

## Interagency Agreement Closeout Documents

### A. Sample Closeout Memorandum to the Cognizant Technical Officer

#### MEMORANDUM

TO: Cognizant Technical Officer,  
Room \_\_\_\_\_, RRB

FROM: Agreement Officer

SUBJECT: Closeout of [*specify type of agreement, for example, Participating Agency Program Agreement, Participating Agency Services Agreement, Economy Act order, Franchise Fund Agreement, etc.*] [Interagency Agreement] No. \_\_\_\_\_ with [Participating or Servicing Agency]

REFERENCE: Activity No.:  
Activity Title:  
Award No.

My records indicate that the subject interagency agreement was scheduled to be completed as of [date]. To facilitate the formal closeout of the agreement, please advise me as follows:

1. The [Participating/Servicing] 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/Servicing] Agency has not fully complied with all applicable terms and conditions of subject interagency agreement, please cite on the reverse side of this memorandum the specific terms and conditions that were not met.

If I do not receive your answer within thirty (30) days from the date of this memorandum, I am authorized to consider the subject interagency agreement completed and begin the process to formally close it out based on the best information available to me and forward the interagency agreement records to the record center for disposal.

If you are not the proper person to receive this memorandum, please return it 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

**B. Sample Closeout Letter to the Participating/Serviceing Agency**

Authorized Representative  
Participating Agency  
Washington, DC

Subject: Closeout of USAID/ \_\_\_\_\_ /Agreement [Interagency Agreement] No. \_\_\_\_\_

Ladies and Gentlemen:

My records indicate that the subject interagency agreement was [scheduled to be] completed on or about [date]. To facilitate the formal closeout of the interagency agreement, please advise me as follows:

The [Participating/Serviceing] Agency has submitted all financial reports required under the agreement to [the USAID Paying Office].

( ) YES ( ) NO

If the [Participating/Serviceing] Agency has not submitted all financial reports required under the agreement to [the USAID Paying Office], please explain on the reverse side of this letter, sign and date below and return this letter to me within sixty (60) days from the date of this letter. Please include in your explanation the estimated delivery date for all outstanding financial reports. If USAID does not receive all financial reports within the time allowed by the interagency agreement, I am authorized to consider the subject agreement completed and will begin the formal process to deobligate all residual funds, based on the best information then available to me.

Please submit the above requested information to me at:

OFFICE SYMBOL AND ADDRESS,  
United States Agency for International Development  
Washington, D.C. 20523-\_\_\_\_\_.

If you have any questions about this matter, please contact \_\_\_\_\_, at (202) \_\_\_\_\_.

Sincerely,

Agreement Officer

[PARTICIPATING/SERVICING] AGENCY

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date