

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

3. Contract/Agreement Number: 521-0182-G-56-5034-00		RO FAR 437	
4. Contractor/Recipient Name: VOLUNTEERS IN TECHNICAL ASSISTANCE		5. Organization Symbol: VITA	
6. Project Title: Ceramic Enterprise Development Program			
7. Project Officer's Name: R. Moyers		8. Organization Symbol: OPED	
9. Requisitioning Document ID No: PIO/T 521-0182-3-50093		19. Budget Plan Code: LESA-85-25521-KG13	
10. TYPE OF ACTION: A. New Acquisition/Assistance <input checked="" type="checkbox"/> A B. Continuation of activities set forth in a contractual document C. Revision of work scope/purpose of award		20. Country or Region of Performance: Haiti	
11. Amount of this PIO/T: U.S. \$ 57,750		21. Total Estimated Cost of the Contractual Document: U.S. \$ 57,750	
12. Amount Obligated/Subobligated/Deobligated by this Action: U.S. \$ 57,750		22. Amount of Non-Federal Funds, Pledged to the Project: U.S. \$ 23,600	
13. Cumulative Obligation: U.S. \$ 57,750		23. Effective Date of this Action: 07 / 10 / 85	
14. This Action Funded Through: 02 / 15 / 86		24. Estimated Completion/Expiration Date: 02 / 15 / 86	
15. Date Contractual Documents Signed by AID Official: 07 / 10 / 85		25. Contractor DUNS Number: 991491135	
16. Incrementally Funded Contract: No		26. Consultant Type Award: No	
17. Host Country/Counterpart Inst.: (Univ. Contracts) N/A		27. Number of Person Months: (PASA/RSSA only) N/A	
18. Campus Coordinator: (Univ. Contracts) N/A		28. Number of Persons: (PASA/RSSA only) N/A	
29. Negotiator's Typed Name: R. Webber		30. Negotiator's Signature: <i>R. Webber</i>	
31. Date Signed: 09 / 30 / 85		32. Contract/Grant Officer's Organization Symbol: RCO	
33. Contract/Grant Officer's Signature: <i>R. Webber</i>		34. Date Signed: 09 / 30 / 85	

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

35. CONTRACT TYPE: A. Fixed Price (Specify: FFP, FPRD, FPEPA, FPI) <input checked="" type="checkbox"/> B B. Cost Reimbursement (Specify: CR, CPFF, CS, CPAF, CPIF) C. IQC & Requirements Contracts D. Other		37. SUBJECT TO STATUTORY REQUIREMENT: <input checked="" type="checkbox"/> E A. Walsh-Healey Act, Manufacturer* B. Walsh-Healey Act, Regular Dealer* C. Service Contract Act (U.S. ONLY - Guards, Maintenance, Laborers) D. Davis-Bacon Act (Construction) E. Not subject to Walsh-Healey; Service Contract or Davis-Bacon Act (Most AID Contracts) * Equipment, Supplies, Materials, and Commodities	
36. ADVANCE: A. No Advance B. Advance Non-FRLC C. Advance FRLC <input checked="" type="checkbox"/> C		38. Country of Manufacture: Haiti (Specify)	

**39. CURRENCY INDICATOR:**

- A. U.S. Dollar
- B. Local Currency
- C. Combination
- D. Unfunded

**A**

**40. SUBCONTRACTS:**

Is There a Provision for a Subcontract? (Contracts only) **NO**

**41. TYPE SERVICE:**

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

**B**

**42. CONTRACT/AGREEMENT SOURCE:**

- A. U.S. Contractor/Grantee
- B. Non-U.S. Contractor/Grantee
- C. Combination of A & B

**A**

**43. SELECTION PROCEDURES:**

- A. Formally Advertised
- B. Negotiated Price Competition, General Procedure
- C. A&E
- D. Ed. Inst. and/or Int'l. Research
- E. Collaborative Assistance
- F. Predominant Capability
- G. Unsolicited Proposal
- H. Procurement to be Performed by the Contractor in Person
- I. Sole Source
- J. Impairment of Foreign Policy Objectives
- K. 8(a) Selection
  - Grant/Cooperative Agreement
- L. Competitive
- M. Noncompetitive
- N. Small Business Set Aside
- O. Overseas Procuring Activities
- P. Institution Building/Strengthening

**M**

**44. TYPE OF AMERICAN OWNERSHIP:**

- Minority
  - A. Asian/Pacific Islander
  - B. Black American
  - C. American Aleuts or Eskimos
  - D. American Indian
  - E. Hispanic
  - F. Other (Specify) \_\_\_\_\_
- G. Non-Minority

**G**

**45. LABOR SURPLUS AREA PREFERENCE:**

- Labor Surplus Area
  - A. No Preference
  - B. Tie Bid Preference
  - C. Total Set Aside
  - D. Not a Labor Surplus Area Preference Award

**D**

**46. Number of Bidders Offering Items or Services of Foreign Content: N/A**

**47. TYPE OF BUSINESS:**

- A. Source: Non-U.S. and Used Outside U.S. & Possessions
- B. Source: Non-U.S. and Possessions (Foreign Purchases Used Inside U.S.) (If U.S. Source, complete C through Q)
- C. Firm — Profit Making & PSC's
  - Non-Profit Organizations
  - D. Private Educational Organizations
  - E. Hospitals -
  - F. Research Institutions, Foundations, and Laboratories
  - G. Other
    - Private Voluntary Organizations
    - H. U.S. Registered
    - I. U.S. Non-Registered
    - J. Foreign
    - State/Local Government
    - K. Educational Institutions
    - L. Hospitals
    - M. Research Organizations
    - N. Other
    - O. International Agricultural Research Organizations
    - P. Public International Organizations
    - Q. U.S. Cooperatives

**H**

**48. Women Owned Business? NO**

**49. TYPE AWARD:**

- Small Business
  - A. Not Set Aside
  - B. Partial Set Aside
  - C. Total Set Aside
  - D. Personal Service Contract
  - E. Individual Non-Personal Service Contract
  - F. U.S. Government
  - G. University
  - H. Other Non-Profit Organizations
  - I. Large Businesses

**H**



UNITED STATES INTERNATIONAL DEVELOPMENT COOPERATION AGENCY  
AGENCY FOR INTERNATIONAL DEVELOPMENT

MISSION TO HAITI

OFFICE OF THE DIRECTOR :

JUL 10 1985

Mr. John M. Downey  
Director  
Regional Operations - IA/C and A/P  
Volunteers in Technical Assistance (VITA)  
1815 North Lynn Street, Suite 200  
Arlington, VA 22209

For U.S. MAIL :  
USAID / HAITI  
Department of State  
Washington, D.C. 20520  
For INTERNATIONAL MAIL :  
USAID / HAITI  
P.O. Box 1634  
Port-au-Prince, Haiti, W.I.

