

Agency for International Development
Washington, D.C. 20523

938-0158

PDFCS816

SEP 30 1991

Dr. Tetsunao Yamamori
President
Food for the Hungry International
7807 East Greenway Road, Suite 3
Scottsdale, Arizona 85260

Subject: Cooperative Agreement No. PDC-0158-A-00-1106-00

Dear Dr. Yamamori:

Pursuant to the authority contained in the Foreign Assistance Act of 1961 and the Federal Grant and Cooperative Agreement Act of 1982, as amended, the Agency for International Development (hereinafter referred to as "A.I.D.") hereby provides to Food for the Hungry International (hereinafter referred to as "FHI" or "Recipient") the sum of \$415,000 (four hundred fifteen thousand dollars) to provide financial support for the program described in Attachment 2 of this Cooperative Agreement entitled "Program Description."

This Cooperative Agreement is effective as of the date of this letter and funds obligated hereunder shall be used to reimburse the Recipient for allowable program expenditures for the period set forth in Section 1B. of Attachment 1 of this Cooperative Agreement.

The total estimated amount of this Cooperative Agreement is \$1,245,000 (one million two hundred forty-five thousand dollars), of which the amount of \$415,000 is hereby obligated. A.I.D. shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount. However, subject to Section 1C.4. of Attachment 1, additional funds may be obligated by A.I.D. until such time as the obligated amount may equal the total estimated amount of this Cooperative Agreement.

This Cooperative Agreement is made to the Recipient on the condition that the funds will be administered in accordance with the terms and conditions as set forth in the attachments listed under my signature below, which together constitute the entire Cooperative Agreement document and have been agreed to by your organization.

Please acknowledge receipt and acceptance of this Cooperative Agreement by signing all copies of this Cover Letter, retaining one copy for your files, and returning the remaining copies to the undersigned.

Sincerely yours,

Edward H. Thomas

Edward H. Thomas
Grant Officer
Central Operations Branch
Office of Procurement

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions
4. Special Provision entitled "Restrictions on Lobbying"
5. A.I.D. Eligibility Rules/A.I.D. Geographic Codes
6. PVO Annual Reporting Guidelines

ACKNOWLEDGED:

Food for the Hungry International

BY: *Tetsunao Yamamori*

TYPED NAME: Tetsunao Yamamori

TITLE: President

DATE: October 28, 1991

FISCAL DATA

A. GENERAL

- A.1. Total Estimated A.I.D. Amount: \$1,245,000
- A.2. Total Obligated A.I.D. Amount: \$ 415,000
- A.3. Cost-Sharing (Matching) Amount:
- A.3.a. Non-Federal Cash Contributions: \$1,603,227
- A.3.b. Non-Federal In-Kind Contributions: NONE
- A.4. Other Contributions (Federal): N/A
- A.5. Project No.: 938-0158
- A.6. A.I.D. Project Office: FVA/PVC, Charles Fields
- A.7. Funding Source: A.I.D./W
- A.8. Tax I.D. No.: 952680390
- A.9. DUNS No.: 093654457
- A.10. LOC No.: 72-00-1440

B. SPECIFIC

- B.1.(a) PID/T No.: 938-0158-1381024
- B.1.(b) Appropriation: 72-1111021.3
- B.1.(c) Allotment: 143-38-099-00-76-11
- B.1.(d) BPC: EDNA-91-13810-KG11
- B.1.(e) Amount: \$415,000

SCHEDULE

1A. PURPOSE OF COOPERATIVE AGREEMENT

The purpose of this Cooperative Agreement is to provide financial support for the program described in Attachment 2 of this Cooperative Agreement entitled "Program Description."

1B. PERIOD OF COOPERATIVE AGREEMENT

1B.1. The effective date of this Cooperative Agreement is the date of the Cover Letter and the estimated completion date is September 30, 1994. Funds obligated hereunder shall be used to reimburse the Recipient for allowable program expenditures incurred by the Recipient in pursuit of program objectives at any time during the period beginning September 30, 1991 (see Section 1D.4. below) and ending on the estimated completion date.

1B.2. However, because this Cooperative Agreement is incrementally funded (see Section 1C.4. below), funds obligated hereunder are only anticipated to be sufficient for program expenditures through September 30, 1992.

1C. AMOUNT OF COOPERATIVE AGREEMENT AND PAYMENT

1C.1. The total estimated amount of this Cooperative Agreement for its full period, as set forth in Section 1B.1. above, is \$1,245,000.

1C.2. A.I.D. hereby obligates the amount of \$415,000 as partial funding of the total estimated amount set forth in Section 1C.1. above for program expenditures during the indicated period set forth in Section 1B. above. Notwithstanding said total estimated amount, A.I.D. shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount, except as specified in paragraph (f) of the Standard Provision of this Cooperative Agreement entitled "Revision of Grant Budget" (see also Section 1C.4. below).

1C.3. Payment shall be made to the Recipient in accordance with procedures set forth in the Standard Provision of this Cooperative Agreement entitled "Payment - Letter of Credit," as shown in Attachment 3.

1C.4. As indicated in Section 1C.2. above, this Cooperative Agreement is partially funded. During the validity period of this Agreement additional increments of funds may be obligated from time to time by AID/W and/or USAID/Missions. Until such time as the obligated amount (see Section 1C.2. above) shall equal the total estimated amount (see Section 1C.1. above) of this Cooperative Agreement, additional increments of funds may be obligated by A.I.D. under this Cooperative Agreement (by a Cooperative Agreement modification), subject to availability of funds, possible evaluation of the program, program priorities at the time, and the requirements of the Standard Provisions of this Cooperative Agreement entitled "Revision of Grant Budget" and, if applicable (see Section 1M.2. for applicability) "Cost Sharing (Matching)," as set forth in Attachment 3.

1C.5. The total estimated amount of the program described in Attachment 2 of this Cooperative Agreement is \$2,848,227, of which A.I.D. may provide the amount specified in Section 1C.1. above, and the Recipient will provide \$1,603,227 in cash contributions in accordance with Section 1J. below.

