

**TITLE: CIB 91-31 Advances to USDA/OICD**

U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT

December 5, 1991

MEMORANDUM FOR ALL CONTRACTING OFFICERS AND NEGOTIATORS

TO: Distribution List FAC  
FROM: DAA/FA, John F. Owens, Procurement Executive  
SUBJECT: Advances to USDA/OICD

**CONTRACT INFORMATION BULLETIN 91-31**

For your information, please find attached a memorandum and attachment from Elmer S. Owens, FA/FM/CONT, dated November 13, 1991, regarding an Inter-Agency Agreement on advances to USDA/OICD.

Attachment: a/s

Agency for International Development  
Washington, D.C. 20523

November 13, 1991

MEMORANDUM

TO: FA/OP, Terrence McMahon  
FA/PPE, James Murphy

FROM: FA/FM/CONT, Elmer S. Owens

SUBJECT: Advances to USDA/OICD

Attached is a signed copy of the Inter-Agency Agreement on advances to USDA/OICD. Please take the appropriate action to implement the new procedure.

Please call me on 663-2284 if you have any questions.

Attachment: a/s (ENTIRE CONTENTS NOT AVAILABLE ELECTRONICALLY)

cc: FA/FM/CAR, Dianne Arnold

OFFICE OF INTERNATIONAL  
COOPERATION & DEVELOPMENT, USDA  
INTER-AGENCY AGREEMENT BETWEEN  
THE AGENCY FOR INTERNATIONAL DEVELOPMENT  
AND  
THE UNITED STATES DEPARTMENT OF AGRICULTURE

I. PURPOSE

The purpose of this Inter-Agency Agreement (IAA) between the United States Department of Agriculture (USDA) and The Agency For International Development (A.I.D.) is to define the terms and procedures for implementing an advance of funds arrangement for all reimbursable agreements between the two agencies including Participating Agency Service Agreements (PASA) and Resource Support Service Agreements (RSSA)

II. TERMS AND CONDITIONS

The following terms and conditions apply to this agreement:

1. A.I.D. agrees to provide advance funding to USDA for all reimbursable work associated with PASAs and RSSAs starting in Fiscal Year 1992.

2. The amount of the advance will be determined by USDA but will not constitute an amount greater than the amount USDA expects to obligate for the coming fiscal year for that particular PASA or RSSA. in addition, the amount of the advance will not exceed the amount obligated by A.I.D. in the particular PASA or RSSA.

3. USDA will request the advance for agreements funded by A.I.D./W using OPAC procedures or by submitting a standard form SF-1081 to: The Agency for International Development, PM/CARD, Inter-Agency Billing Unit, Room 603, SA-2, Washington, D.C. 20523-0208.

4. USDA will request the advance for agreements funded by A.I.D. overseas missions by submitting a standard form SF-1080 to the Mission paying office indicated in the individual inter-agency agreement.

III. PROCEDURES

1. All project costs and associated USDA billings will continue under the current arrangement through the last quarter of Fiscal Year 1991. Collection activities will continue by USDA until all valid collections have been received for all Fiscal Year 1991 and prior year activities.

2. Starting with Fiscal Year 1992, USDA/OICD will prepare an advance of funds request for all on-going PASA/RSSA activities. The advance of Funds request will provide for only those planned activities to be completed within the fiscal year. As new PASA/RSSA agreements are signed, USDA/OICD will seek an advance of funds once the PASA/RSSA agreement has been signed by both parties.

3. A.I.D. paying office will advance funds within 30 days of receipt of request.

4. USDA/OICD will provide a financial statement as to the status of each project four times a year. The statement will be approved by the Staff Director, Budget and Finance Staff. Such statements will be available within 30 days after the close of each of the following quarters - December 31, March 31, June 30, and September 30.

5. Program Personnel will provide a narrative statement on the progress of the project activities to be included with the financial statement for A.I.D. officials concurrence and review.

6. USDA/OICD will provide a quarterly report showing unused cash balances to A.I.D. within 30 days after the close of each of the quarters listed above (See Attachment B).

7. USDA/OICD will liquidate the advance on a quarterly basis.

8. USDA/OICD will maintain appropriate accounting of advance account carryover and year end accounting by project.

## ATTACHMENT B

OFFICE OF INTERNATIONAL COOPERATION DEVELOPMENT  
 BUDGET AND FINANCE DIVISION  
 REPORT OF UNUSED ADVANCES  
 AS OF MARCH 31, 1991

PROJECT	PASA/RSSA NO.	TOTAL AMOUNT ADVANCED	AMOUNT USED	UNUSED BALANCE
00020	AFR-0000-P-AG-7004	100,000	50,000	50,000
00040	AFR-0135-R-AG-2200	250,000	150,000	100,000
00091	AFR-0207-P-AG-0026	580,000	375,000	205,000
00110	AFR-0510-R-AG-8032	85,000	35,000	50,000
00140	ICM-0008-P-AG-2167	320,000	300,000	20,000
00150	AFR-0435 P-AG-8032	96,000	34,000	62,000
00160	AFR-0091-P-AG-6009	174,000	89,000	85,000
00170	IMA-0182-P-AG-4217	239,000	120,000	119,000
00270	AFR-0510-P-AG-9025	475,000	180,000	295,000
00280	AFR-0970-P-AG-9055	758,000	379,000	379,000
00310	AFR-0517-P-AG-9019	600,000	450,000	150,000
00320	AFR-0434 P-AG-9067	90,000	50,000	40,000
00330	AFR-0517-P-AG-9066	176,000	91,000	85,000
10010	BAS-0249 R-AG-1078	720,000	650,000	70,000
10021	IPK-0491-P-AG-5019	40,000	23,000	17,000
10040	ANE-0051-P-AG-8025	540,000	20,000	520,000
10060	ANE 0035-R-AG-2237	343,000	250,000	93,000
10098	ANE-0249-R-AG-9040	462,000	430,000	32,000
10130	263-0252-P-AG-0005	1,041,000	589,000	452,000
10150	386-0495-P-AG-0172	985,000	963,000	22,000
20020	AFR-0215-P-AG-7003	212,000	62,000	150,000
20050	BST-5317-X-AG-4268	453,000	451,000	2,000
21010	BPC-0064-R-AG-3076	747,000	650,000	97,000
30010	IJM-0079-P-AG-3049	677,000	221,000	456,000
30043	BLA-0000-R-AG-3167	170,000	147,000	23,000
30050	IGT-0255 P-AG-3132	86,000	67,000	19,000
30310	LAC-0654-R-AG-1008	391,000	22,000	369,000
30370	DAN-4200-R-AG-1074	74,000	67,000	7,000
40020	DAN-4021-X-AG-7020	174,000	54,000	120,000
45130	BST-4111-P-AG-4053	49,000	47,000	2,000
40120	OTR-0000-P-AG-8098	810,000	65,000	745,000
40140	BLA-0605-P-AG-5093	3,794,000	112,000	3,682,000
40180	BAF-0135-R-AG-2200	562,000	541,000	21,000
40190	DAN-4109-P-AG-9086	635,000	178,000	457,000
45120	DAN-4136-R-AG-0073	96,000	22,000	74,000
TOTAL		17,004,000	7,964,000	9,040,000