Dear Mr. Downey:

SUBJECT: Grant No. 521-0182-G-00-5034-00  
NGO Support III, Sub-project No. 2

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "AID" or "Grantor") hereby grants to Volunteers in Technical Assistance (hereinafter referred to as "VITA" or "Grantee") the sum of Fifty-seven Thousand and Seven Hundred and Fifty United States Dollars (US \$57,750) to provide support for Phase I of the Ceramic Enterprises Development Program in Haiti as more fully described in Attachment 2, entitled "Program Description."

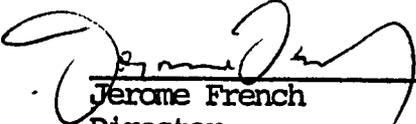
This grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives through the estimated completion date of February 15, 1986.

This grant is made to VITA on the condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment 1, the Schedule; Attachment 2, the Program Description; Attachment 3, the Standard Provisions; Attachment 4, Assurance of Compliance; and Attachment 5, Procedures to Obtain Disbursements which have been agreed to by your organization.

3

Please sign the original and seven (7) copies of this letter to acknowledge your receipt of the Grant and return the original and six (6) copies to this office.

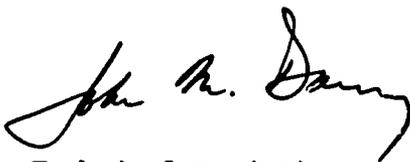
Sincerely yours,

  
\_\_\_\_\_  
Jerome French  
Director

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions
4. Assurance of Compliance
5. Procedures to Obtain Disbursements

ACKNOWLEDGE:



Volunteers in Technical Assistance

By : John M. Downey  
Title : Director, Regional Operations - Latin America/Caribbean &  
Asia/Pacific

FISCAL DATA

Appropriation: 72-1151037  
Allowance: LESA-85-25521-KG13  
PIO/T No.: 521-0182-3-50093  
Project No.: 521-0182 Sub-project No. 2  
Total Grant Amount: \$57,750  
Amount Obligated: \$57,750  
Funding Source: USAID/Port-au-Prince, Haiti  
Funds Available:  , CONT  
Date: July 10, 1985

## PROJECT DESCRIPTION

### I. Purpose of Grant

The purpose of this grant is to provide assistance to VITA to conduct a comprehensive assessment of the potential for ceramics industries in Haiti to create substantial employment and income generating opportunities through the production of locally made ceramic products. Locally available clay will be surveyed, collected, and analyzed to determine the range of ceramic products that can be produced using indigenous resources. Market analyses will also be conducted in both Haiti and the United States to determine those ceramics products that can be profitably produced and marketed. The ultimate goal of such activities is to provide the basis for the establishment of a program to employ and train rural and urban entrepreneurs to establish and maintain ceramics businesses which will generate increased foreign exchange earnings and create employment opportunities for an estimated 1,000 Haitians.

### II. Description of Activities

The Grantee will perform activities described in detail under Phase I of the Grantee's proposal entitled "Ceramic Enterprises Development Program," dated July 1984, and in the revised project description and implementation schedule of that proposal dated May 1985, hereby incorporated as part of this Grant, as Attachment A. To the extent of any inconsistency between the Grantee's proposal and the Covering Letter and Attachments 1, 2, 3, 4 and 5 of this Grant, the Covering Letter and Attachments 1, 2, 3, 4, and 5 shall control.

The specific activities to be carried out under the grant include conduction of a field survey, a marketing study, and a final Ceramic Panel Meeting to review the data collected and to provide recommendations for any further activities in this sector. The primary activities to be conducted under each of these categories is as follows:

#### Field Survey

- Identification of local clay deposits, analysis of their chemical properties, and estimation of the quantity and quality of available clay.
- Identification of ceramic products that can be produced using locally available clay.
- Determination of other raw materials required in the production of ceramic products (e.g. metallic oxides, fluxes, glazes, plasticizers, etc.) and their relative cost and availability.

- Identification of entrepreneurs or organizations interested in the production of ceramics and the technical/management expertise, training, and sources of credit needed to initiate ceramics enterprises in Haiti.
- Provision of on-site technical assistance to existing ceramic enterprises as appropriate.

#### Marketing Study

- Assessment of local market demand for ceramic products and mechanisms for marketing such products.
- Assessment of U.S. market demand for ceramic products and mechanisms for marketing such products.
- Investigation of joint venture prospects for large-scale ceramic enterprises and identification of U.S. businesses interested in participating in joint venture ceramic projects with local Haitian companies.
- Identification of U.S. businesses interested in importing Haitian ceramic products.

#### Ceramic Panel Review

- Preparation of a final report which incorporates results and recommendations based on the activities outlined above, and provides specific recommendations as to activities to be carried out under a second phase of this project (should this be recommended), as well as possible sources of private sector support for such activities.

### III. Project Implementation

#### A. Field Survey

Upon project authorization, VITA, in conjunction with a local ceramics producer (Gay Poterie) will undertake a comprehensive, three (3) month assessment of ceramic industries in Haiti. Locally available clay will be surveyed, collected, and analyzed by a survey team led by Mishka Petersham (for more information on Mr. Petersham's qualifications please see the attached proposal), to determine the range of ceramic products that can be cost-effectively produced in Haiti and marketed locally and in the United States.