1D. COOPERATIVE AGREEMENT BUDGET

1D.1. The following is the Budget for the total estimated amount of this Cooperative Agreement (see Section 1C.1. above) for its full period (see Section 1B. above). The Recipient may not exceed the total estimated amount or the obligated amount of this Cooperative Agreement, whichever is less (see Sections 1C.1. and 1C.2., respectively, above). Except as specified in the Standard Provision of this Cooperative Agreement entitled "Revision of Grant Budget," as shown in Attachment 3, the Recipient may adjust line item amounts as may be reasonably necessary for the attainment of program objectives. Revisions to the budget shall be in accordance with Section 1C. above and the Standard Provisions entitled "Revision of Grant Budget" and "Cost Sharing (Matching)." For the purpose of revisions, the "line items" are the basic Cost Elements identified in the Budget, i.e. Program Costs, Procurement, Evaluation and Indirect Costs. There are no restrictions on adjustments between the sub-elements within each basic Cost Element.

In accordance with the Standard Provisions entitled "Revision of Grant Budget", the Recipient shall immediately request approval from the Grant Officer when there is reason to believe that within the next 30 days a revision of the approved Agreement budget will be necessary for the following reasons:

- (1) Changes in the scope or the objectives of the program and/or revisions in the funding allocated among program objectives.
- (2) The need for additional funding.
- (3) The Recipient expects the amount of A.I.D. authorized funds to exceed its needs by more than \$5,000 or five percent of the A.I.D. award, whichever is greater.
- (4) The Recipient plans to transfer funds budgeted for indirect costs to absorb increases in direct costs or vice versa.
- (5) The Recipient intends to contract or subgrant any of the substantive programmatic work under this Agreement, and such contracts or subgrants were not included in the approved Agreement budget.
- (6) The Recipient plans to incur an expenditure which would require advance approval in accordance with the applicable Federal cost principles and was not included in the approved Agreement budget.
- (7) The Recipient plans to transfer funds allotted for training allowances to other categories of expense.

10.2. Budget 1/

<u>Cost Element</u>	<u>Obligated Amount</u> 9/30/91-9/30/92		<u>Estimated Amount</u> 10/1/92-9/30/94		<u>Total Agreement</u> 9/30/91-9/30/94		<u>Total</u>
	<u>A.I.D.</u>	<u>CASH ONLY* Recipient/ Others (Non-Fed)</u>	<u>A.I.D.</u>	<u>CASH ONLY* Recipient/ Others (Non-Fed)</u>	<u>A.I.D.</u>	<u>CASH ONLY* Recipient/ Others (Non-Fed)</u>	
<u>Program Costs</u>							
Salaries/Fringe	,000	000	,000	,000	,000	,000	000
Travel	000	000	000	,000	000	,000	000
Sub-Projects	000	,000	,000	,000	000	,000	,000
Sub-Agreements	000	000	000	000	000	000	000
Other	,000	,000	,000	,000	,000	,000	,000
Subtotal:	\$ 302,720	\$ 324,193	\$ 665,733	\$ 757,857	\$ 968,453	\$1,082,050	\$2,050,503
<u>Procurement</u>							
Supplies	0	0	0	0	0	0	0
Services(incl. all consultants)	0	0	0	0	0	0	0
Contracts	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0
Subtotal:	\$ 23,000	\$ 77,300	\$ 0	\$ 245,000	\$ 23,000	\$ 322,300	\$ 345,300
<u>Evaluation</u>							
Sal/Fringe	0	0	0	0	0	0	0
Travel	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Subtotal:	\$ 39,300	\$ 1,900	\$ 64,247	\$ 3,800	\$ 103,547	\$ 5,700	\$ 109,247
Indirect Costs	\$ 49,980	\$ 55,265	\$ 100,020	\$ 137,912	150,000	\$ 193,177	\$ 343,177
Total Amount	\$ 415,000	\$ 458,658	\$ 830,000	\$1,144,569	\$1,245,000	\$1,603,227	\$2,848,227

* In accordance with subparagraph (c)(6) of the applicable Standard Provision entitled "Cost Sharing (Matching) (November 1985)" in Attachment 3 to this Cooperative Agreement, ONLY CASH contributions shall be accepted as part of the Recipient's cost sharing (matching) when such contributions meet all the criteria set forth in subparagraphs (c)(1) through (c)(7). IN-KIND contributions shall NOT be accepted.

1/ The Recipient shall submit a more detailed budget reflecting sub-element dollar amounts within thirty days of the effective date of this Agreement. The more detailed budget will be substituted for the budget in 10.2. above by Amendment to this Agreement.

1D.3. Inclusion of any cost in the budget of this Cooperative Agreement does not obviate the requirement for prior approval by the Grant Officer of cost items designated as requiring prior approval by the applicable cost principles (see the Standard Provision of this Cooperative Agreement set forth in Attachment 3 entitled "Allowable Costs") and other terms and conditions of this Cooperative Agreement, unless specifically stated in Section 1I. below.

1E. REPORTING

1E.1. Financial Reporting

1E.1.(a) Financial reporting requirements shall be in accordance with the Standard Provision of this Cooperative Agreement entitled "Payment - Letter of Credit," as shown in Attachment 3.

1E.1.(b) All financial reports shall be submitted to A.I.D., Office of Financial Management, FM/CMPD/DCB, Room 700 5A-2, Washington, D.C. 20523-0209. In addition, three copies of all financial reports shall be submitted to the A.I.D. Project Office specified in the Cover Letter of this Cooperative Agreement, concurrently with submission of the Quarterly Technical Reports (See Section 1E.2. below).

1E.1.(c) The frequency of financial reporting and the due dates of reports shall be as specified in the Standard Provision of this Cooperative Agreement referred to in Section 1E.1.(a) above.

1E.1.(d) The Recipient's financial reports shall include expenditures of A.I.D. Cooperative Agreement funds provided hereunder, as well as non-federal matching funds and any other contributions in accordance with Section 1J. below.

1E.2. Program Performance Planning and Reporting

1E.2.(a) Detailed Implementation Plan (DIP)

The Recipient shall prepare and submit to the A.I.D. Project Officer specified in the Cover Letter of this Cooperative Agreement an original and five (5) copies of a detailed implementation plan, with critical path indicators for each additional country program not included in the original Matching Grant Proposal dated September 14, 1990, and revised May 7, 1991, (as described in Appendix 9A of A.I.D. Handbook 3), for the full term of this Cooperative Agreement. The DIPs must be reviewed and approved in writing by the FVA/PVC Project Officer before program implementation can continue.

