

MEMORANDUM

Date: August 9, 1979

TO : Distribution

FROM : <sup>ASAO</sup> CM/SOC, Donald B. Dickie

SUBJECT: Grant No. AID/pha-G-1134 between A.I.D. and Credit Union National Association.

This transmits one copy of a Negotiated Indirect Cost Rate Agreement dated July 10, 1979. This Agreement is also Amendment No. 6 to the subject Grant.

The purpose of this Amendment is to establish final and/or provisional indirect cost rates.

If additional copies are required, please contact CM/SOD/OSC.

DISTRIBUTION:

- CM/SD/SUP, Mrs. B. Lewis
- CM/SD/SUP, Mrs. J. Pellegrino
- SER/FY, Mr. W. McKeel
- AAG/W, Mr. B. Abshire (2 copies)

Contracting Officer, CM/ SOD/PDC , Mr. M. Snyder

Project Manager, PDC/PVC, Mr. W. Holcomb

USAID/ \_\_\_\_\_

AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

**NEGOTIATED INDIRECT COST RATE AGREEMENT**

Date: July 10, 1979

**SUBJECT:** Indirect Cost Rates for Use in Cost Reimbursement Type Agreements With the Agency for International Development (AID)

**REFERENCE:** DCAA Audit Report No. 3101-9A160304 dated June 20, 1979

**INSTITUTION:** Credit Union National Association  
1617 Sherman Avenue  
**OFFICE:** Madison, Wisconsin 53701

**PART I - NEGOTIATED INDIRECT COST RATES (%):**

Type	Effective Period		<u>Overhead Rate</u>
	<u>From</u>	<u>Thru</u>	
Final	1-1-77	12-31-77	63
Final	1-1-78	12-31-78	63
Provisional	1-1-79	Until Amended	63

Acceptance of the rate(s) agreed to herein is predicated upon the conditions: (1) that no costs other than those incurred by the grantee/contractor were included in its indirect cost rate proposal and that such costs are legal obligations of the grantee/contractor, (2) that the same costs that have been treated as indirect costs have not been claimed as direct costs, (3) that similar types of costs have been accorded consistent treatment, and (4) that the information provided by the grantee/contractor which was used as the basis for acceptance of the rate(s) agreed to herein is not subsequently found to be materially incomplete or inaccurate.

**Base of Application:**

Direct base salaries of U.S. employees (excludes incentives or other premiums for overseas service and lump sum annual leave payments).

SEE PART III FOR APPLICATION OF THESE RATES TO AID AGREEMENTS.

**PART II - ITEMS NORMALLY TREATED AS DIRECT COSTS:**

**PART III - SPECIAL TERMS AND CONDITIONS:**

Pursuant to § 7.3.705 of the Agency For International Development Procurement Regulations (AIDPR), the negotiated indirect cost rates set forth in Part I of this Agreement are incorporated into AID Agreements shown below. This Agreement shall not change any monetary ceiling, obligation, or specific cost allowance or disallowance provided in the Contracts or Grants listed below or any other Agreement between the parties.

<u>Contract/Grant No.</u>	<u>Amendment No.</u>	<u>Project Number</u>
AID/pha-C-1071	4	
✓ AID/pha-G-1134	6	932-0062
AID/pha-G-1148	10	932-0002
AID/lac-C-1062	13	521-0073
AID/afr-G-1079	11	698-0391

ACCEPTED

BY

*Jim R. Williams*

Jim R. Williams

PRINTED OR TYPED NAME

President

August 7, 1979

TITLE

DATE

*Donald Dickie*

Donald Dickie

CONTRACTING OFFICER

Overhead and Special Costs Branch

Services Operations Division

Office of Contract Management

Agency for International Development

DISTRIBUTION:

X

CM/ROD

AFR

NE

X

LA

ASIA

CM/COD

AN

PE

OTR

CM/SOD

PDC

OTHER

X

AAG/W

X

CM/SD/SUP

X

SER/FM/PAD

X

PDC/PVC

X

LAC/DR

X

AFR/PA

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

*Bm - W. H. Leonard  
Key - DeSchoen  
PDC / PVC*

28 AUG 1978

Mr. Herb Wegner  
President  
Credit Union National Association  
1120 - 19th Street, N.W.  
Washington, D.C. 20036

Subject: Specific Support Grant  
No. AID/pha-G-1134  
Amendment No. 5

Dear Mr. Wegner:

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 subject Grant as follows:

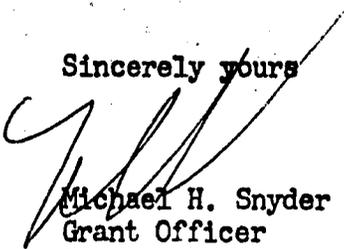
The purpose of this amendment is to extend the term of the Grant from August 31, 1978 to October 31, 1978. No additional funds are obligated as a result of this amendment.

Attachment A, Program Description, E. Budget - Delete the column headings "1/1/78 - 8/31/78" and "1/1/76 - 8/31/78" and substitute in lieu thereof "1/1/78 - 10/31/78" and "1/1/76 - 10/31/78", respectively.

Please sign the original and all copies of this amendment to acknowledge your acceptance of the conditions contained herein. Retain

one copy for your file and return the remaining copies to this office.

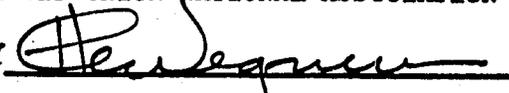
Sincerely yours



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

ACCEPTED:

CREDIT UNION NATIONAL ASSOCIATION

BY 

TYPED NAME Herb Wegner

TITLE President

DATE

MAY 10 1978

ORIGINAL

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

JUN 1 1978

JUN 15 1978  
Prog mgt - S Bergen  
Reg - A Shult  
PDC/PVC

APR 28 1978

Mr. Herb Wegner  
President  
Credit Union National Association  
1120 - 19th Street, N.W.  
Washington, D.C. 20036

Subject: Specific Support Grant  
AID/pha-G-1134  
Amendment No. 4

Dear Mr. Wegner:

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 Credit Union National Association (hereinafter referred to as "CUNA" or "Grantee"), the additional sum of One Hundred Twenty Six Thousand Four Hundred Four Dollars, (\$126,404) to further support the program described in Grant Attachment A, "Program Description". This amount, together with previous obligations, increases the total A.I.D. obligation under this Grant to \$1,000,000.

