Functional Series 300 INTERIM UPDATE #12
Acquisition and Assistance

SUBJECT: Issuance of Closeout Procedures for Interagency Agreements, to be included in ADS 306

REVISED MATERIAL: This Notice issues closeout procedures for Interagency Agreements. This information will be incorporated into ADS 306, Interagency Agreements. The attached policy and procedures are effective immediately for all agreements under the chapter. **(See also ADS 306)**

EFFECTIVE DATE: 02/17/2000

POLICY

USAID/General Notice
M/OP
02/16/2000

SUBJECT: Issuance of Closeout Procedures for Interagency Agreements, to be included in ADS 306

This Notice issues closeout procedures for Interagency Agreements. This information will be incorporated into ADS 306, Interagency Agreements. The attached policy and procedures are effective immediately for all agreements under the chapter.

This notice also reminds Agency personnel that ADS 306.5.1(c) contains an existing requirement that interagency agreements for technical assistance under FAA Section 632(b), including Assistant Administrator-issued agreements, must be supported by a Justification and Determination that the requirements of FAA section 621(a) have been met. This Justification and Determination specifies the rationale that establishes that a participating agency has unique or particular suitability to perform the required technical assistance. It must be signed by the Assistant Administrator or Deputy, or the Mission Director or Deputy.

Point of contact: Kenneth Monsess, M/OP/POL, 202-712-4913.

Notice 0229

***306.5.26 COMPLETION AND CLOSEOUT**

*** All interagency agreements (IAA) will be closed out expeditiously at the physical completion of the activity.**

***E306.5.26 Completion and Closeout**

*** The issuing Agreement Officer (Assistant Administrator for AA-issued agreements) or successor shall close out, or assign personnel to close out, IAAs as follows:**

*** a) Obtain a statement from the paying office that (1) certifies final payment documents were submitted, and (2) details the total amount obligated, the total amount expended, and the total amount remaining as unliquidated under the IAA.**

*** b) Obtain a statement from the Cognizant Technical Officer that all terms and conditions of the IAA were met. Inform the Cognizant Technical Officer that he/she must supply this statement within 30 days of this request or the IAA will be considered completed, formally closed out, and forwarded to the record center for disposal. (See Supplementary Reference Sample Closeout Letters)**

*** c) Obtain a statement from the participating agency that all required financial reports were submitted to the USAID/W Paying Office. Inform the agency that it must supply this statement within 30 days of this request or the IAA will be considered completed, formally closed out and forwarded to the record center for disposal. (See Supplementary Reference Sample Closeout Letters)**

*** d) Once the requested information is received, the Agreement Officer will ascertain that any claims for the unliquidated amount are valid and then deobligate any excess unliquidated funds. If the participating agency or the Cognizant Technical Officer has not responded within 30 days, the Agreement Officer will make this determination on the best information available and deobligate any excess unliquidated funds.**

*** e) Once final payment has been confirmed and deobligation of any unliquidated balance has been accomplished, close the file and prepare it for storage per ADS Chapter 502, The USAID Records Management Program, (See 502.5.7)**

306.6 Supplementary References

USAID Operations Manual for Participating Agencies

* **Sample Closeout Letters**

(a) To Cognizant Technical Officer

(b) To Participating Agency

Sample Closeout Letters

Sample Closeout Letter (a) To Cognizant Technical Officer

MEMORANDUM

TO: Cognizant Technical Officer,
Room _____, RRB

FROM: Agreement Officer

SUBJECT: Closeout of Interagency Agreement No.
with

REFERENCE: Activity No.:
Activity Title:

Our records indicate that the subject interagency agreement was scheduled to be physically completed as of_____. To facilitate the formal closeout of this interagency agreement, please advise on the following:

1. The Participating Agency has fully complied with all the applicable terms and conditions of subject interagency agreement, including the delivery of all required reports thereunder.

( ) YES ( ) NO

2. If the Participating Agency has not fully complied with all the applicable terms and conditions of subject interagency agreement, the specific terms and conditions that were not met should be cited on the reverse side hereof.

If a reply is not received within thirty (30) days from the date of this letter, subject agreement will be considered completed, formally closed out and forwarded to the record center for disposal.

If you are not the proper person to receive this memorandum please return this form to me appropriately annotated, unless you know to whom it should go, in which case I ask that you kindly forward it to the proper certifying official.

_____
Type or print name

_____ _____
Cognizant Technical Officer Signature Date

Sample Closeout Letter (b) To Participating Agency

Gentlemen/Ladies:

Subject: Closeout of USAID/W Interagency Agreement (IAA) No.

Our records indicate that subject IAA was scheduled to be completed on or about (DATE). To facilitate the formal closeout of this IAA, please advise if all required financial reports have been submitted to the USAID/W Paying Office.

If a reply is not received within thirty (30) days from the date of this letter, subject IAA will be considered completed and all residual funds will be deobligated.

Please submit the above requested information to:

OFFICE SYMBOL AND ADDRESS,
U.S. Agency for International Development
Washington, D.C. 20523-____.

PLEASE RESPOND WITHIN 30 DAYS.

If you have any questions pertaining to this matter, please contact
_____, at (202) _____.

Sincerely,

Agreement Officer

File name	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU312_021700.doc	02/17/2000	N/A	ADS CD 18	New