1E.2.(b) N/A

1E.2.(c) Quarterly Reports (OMB Circular A-110, Attachment H)

The Recipient shall submit brief quarterly program performance reports, which coincide with the financial reporting periods described in Section 1E.1. above, to the A.I.D. Project Office specified in the Cover Letter of this Cooperative Agreement. In addition, two copies shall be submitted to A.I.D., PFC/CDIE/DI, Washington, DC 20523-1802. These reports shall be submitted within 30 days following the end of the reporting period, and shall briefly present the following information:

1E.2.(c)(1) A comparison of actual accomplishments with the goals established for the period, the findings of the investigator, or both. If the output of programs can be readily quantified, such quantitative data should be related to cost data for computation of unit costs.

1E.2.(c)(2) Reasons why established goals were not met, if applicable.

1E.2.(c)(3) Other pertinent information including the status of finances and expenditures and, when appropriate, analysis and explanation of cost overruns or high unit costs.

The report should be as brief as possible unless events have occurred that have significant impact upon the program. If the program is progressing on schedule, the report may state that a detailed progress report will be included in the next required Annual Report.

1E.2.(d) Special Reports

Between the required program performance reporting dates, events may occur that have significant impact upon the program. In such instances, the Recipient shall inform the A.I.D. Project Officer as soon as the following types of conditions become known:

1E.2.(d)(1) Problems, delays, or adverse conditions that will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any A.I.D. assistance needed to resolve the situation.

1E.2.(d)(2) Favorable developments or events that enable time schedules to be met sooner than anticipated or more work units to be produced than originally projected.

1E.2.(d)(3) If any performance review conducted by the Recipient discloses the need for change in the budget estimates in accordance with the criteria established in the Standard Provision of this Cooperative Agreement entitled "Revision of Grant Budget," the Recipient shall submit a request for budget revision to the Grant Officer and the A.I.D. Project Officer specified in the Cover Letter of this Cooperative Agreement.

1E.2.(e) Annual Activity Reports

Thirty (30) days after the annual anniversary date of the initial expenditure under this Cooperative Agreement, the Recipient shall submit to the A.I.D. Project Office specified in the cover letter of this Cooperative Agreement five (5) copies of an annual technical progress report, plus one copy for the A.I.D. Mission in each target country in the program, which will be a description of the past year's activities, including technical, scientific, managerial, and fiscal information. In addition, two copies shall be submitted to A.I.D., PPC/CDIE/DI, Washington, DC 20523-1802.

The report shall include a country data sheet for each sub-project activity and shall be furnished in the standard format prescribed by FVA/FVC for its management information system (AID Form 1550-11). Other current A.I.D. grants, cooperative agreements and contracts to FHI, such as OPGs, shall be noted in the report with an explanation of any relationship of such agreements to this cooperative agreement supported program.

The report shall include, both for each field site or subcontractor/subrecipient individually and for project activities as a whole, a review of program and problems to date, and a discussion of technical and managerial issues significant to the success or failure of this Cooperative Agreement. The report will also address regulatory issues related to the project. Although principally a technical document, it nevertheless must include pertinent statistics or quantitative information regarding the project and its activities.

The Annual Activity Report shall also include an annual expenditure report corresponding to financial expenditure reports. These expenditure reports will cover A.I.D. and, if applicable, cost-sharing amounts by budget line item (see Section 1D.2. above) and by estimated distribution amongst project components, e.g., headquarters and each individual country approved for direct program support.

The FVO Annual Reporting Guidelines are provided as a format for this report for illustrative purposes. (See Attachment 6 to this Agreement.)

1E.2.(f) Final Report

Ninety (90) days prior to the estimated completion date of this Cooperative Agreement (see Section 1B. above), the Recipient shall submit the final report. The last Annual Activity Report shall be the Final Report for the purpose of detailed technical progress reporting. All work to be charged to this Agreement, including the preparation of the Final Report, must be completed prior to the expiration date of this Agreement. Note: in accordance with 1E.2.(c) above, the Recipient is also required to provide a brief Quarterly Report covering the final three months of the Agreement.

1E.2.(g) Evaluation Report

The AID/FVA/PVC Project Officer is to receive six (6) copies for FVA/PVC, plus one copy for each country evaluated, of the completed evaluation report required by Section 1F.6. In addition, two copies shall be submitted to A.I.D., PPC/CDIE/DI, Washington, DC 20523-1802.

1F. SUBSTANTIAL INVOLVEMENT UNDERSTANDINGS

It is understood and agreed that A.I.D. will be substantially involved during performance of this Cooperative Agreement as follows:

1F.1. Detailed Implementation Plan (DIP) - The A.I.D. Project Officer will be consulted during the development of the DIP(s) for each additional country program and have the right of final approval of all areas of the DIP where A.I.D. funds are included.

1F.2. DIP Revisions - The A.I.D. Project Officer will be consulted and have the right of approval for revisions of the DIP which involves the use of A.I.D. funds.

1F.3. Field Visits - Pursuant to the requirement in paragraph (a) in the standard provision of this Cooperative Agreement entitled "Air Travel and Transportation," the A.I.D. Project Officer must provide advance approval of all international travel. For the purposes of this Agreement the requirement for advance written approval in paragraph (a) is waived by FVA/PVC.

The requirements in paragraphs (b) through (f) of the standard provision are not waived and remain applicable to this Agreement.

1F.4. Field Activities - The following primary (core) countries are approved for direct in-country program support under the Cooperative Agreement: Kenya, Guatemala, and Bolivia. Other countries may be approved during the period of the Agreement. Such approval shall be communicated by A.I.D. in writing after consultation with the relevant A.I.D. Mission. The A.I.D. Project Officer will be involved in, and must approve, the selection of sites, methodologies and strategies to be used in field activities in core countries funded under this Cooperative Agreement.

1F.5. Subcontracts and Subagreements - If required by Paragraphs (b)(5) or (b)(6) of the Standard Provision entitled "Revision of Grant Budget," or the Standard Provision entitled "A.I.D. Eligibility Rules for Goods and Services," the Grant Officer must approve subcontracts (see the Standard Provision entitled "Procurement of Goods and Services") and subagreements (see the Standard Provision entitled "Subagreements").