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 May 1, 1978 through August 31, 1978, as indicated in the Budget.

The additional funds are granted to CUNA on the condition that they will be administered in accordance with the terms and conditions set forth in Attachment A, entitled "Program Description", and Attachment B, entitled "Standard Provisions".

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This Grant, as amended, is hereby further amended as follows:

Attachment A, Program Description, E. Budget - Delete in its entirety  
and substitute the following in lieu thereof:

"E. Budget

The funds provided herein shall be used to finance the following items:

	<u>Firm Budget</u> <u>1/1/76 -</u> <u>12/31/77</u>	<u>Projected Budget</u> <u>1/1/78 -</u> <u>8/31/78</u>	<u>Total</u> <u>1/1/76 -</u> <u>8/31/78</u>
Salaries	\$310,474	\$124,753	\$435,227
Fringe Benefits	54,882	33,612	88,494
Consultants	8,674	-0-	8,674
Travel and Allowances	64,670	51,756	116,426
Other Direct Costs	49,835	28,344	78,179
Indirect Costs	<u>194,143</u>	<u>78,857</u>	<u>273,000</u>
Total	\$682,678	\$317,322	\$1,000,000

The Grantee may not exceed the total obligated amount of \$1,000,000.

Adjustments among the line items are unrestricted."

Please sign the original and seven (7) copies of this letter to acknowledge your acceptance of the terms and conditions under which the additional funds have been granted.

Sincerely yours,



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

ACKNOWLEDGED:  
CREDIT UNION NATIONAL ASSOCIATION

BY 

TYPED NAME Herb Wegner

TITLE President

DATE 6/1/78

FUNDS AVAILABLE

o/c 4190

MAY 5 1978

  
Program Acctg. Division  
OFFICE OF FINANCIAL MANAGEMENT

FTSCAL DATA

Appropriation	72-1181021.6
Allotment	846-38-099-00-76-81
PTO/I No.	932-0062-73-3289221, A-1
Project No.	932-0062
Grant Amount	\$126,404

**Best Available Document**

ORIGINAL

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

8261 1 8 NOV  
Wagner - 4/1/78  
Wagner - 2/11/78  
JDC/rvc

DEC 29 1977

Mr. Herb Wegner  
Managing Director  
Credit Union  
National Association  
1120 19th St., N.W.  
Washington, D.C. 20036

Subject: Specific Support Grant  
AID/pha-G-1134  
Amendment No. 3  
PIO/T No. 3289221

Dear Mr. Wegner:

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.") hereby grants to the Credit Union National Association (hereinafter referred to as "CUNA"), the additional sum of Two Hundred Seventy-Three Thousand, Five Hundred Ninety-Six Dollars (\$273,596) to further support the program described in Grant Attachment A, "Program Description". This amount, together with previous obligations, increased the total A.I.D. obligation under this Grant to \$873,596.

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 January 1, 1978 through April 30, 1978 as indicated in the Budget.

The additional funds are granted to CUNA on the condition that they will be administered in accordance with the terms and conditions set forth

ORIGINAL

Mr. H. Wegner  
CUNA

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in Attachment A, entitled "Program Description", and Attachment B, entitled "Standard Provisions".

This Grant, as amended, is hereby further amended as follows:

1. Attachment A, Program Description, E. Budget - Delete in its entirety and substitute in lieu thereof, the following:

	<u>Firm Budget</u> 1/1/76 - 12/31/77	<u>Projected Budget</u> 1/1/78 - 4/30/78	<u>Total</u> 1/1/76 - 4/30/78
Salaries	\$310,474	\$ 77,404	\$387,878
Fringe Benefits	54,882	27,715	82,597
Consultants	8,674	-0-	8,674
Travel and Allowances	64,670	24,266	88,936
Other Direct Costs	49,835	12,768	62,603
Indirect Costs (63% of Salaries)	<u>194,143</u>	<u>48,765</u>	<u>242,908</u>
Total	\$682,678	\$190,918	\$873,596

The Grantee may not exceed the total amount of the Obligated Budget (\$873,596). Adjustments among the line items are unrestricted.

2. Attachment B, "Standard Provisions" - Make the following changes:

a) Delete the current Standard Provisions in their entirety and substitute in lieu thereof, the Standard Provisions identified as "Attachment B, Specific Support Grant, dated September 1977" attached hereto.

b) Delete from the Standard Provisions dated September 1977, the following clauses:

- 1) 7A. Payment - Federal Reserve Letter of Credit (FRLC) Advance
- 2) 7C. Payment - Reimbursement

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Mr. H. Wegner  
CUNA

3) Delete Clause No. 10 in its entirety and substitute in lieu thereof, the attached Clause No. 10, entitled "Procurement of Goods and Services under \$250,000".

4) 12B. Title To and Care of Property (U.S. Government title).

5) 12C. Title To and Care of Property (Cooperating Country Title).

c) Add Provision No. 28, entitled "Ineligible Countries), attached hereto and made a part hereof.

3. Attachment C. Payment Provisions - Delete Attachment C in its entirety.

Please sign the original and seven (7) copies of this letter to acknowledge your acceptance of the terms and conditions under which the additional funds have been granted.