In addition, the ceramics survey team will interview those individuals and organizations currently or formerly active in Haitian ceramics projects to

assess the reasons for the current level of inactivity in the Haitian ceramics industry. The other areas that the team will assess include:

- equipment and material available in Haiti to produce ceramic products, including coloring agents, glazes, plasticizers, etc.;
- suitable locations for ceramics enterprises;
- products suitable for local and U.S. market surveys;
- energy sources available to fire kilns and available kiln technology;
- technical and training needs that should be addressed in a ceramics training program.

The data collected by the survey team will be reviewed by an Advisory Committee and discussed at a Ceramic Panel Meeting to be held at VITA headquarters at least two weeks prior to the completion of project implementation. The project will be implemented under the guidance of this committee made up of a group of VITA Volunteer ceramics experts including Victor Palmeri, Dr. W. Richard Ott, David Thomas, and Richard Bell, among others (for more detailed information on Advisory Committee members, please see the attached proposal). The committee will assist in the analysis of clay samples from Haiti, assessing the export market in the United States, identifying additional ceramic products that could be profitably produced in Haiti, evaluating the technology that can be used to manufacture these products, designing model enterprises to be initiated, and designing course curricula and training materials.

#### Marketing Study

A VITA staff member (marketing expert) will coordinate a marketing study of U.S. importers of ceramic products and Haitian retailers/wholesalers to ascertain the range of products that can be cost-effectively manufactured in Haiti for sale locally and for export to the United States. It is expected that the survey will take approximately two (2) months and will be initiated during the third month of project implementation. The Advisory Committee will actively participate in this effort. The information and data collected will then be analyzed and discussed at the Ceramic Panel Meeting.

The VITA marketing expert will also collect the financial and economic information necessary to ascertain the profitability of ceramic enterprises in Haiti. A local marketing expert will be used to help develop a strategy and action plan to collect the data needed. This information will then be sent to the Advisory Committee members for analysis and discussion at the Ceramic Panel Meeting. Additional activities of the Advisory Committee under this phase of the project will include:

7

- evaluation of those ceramic products that can be produced using locally available clay, and any imported material needed to make such products acceptable for the local and export markets;
- identification of the range of technologies available to produce these ceramic products, including financial, technical (including available energy sources), and cultural factors to be considered;
- selection of additional ceramic products that can be immediately commercialized, and the technology to be used to produce them;
- capital, training, technical assistance, and material requirements to initiate these enterprises;
- an assessment of the local and U.S. ceramics markets and identification of ceramic products that could be manufactured on a cost-effective basis and marketing mechanisms to be used for the sale of such products.

#### Ceramic Panel Meeting

Upon completion of the marketing survey, the Advisory Committee will be convened at VITA for a Ceramic Panel Meeting to assess and evaluate the information collected during the field survey and marketing study. Representatives from Gay Poterie will also attend the meeting. The Panel will:

- evaluate the range of ceramic products suggested by the ceramics expert as suitable for production in Haiti, and based on their experience and knowledge of the U.S. market, select those most suitable for further, immediate development;
- contribute to available knowledge about relevant technology and provide guidance regarding technical, financial, and marketing factors to be taken into consideration in the development of ceramic industries in Haiti;
- spotlight those areas where the panel members themselves could provide technical assistance, training, and marketing support to help the project in possible future phases of implementation;
- provide expert advice on potential U.S. markets and those products most likely to be suitable for export;
- identify joint venture possibilities with U.S. firms and mechanisms for the initiation of large scale ceramic enterprises;
- make specific recommendations on the marketing mechanisms, technical/management expertise, and sources of credit to be utilized under Phase II of the project.

4

A report of the panel member's recommendations will be prepared following the meeting. The report will include the results and recommendations based on the field survey and marketing study and will provide specific recommendations as to any activities which should be carried out under a possible second phase project activity. In addition, possible sources of private sector support for any additional activities will be clearly outlined.

IMPLEMENTATION SCHEDULE

Activity	months					
	1	2	3	4	5	6
Phase I						
1. Collect, Assess Available Information on Haitian Ceramics	XXXXXXXXXXXX					
2. Survey, Identify Ceramic Products/Producers in Haiti		XXXXXXXXXXXX				
3.a. Identify Technical/Management & Credit Needs		XXXXXXXXXX				
3.b. Assess and Development Sources/ Mechanisms to Meet These Needs						
4. Begin Selected Clay Testing as Necessary			XXXXXXXXXXXXXXXXXXXX			
5. Preliminary Identification and Selection of New Products			XXXXXXXXXXXXXXXXXXXXXXXXXXXX			
6. Design, Conduct Analysis of Local Market, Identify Marketing Mechanisms			XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			
7. Analysis of U.S. Ceramic Market			XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			
8. Exploration of Joint-Venture Possibilities			XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			
9. VITA Advisory Committee Input			XX			
10. Ceramic Panel Meeting						X
11. Final Report, Recommendations for Phase II						X

10

FINANCIAL PLAN

IV. Project Budget and Financial Resources

I. <u>Technical Assistance</u>	<u>Grant Request</u> <u>(U.S. Dollar Costs)</u>	<u>VITA</u> <u>Contribution</u>
A. <u>Salaries</u>		
i. Ceramic Specialist 3.5 months at 22 days/month at \$150/day	11,550	
ii. Ceramic Marketing Specialist 10 days at \$200/day		2,000
iii. Local Marketing Specialist 3 months at \$600/month	1,800	
iv. Local Ceramic Consultants 4.5 months at \$600/month	2,700	
v. VITA Regional Director 25 days at \$192/day	4,800	
vi. Advisory Committee Members 6 members x 3 days/month x 6 months at \$200/day		21,600
B. <u>Per Diem</u>		
i. Ceramic Specialist (30 days at \$43/day)	1,290	
ii. Ceramic Marketing Specialist (12 days at \$86/day)	1,032	
iii. VITA Regional Director (7 days at \$86/day)	602	
iv. Local Ceramics, Marketing Consultants 60 days at \$43/day	<u>2,580</u>	
Sub-Total Technical Assistance:	26,354	<u>23,600</u>