1F.6. Evaluation - The scope of work for the independent mid-term and/or final evaluation must be developed with, and the evaluator(s) chosen to carry out this activity must be approved in advance by, the AID/FVA/PVC Project Officer. This approval must be communicated in writing. The Recipient is encouraged to provide at least one evaluator from its permanent staff for this evaluation(s). At least one evaluator must be an individual not currently employed by the Recipient. The AID/FVA/PVC Project Officer is to participate in the pre- and post-evaluation briefings and to receive six (6) copies of the completed evaluation report for FVA/PVC and one copy for each country evaluated.

1G. PROCUREMENT AND (SUB)CONTRACTING

1G.1. Applicability

This Section 1G. applies to the procurement of goods and services by the Recipient (i.e., contracts, purchase orders, consultant's services, etc.) with A.I.D. funds from a supplier of goods and services (see the Standard Provisions of this Cooperative Agreement entitled "Procurement of Goods and Services" and "AID Eligibility Rules for Goods and Services"), and not to assistance provided by the Recipient (i.e., a [sub]grant or subagreement) to a subrecipient (see the Standard Provision of this Cooperative Agreement entitled "Subagreements").

There are no source/origin, nationality or commodity restrictions on goods and services procured with the Recipient's own private cost share/matching funds, except that only allowable NON-Federal CASH contributions shall be used to cost share/match in accordance with the Standard Provision of this Cooperative Agreement entitled "Cost Sharing (Matching)."

The Recipient shall use its own private cost share/matching funds for:

- (a) All motor vehicles. (See 1I.5.(b))
- (b) All non-U.S. procurements of commodities or services which would require a source/origin or nationality waiver from FVA.

This alleviates the requirement for source/origin and nationality waivers and also places the title to motor vehicles completely in the Recipient's name. FVA has a long standing policy of not approving waivers.

16.2. Requirements

The Provision "Procurement of Goods and Services" contains detailed requirements for competition, documentation of the award process and mandatory contract provisions.

In addition to other applicable provisions of this Cooperative Agreement, the Recipient shall comply with paragraph (b)(1) of the Standard Provision of this Cooperative Agreement entitled "AID Eligibility Rules for Goods and Services," concerning total procurement value of less than \$250,000 under this Cooperative Agreement.

The order of preference set forth in paragraph (b)(1)(i) is:

- (A) The United States (AID Geographic Code 000),
- (B) The Cooperating Country,
- (C) "Selected Free World" countries (AID Geographic Code 941), and
- (D) "Special Free World" countries (AID Geographic Code 935).

If, under the order of preference set forth in paragraph (b)(1)(i) of said Standard Provision, the Recipient procures goods or services from cooperating country sources, the Standard Provision of this Cooperative Agreement entitled "Local Cost Financing" shall also apply.

Paragraph (b)(1)(ii) of the Standard Provision sets forth the specific restrictions and documentation requirements that apply when the Recipient procures goods and services from other than U.S. sources, under the order of preference in paragraph (b)(1)(i).

However, paragraph (b)(1) of the Standard Provision entitled "AID Eligibility Rules for Goods and Services" does not apply to: the restricted goods listed in paragraph (a)(3) of said Standard Provision and paragraph (e) of the Standard Provision entitled "Local Cost Financing," which must be specifically approved by the Grant Officer in all cases, except to the extent that such approval may be provided in Section 1I. below; or to paragraph (d) of said Standard Provision pertaining to air and ocean transportation, to which the Standard Provisions entitled "Air Travel and Transportation" and "Ocean Shipment of Goods" apply, respectively.

Paragraph (b)(2) of the Standard Provision entitled "AID Eligibility Rules for Goods and Services" does not apply.

16.2.(a) Local Cost Financing

The Standard Provision of this Cooperative Agreement entitled "Local Cost Financing" will apply, if, under the order of preference set forth in paragraph (b)(1)(i) of said Standard Provision, the Recipient procures goods or services from cooperating country sources. Pursuant to said Standard Provision, indigenous goods and imported shelf items provided by local suppliers, and services provided by suppliers who are of cooperating country nationality and located in the cooperating country, are eligible for local cost financing in quantities up to the total estimated cost of this Cooperative Agreement, subject to the restrictions stated in said Standard Provision, and Chapter 18 of Supplement B to A.I.D. Handbook 1, which, as may from time to time be amended, is incorporated herein as a part of this Cooperative Agreement by reference.

16.2.(b) Ineligible Goods and Services/Restricted Goods

The ineligible goods and services listed in paragraph (a)(1) of the Standard Provision of this Cooperative Agreement entitled "AID Eligibility Rules for Goods and Services," and in paragraph (c) of the Standard Provision of this Cooperative Agreement entitled "Local Cost Financing", shall not be procured under this Agreement with Federal funds.

In order to be eligible for procurement under this Agreement with Federal funds the restricted goods listed in paragraph (a)(3) of the Standard Provision of this Cooperative Agreement entitled "AID Eligibility Rules for Goods and Services," and in paragraph (e) of the Standard Provision of this Cooperative Agreement entitled "Local Cost Financing", must be specifically approved by the Grant Officer, except to the extent that such approval may be provided in Section 11. below.

16.2.(c) Nationality of Supplier

16.2.(c)(1) Suppliers of services include consultants providing technical services.

16.2.(c)(2) Except as specified in Section 16.2.(c)(3) and (4) below, suppliers shall have their nationality in a country authorized by the applicable order of preference set forth in paragraph (b)(1)(i) of the Standard Provision entitled "AID Eligibility Rules for Goods and Services", except as the Grant Officer may otherwise agree in writing.

16.2.(c)(3) In accordance with paragraph (a)(2) of the Standard Provision of this Cooperative Agreement entitled "AID Eligibility Rules for Goods and Services," and paragraph (d) of the Standard Provision of this Cooperative Agreement entitled "Local Cost Financing", goods or services shall not be procured under this Agreement with Federal funds from ineligible suppliers, i.e. firms or individuals whose name appears on the A.I.D. Consolidated List of Debarred, Suspended, and Ineligible Awardees under A.I.D. Regulation B, entitled "Debarment, Suspension and Ineligibility" (22 CFR 208).

16.2.(c)(4) Government Owned Organizations

Notwithstanding the foregoing, a Government Owned Organization, i.e., a firm operated as a commercial company or other organizations (including nonprofit organizations other than public educational institutions) which are wholly or partially owned by governments or agencies thereof, are not eligible as suppliers of goods and commodities, commodity-related services, or services (other than commodity-related services), except as the Grant Officer may otherwise agree in writing.