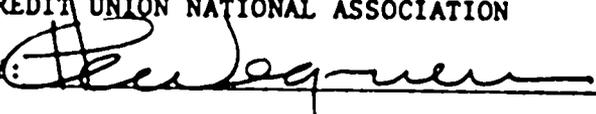
Sincerely yours,



R. J. O'Brien  
Grant Officer  
Chief  
Central Operations Division  
Office of Contract Management

ACKNOWLEDGED:

CREDIT UNION NATIONAL ASSOCIATION

BY: 

TYPED NAME: Herb Wegner

TITLE: President

DATE: 1/19/78

APPROP. NO. 1181021.6  
ALT. NO. 846-32-09-100-76-8190  
COUN. NO. 3287231  
FUND NO. 273,596.00  
PROJ. NO. 952-0062-53

BY:  12/30/77

U.S. Grantees and U.S. Subgrantees:  
OTHER THAN EDUCATIONAL INSTITUTIONS  
INDEX OF  
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  |
| B. 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. Liability   |
| 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 I 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

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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

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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 15 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 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

here by 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 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 8, "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 1T 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 personality 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 N of OMB Circular No. A-110 (see paragraph 1T 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

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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

(1) 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 control to enforce such program. The Grantee shall be guided by the requirements of paragraph 11 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

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 contribution 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 17B.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 17B.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 this 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 10, 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.

28. Ineligible Countries (Oct. 1974)

Unless otherwise approved by the Grant Officer, no grant funds will be expended in countries ineligible for assistance under the Foreign Assistance Act of 1961, as amended, or under acts appropriating funds for foreign assistance.

ORIGINAL

8 DEC 1977

Mrs. Booker

MEMORANDUM

Date: December 6, 1977

TO : Distribution

FROM : CM/SOD, *William H. Dunphy*  
William H. Dunphy

SUBJECT: Grant No. AID/pha-G-1134 between A.I.D.  
and Credit Union National Association.

This transmits one copy of a Negotiated Indirect Cost Rate Agreement dated November 8, 1977. This Agreement is also Amendment No. 2 to the subject Grant.

The purpose of this Amendment is to establish final and/or provisional indirect cost rates.

If additional copies are required, please contact: CM/SOD/OSC.

DISTRIBUTION:

- CM/SD/SUP, Mrs. G. Booker
- CM/SD/SUP, Mrs. E. Amis
- CM/SD/SUP, Mr. G. Nell
- SER/FM, Mr. W. McKeel
- AAG/W, Mr. B. Abshire (2 copies)

Contracting Officer, CM/ COD/PHA, Mr. G. Gold

Project Manager, PHA/PVC, Mr. S. Bergen

USAID/ \_\_\_\_\_

NOV 13 1977

AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

**NEGOTIATED INDIRECT COST RATE AGREEMENT**

Date: November 8, 1977

**SUBJECT:** Indirect Cost Rates for Use in Cost Reimbursement Type Agreements With the Agency for International Development (AID)

**REFERENCE:** DCAA Audit Report No. 3101-03-7-1603 dated September 30, 1977

**INSTITUTION:** Credit Union National Association  
1617 Sherman Avenue  
**OTHER:** Madison, Wisconsin 53701

**PART I - NEGOTIATED INDIRECT COST RATES (%):**

Type	Effective Period		Rate	Designation
	From	Thru		
Final	1-1-76	12-31-76	63.8	Overhead
Provisional	1-1-77	Until Amended	64.0	Overhead

Acceptance of the rate(s) agreed to herein is predicated upon the conditions: (1) that no costs other than those incurred by the grantee/contractor were included in its indirect cost rate proposal and that such costs are legal obligations of the grantee/contractor, (2) that the same costs that have been treated as indirect costs have not been claimed as direct costs, (3) that similar types of costs have been accorded consistent treatment, and (4) that the information provided by the grantee/contractor which was used as the basis for acceptance of the rate(s) agreed to herein is not subsequently found to be materially incomplete or inaccurate.

**Field of Application**

Direct base salaries of U.S. employees (excludes incentives or other premiums for overseas service and lump sum annual leave payments).

22

**PART II - ITEMS NORMALLY TREATED AS DIRECT COSTS:**

**PART III - SPECIAL TERMS AND CONDITIONS:**

Pursuant to § 7-3.705 of the Agency For International Development Procurement Regulations (AIDPR), the negotiated indirect cost rates set forth in Part I of this Agreement are incorporated into AID Agreements shown below. This Agreement shall not change any monetary ceiling, obligation, or specific cost allowance or disallowance provided for in the Contracts or Grants listed below or any other Agreement between the parties.

<u>Contract/Grant No.</u>	<u>Amendment No.</u>	<u>Project Number</u>
AID/csd-1526	10	
AID/pha-C-1071	3	
AID/1a-C-1062	8	521-15-140-073
AID/afr-G-1079	6	698-11-995-154
AID/pha-G-1134	2	932-13-950-062
AID/pha-G-1148	4	932-13-950-002

ACCEPTED:

BY

*Herb Wegner*

Herb Wegner

PRINTED OR TYPED NAME

President

TITLE

11/30/77

DATE

*Ronald B. Dickie*

Donald B. Dickie

CONTRACTING OFFICER

Overhead and Special Costs Branch

Special Operations Division

Office of Contract Management

Agency for International Development

**DISTRIBUTION:**

	<u>CM/ROD</u>		<u>CM/COD</u>		<u>OTHER</u>
X	AFR		TAB	X	AG/AUD
	NE	X	PHA	X	CM/SD/SUP
X	LA		OTR	X	SER/FM/ PAD X AFR/RA
	ASIA		ITA	X	PHA/PVC X LA/DR/RD

WHD

23

11/18/76 - S. Baile... PHA/PVE/OPNS

15 MAR 1977

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

JAN 7 1977

ORIGINAL 30 DEC 1976

Mr. Herb Wegner  
Managing Director  
Credit Union National Association  
1617 1/2 Sherman Avenue  
Madison, Wisconsin 53701

Subject: Specific Support Grant  
AID/pha-G-1134  
Amendment No. 1  
PIO/T 932-13-950-062-73-3279218

Dear Mr. Wegner:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (AID) hereby grants to the Credit Union National Association (CUNA) the additional sum of \$300,000 in partial support of the second year of the program as more fully described in the Grant attachment entitled "Program Description". The total amount obligated under this Grant is currently \$600,000.