11

	<u>Grant Request</u> <u>(U.S. Dollar Costs)</u>	<u>VITA</u> <u>Contribution</u>
<b>II. <u>International Travel</u></b>		
<b>Airfare:</b>		
i. Ceramic Marketing Specialist - 1 Trip	500	
ii. VITA Regional Director 1 Trip	500	
iii. Gay Poterie Rep. for Technical Panel Meeting 1 Trip	<u>500</u>	
Sub-Total Travel:	1,500	
<b>III. <u>Allowances</u></b>		
A. DBA Insurance 2.25% of Ceramic Specialist's fee	260	
B. Medical, passport, visa	<u>100</u>	
Sub-Total Allowances:	360	
<b>IV. <u>Ceramics Panel Meeting</u></b>		
A. Airfare, 6 x \$500	3,000	
B. Per Diem, 8 x \$75/day x 2 days (includes Gay Poterie)	1,200	
C. VITA Staff Support 12 days at \$110/day	<u>1,320</u>	
Sub-Total Regional Technical Panel Meeting:	5,520	

12

	<u>Grant Request</u> <u>(U.S. Dollar Costs)</u>	<u>VITA</u> <u>Contribution</u>
V. <u>Equipment</u>		
A. Ceramics Testing Equipment and Materials	5,000	
VI. <u>Miscellaneous</u>		
A. Telephone, Telex, Postage	1,200	
B. Office Supplies, Photocopying Information	1,443	
Sub-Total Miscellaneous:	2,643	
VII. <u>Local Travel</u>		
A. Four-wheel Drive	3,000	
B. Gas, Oil	1,200	
Sub-Total Local Travel:	4,200	
Sub-Total I - VII	45,577	
Less Equipment	5,000	
Total Direct Costs	40,577	
Overhead ( 30% of Direct Costs)	<u>12,173</u>	
<u>TOTAL</u>	57,750	<u>23,600</u>
<u>TOTAL PROGRAM COST</u>	81,350	

SCHEDULE

A. Period of Agreement

1. The effective date of this Grant is the signature date by the Mission Director as shown on the cover letter, and the estimated completion date is 2/15/86.
2. Funds obligated hereunder are available for program expenditures for the estimated periods of 8/15/85 to 2/15/86 as shown in the financial plan below.

B. Amount of Agreement and Payment

1. A.I.D. hereby obligates the amount of \$ 57,750 for the purposes of this Grant.
2. Payment will be made to the Grantee in accordance with the procedures set forth in Attachment 3, Standard Provision entitled "Payment - Federal Reserve Letter of Credit."

C. Financial Plan

1. The following is the Financial Plan for this Grant. Revisions to this plan shall be made in accordance with the Standard Provision entitled "Revision of Agreement Budget."

	<u>Cost Element</u>	<u>Obligated Amount</u>
I.	T.A. (Salaries and Per Diem)	\$ 26,354
II.	International Travel	1,500
III.	Allowances	360
IV.	Ceramics Panel Meeting	5,520
V.	Equipment	5,000
VI.	Miscellaneous	2,643
VII.	Local Travel	4,200
VIII.	Overhead	12,173
		<hr/>
		\$ 57,750

2. The Grantee may not exceed the obligated amount set forth; adjustments of more than 15% among the line items should receive prior A.I.D. concurrence.

D. Reporting Requirements

The Grantee shall submit the following reports, in English, at the time and quantities specified.

14

1. Final Report

The Final Report shall be submitted no later than four (4) weeks following the project activity completion date. The report shall include the results from the activities carried out by the Grantee including the survey and analysis of local clay, domestic and international marketing analyses for Haitian ceramics products, recommendations for further activities in this sector, and possible sources for their support.

2. Financial Reports

The Grantee shall submit to the responsible A.I.D. controller all reports required under the Standard Provision entitled "Payment - Federal Reserve Letter of Credit."

3. Special Reports

The Grantee shall provide special reports as requested.

4. Three copies of each report shall be submitted

E. Establishment of Overhead Rates

Pursuant to clause 5B of the Standard Provisions, payment on account of indirect costs will be made based on the following provisional rate:

<u>Base</u>	<u>Rate</u>
Total Direct Costs, excluding awards and subgrants, publications, servicing building costs, project vehicles, prototype construction costs, furniture and fixtures	30% (1/1/84 until amended)

F. Alterations and Additions to Standard Provisions

Delete the following Standard Provisions:

- 5A. "Negotiated Overhead Rates - Predetermined."
- 7B. "Payment - Periodic Advance."
- 7C. "Payment - Reimbursement."
- 10B. "Procurement of Goods and Services over \$ 250,000."
- 13B. "Title To and Care Of Property (U.S. Government Title)."
- 13C. "Title To and Care Of Property (Cooperating Country Title)."

PROCEDURES TO OBTAIN DISBURSEMENTSPROCÉDURES POUR OBTENIR LES DÉCAISEM.I. INTRODUCTION

USAID/Haiti may disburse foreign exchange and/or local currencies to the Borrower/Grantee for procurement of commodities and services purchased from suppliers and/or contractors as authorized in the Loan/Grant Agreement. Required Documentation is submitted to USAID/Haiti and disbursements made by USAID/Haiti through either: (a) Direct Reimbursement to the Borrower/Grantee for payments made from its own funds; or, (b) Direct Letters of Commitment issued to suppliers or contractors (Please see separate procedures for Direct Letters of Commitment).

The preferred method of payment is Direct Reimbursement to the Borrower/Grantee. Disbursements will be made in Gourdes in the case of procurement from suppliers or contractors in Haiti. In the event that the Borrower/Grantee has made payment in U.S. Dollars for procurement from suppliers or contractors from eligible countries outside of Haiti, the disbursements will be made in U.S. Dollars.

I. INTRODUCTION

L'USAID/Haiti peut décaisser les devises ou la monnaie locale en faveur de l'Emprunteur/Bénéficiaire pour l'acquisition de produits et de services de fournisseurs et/ou de contractants comme autorisé dans l'Accord de Prêt/Don. Les documents requis sont soumis à l'USAID/Haiti qui fait des décaissements soit par (a) Remboursement direct à l'Emprunteur/Bénéficiaire pour les paiements effectués à partir de ses propres fonds; ou (b) Lettres d'Engagement directes émises en faveur des fournisseurs ou des contractants (Prière de voir les procédures séparées pour les lettres d'Engagement directes).