16.2.(d) Definitions

16.2.(d)(1) Source, Origin, Componentry, and Nationality of Supplier

Source, origin, componentry requirements, and supplier nationality are defined in Chapter 5 of A.I.D. Handbook 1, Supplement B, which, as may be amended from time to time, is incorporated herein as a part of this Cooperative Agreement by reference (see also Attachment 5 of this Cooperative Agreement which reflects the substance of Chapter 5 of A.I.D. Handbook 1, Supplement B as of the effective date of this Cooperative Agreement).

16.2.(d)(2) A.I.D. Geographic Codes

A.I.D. Geographic Codes are defined in Appendix D of A.I.D. Handbook 18, which, as may be amended from time to time, is incorporated herein as a part of this Cooperative Agreement by reference (see also Attachment 5 of this Cooperative Agreement which reflects the substance of Appendix D of A.I.D. Handbook 18 as of the effective date of this Cooperative Agreement).

16.3. Approvals

Inclusion of costs in the budget of this Cooperative Agreement for the purchase of nonexpendable equipment obviates neither the requirement of Section J.13. of OMB Circular A-21 (for educational institutions) or Section 13 of Attachment B of OMB Circular A-122 (for nonprofit organizations other than educational institutions) for prior approval of such purchases by the Grant Officer, nor any other terms and conditions of this Cooperative Agreement, unless specifically stated in Section 11. below.

16.4. Title to Property

Title to property acquired hereunder shall vest in the Recipient, subject to the requirements of the Standard Provision of this Cooperative Agreement entitled "Title To and Use of Property (Grantee Title)" regarding use, accountability, and disposition of such property, except to the extent that disposition of property may be specified in Section 11. below.

1H. INDIRECT COST RATES

Pursuant to the Standard Provision of this Cooperative Agreement entitled "Negotiated Indirect Cost Rates - Provisional," an indirect cost rate or rates shall be established for each of the Recipient's accounting periods which apply to this Cooperative Agreement. Pending establishment of final or revised provisional indirect cost rates, provisional payments on account of allowable indirect costs shall be made on the basis of the following negotiated provisional rate(s) applied to the base(s) which is (are) set forth below:

<u>Type</u>	<u>Rate</u>	<u>Period</u>	<u>Base</u>
Overhead (Provisional)	13.7%	Effective Date Until Amended	

1/ Base of Application: All program costs excluding administrative and commodity costs.

1I. SPECIAL PROVISIONS

1I.1. Limitations on Reimbursement of Costs of Compensation for Personal Services and Professional Service Costs

1I.1.(a) Employee Salaries

Except as the Grant Officer may otherwise agree in writing, A.I.D. shall not be liable for reimbursing the Recipient for any costs allocable to the salary portion of direct compensation paid by the Recipient to its employees for personal services which exceed the highest salary level for a Foreign Service Officer, Class 1 (FS-1), as periodically amended. As of the date of this Agreement, the FS-1 ceiling is \$90,138 per year.

1I.1.(b) Consultant Fees

Compensation for consultants retained by the Recipient hereunder shall not exceed, without specific approval of the rate by the Grant Officer: either the highest rate of annual compensation received by the consultant during any full year of the immediately preceding three years; or the maximum rate of a Foreign Service Officer, Class 1 (FS-1) (as periodically amended), whichever is less. A daily rate is derived by dividing the annual compensation by 2,087/hrs and multiplying the result by 8 (= 260.875 days). As of the date of this Agreement, the maximum daily rate is \$307.19 per day.

1I.2. N/A

11.3. Publications

11.3.(a) The Recipient agrees to provide one copy of the manuscript of any proposed publication to the A.I.D. Project Officer not later than submission to the publisher, and to give serious consideration to any comments received from the A.I.D. Project Officer.

11.3.(b) In the case of publication of any of the reports described in Section 1E.2. of this Cooperative Agreement, A.I.D. reserves the right to disclaim endorsement of the opinions expressed. For other publications, A.I.D. reserves the right to dissociate itself from sponsorship or publication. In both cases, the Recipient will consult with the A.I.D. Project Officer as to the nature and extent of any A.I.D. disclaimer of endorsement or dissociation from sponsorship or publication.

11.3.(c) If A.I.D. does not choose to disclaim endorsement or dissociate itself from sponsorship or publication, the Recipient shall, in accordance with the Standard Provision of this Cooperative Agreement entitled "Publications," acknowledge A.I.D. support as follows:

"This publication was made possible through support provided by the Office of Private and Voluntary Cooperation, Bureau for Food for Peace and Voluntary Assistance, U.S. Agency for International Development, under Cooperative Agreement No. PDC-0158-A-00-1100-00."

11.3.(d) In addition to providing one copy of all published works and lists of other written work produced under this Cooperative Agreement to the A.I.D. Project Officer, as required by paragraph (b) of the Standard Provision of this Cooperative Agreement entitled "Publications," the Recipient shall also provide two copies of such publications and lists to A.I.D., FPC/CDIE/DI, Washington, D.C. 20523-1802.

11.4. Equipment Purchases

11.4.(a) Requirement for Prior Approval

Pursuant to Sections 1D.3. and 1G.3. above and the Standard Provisions of this Cooperative Agreement entitled "Allowable Costs" and "Revision of Grant Budget," and by extension, Section 13 of Attachment B of OMB Circular A-122, the Recipient must obtain A.I.D. Grant Officer approval for purchases of the following:

1I.4.(a)(1) General Purpose Equipment, which is defined as an article of nonexpendable tangible personal property which is usable for other than research, medical, scientific or technical activities, whether or not special modifications are needed to make them suitable for a particular purpose (e.g., office equipment and furnishings, air conditioning equipment, reproduction and printing equipment, motor vehicles, and automatic data processing equipment), having a useful life of more than two years and an acquisition cost of \$500 or more per unit); and

1I.4.(a)(2) Special Purpose Equipment, which is defined as an article of nonexpendable tangible personal property, which is used only for research, medical, scientific, or technical activities (e.g., microscopes, x-ray machines, surgical instruments, and spectrometers), and which has a useful life of more than two years and an acquisition cost of \$1,000 or more per unit).