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 January 1, 1977 through December 31, 1977 as indicated in the Budget. Subject to their availability additional funds may be added later.

This Grant is further amended as follows:

Program Description, E. Budget - Delete the statement "The Grantee may not exceed the total amount of the obligated Budget (\$300,000)" and substitute in lieu thereof the statement "The Grantee may not exceed the total obligated amount of \$600,000".

ORIGINAL

This grant is made to CUNA on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment A entitled "Program Description", Attachment B entitled "Standard Provisions", and Attachment C entitled "Payment Provision", which have been agreed to by your organization.

Please sign the original and all copies of this letter to indicate your acceptance of the terms and conditions under which these additional funds have been granted. You may retain one copy for your files and return the original and all remaining copies to this office. Please do not retain a copy which contains the "Funds available" stamp.

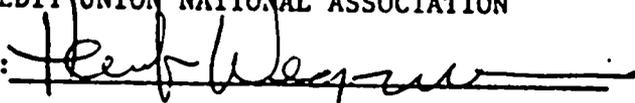
Sincerely yours,



John H. Pittenger  
Grant Officer  
Chief, PHA Branch (Acting)  
Central Operations Division  
Office of Contract Management

ACCEPTED:

CREDIT UNION NATIONAL ASSOCIATION

BY: 

TYPED NAME: Herb Wegner

TITLE: Managing Director

DATE: February 25, 1977

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

17 MAR 1976

*Coded  
3/23/76  
EJW*

ORIGINAL

*Proj Insp - S. Baugher  
PHA/IVC  
Reg - L. Kelley  
DEC 30 1975*

Mr. Herb Wegner  
Managing Director  
Credit Union National Association  
1617 Sherman Avenue  
Madison, Wisconsin 53701

Subject: Specific Support Grant No.  
AID/pha-G-1134  
PIO/T No. 932-13-950-062-73-3269211

Dear Mr. Wegner:

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 Credit Union National Association (hereinafter referred to as "CUNA" or "Grantee") the initial sum of \$300,000 to provide support for a three year program to strengthen its institutional capability to plan, design, manage, and evaluate credit-union projects and programs in LDC's 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 January 1, 1976 through December 31, 1976 as indicated in the Budget. Subject to their availability, additional funds will be granted for two subsequent years.

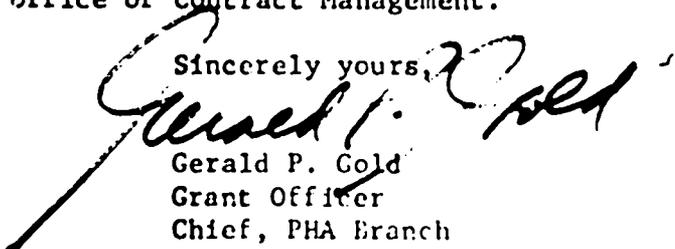
This Grant is made to CUNA, on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment A entitled "Program Description", Attachment B entitled "Standard Provisions", and Attachment C entitled "Payment Provision", which have been agreed to by your organization.

ORIGINAL

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 those stamped "Funds Available", to the Office of Contract Management.

Sincerely yours,



Gerald P. Gold  
Grant Officer  
Chief, PHA Branch  
Central Operations Division  
Office of Contract Management

Attachments:

- A. Program Description
- B. Standard Provisions
- C. Payment Provision

ACCEPTED:

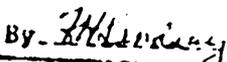
CUNA

BY: 

TYPED NAME: Herbert G. Wegner

TITLE: Managing Director

DATE: January 9, 1976

FUNDS ALLOCATED	
Approp. No.	70-11X1027
Allot. No.	422 321914 02 24 61
Obl. No.	3369211 01 01 2529
Amount	300,000.00
Proj. No.	732 73 9501062
By	 12/31/75

PROGRAM DESCRIPTIONA. Purpose of Grant

The purpose of this Development Program Grant is to strengthen the institutional capability of CUNA to plan, design, manage, and evaluate credit-union projects and programs in LDC's with special emphasis on production credit programs for small farmers.

B. Specific Objectives

To carry out the intent of this grant, CUNA's capabilities will be strengthened in the following areas:

1. provision for systematic evaluation of CUNA's existing field projects, and the use of project experience in the design of new projects, through the development of a new project planning, design and evaluation system which will be applied to all CUNA field project;
2. the devising and implementing of new internal planning, management and evaluation systems and procedures for all the programs of the CUNA Global Projects Office;
3. provision of training advice, programs and "packages" of materials, for LDC personnel, at the level of local credit union: and of national, and regional federations (specifically, for the COLAC, ACOSCA, and ACCU regional confederations);
4. assistance to local, national and regional credit union organizations in finance and program management and procedures;

5. the mobilizing of external loan capital for the use of credit unions through continuation of CUNA's help to the International Interlending Program and through other means.

6. programs for supervised production credit to small farmers.

While CUNA has had experience in recent years with pilot-scale projects of supervised production credit to farmers as part of programs of credit union development, and now has four current projects of this kind in early stages, it recognizes it needs to build more systematically on its experience in this area in order to extend well-designed, operationally effective programs of this kind.

While the pilot projects have shown that such credit approaches can be devised and are economically viable, the projects have not expanded. Credit-union organizational structures from the local level on up do provide the opportunity to deliver this specialized credit service but these organizations naturally need to master the particular skills and procedures for good management of the credit resource when applied to this purpose.

Therefore, CUNA is proposing new staff capabilities related to this area which will enable deeper analysis and better design of on-going and future projects of this kind, including better provision in these designs for continuing monitoring and evaluation of project progress. This deeper continuing assessment of project experiences would lead to clearer under-

standing of key factors in production-credit programming and enable better project development and management by the end of the grant period.

