)

(a) The Grantee's employees, when employed in work overseas, shall maintain private status and may not rely on local U.S. Government offices of facilities for support while so engaged.

(b) The sale of personal property or automobiles by Grantee employees and their dependents in the foreign country to which they are assigned shall be subject to the same limitations and prohibitions which apply to direct-hire AID personnel employed by the Mission, except as this may conflict with host government regulations.

(c) Other than work to be performed under this Grant for which an employee or consultant is assigned by the Grantee, no regular or short term employee or consultant of the Grantee shall engage directly or indirectly, either in his own name or in the name or through an agency of another person, in any business, profession, or occupation in the foreign countries to which he is assigned, nor shall he make loans or investments to or in any business, profession or occupation in the foreign countries to which he is assigned.

(d) The Grantee's employees, while in a foreign country, are expected to show respect for its conventions, customs, and institutions, to abide by its applicable laws and regulations, and not to interfere in its internal political affairs.

(e) In the event the conduct of any Grantee employee is not in accordance with the preceding paragraphs, the Grantee's chief of party shall consult with the Mission Director and the employee involved and shall recommend to the Grantee a course of action with regard to such employee.

(f) The parties recognize the right of the U.S. Ambassador to direct the removal from a country of any U.S. citizen or the discharge from the Grant of any third country national when, in the discretion of the Ambassador, the interests of the United States so require.

(g) If it is determined, under either (e) or (f) above, that the services of such employee shall be terminated, the Grantee shall use its best efforts to cause the return of such employee to the United States, or point of origin, as appropriate.

**21. 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 the Grant Officer if they will be funded hereunder, unless the Grantee's procurement system has been reviewed and approved pursuant to the appropriate section(s) of paragraph 11, Chapter 1 of AID Handbook 13. 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.

**22. U.S. OFFICIALS NOT TO BENEFIT**

No member of or Delegate to the U.S. Congress or resident U.S. commissioner shall be admitted to any share or part of this Grant or to any benefit that may arise therefrom; but this provision shall not be construed to extend to this Grant if made with a corporation for its general benefit.

**23. COVENANT AGAINST CONTINGENT FEES**

The Grantee warrants that no person or selling agency has been employed or retained to solicit or secure this Grant upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee except bona fide employees or bona fide established commercial or selling agencies maintained by the Grantee for the purpose of securing business. For breach or violation of this warranty, AID 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.

**24. NONLIABILITY**

AID does not assume liability with respect to any third party claims for damages arising out of work supported by this Grant.

**25. AMENDMENT**

The Grant may be amended by formal modifications to the basic grant document or by means of an exchange of letters between the Grant Officer and an appropriate official of the Grantee.

**26. THE GRANT**

The letter to the Grantee signed by the Grant Officer, the Program Description and the Standard Provisions which have been reviewed and agreed to by the Grantee, constitute the Grant.

**27. NOTICES**

Any notice given by any of the parties hereunder, shall be sufficient only if in writing and delivered in person or sent by telegraph, cable, registered or regular mail as follows:

To the AID Grant Officer at the address specified in the Grant

To Grantee - At Grantee's address shown in the Grant, or to such other address as either of such parties shall designate by notice given as herein required. Notices hereunder, shall be effective when delivered in accordance with this provision or on the effective date of the notice, whichever is later.

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U.S. Grantees and U.S. Subgrantees  
(BOTH EDUCATIONAL INSTITUTIONS AND OTHER THAN EDUCATIONAL INSTITUTIONS)

**28. ALTERATIONS IN STANDARD PROVISIONS**

The Standard Provision of the September 1977 Edition have been changed as follows:

**a. Standard Provision 7A. PAYMENT - FEDERAL RESERVE LETTER OF CREDIT (FRLC) ADVANCE**

(1) Delete the applicability statement and substitute the following therefor:

(This provision is applicable when the sum of all advances under the Grantee's contracts and grants with AID exceeds \$120,000 per annum and AID has, or expects to have, a continuing relationship with the Grantee for at least a year.)

(2) Delete the term "TUS" in paras. (a), (d)(4)(A), (d)(4)(C), and (d)(5) and substitute the term "TFS" therefor.

(3) Delete the term "SER/FM" wherever it appears in para. (c) and substitute the term "the AID Controller" therefor; also delete the term "Office of Financial Management" in para. (d)(7) and substitute the term "the AID Controller" therefor.

(4) Delete the figures "\$10,000" and "\$1,000,000" in para. (a) and substitute the figures "\$5,000" and "\$5,000,000", respectively, therefor.

(5) Delete the words "less than" in para. (d)(7) and substitute the words "more than" therefor.

**b. Standard Provision 7B. PAYMENT-PERIODIC ADVANCE**  
Delete the applicability statement and substitute the following therefor:

(This provision is applicable when (1) the sum of all advances under the Grantee's contracts and grants with AID does not exceed \$120,000 per annum, or (2) when the sum of all such advances does exceed \$120,000 per annum, but there is not a continuing relationship with the Grantee of at least one year.)

**c. Standard Provision 10. PROCUREMENT OF GOODS AND SERVICES UNDER \$250,000**  
Delete the entire provision and substitute the following therefor:

**10. PROCUREMENT OF GOODS AND SERVICES UNDER \$250,000**  
(This provision is applicable when the total procurement element (i.e., the sum of all purchase orders and contracts for goods and services) of this Grant does not exceed \$250,000.)