La méthode de paiement préférée est le Remboursement Direct à l'Emprunteur/Bénéficiaire. Des décaissements en gourdes seront effectués pour les achats faits chez des fournisseurs ou des contractants établis en Haiti. Au cas où l'Emprunteur/Bénéficiaire a effectué un paiement en dollars des E.U. pour les achats faits chez des fournisseurs ou des contractants de pays éligibles autres qu'Haiti, les décaissements se feront en Dollars des E.U.

II. DIRECT REIMBURSEMENT TO THE BORROWER/GRANTEE

Requests to USAID/Haiti for reimbursement for commodities and/or services procured by the Borrower/Grantee from its own funds (or from Loan/Grant funds advanced for that purpose) shall be submitted to USAID/Haiti on a monthly basis in the form, and supported by the documentation, described below. Reimbursement requests should be sent to the USAID/Haiti project officer for administrative approval.

A. General Documentation Required

All requests for Direct Reimbursement will be accompanied by:

1. Voucher standard Form (SF) 1034, "Public voucher for Purchases and Services other than Personal" - The voucher will constitute the request and will be prepared, in an original and three copies, by the Borrower/Grantee in the total amount for which reimbursement is being requested.

2. Request for Reimbursement - The Voucher, SF 1034, will be submitted monthly in the format shown in Attachment A. Each voucher should be dated, serially numbered, and identify the Loan/Grant number and the Project Implementation Letter number which authorized the activity. The voucher must be supported by the schedule shown in attachment B and certified by the authorized representative of the Borrower/Grantee.

II. REMBOURSEMENT DIRECT A L'EMPRUNTEUR/BENEFICIAIRE

Les demandes de remboursement à l'USAID/Haiti pour les produits et/ou les services fournis par l'Emprunteur/Bénéficiaire à partir de ses propres fonds (ou de fonds du Prêt/Don avancés à cet effet) devront être soumises mensuellement à L'USAID/Haiti sur le formulaire et appuyées par les documents décrits ci-après. Les demandes de remboursement devraient être envoyés au responsable du projet de l'USAID/Haiti pour approbation administrative.

A. Documentation Générale Requise

Toutes les demandes pour Remboursement Direct seront accompagnées par:

1. Un formulaire standard de Mandat de Paiement (SF 1034), "Mandat de Paiement Public pour les Achats et les Services autres que Personnels". Le mandat de paiement représentera la demande et sera préparé en original et trois copies par l'Emprunteur/Bénéficiaire pour le montant total du remboursement réclamé.

2. Une Demande de Remboursement - Les mandats de paiement, SF 1034, seront soumis mensuellement selon le format du document A ci-joint. Chacun devrait être daté, avoir un numéro de série et identifier le numéro du Prêt/Don ainsi que le numéro de la Lettre d'Execution de Projet qui a autorisé l'activité. Le mandat de paiement doit être appuyé par une ventilation préparée selon le document B ci-joint et certifié par le représentant autorisé de l'Emprunteur/Bénéficiaire.

B. Additional Documentation Required for Locally Procured Commodities

Reimbursement for the cost of commodities procured locally require the following documentation, in addition to the documents shown in Section II, A, 2, above:

1. Supplier's detailed invoice - A copy of the supplier's invoice, showing description of goods, quantity, unit price, total net sales price (after deducting discounts and purchasing agent's commission, if any) and the source and origin of the commodity.

2. Evidence of Receipt - Each voucher must be supported by a "Receiving and Inspection Report" or similar acknowledgement of receipt, signed by the authorized representative of the Borrower/Grantee, or other appropriate party, that the commodities for which reimbursement is requested have been received and that payment is therefore proper.

C. Additional Documentation Required for Commodities Imported for the Project

Reimbursement requests for the purchase of commodities or materials imported for the specific use of the project must be accompanied by the documentation shown in Section II, B.1 and 2 above, as well as the following:

1. shipping documentation; and
2. supplier's certificate and contract abstract, Form AID 1460-4.

B. Documentation Additionnelle Requise pour les Produits Achetés sur Place

Outre les documents cités dans la Section II, A, ci-dessus, les documents suivants sont requis pour le remboursement des coûts des produits achetés sur place:

1. Facture détaillée du fournisseur - Une copie de la facture du fournisseur, avec la description des biens, leur quantité, le prix par unité, le prix de vente total net (après déduction des remises et de la commission de l'agent, s'il y en a), la source et l'origine du produit.

2. Accusé de réception - Chaque mandat de paiement doit être appuyé par une "Fiche de Réception et d'Inspection" ou tout autre accusé de réception signé par le représentant autorisé de l'Emprunteur/Bénéficiaire ou de toute autre partie appropriée, attestant que les produits pour lesquels le remboursement est demandé ont été reçus et que le paiement est fait selon les règles.

C. Documentation Additionnelle Requise pour les Produits Importés pour le Projet

Les demandes de remboursement pour l'acquisition de produits ou de matériel importés pour l'usage spécifique du Projet doivent être accompagnées par les documents présentés à la Section II, B.1 et 2 ci-dessus, aussi bien que par:

1. des documents d'expédition
2. un certificat du fournisseur, un Résumé de son contrat et un Formulaire 1460-4 de l'AID.

156

### III. ADVANCES

When it has been determined that Borrower/Grantee funds are not available to finance project activities, USAID/Haiti, if requested, may approve an advance of funds. Generally, because of U.S. Treasury limitations, USAID/Haiti will not approve an advance which exceeds 90 days requirements.

Advances fall into the following two categories:

#### A. A One Time Advance -

That is one advance made to cover a specific short term activity, which will be accomplished within 30 to 90 days. The advance is requested through the submission of a completed S.F. 1034 voucher, accompanied by a written justification for the advance. The justification should include a description of the activity to be funded and the expected duration of the activity. Such an advance will be liquidated at the completion of the activity through the submission of an S.F. 1034 Voucher marked "No pay", accompanied by a schedule which accounts for the expenditures made in connection with the activity.