Technicians

Staffing under this grant. The grant would provide for the addition to the Global Projects Office staff of two professional positions in planning and evaluation; a production credit specialist; an agricultural economist; a training specialist, and two finance professionals (one to offer help to credit-union federations at the national level which provide assistance in management and finance to their local unions; and one to continue the fostering of the International Interlending Program), and a systems and procedures specialist. Three secretaries would be required, two to be added the first year and a third in the second.

Indicators for expanded staff capabilities. As a result ("output") of this expanded staff capability, CUNA would be able in the next three years to carry out at the request of AID Missions and/or indigenous governments or credit-union federations:

--about eight general country surveys (for which CUNA now has some indication of probable interest);

--the design of about eight project proposals in aspects of credit union development including production-credit programs as appropriate (implementing these proposals would require funding from sources other than this grant);

--about 20 field evaluations and revised work-plans for existing credit-union projects;

--five or six "training packages" for credit union organizations in as many countries;

--and, it is expected, will have helped in the preparation of two loans under the IIP.

The following listing of countries where CUNA may work in the next three years (partly as a result of this grant) is illustrative, not definitive, and reflects information and indications of interest now available to CUNA from AID Missions and other organizations:

(Country) survey reports

Ghana	Thailand
Botswana	ROCAP
Swaziland	Nicaragua
Indonesia	Korea

Project proposals

Bolivia	Tunisia
Nicaragua	Botswana
Chile	Ghana
Swaziland	Thailand
Jordan (possible)	

**Field evaluations**

Nicaragua - 1	Botswana - 1
Paraguay - 2	Cameroon - 3
Haiti - 3	Ghana - 2
Philippines - 1	Lesotho - 3
Thailand - 1	Swaziland - 1
ACOSCA - 3	Tunisia - 1

Field work plans ( 20 plans, in same countries as above)

Training packages (5 countries)

Haiti	Ghana
ACOSCA	Botswana
Lesotho	Swaziland

**C. Implementation**

**Year One**

CUNA will hire and conduct orientation for six new professional staff and several secretaries in accord with the schedule contained in its DPG Proposal.

By the end of the tenth month of this grant, the Global Projects Office and new staff will complete:

1. design and adoption of internal planning, management, and evaluation processes for all program activities of the Office;
2. design and adoption of a project planning and evaluation system for all CUNA field projects.

Starting eight months after the effective date of the grant, CUNA will begin to carry out the following:

1. evaluation of on-going field projects
2. redesign of work plans for these projects
3. preparation of project proposals which may be requested as a further stage of on-going projects or as new projects.

Country surveys and project proposals. Beginning in the tenth month, the staff will formalize improved procedures to be followed in executing country surveys, drawing on the planning and evaluation study and design activities listed in the two preceding paragraphs and on CUNA's project experience. About this time, CUNA may begin to do specific country surveys, depending on requests received from interested AID Missions, indigenous or international agencies. (The amount, location and schedule of country surveys and reports to be done during the grant period are set out above in the Output Indicator List.)

Year Two

CUNA will hire a Training Specialist, and about the end of the year a Finance (IIP) Specialist to work on promoting the International Inter-lending Program and other international approaches to securing loan capital.

In years two and three of the Grant, the Training Specialist will work on country and regional training needs and develop and implement at least five training packages as set out above in the Output Indicator List.

As stated above for year one, country survey reports may be done,

depending on requests received, for about the number of countries given in the Output Indicator List.

During the year, the Global Projects Office will conduct an annual planning session to review the effectiveness of its new internal planning and management process.

### Year Three

Among other activities (in accord with his Job Description), the Finance Specialist will work on design of criteria to promote participation of national and regional credit union federations in the International Interlending Program, CUNA expects to work on at least two loan IIP applications from among the countries given in the Output Indicator List.

Country surveys may be done as outlined for Year Two.

An annual planning session as outlined above on the internal planning process will be held.

### D. Reporting

Comprehensive progress reports covering all activities under the grant shall be made every six months following the signing of the grant. The format can be topical and narrative in style with charts and graphs to support narrative detail. Reports should be short, factual and they should cover why progress has not been made (if that is the case) as well as describing accomplishments.

7 copies of each report will be submitted to;

Project Manager, CUNA/DPG  
PHA/PVC/OPNS  
A.I.D., Washington, D.C. 20523

One copy of each fiscal report required by Attachment C and progress report shall be submitted to:

Grant Officer  
CM/COD/PHA  
A.I.D., Washington, D.C. 20523

Relationships and Responsibility

CUNA will contact all USAID Mission Directors when visiting AID countries under this grant. The Project Manager in PHA/PVC will be the Liaison official with CUNA.

E. Budget

The funds provided herein shall be used to finance the following items:

	<u>Obligated</u>	<u>Estimated Funding</u>		<u>Total</u>
	<u>Funding</u>			
	<u>1-1-76</u>	<u>1-1-77</u>	<u>1-1-78</u>	
	<u>12-31-76</u>	<u>12-31-77</u>	<u>12-31-78</u>	
SALARIES	\$142,409	\$175,444	\$150,000	\$ 467,853
FRINGE BENEFITS	16,628	19,437	16,429	52,494
CONSULTANTS	7,304	19,440		26,744
TRAVEL AND ALLOWANCES	30,750	61,950	28,181	120,881
OTHER DIRECT COSTS	13,191	13,200	10,890	37,281
INDIRECT COSTS (63% of Salaries)	89,718	110,529	94,500	294,747
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL	\$300,000	\$400,000	\$300,000	\$1,000,000

The Grantee may not exceed the total amount of the obligated Budget (\$300,000). Adjustments among the line items are unrestricted.

## STANDARD PROVISIONS

### a. Allowable Costs and Payment (Oct. 1974)

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 of the Federal Procurement Regulations (FPR) (Principles and Procedures for use in Cost Reimbursement Type Supply and Research Contracts with Commercial Organizations)\* in effect on the date of this Grant. Payment of allowable costs shall be in accordance with Attachment C of this Grant.