**(a) Ineligible Goods and Services**

Under no circumstances shall the Grantee procure any of the following under this Grant:

- (1) military equipment,
- (2) surveillance equipment,
- (3) commodities and services for support of police or other law enforcement activities,
- (4) abortion equipment and services,
- (5) luxury goods and gambling equipment, or
- (6) weather modification equipment.

(For a more detailed discussion of the subject, see AID Handbook 1, Supplement B, paragraph 4D.)

If AID determines that the Grantee has procured any of the ineligible goods and services specified above under this Grant, and has received reimbursement for such purpose, the Grantee agrees to refund to AID the entire amount of the purchase.

**(b) Restricted Goods**

The Grantee shall not procure any of the following goods or services from a non-U.S. source (i.e., other than AID Geographic Code 000) without the prior written authorization of the Grant Officer:

- (1) agricultural commodities,
- (2) motor vehicles,
- (3) pharmaceuticals,
- (4) pesticides,
- (5) plasticizers,
- (6) used equipment, or
- (7) U.S. Government-owned excess property.

(For a detailed discussion of the subject, see AID Handbook 1, Supplement B, paragraph 4C.)

If AID determines that the Grantee has procured any of the restricted goods specified above under this Grant, without the prior written authorization of the Grant Officer, and has received reimbursement for such purpose, the Grantee agrees to refund to AID the entire amount of the purchase.

**(c) Geographic Source and Order of Preference**

Except as may be specifically approved or directed in advance by the Grant Officer under paragraph 10(b) above, all other goods (e.g., equipment, materials, and supplies) and services, the costs of which are to be reimbursable under this Grant and which will be financed with United States dollars, shall be purchased in and shipped from only "Special Free World" countries (i.e., AID Geographic Code 935) in accordance with the following order of preference:

- (1) the United States (AID Geographic Code 000)
- (2) "Selected Free World" countries (AID Geographic Code 941).
- (3) the cooperating country,
- (4) "Special Free World" countries (AID Geographic Code 935).

**(d) Application of Order of Preference**

When the Grantee procures goods and services from other than U.S. sources, under the order of preference in 10(c) above, it shall document its files to justify each such instance. The documentation shall set forth the circumstances surrounding the procurement and shall be based on one or more of the following reasons, which will be set forth in the Grantee's documentation:

- (1) the procurement was of an emergency nature, which would not allow for the delay attendant to soliciting U.S. sources,
- (2) the price differential for procurement from U.S. sources exceeded by 50% or more the delivered price from the non-U.S. source,
- (3) impelling local political considerations precluded consideration of U.S. sources,
- (4) the goods or services were not available from U.S. sources, or
- (5) procurement of locally available goods or services, as opposed to procurement of U.S. goods and services, would best promote the objectives of the Foreign Assistance Program under the Grant.

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(e) The Grantee's Procurement System

(1) The Grantee may use its own procurement policies and procedures provided they conform to the geographic source and order of preference requirements of this provision and paragraphs 3 and 4, Attachment 0 of OMB Circular No. A-110.

(2) If the Grantee's procurement policies and procedures have been reviewed against the procurement requirements of paragraphs 3 and 4 of Attachment 0 to OMB Circular No. A-110 and have been approved by AID or another Federal department or agency, the Grantee shall furnish the Grant Officer a copy of such approval; otherwise the Grantee's procurement policies and procedures shall conform to the specified requirements of OMB Circular No. A-110. (See AID Handbook 13, Chapter 1, paragraph 1U.)

(f) Small Business

To permit AID, in accordance with the small business provisions of the Foreign Assistance Act of 1961, as amended, to give United States small business firms an opportunity to participate in supplying commodities and services procured under this Grant, the Grantee, shall, to the maximum extent possible, provide the following information to the Small Business Office, AID, Washington D.C. 20523 at least 45 days prior (except where a shorter time is requested of, and granted by the Small Business Office) to placing any order or contract in excess of \$25,000:

- (1) Brief general description and quantity of goods or services;
- (2) Closing date for receiving quotations, proposals, or bids; and
- (3) Address where invitations or specifications can be obtained.

(g) Ineligible Suppliers

Funds provided under this Grant shall not be used to procure any commodity or commodity-related services furnished by any supplier whose name appears on the List of Ineligible Suppliers under AID Regulation B, "Suppliers of Commodities and Commodity-Related Services Ineligible for AID Financing" (22 CFR 208). The Grantee agrees to review said list prior to undertaking any procurement the cost of which is to be reimbursable under this Grant. AID will provide the Grantee with this list.

ASSURANCE OF COMPLIANCE WITH THE AGENCY FOR  
INTERNATIONAL DEVELOPMENT REGULATION UNDER TITLE VI  
OF THE CIVIL RIGHTS ACT OF 1964

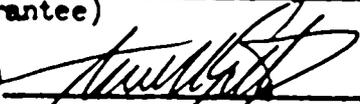
TAA (hereinafter called the "Grantee")  
(Name of Grantee)

HEREBY AGREES THAT it will comply with title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Agency for International Development (22 CFR Part 209, 30 FR 317) issued pursuant to that title, to the end that, in accordance with title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, religion, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under and program or activity for which the Grantee receives Federal financial assistance from the Agency; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Grantee by the Agency, this assurance shall obligate the Grantee, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Grantee for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Grantee for the period during which the Federal financial assistance is extended to it by the Agency.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Grantee by the Agency, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Grantee recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Grantee, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Grantee.

TAA  
(Grantee)

BY (Signature) 

TYPED NAME Thomas W. GITTINS

TITLE Executive VP

DATE 10/11/79