(Please see Attachments C, D and E)

#### B. The establishment of a Revolving fund -

An advance made available to cover the costs of one activity or a group of activities which will not be completed within 90 days. The activities may be of a continuing, i.e., life of project, nature. The advance to cover the first 90 days of operations is requested through the submission of a completed S.F. 1034

### III. AVANCES

Quand il a été déterminé que des fonds de l'Emprunteur/Bénéficiaire ne sont pas disponibles pour le financement des activités du projet, l'USAID/Haiti peut sur demande, approuver une avance de fonds. Généralement à cause des limites du Trésor des E.U.A., l'USAID/Haiti, n'approuvera pas une avance couvrant des obligations pour plus de 90 jours.

Les avances tombent dans les deux catégories suivantes:

#### A. Avance Unique -

C'est une avance faite pour une activité spécifique à court terme qui sera exécutée dans les 30 à 90 jours. On demande cette avance en présentant un formulaire SF 1034 dûment rempli accompagné d'une pièce justifiant l'avance. Cette justification devrait comprendre une description de l'activité devant être financée et sa durée escomptée. L'avance sera réglée à la fin de l'activité par la soumission d'un formulaire SF 1034 marqué "Nul" accompagné d'une ventilation justifiant les dépenses relatives à l'activité (Voir les documents C, D et E).

#### B. Etablissement d'un fonds de Roulement -

C'est une avance accordée pour couvrir les coûts d'une activité ou d'un groupe d'activités qui durera plus de 90 jours. Les activités peuvent être de nature continue, c'est à dire pour la durée du Projet. On demande l'avance pour couvrir les 90 premiers jours des opérations en présentant un formulaire SF 1034, dûment rempli accompagné d'un

voucher, accompanied by an expenditure budget by line item covering the period of the activities or one year, whichever is greater. The revolving fund will be replenished monthly through the submission of a completed S.F. 1034 voucher, accompanied by a schedule which accounts for the expenditures made, a cash advance status report and a detailed expenditures projection by line item of its anticipated needs for the succeeding three month period. (Please see Attachments F, G, H, I, J and K).

USAID/Haiti reserves the right to adjust the amount of the advance for revolving fund operations based upon its review of actual expenditures vs. the expenditure budget.

NOTE: 1. Advances do not represent expenditures until such time as a reimbursement voucher is submitted to liquidate the advance.

2. All vouchers should be submitted to USAID/Haiti within 15 days of the close of a reporting period.

budget de dépenses par rubrique couvrant la période des activités ou un an, dépendant de la plus longue durée. Le fonds de roulement sera renfloué mensuellement par la soumission d'un formulaire SF 1034 dûment rempli accompagné d'une ventilation justifiant les dépenses effectuées, d'un rapport sur l'encaisse de l'avance et le détail des dépenses effectuées, un rapport anticipant l'encaisse de l'avance au cours des trois mois suivants avec le détail des dépenses par rubrique pour cette période (Voir documents F, G, H, I, J, et K ci-joints).

L'USAID/Haiti se réserve le droit d'ajuster le montant de l'avance pour les opérations du fonds de roulement après en avoir comparé les dépenses au budget.

NOTE: 1. Les avances ne représentent des dépenses qu'au moment où un mandat de remboursement est soumis pour les régler.

2. Tous les mandats de paiement devraient être soumis à L'USAID/Haiti dans les 15 jours à compter de la fin de la période en question.

JD

**PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL**

VOUCHER NO.

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION

DATE VOUCHER PREPARED

SCHEDULE NO.

USAID/Haiti

July 15, 1983

CONTRACT NUMBER AND DATE

PAID BY

REQUISITION NUMBER AND DATE

PAYEE'S NAME AND ADDRESS

SAMPLE

Ministry of X Y Z  
 Port-au-Prince, Haiti

DATE INVOICE RECEIVED

DISCOUNT TERMS

PAYEE'S ACCOUNT NUMBER

SHIPPED FROM

TO

WEIGHT

GOVERNMENT B/L NUMBER

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</i>	QUANTITY	UNIT PRICE		AMOUNT
				COST	PER	
		<p><u>PROJECT No. 521-0183</u></p> <p>Voucher No. <u>3</u></p> <p>Reimbursement of Expenditures made during the period June 1 to June 30, 1983 in accordance with P/L No. 5 - per the attached schedule</p>				<p><u>GOURDES</u></p> <p>14,430,000</p>

(Use continuation sheet(s) if necessary)		(Payee must NOT use the space below)		TOTAL	14,430,000
PAYMENT: <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE	APPROVED FOR	EXCHANGE RATE	DIFFERENCES		
	= \$	= \$ 1.00			
	BY	TITLE	Amount verified; correct for		
			(Signature or initials)		

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

(Date)

(Authorized Certifying Officer)

(Title)

**ACCOUNTING CLASSIFICATION**

PAID BY	CHECK NUMBER	ON TREASURER OF THE UNITED STATES	CHECK NUMBER	ON (Name of bank)
	CASH	DATE	PAYEE	

1 When stated in foreign currency, insert name of currency.  
 2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary, otherwise the approving officer will sign in the space provided, over his official title.  
 3 When a voucher is prepared in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.

21

SAMPLE

X Y Z Ministry  
 For the Period 1-30 June 1983  
 AID Project No. 521-0163, PIL #5

Voucher No. 3

<u>C a t e g o r y</u>	<u>Budget</u>	<u>Expenditures This Period</u>	<u>Cumulative Expenditures</u>	<u>Balance</u>
	(Gourdes)	(Gourdes)	(Gourdes)	(Gourdes)
1. Honorariums	2,000,000	100,000	500,000	1,500,000
2. Consultants	4,500,000	3,600,000	4,000,000	500,000
3. Training	20,000,000	4,480,000	8,000,000	12,000,000
4. Travel/Transport	15,000,000	2,782,000	7,500,000	7,500,000
5. Equipment	10,000,000	768,000	3,000,000	7,000,000
6. Materials/Supplies	35,000,000	2,700,000	14,000,000	21,000,000
	<u>86,500,000</u>	<u>14,430,000</u>	<u>37,000,000</u>	<u>49,500,000</u>

The undersigned hereby certifies: (A) that payment of the sum claimed under the cited contract is proper and due and that appropriate refund to AID will be made promptly upon request in the event of disallowance of costs not reimbursable under the terms of the agreement, (B) that information on the fiscal report is correct and such detailed supporting information as AID may reasonably require will be furnished promptly to AID on request and (C) that all requirements called for by the contract to date of this certification have been met.