[\*If this Grant is made to a university, the applicable cost principles are "Federal Management Circular, 73-8 (Cost Principles for Educational Institutions)" instead of Subpart 15.2 of the FPR as cited above]

### b. Accounting, Records, and Audit (Oct. 1974)

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 (1) until the expiration of three years from the date of termination of the program and (2) 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.

### c. Refunds (Oct. 1974)

(1) 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, Grantee shall refund to AID an amount equivalent to the amount of interest accrued.

(2) 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.

(3) 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.

d. Equal Opportunity Employment (Oct. 1974)

With regard to the employment of persons in the U.S. under this Grant, Grantee agrees to take all reasonable steps to ensure equality of opportunity in its employment practices without regard to race, religion, sex, color or national origin of such persons and that, 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, religion, sex, 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."

e. Termination (Oct. 1974)

This Grant may be terminated at any time, in whole or in part, by the Grant Officer upon written notice to the Grantee, whenever for any reason he shall determine that such termination is in the best interest of the Government. Upon receipt of and in accordance with such notice, 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 thirty (30) calendar days after the effective date of such termination repay to the Grantor all unextended portions of funds then before paid by the Grantor to the Grantee which are not otherwise obligated by a legally binding transaction applicable to this Grant. Should the funds paid by the Grantor to the Grantee prior to the effective date of this 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 Grantor within (90) calendar days after the effective date of such termination a written claim covering such obligations, and, subject to the limitations contained in the Grant, the Grant Officer shall determine the amount or amounts to be paid by the Grantor to the Grantee under such claim.

1. Officials Not to Benefit (Oct. 1974)

No member of or delegate to Congress or resident 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.

g. Dominant Against Contingent Fee (Oct. 1974)

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.

h. Nonliability (Oct. 1974)

AID does not assume liability with respect to any claims for damages arising out of work supported by its grants.

i. Amendment (Oct. 1974)

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

j. Grant Agreement (Oct. 1974)

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 Agreement.

k. Notices (Oct. 1974)

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 cognizant AID Grant Officer

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

1. Travel and Transportation (Oct. 1974)

(1) The Grant Officer hereby approves international travel hereunder provided that the Grantee shall obtain written concurrence from the cognizant technical office in AID prior to sending any individual outside the United States to perform work under the Grant. For this purpose the Grantee shall advise the Project Manager at least thirty (30) days in advance of any travel to be undertaken outside the United States. After concurrence is received the Grantee shall provide the cognizant USAID 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.

(2) 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.

(3) The Grantee agrees to travel by the most direct and expeditious route, and to use less than first class transportation unless such use will result in unreasonable delay or increased costs.

(a) All international air travel 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 or other documents retained as part of his Grant records to support his claim for reimbursement and for post audit:

1. Where a flight by a United States carrier is scheduled but does not have accommodations available when reservations are sought;

2. Where the departure time, routing, or other features of a United States carrier would interfere with or prevent the satisfactory performance of official business;

3. Where a scheduled flight by a United States carrier is delayed because of weather, mechanical, or other conditions to such an extent that use of a non-United States carrier is in the Government's interest;

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4. Where the appropriate class of accommodations is available on both United States and non-United States carriers, but the use of the United States carrier will result in higher total United States dollar cost to the grant due to additional per diem or other expenses; and

5. Where the appropriate class of accommodations is available only on a non-United States carrier and the cost of transportation and related per diem on the non-U.S. carrier is less than the cost of available accommodations of another class on a United States carrier and related per diem.

(b) All international air shipments under this grant shall be made on United States flag carriers unless shipment would, in the judgment of the Grantee, be delayed an unreasonable time awaiting a United States carrier either at point of origin or transshipment, provided that the Grantee certifies to the facts in the vouchers or other documents retained as part of the Grant records to support his claim for reimbursement and for post audit.

(4) Travel allowances shall be reimbursed in accordance with the Federal Travel Regulations (FTR).

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m. Regulations Governing Employees Outside the United States (Oct. 1974)

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

(2) 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.

(3) 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.

(4) 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.

(5) On the written request of the Grant Officer or of a cognizant Mission Director, the Grantee will terminate the assignment of any individual to any work under the Grant and, as requested, will use its best efforts to cause the return to the United States of the individual from overseas or his departure from a foreign country or a particular foreign locale.

(6) Allowances for employees assigned overseas shall be reimbursed in accordance with the Federal Travel Regulations (FTR).

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n. Conversion of United States Dollars to Local Currency (Oct. 1974)

In countries designated "excess" or "near-excess" currency countries, Grantee agrees to convert all United States dollars to local currency through the United States Disbursing Officer, (USDO), American Embassy, unless the Disbursing Officer directs the Grantee otherwise or certifies that no local currency is available.

0. Ineligible Countries (Oct. 1974)

Unless otherwise approved by the Grant Officer, no grant funds will be expended in countries ineligible for assistance under the Foreign Assistance Act of 1961, as amended, or under acts appropriating funds for foreign assistance.

P. Subordinate Agreements (Oct. 1974)

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. 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.

q. Negotiated Overhead Rates (Oct. 1974)

Pursuant to the provisions of this clause set forth below 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 January 1, 1976 and ending December 31, 1976, provisional payments on account of allowable indirect costs shall be made at the rate or rates of 63%, applied to salaries.

(1) The Grantee, as soon as possible but not later than ninety (90) days after the close of each of his accounting periods during the term of this Grant, shall submit to the Grant Officer with copies to the Overhead and Special Cost Branch, Support Division, Office of Contract Management, AID, Washington, D.C. and to the Office of the Auditor General, AID, Washington, D.C., a proposed final rate or rates 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.

(2) Allowability of costs and acceptability of cost allocation methods shall be determined in accordance with Subpart 1-15.2 (Principles and Procedures for Use in Cost-Reimbursement Type Supply and Research Contracts with Commercial Organizations) of the Federal Procurement Regulations\* as in effect on the date of this Grant.