1I.4.(b) Approvals

In furtherance of the foregoing, the Grant Officer does hereby provide approval for the following purchases, which shall not be construed as authorization to exceed the total estimated amount or the obligated amount of this Cooperative Agreement, whichever is less (see Section 1C. above):

N/A

1I.4.(c) Exception for Automation Equipment

Any approval for the purchase of automation equipment which may be provided in Section 1I.4.(b) above or subsequently provided by the Grant Officer is not valid if the total cost of purchases of automation equipment (e.g., computers, word processors, etc.), software, or related services made hereunder will exceed \$100,000. The Recipient must, under such circumstances, obtain the approval of the Grant Officer for the total planned system of any automation equipment, software, or related services.

1I.4.(d) Compliance with A.I.D. Eligibility Rules

Any approvals provided in Section 1I.4.(b) above or subsequently provided by the Grant Officer shall not serve to waive the A.I.D. eligibility rules described in Section 1G. of this Cooperative Agreement, unless specifically stated.

11.5. Restricted Goods

Pursuant to Section 1G. above, paragraph (a)(3) of the Standard Provisions of this Cooperative Agreement entitled "AID Eligibility Rules for Goods and Services," the Grant Officer's approval is required for purchase of the restricted goods described therein. In furtherance thereof, the Grant Officer does hereby provide such approval to the extent set forth below. The Grant Officer's approval is required for purchases of such restricted goods if all of the conditions set forth below are not met by the Recipient. Any approval provided below or subsequently provided by the Grant Officer shall not serve to waive any terms and conditions of this Cooperative Agreement unless specifically stated.

11.5.(a) Agricultural Commodities

Agricultural commodities may be purchased provided that they are of U.S. source (generally, the country from which the commodities are shipped) and origin (generally, the country in which the commodities are mined, grown, or produced) and purchased from a U.S. supplier, except that wheat, rice, corn, soybeans, sorghums, flour, meal, beans, peas, tobacco, hides and skins, cotton, vegetable oils, and animal fats and oils cannot be purchased under any circumstances without the prior written approval of the Grant Officer.

11.5.(b) Motor Vehicles

Motor vehicles, if approved for purchase under Section 11.4.(b) above or subsequently approved by the Grant Officer, must be of U.S. manufacture and must be of at least 51% U.S. componentry. The origin of the motor vehicles, and the nationality of the supplier of the vehicles, must be in accordance with Section 1G.2. above. Motor vehicles are defined as self-propelled vehicles with passenger carriage capacity, such as highway trucks, passenger cars and busses, motorcycles, scooters, motorized bicycles, and utility vehicles. Excluded from this definition are industrial vehicles for materials handling and earthmoving, such as lift trucks, tractors, graders, scrapers, and off-the-highway trucks.

The Recipient shall use its own private cost share/matching funds for the procurement of any motor vehicles.

11.5.(c) Pharmaceuticals

Pharmaceuticals may be purchased provided that all of the following conditions are met: (1) the pharmaceuticals must be safe and efficacious; (2) the pharmaceuticals must be of U.S. source and origin (see Section 16. above); (3) the pharmaceuticals must be of at least 51% U.S. componentry (see Section 16. above); (4) the pharmaceuticals must be purchased from a supplier whose nationality is in the U.S. (see Section 16. above); (5) the pharmaceuticals must be in compliance with U.S. Food and Drug Administration (FDA) (or other controlling U.S. authority) regulations governing United States interstate shipment of pharmaceuticals; (6) the manufacturer of the pharmaceuticals must not infringe on U.S. patents; and (7) the pharmaceuticals must be competitively procured in accordance with the procurement policies and procedures of the Recipient and the Standard Provision of this Cooperative Agreement entitled "Procurement of Goods and Services."

11.5.(d) Pesticides

Pesticides may only be purchased if the purchase and/or use of such pesticides is for research or limited field evaluation by or under the supervision of project personnel. Pesticides are defined as substances or mixtures of substances: intended for preventing, destroying, repelling, or mitigating any unwanted insects, rodents, nematodes, fungi, weeds, and other forms of plant or animal life or viruses, bacteria, or other micro-organisms (except viruses, bacteria, or other micro-organisms on or living in man or other living animals); or intended for use as a plant regulator, defoliant, or dessicant.

11.5.(e) Rubber Compounding Chemicals and Plasticizers

Rubber compounding chemicals and plasticizers may only be purchased with the prior written approval of the Grant Officer.

11.5.(f) Used Equipment

Used equipment may only be purchased with the prior written approval of the Grant Officer.

11.5.(g) Fertilizer

Fertilizer may be purchased if it is either purchased in the U.S. and used in the U.S., or if it is purchased in the cooperating country with local currency for use in the cooperating country. Any fertilizer purchases which do not comply with these limitations must be approved in advance by the Grant Officer.

11.6. Limitation on Use of Funds

11.6.(a) The Recipient shall not utilize funds provided by A.I.D. for any testing or breeding feasibility study, variety improvement or introduction, consultancy, publication, conference or training in connection with the growth or production in countries other than the United States of an agricultural commodity for export which would compete with a similar commodity grown or produced in the United States.

11.6.(b) The reports described in Section 1E.2. shall contain a statement indicating the projects or activities to which United States funds have been attributed, together with a brief description of the activities adequate to show that United States funds have not been used for the purpose in Section 11.6.(a) above.

11.6.(c) The Recipient agrees to refund to A.I.D. upon request an amount equal to any United States funds used for the purposes prohibited by Section 11.6.(a) above.

11.6.(d) No funds provided by A.I.D. under this Cooperative Agreement shall be used to provide assistance, either directly or indirectly, to any country ineligible to receive assistance pursuant to the Foreign Assistance Act as amended, related appropriations acts, or other statutes and Executive Orders of the United States (also see the Standard Provision of this Cooperative Agreement entitled "Ineligible Countries").

11.7. Defense Base Act (DBA) and/or Medical Evacuation Insurance

Pursuant to Section J.16. of OMB Circular A-21 (for educational institutions) or Section 18 of Attachment B of OMB Circular A-122 (for nonprofit organizations other than educational institutions), the Recipient is authorized to purchase DBA and/or medical evacuation insurance under this Cooperative Agreement. If DBA insurance is purchased, it shall be purchased from the insurance company or agent with which A.I.D. has a contract to provide DBA insurance for A.I.D. contracts, (if authorized by the terms of the insurance contract). The Grant Officer will provide the name, address, and telephone number of such insurance company or agent upon request.