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

22

**PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL**

U.S. DEPARTMENT, PORT, OR ESTABLISHMENT AND LOCATION  
  
**USAID/Port-au-Prince**

DATE VOUCHER DATED  
**October 15, 1983**  
CONTRACT NUMBER AND DATE  
REQUISITION NUMBER AND DATE

VOUCHER NO.  
PAID BY  
DATE INVOICE RECEIVED  
DISCOUNT TERMS  
PAYEE'S ACCOUNT NUM.  
GOVERNMENT E/YL NUM.

PAYEE'S NAME AND ADDRESS  
**SAMPLE**  
**Ministry of X Y Z**  
**Port-au-Prince, Haiti**

**VOUCHER NO. 1**

SHIPPED FROM TO WEIGHT

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</i>	QUANTITY	UNIT PRICE		AMOUNT
				COST	PER	
		<b>PROJECT No. 521-0183</b>  Advance of funds to carry out the activities authorized under PIL No. 6. Such activities are to be completed by November 30, 1983				<b>100,000</b>
						<b>GOJRDE</b>

(Use continuation sheet(s) if necessary) (Payee must NOT use the space below) **TOTAL 100,000**

PAYMENT: <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE	APPROVED FOR	EXCHANGE RATE	DIFFERENCES
	<b>= \$</b>	<b>= \$ 1.00</b>	
	FY2		
	TITLE		Amount verified; correct for (Signature or initials)

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.  
 \_\_\_\_\_  
 (Date) (Authorized Certifying Officer) (Title)

**ACCOUNTING CLASSIFICATION**

PAID BY	CHECK NUMBER ON TREASURER OF THE UNITED STATES	CHECK NUMBER ON (Name of bank)
	CASH DATE	PAYEE'S

1 When stated in foreign currency, insert name of currency.  
 2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.  
 3 When a voucher is accepted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "treasurer", as the case may be.

*Handwritten initials*

**PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL**

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION

DATE VOUCHER PREPARED

SCHEDULE NO.

USAID/Haiti

December 14, 1983  
CONTRACT NUMBER AND DATE

PAID BY

REQUISITION NUMBER AND DATE

DATE INVOICE RECEIVED

DISCOUNT TERMS

PAYEE'S ACCOUNT NUMBER

GOVERNMENT D/I NUMBER

PAYEE'S NAME AND ADDRESS

SAMPLE

Ministry of X Y Z  
Port-au-Prince, Haiti

VOUCHER No. 2

SHIPPED FROM

TO

WEIGHT

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</i>	QUAN. TITY	UNIT PRICE		AMOUNT
				COST	PER	
		<p><u>NO PAY VOUCHER</u></p> <p><u>PROJECT NO. 521-0183</u></p> <p>To liquidate the advance of funds provided to carry out the activities authorized under PIL No. 6 - per the attached schedule.</p>				<p><u>GOURDES</u></p> <p>100,000</p>
<b>TOTAL</b>						100,000

(Use continuation sheet(s) if necessary)

(Payee must NOT use the space below)

TOTAL

100,000

PAYMENT: <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE	APPROVED FOR	EXCHANGE RATE	DIFFERENCES
	= \$	= \$ 1.00	
	BY		
TITLE	Amount verified; correct for		(Signature or initials)

In pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

(Date)

(Authorized Certifying Officer) 2

(Title)

**ACCOUNTING CLASSIFICATION**

PAID BY	CHECK NUMBER	ON TREASURER OF THE UNITED STATES	CHECK NUMBER	ON (Name of bank)
	CASH	DATE	PAYEE'S	

1 When stated in foreign currency, insert name of currency.  
 2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.  
 3 When a voucher is accepted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.

24

Ministry of X Y Z  
Project No. 521-0183  
Expenditures Under P/L No. 6  
November 1 to 30, 1983  
Voucher No. 2

ATTACHMENT E

(IN GOURDES)

Activity	Budget	Expenditure	Balance
Seminar Costs	20,000	20,000	-0-
Student Stipends	15,000	15,000	-0-
Facility Rental	35,000	35,000	-0-
Training Materials	<u>30,000</u>	<u>30,000</u>	<u>-0-</u>
TOTAL	<u>100,000</u>	<u>100,000</u>	<u>-0-</u>

The undersigned hereby certifies: (A) that payment of the sum claimed is proper and due and that appropriate refund to AID will be made promptly upon request in the event of disallowance of costs not reimbursable under the terms of the agreement; (B) that information on the fiscal report is correct and such detailed supporting information as AID may reasonably require will be furnished promptly to AID on request; and, (C) that all requirements called for by the agreement to date of this certification have been met.

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

75

**PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL**

VOUCHER NO.

SCHEDULE NO.

PAID BY

DATE INVOICE RECEIVED

DISCOUNT TERMS

PAYEE'S ACCOUNT NUMBER

GOVERNMENT B/L NUMBER

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION.

DATE VOUCHER PREPARED

May 1st, 1983

CONTRACT NUMBER AND DATE

REQUISITION NUMBER AND DATE

USAID/HAITI

PAYEE'S NAME AND ADDRESS

SAMPLE  
Ministry of X Y Z  
Port-au-Prince, Haiti

SHIPPED FROM

TO

WEIGHT

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE		AMOUNT
				COST	PER	
		PROJECT NO. 521-0183  Voucher No. 1  Advance of Funds to establish a Revolving Fund to carry out activities authorized under P/L No. 9 per the attached Expenditure Budget covering the period from June 1, 1983 to May 31, 1984				300,00
					<b>TOTAL</b>	<b>300,00</b>

COURT

300,00

300,00

(Use continuation sheet(s) if necessary)

(Payee must NOT use the space below)

TOTAL

300,00

- PAYMENT:
- COMPLETE
  - PARTIAL
  - FINAL
  - PROGRESS
  - ADVANCE

APPROVED FOR

EXCHANGE RATE

DIFFERENCES

BY:

TITLE

Amount verified; correct for  
(Signature or initials)

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

(Date)

(Authorized Certifying Officer)<sup>2</sup>

(Title)

**ACCOUNTING CLASSIFICATION**

PAID BY	CHECK NUMBER	ON TREASURER OF THE UNITED STATES	CHECK NUMBER	ON (Name of bank)
	CASH	DATE	PAYEE'S	

- 1 When stated in foreign currency, insert name of currency.
- 2 If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.
- 3 When a voucher is accepted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example, "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.