(3) 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 rates, (2) the bases to which the rates apply, and (3) the periods for which the rates apply. The overhead rate agreement shall not change any monetary ceiling, Grant obligation, or specific cost allowance or disallowance provided for in this Grant.

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

[\*If this grant is made to a university the applicable cost principles are "Federal Management Circular 73-8 (Cost Principles for Educational Institutions)"]

x. Procurement of Equipment, Vehicles, Supplies, Materials, and Services (Oct. 1974)

(1) Except as may be specifically approved or directed in advance by the Grant Officer, or as provided in paragraphs (2), (3), and (4) below, all equipment, vehicles, materials, supplies and services the costs of which are to be attributed to this Grant and which will be financed with United States dollars shall be purchased in and shipped from the United States. In addition, for any U.S. purchase transaction in excess of \$2,500 the Grantee shall notify the seller that the item(s) must be of U.S. source and production and comply with the componentry limitations and other requirements applicable to suppliers under AID Regulation 1, and that the supplier must execute and furnish Form AID-282 "Suppliers Certificate and Agreement with the Agency for International Development".

(2) Exceptions to the foregoing are as follows (for Title X Grants only):

Grantee may permit a subgrantee (or the Grantee on his behalf) to procure commodities already in its country (with the exception of contraceptives, drug products, pharmaceuticals, and motor vehicles) in an amount not exceeding a total cost of \$5,000 per subgrantee per annum without regard to limitations, rules and procedures applicable to commodity transactions financed by AID. Such commodities shall not be considered "Already in its country" within the meaning of the aforementioned exception if the commodities have been imported or otherwise brought into the country at the request of the Grantee or subgrantee. A subgrantee's own country for this purpose shall in no event include any of the following: Australia, Austria, Belgium, Canada, Denmark, France, Germany, Spain, Italy, Japan, Luxembourg, Monaco, Netherlands, New Zealand, Norway, South Africa, Sweden, Switzerland, and United Kingdom. The Grantee shall take all reasonable precautions to ensure that the subgrantee does not procure any commodity which has as its country of origin any of the following countries: Albania, Bulgaria, China (Mainland and other Communist-controlled areas), including Manchuria, Inner Mongolia, the provinces of Tsinghai and Sikang, Sinkiang, Tibet, and former Kwantung Leased Territory, the present Port Arthur Naval Base Areas, and Liaoning Province, Cuba, German Democratic Republic, Hungary, North Korea, North Vietnam, Outer Mongolia, Poland, Rumania, and the Union of Soviet Socialist Republics.

(3) Printed or audio visual teaching materials may, to the extent necessary, be purchased outside the United States when:

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(a) Effective use of the materials depend on their being in the local language, and

(b) Other funds including U.S. owned and controlled local currencies are not readily available for procurement of such material.

The order of preference as to countries in which such purchases outside the United States are made shall be:

1. The AID receiving country
2. Countries falling within AID Geographic Code 901
3. Other Countries falling within AID Geographic Code 899

AID Geographic Codes are defined in AIDPR 7-6.5201.1.

(4) Procurements in the country in which an activity is being undertaken and which are less than \$2,500 and are for materials (regularly available and normally sold on the local market) which are to be consumed or expended during the period of this Grant, are exempt from the conditions of Paragraph 1 above, provided that the origin of such materials and supplies and the component parts thereof is a free world country as described in AID Geographic Code 935.

(5) All international air shipments made by the Grantee, to be financed hereunder, shall be made on U.S. flag carriers unless shipment would, in the judgement of the Grantee, be delayed an unreasonable time awaiting a U.S. carrier, either at the point of origin or transshipment, provided that the Grantee certifies to the facts in the documents retained as part of his Grant records for post audit by AID. All international ocean shipment 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 obtain a release from this requirement from the Transportation Support Division, Office of Community Management, AID, Washington, D.C. 20523, as appropriate, giving the basis for the request.

(6) The Grantee shall obtain competition to the maximum extent possible for any procurement to be financed hereunder. Procurement by the Grantee without consideration of more than one source must be approved by the Grant Officer. In no event will any procurement be on a cost-plus-a-percentage of cost basis. The Grantee shall take all reasonable steps necessary to insure that subgrantees procuring in accordance with Paragraph (2) obtain competition to the maximum extent possible. In addition to the foregoing, for purchases made in the United States the cost of which are to be attributed to this Grant, the Grantee shall comply with the following requirements:

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To permit AID, in accordance with the Small Business Provisions of the Mutual Security Act, 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 Office of Small Business, AID, Washington, D.C. 20523 at least 45 days prior to placing any order or contract in excess of Five Thousand (\$5,000) Dollars, except where a shorter time is requested of, and granted by the Office of Small Business:

- (a) Brief general description and quantity of commodities or services;
- (b) Closing date for receiving quotations or bids;
- (c) Address where invitations or specifications may be obtained.

(7) 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 8, "Suppliers of Commodities and Commodity-Related Services Ineligible for AID Financing", Grantee agrees to review said list prior to undertaking any procurement the cost of which is to be attributed to this Grant. AID will provide Grantee with this list.

s. Title to and Use of Property (Grantee) (Oct. 1974)

Title to all property financed under this Grant shall vest in the Grantee, subject to the following conditions:

(1) The Grantee shall not, under any Government contract or subcontract thereunder, or any Government grant, charge for any depreciation, amortization, or use of any property title to which remains in the Grantee under this clause.

(2) The Grantee agrees to use and maintain the property for the purpose of the grant.

(3) With respect to items having an acquisition cost of \$1,000 or more, title to which vests in the Grantee, the Grantee agrees:

(a) 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.

(b) 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 the Grant.

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c., Salaries (Oct. 1974)

All salaries wages, fees, and stipends reimbursed under this Grant shall be in accordance with the Grantee's policy and practice as reviewed and approved by the Grant Officer. In the absence of an approved policy the Grantee shall follow the regulations contained in Section 7-15.205-6 of the Agency for International Development Procurement Regulations.