1J. COST SHARING AND OTHER CONTRIBUTIONS

1J.1. The Recipient agrees to expend an amount not less than (a) the amount shown in the budget of this Cooperative Agreement for financing by the Recipient and/or others from non-federal funds (see Sections 1D. and/or 1H.), and (b) the amount shown in the budget of this Cooperative Agreement for financing by the Recipient and/or others from other federal funds. Although the Recipient is required to cost share/match on a life-of-program basis, they are also expected to expend those funds on a pro rata basis per year and not wait until the last year of the agreement to expend their cost share match.

1J.2. The Standard Provision of this Cooperative Agreement entitled "Cost Sharing (Matching)" makes reference to project costs. "Project Costs" are defined in Attachment E of OMB Circular A-110 as all allowable costs (as set forth in the applicable cost principles [see the Standard Provision of this Cooperative Agreement entitled "Allowable Costs"]) incurred by a Recipient or subrecipient and the value of in-kind contributions made by the Recipient, subrecipient or non-Federal third parties in accomplishing the objectives of this Cooperative Agreement during the program period. Program income is an allowable cost only if it meets the standards set forth in OMB Circular A-110, Attachment D, and is earned on allowable non-Federal contributions.

1J.3. The restrictions on the use of A.I.D. funds provided hereunder, as set forth in this Cooperative Agreement, do not apply to cost-sharing (matching) or other contributions unless such restrictions are stated in the applicable Federal cost principles (OMB Circular A-21 for Educational Institutions and OMB Circular A-122 for all other non-profits) and/or imposed by the source of such cost-sharing (matching) funds or other contributions.

1J.4. In accordance with subparagraph (c)(6) of the applicable Standard Provision entitled "Cost Sharing (Matching) (November 1985)" in Attachment 3 to this Cooperative Agreement, ONLY CASH contributions shall be accepted as part of the Recipient's cost sharing (matching) when such contributions meet all the criteria set forth in subparagraphs (c)(1) through (c)(7). IN-KIND contributions shall NOT be accepted.

1K. CLOSEOUT PROCEDURES (OMB Circular A-110, Attachment K)

This clause prescribes uniform closeout procedures for A.I.D. grants and cooperative agreements with recipients.

1K.1. The following definitions shall apply for the purpose of this clause.

a. Closeout. The closeout of a grant or cooperative agreement is the process by which A.I.D. determines that all applicable administrative actions and all required work of the grant or cooperative agreement have been completed by the Recipient and A.I.D.

b. Date of completion. The date of completion is the date on which all work under grants and cooperative agreements is completed or the date on the award document, or any supplement or amendment thereto, on which A.I.D. sponsorship ends.

c. Disallowed Costs. Disallowed costs are those charges to a grant or cooperative agreement that A.I.D. or its representative determines to be unallowable, in accordance with the applicable Federal cost principles.

1K.2. A.I.D. closeout procedures include the following requirements:

a. Upon request, A.I.D. shall make prompt payments to a recipient for allowable reimbursable costs under the grant or cooperative agreement being closed out.

b. The recipient shall immediately refund any balance of unobligated (unencumbered) cash that A.I.D. has advanced or paid and that is not authorized to be retained by the recipient for use in other grants or cooperative agreements.

c. A.I.D. shall obtain from the recipient within 90 calendar days after the date of completion of the grant or cooperative agreement all financial, performance, and other reports required as the condition of the grant or cooperative agreement. A.I.D. may grant extensions when requested by the recipient.

d. When authorized by the grant or cooperative agreement, A.I.D. shall make a settlement for any upward or downward adjustments to A.I.D.'s share of costs after these reports are received.

e. The recipient shall account for any property acquired with A.I.D. funds, or received from the Government in accordance with the provisions of OMB Circular A-110, Attachment N, entitled "Property Management Standards."

f. In the event a final audit has not been performed prior to the closeout of the grant or cooperative agreement, A.I.D. shall retain the right to recover an appropriate amount after fully considering the recommendations on questioned costs resulting from the final audit

1L. RESOLUTION OF CONFLICTS

Conflicts between any of the Attachments of this Cooperative Agreement shall be resolved by applying the following descending order of precedence:

- Attachment 1 - Schedule
- Attachment 3 - Standard Provisions
- Attachment 4 - Special Provision entitled "Restrictions on Lobbying
- Attachment 5 - A.I.D. Eligibility Rules/A.I.D. Geographic Codes
- Attachment 2 - Program Description

1M. STANDARD PROVISIONS

The Standard Provisions set forth as Attachment 3 of this Cooperative Agreement consist of the following Standard Provisions denoted by an "X" which are attached hereto and made a part of this Cooperative Agreement:

1M.1. Mandatory Standard Provisions For U.S., Nongovernmental Grantees

- (X) Allowable Costs (November 1985)
- (X) Accounting, Audit, and Records (September 1990)
- (X) Refunds (September 1990)
- (X) Revision of Grant Budget (November 1985)
- (X) Termination and Suspension (May 1986)
- (X) Disputes (November 1989)
- (X) Ineligible Countries (May 1986)
- (X) Debarment, Suspension, and Other Responsibility Matters (March 1989)
- (X) Nondiscrimination (May 1986)
- (X) U.S. Officials Not to Benefit (November 1985)
- (X) Nonliability (November 1985)
- (X) Amendment (November 1985)
- (X) Notices (November 1985)

1M.2. Additional Standard Provisions For U.S., Nongovernmental Grantees

- (X) Payment - Letter of Credit (November 1985)
- () Payment - Periodic Advance (January 1988)
- () Payment - Cost Reimbursement (November 1985)
- (X) Air Travel and Transportation (November 1985)
- (X) Ocean Shipment of Goods (May 1986)
- (X) Procurement of Goods and Services (November 1985)
- (X) AID Eligibility Rules for Goods and Services (November 1985)
- (X) Subagreements (November 1985)
- (X) Local Cost Financing (November 1988)
- () Patent Rights (November 1985)
- (X) Publications (November 1985)
- () Negotiated Indirect Cost Rates - Predetermined (May 1986)
- (X) Negotiated Indirect Cost Rates - Provisional (May 1986)
- (X) Regulations Governing Employees (November 1985)
- () Participant Training (May 1986)
- () Voluntary Population Planning (August 1986)
- () Protection of the Individual as a Research Subject (November 1985)
- () Care of Laboratory Animals (November 1985)
- () Government Furnished Excess Personal Property (November 1985)
- (X) Title To and Use of Property (Grantee Title) (November 1985)
- () Title To and Care of Property (U.S. Government Title) (November 1985)
- () Title To and Care of Property (Cooperating Country Title) (November 1985)
- (X) Cost Sharing (Matching) (November 1985)
- (X) Use of Pouch Facilities (November 1985)
- (X) Conversion of United States Dollars to Local Currency (November 1985)
- (X) Restrictions on Lobbying