TITLE

SAMPLE

ATTACHMENT G

PIL NO. 9  
PROJECT No. 521-0183  
DISBURSEMENT BUDGET  
(IN COURDES)  
FOR THE PERIOD JUNE 1, 1983 to MAY 31, 1984

BUDGET LINE ITEM	MONTH											GROSS TOTAL	
	JUNE	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.		MAY
Payroll	10,000	15,000	20,000	30,000	34,000	35,000	36,000	36,000	36,000	36,000	36,000	36,000	360,000
Operational Expense	1,500	1,500	2,000	2,000	2,800	2,200	2,500	3,000	2,500	3,500	4,000	2,500	30,000
Loan Funds	-0-	25,000	50,000	100,000	-0-	35,000	-0-	45,000	-0-	95,000	25,000	25,000	400,000
Technical Assist.	15,000	40,000	40,000	75,000	75,000	55,000	-0-	-0-	-0-	-0-	-0-	-0-	300,000
Miscellaneous	<u>500</u>	<u>500</u>	<u>1,500</u>	<u>1,500</u>	<u>2,500</u>	<u>3,500</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>10,000</u>
TOTAL	27,000	82,000	113,500	208,500	114,300	130,700	38,500	84,000	38,500	134,500	65,000	63,500	1100,000

68

PROJECT NO. 521-0183

CASH ADVANCE STATUS REPORT  
(IN COUNDES)

A. Period covered by this report:

FROM (Month, day, year) June 1, 1983  
TO (Month, day, year) June 30, 1983  
Period covered by the next report  
FROM (Month, day, year) July 1, 1983  
TO (Month, day, year) July 31, 1983

B. Cash Advance Use and Needs

1. Cash advance on hand at the beginning of this reporting.....	<u>0</u>
2. U.S. Treasury check advance(s) received during this reporting period ..	<u>300,000</u>
3. Interest earned on cash advance during this reporting period.....	<u>0</u>
4. GROSS cash advance available during this reporting period (Lines 1, 2, & 3).....	<u>300,000</u>
5. LESS, interest remitted to AID during this reporting period.....	<u>0</u>
6. NET cash advance available during this reporting period (Line 4 minus Line 5).....	<u>300,000</u>
7. Total Disbursements during this reporting period, including subadvances (see footnote 1) .....	<u>74,268.78</u>
8. Amount of cash advances available at the end of this reporting period (Line 6 minus Line 7).....	<u>225,731.22</u>
9. Projected disbursements, including subadvances, for the next three (3) months. (see footnote 2).....	<u>484,361.22</u>

28

10. Additional cash advance requested for the next reporting period (Line 9 minus Line 8) .....	258,630.00
11. Total interest earned on cash advance from the start of the Grant to the end of this reporting period, but not remitted to AID.....	-0-
12. Total cash advances to sub-grantees, if any, as of the end of this reporting period.....	-0-

C. Certification

The undersigned hereby certifies: (1) that the report in paragraph B.9 above represents the best estimates of funds needed for the disbursements to be incurred over the period described, (2) that appropriate refund or credit to the Grant will be made in the event of disallowance in accordance with the terms of the Grant or Agreement, (3) that appropriate refund or credit to the Grant will be made in the event funds are not expended, and that any interest accrued on the funds made available herein will be refunded to A.I.D.

BY \_\_\_\_\_

DATE · July 12, 1983 \_\_\_\_\_

TITLE \_\_\_\_\_

AID funds shall not be commingled with other Grantee owned or controlled funds. The Grantee shall deposit all AID cash advances in a separate bank account and shall make all disbursements for goods and services from this account.

1. The Grantee shall submit a cumulative detailed report of disbursements by BUDGET line item.
2. The Grantee shall attach to this summary a detailed projection by BUDGET line item, of its anticipated needs for the next three (3) months.

29

PIL NO. 9  
PROJECT NO. 521-0183  
ACTUAL DISBURSEMENTS  
For the Period June 1, 1983 to June 30, 1983  
(IN COUNTRY)

Budget Line Item	Budget	Disbursements This Period	Cumulative Disbursements	Balance
Payroll	360,000	33,303.84	33,303.84	326,696.16
Operational Expense	30,000	3,362.72	3,362.72	26,637.28
Loan Funds	400,000	37,602.22	37,602.22	362,397.78
Technical Assist.	300,000	-0-	-0-	300,000.00
Miscellaneous	<u>10,000</u>	<u>-0-</u>	<u>-0-</u>	<u>10,000.00</u>
<b>TOTAL</b>	<u><u>1,100,000</u></u>	<u><u>74,268.78</u></u>	<u><u>74,268.78</u></u>	<u><u>1,025,731.22</u></u>

The undersigned hereby certifies: (A) that payment of the sum claimed is proper and due and that appropriate refund to AID will be made promptly upon request in the event of disallowance of costs not reimbursable under the terms of the agreement; (B) that information on the fiscal report is correct and such detailed supporting information as AID may reasonably require will be furnished promptly to AID on request; and, (C) that all requirements called for the agreement to date of this certification have been met. *Under*

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

PIL NO. 9  
PROJECT No. 521-0183  
PROJECTED DISBURSEMENTS  
For the Months of July, August & September 1983  
(IN GOURDES)

BUDGET LINE ITEM	JULY	AUGUST	SEPTEMBER	TOTAL
Payroll	16,500.00	17,800.00	21,100.00	55,400.00
Operational Expenses	56,834.00	54,200.00	57,300.00	168,334.00
Loan Funds	52,397.22	55,000.00	50,000.00	157,397.22
Technical Assist:	25,080.00	-0-	76,000.00	101,080.00
Miscellaneous	-0-	1,000.00	1,150.00	2,150.00
<b>TOTAL</b>	<u>150,811.22</u>	<u>128,000.00</u>	<u>205,550.00</u>	<u>484,361.22</u>