FEDERAL RESERVE LETTER OF CREDIT  
FOR ADVANCE PAYMENT (APR. 1975)

(a) AID shall open a Federal Reserve Letter of Credit in favor of the Grantee in the amount of \$ 300,000 (for amending existing grants, add the word "remaining" here) available for obligation under this grant against which the Grantee may present payment vouchers. The amount drawn by the Grantee during any calendar ~~(month)~~ <sup>(quarterly)</sup> month of this grant shall not exceed \$ 25,000 without the prior written authorization of the Grant officer. The amount of the payment voucher shall not be in an amount less than \$10,000 nor more than \$1,000,000 but within the specific dollar ceiling on (monthly or quarterly) withdrawals.

(b) In no event shall the accumulated total of all such payment vouchers exceed the amount of the Federal Reserve Letter of Credit.

(c) If at any time, the Grant officer determines the Grantee has presented payment vouchers in excess of the amount or amounts allowable in (a) and (b) above, the Grant officer may: (1) cause the Federal Reserve Letter of Credit to be suspended or revoked; or (2) direct the Grantee to withhold submission of payment vouchers until such time as, in the judgment of the grant officer, 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 comply with such request.

(d) Procedure for Grantee.

(1) After arranging with a commercial bank of its choice for operation under this arrangement and obtaining the name and address of the Federal Reserve Bank or branch serving the commercial bank, the Grantee shall deliver three 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 Federal Reserve Letter of Credit and by an official of the Institution who has authorized them to sign.

(2) Upon execution of the grant, the Grantee shall receive one certified copy of the Federal Reserve Letter of Credit.

(3) The Grantee shall confirm with his commercial bank that the Federal Reserve Letter of Credit has been opened and is available if funds are needed.

(4) To receive payment, the Grantee shall:

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

(ii) Have the original and two copies of the voucher signed by the authorized official(s) whose signature(s) appear on the Standard Form 1194.

(iii) Present the original, duplicate, and triplicate copy of the Form TUS 5401 to his commercial bank.

(e) Retain the quadruplicate copy of the voucher.

(5) Each drawdown should be initiated at approximately the same time that checks are issued by the organization in payment of program liabilities including those for allowable indirect costs, and in an amount approximately equal to the Federal share of such payments. Therefore, there is no necessity for the recipient organization to maintain balances of Federal cash other than the small balance necessary to provide for an element of bank float.

(6) A report of expenditures is prepared and submitted to the Office of Financial Management, within thirty days of disbursement. This report, submitted on Standard Form 1034, "Public Voucher for Purchases and Services Other Than Personal", and supported by certifications, listing of withdrawals, and documentation as required, itemizes expenditures made, identifying funds expended by line item of the approved budget and/or category supporting the agreement.

(7) The report of expenditures on Standard Form 1034 is reviewed against the grant provisions, and any disbursement improper under the grant 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 Federal Reserve Letter of Credit by the amount of the disallowance.

(8) Simultaneously with the submission of the report of expenditures, the Grantee submits to the Controller a status report on the Federal Reserve Letter of Credit as of the close of the period covered by the report of expenditures. The report is prepared in the following format:

Status of Funding Report

Federal Reserve Letter of Credit (FRLC)

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

Period from \_\_\_\_\_ through \_\_\_\_\_

**A. Letter of Credit Position**

- 1. Current amount of FRLC (including amendments) through reporting period \$ \_\_\_\_\_
- 2. Payment Vouchers on Letter of Credit presented (Form TUS 5401):
  - a. Credited prior to reporting period \$ \_\_\_\_\_
  - b. Credited during reporting period via TUS 5401 Voucher Nos. \_\_\_\_\_ through \_\_\_\_\_ inclusive \$ \_\_\_\_\_
  - c. Presented but not credited during report via TUS 5401's numbered \_\_\_\_\_ through \_\_\_\_\_ inclusive \$ \_\_\_\_\_
- 3. Total of all Payment Vouchers against FRLC credited or presented \$ \_\_\_\_\_
- 4. Balance of FRLC not drawn or requested this reporting period \$ \_\_\_\_\_

**B. Cash Position**

- 1. Cash on hand at beginning of period \$ \_\_\_\_\_
- 2. Plus: cash drawn during period \$ \_\_\_\_\_
- 3. Plus: refunds, rebates or other amounts received, to the extent allocable to disbursements charged against this FRLC \$ \_\_\_\_\_
- 4. Total cash available (sum of 1, 2, and 3) \$ \_\_\_\_\_
- 5. Less: disbursements during period \$ \_\_\_\_\_
- 6. Balance of cash on hand at close of reporting period \$ \_\_\_\_\_
- 7. Estimated number of days requirements covered by balance on hand (Item 6 above)  
Days: \_\_\_\_\_
- 8. Advances to subgrantees \$ \_\_\_\_\_ (included in B. 6 above)

(f) 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 Federal Reserve Letter of Credit funds, the Government shall have the right, on other grants held with the Grantee, to withhold payment of Federal Reserve Letter of Credit or other advances and/or withhold reimbursements due the Grantee in the amount of the excess being held by the Grantee.

(2) If the Grantee is still holding excess Federal Reserve Letter of Credit funds on a grant under which the work has been completed or terminated but all costs have not been settled, the Grantee agrees to:

(i) 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.);

(ii) Upon written request of the grant officer, return to the Government the sum of dollars, if any, which represents the difference between (1) the Grantee's maximum position on claimed costs which have not been reimbursed and (2) the total amount of unexpended funds which have been advanced under the grant and

(iii) If the Grantee fails to comply with the contracting officer's request for repayment of excess Federal Reserve Letter of Credit funds, the Government shall have the right, on other grants held with the Grantee to withhold payment of Federal Reserve Letter of Credit or other advances and/or withhold reimbursements due the Grantee in the amount of the excess being held by the Grantee.

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