PROGRAM DESCRIPTION

Introduction:

The Recipient's proposal dated September 14, 1990, as amended, dated May 7, 1991, is incorporated by reference in its entirety and is made a part of this Cooperative Agreement. In the event of an inconsistency, the Program Description set forth below shall take precedence over FHI's proposal.

I. Program Goal:

The goal of the proposed Cooperative Agreement is: increased levels of health and self-sufficiency for the very poor in Latin America and Africa through increasing food security and disposable income of program beneficiaries. To further this goal FHI is requesting a Matching Grant to provide microenterprise training and loans, increased food production and access to water, and improve FHI's organizational capability in planning, financial management, evaluation, and technical support at field and headquarters levels.

II. Program Purpose:

The purpose of the proposed Agreement is: to enable FHI to strengthen its rural development centers with technical assistance in Bolivia, and to expand agricultural works in the Alta Verapaz region of Guatemala as well as to improve the capacity of the FHI staff to monitor and perform evaluations. In Kenya the Agreement will promote microenterprise by launching, in the slums of Mathara valley, loan projects with local institutions. It will develop water sources in Marsabit and irrigation schemes in Garissa.

III. Principal Activities:

To accomplish the goal and purpose, Food for the Hungry International plans to: increase staffing at its headquarters in Scottsdale as well as field training. Accounting personnel and procedures will be improved. Overall evaluation and project monitoring will be improved with the hiring of an evaluation and technical support coordinator and making greater use of consultants.

IV. Program Management:

Ted Yamamori, Chief Executive Officer of Food for the Hungry International, will be principally responsible for the overall management and implementation of the Matching Grant Program. The FHI Country Director and his management team have broad authority and responsibility. Budgeting and planning is largely "bottom up", within the constraints of available funding.

V. Self-Evaluation:

Self-evaluation will be conducted by FHI in accordance with its normal evaluation program as described in its September 14, 1990 proposal, as revised May 7, 1991. In addition, from time-to-time A.I.D. Officers will, with prior notification to FHI's headquarters, visit selected program sites. An independent mid-term and/or final evaluation in collaboration with the Recipient will be carried out at either the mid-point of the program or no later than June of the last year of the Agreement. Special requirements for this program evaluation are delineated in 1F.3. entitled Evaluation under "Substantial Involvement Understandings" of Attachment 1.

AID 1350-1 (3-87) *PIO/T	AGENCY FOR INTERNATIONAL DEVELOPMENT PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	1. Cooperating Country Centrally Funded	Page 1 of _____ Pages
		2. PIO/T No. 1381024	3. <input checked="" type="checkbox"/> Original or Amendment No. _____
		4. Project/Activity No. and Title 938-0158 Matching Grant with Food for the Hungry International (FHI)	

DISTRIBUTION Date Posted: <u>9/27/91</u> Initials: <u>[Signature]</u> FUNDS RESERVED BY: <u>[Signature]</u> PFM/FM/CMPD	5. Appropriation Symbol 72-1111021.3	6. Budget Plan Code EDNA-91 13810 KG11 143-38-099-00-76-11		
	7. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document		8. Project Assistance Completion Date (Mo., Day, Yr.)	
	9. Authorized Agent AID/W	10. This PIO/T is in full conformance with PRO/AG No. _____ Date		
	11a. Type of Action and Governing AID Handbook <input type="checkbox"/> AID Contract (HB 14) <input checked="" type="checkbox"/> AID Grant or Cooperative Agreement (HB 13) <input type="checkbox"/> PASA/RSSA (HB 12) <input type="checkbox"/> Other		11. Contract/Grant/Cooperative Agreement/ PASA/RSSA Reference Number (if this is an Amendment)	

12. Estimated Financing (A detailed budget in support of column 12) is attached as Attachment No. _____					
Maximum AID Financing Available	A. Dollars	(1) Previous Total - 0 -	(2) Increase 415,000	(3) Decrease - 0 -	(4) Total to Date 415,000
	B. U.S.-Owned Local Currency				

13. Mission References

14A. Instructions to Authorized Agent
 SER/OP/W/CO is requested to execute a three-year \$1,245,000 Matching Grant Agreement with Food for the Hungry International (FHI) effective 9/1/91 through 8/31/94. To support development projects in Bolivia, Guatemala and Kenya, and to initiate these objectives, SER/OP/W/CO is further requested to release \$415,000 of the LOP authorization as the first-year funding apportionment.

(see continuation)

14B. Address of Voucher Paying Office.
 PFM.Fm/CMPD, Room 700, SA02
 Washington, D.C. 20523

15. Clearances - Include typed name, office symbol, telephone number and date for all clearances.

A. The Project Officer certifies that the specifications in the statement of work or program description are technically adequate. <i>[Signature]</i> FVA/PVC, Charles Fields	Phone No. 663-2621	B. The statement of work or program description lies within the purview of the initiating office and approved agency programs. <i>[Signature]</i> FVA/PVC, Lenora Watlington	Date 9/23/91
	Date 9/23/91		Date 9/23/91
C. FVA/PVC for Sallie Jones <i>[Signature]</i>	Date 9/23/91	D. Funds for the services requested are available	Date
E. FVA/PPM, Emmalita Jefferson <i>[Signature]</i>	Date 9/25/91		

16. For the Cooperating Country: The terms and conditions set forth herein are hereby agreed to

Signature _____ Date _____

17. For the Agency for International Development
[Signature]
 Signature _____ Date 9/25/91
 Title **Carlos Quiros, Director FVA/PPM**

*See HB 3, Sup. A, App. C, Att B, for preparation instructions. Note: The completed form contains sensitive information whose unauthorized disclosure may subject an employee to disciplinary action.