

APHIS AGREEMENT NO: 34-WT-

COOPERATOR:

ANNUAL INTERAGENCY CLOSEOUT / EVALUATION REPORT/ DEOBLIGATION

- An interim report is to be completed at the end of each fiscal year- for multi-year agreements.
- A final report/closeout is to be completed at the end of the last year of the agreement, or every 5 yrs.

FUNDING PERIOD:

through

PERFORMANCE PERIOD:

through

PROGRAM MANAGER CERTIFICATION:**When APHIS is the REQUESTING Agency:**

I certify that costs have been tracked and actual costs have been reported by the performing agency. In those instances where multiple projects and/or task orders have been initiated, proper accounting has been made to ensure all costs have been allocated properly and (select one below):

INTERIM REPORT:

DEOBLIGATION NEEDED: APHIS is requesting to reduce the corresponding PO balance for this project by \$-_____ as reported/requested by the performing agency. The Budget Analyst and Grants Specialist have been notified to take appropriate action to de-obligate the funds as indicated above. This agreement will continue into the next fiscal year based on the funding period and performance period for the agreement.

- NO DEOBLIGATION NEEDED. APHIS has an unliquidated obligation balance of \$_____. This agreement will continue into the next fiscal year based on the funding period and performance period for the agreement.

FINAL REPORT / CLOSEOUT:

- DEOBLIGATION NEEDED: APHIS has an un-obligated balance of \$-_____ as reported by the performing agency. The Budget Analyst and Grants Specialist have been notified to take appropriate action to de-obligate the balance as indicated above. Performance is complete.

NO DEOBLIGATION NEEDED. Performance is complete and the unliquidated obligation balance is \$0.

When APHIS is the PERFORMING Agency:

Copies of all purchase orders, contracts, or agreements awarded on their behalf have been provided as specified in the agreement and (select one below):

INTERIM REPORT:

- DECREASE OF SALES ORDER NEEDED: APHIS needs to reduce Sales Order balance by \$_____. The Grants Specialist has been notified to take appropriate action to reduce the Sales Order to match the current Purchase Order amount, matching the Requesting Agency's figures. Performance is continuing under an award by APHIS with the requesting agency's funds.

- NO DECREASE OF FUNDS IS NEEDED. APHIS has a Sales Order balance of \$_____. This agreement will continue into the next fiscal year based on the funding period and performance period for the agreement.

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FINAL EVALUATION / CLOSEOUT:

- DECREASE OF SALE ORDER NEEDED:** The Budget Analyst has been notified that work has been completed and a final accounting of the actual costs to be billed to the performing agency was reconciled as indicated by the budget analyst's certification. The **Requesting Agency has been requested to decrease their purchase order by the APHIS Program**, and thus APHIS is requesting to reduce the Sales Order by \$_____. The Grants Specialist has been notified to take appropriate action to decrease the Sales Order.

NO DEOBLIGATION NEEDED. APHIS has a Sales Order balance of \$0 and project performance is complete.

EVALUATION:

— (If more space is needed, please state "please see attachment.")

PROPERTY RECONCILIATION AND DISPOSAL:

- All property purchased under the terms of this agreement have been properly disposed of in accordance with the terms of the agreement as listed below (specify description of item, model and serial number, cost, and disposition of each item). (If more space is needed, please state "please see attachment.")

Annual Evaluation Report:

A report has been completed and submitted to the ADO. A copy was provided to the Grants Specialist.

Program Manager Signature:

Name: _____ Date: _____

Agency Signatory Official Signature:

Name: _____ Date: _____

(IF DEOBLIGATION/DECREASE IS NEEDED PLEASE COMPLETE PAGE 3)**

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**NOTICE TO DE-OBLIGATE / REDUCE
INTERAGENCY AGREEMENT**

(FOR DEOB ONLY- USE PAGE THREE

FOR USDA, APHIS USE ONLY

APHIS PROGRAM - BUDGET CONTACT APPROVAL / REQUESTED BY:

Signature:

Date:

Name:

- INTERIM Deobligation - OR- INTERIM SO reduction
- FINAL Deobligation (Project Complete) -OR- FINAL SO reduction (Project Complete)
- (If Final: I certify that activities planned under this agreement were accomplished within the performance period and designated timeframes and met program goals and objectives.)

APHIS ACCOUNTING INFORMATION:

PO/SO:

Project Title/ line # -->>>			
TOTAL EXPENDED	\$	\$	\$
TAS			
Fund			
Cost Center			
Functional Area			
WBS (if necessary)			
Budget Period			
DEOBLIGATION AMT	- \$	- \$	\$
Commitment Item for all projects (Formerly called Budget Object Class)	2510 (for interagency agreements)		

De-Obligation Notice to Financial Services Division, Minneapolis Financial Operations Branch, Financial Operations Services Team or Billings and Claims Team: Please take action to deobligate the amount(s) reflected above. A screen shot is attached showing the amount has been posted in the APHIS Cost Management System. Accounting information is provided above.

AGREEMENTS SPECIALIST (Agreements Services Center) APPROVAL:

Signature:

Date:

Name: