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**Sample 632(a) Memorandum of Agreement to Allocate Funds
to USAID From Another Agency**

MEMORANDUM OF AGREEMENT

BETWEEN THE

[DEPARTMENT OF _____]

AND THE

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

TO ALLOCATE FUNDS

I. AUTHORITY

Under Sections [481 to 490] and 632(a) of the Foreign Assistance Act of 1961, as amended (the "FAA"), and the Foreign Operations, Export Financing and Related Programs Appropriations Act, 20__ (Public Law __-__), the [Department of _____] agrees to allocate to the United States Agency for International Development ("USAID") \$_____ in funds appropriated to the [Department of _____] by [P.L. __-__] for [International Narcotics Control ("INC")], subject to the availability of funds, to [carry out the activities of the [_____] Program in [country or region]].

II. PURPOSE

Funds allocated under this Memorandum of Agreement are available for obligation and expenditure for the purposes for which such funds are appropriated, in accordance with authority granted in the FAA or other authority governing the activities of USAID.

III. TERMS AND CONDITIONS

A. Execution of this Agreement does not constitute an obligation of funds for either the [Department of _____] or USAID. USAID will receive the allocation as a Treasury Department Nonexpenditure Transfer Authorization (Standard Form 1151) and must ensure that funds allocated under this Agreement are not commingled with funds USAID receives from other sources.

B. All funds allocated under this Agreement must be obligated by [August 31, 20__]. Any funds not obligated by [August 31, 20__], will be [immediately returned to the [Department of _____]] [available for obligation in the following fiscal year when the [Department of _____] notifies USAID in writing that such funds are available for obligation].

C. USAID will provide a quarterly Report on Budget Execution (Standard Form 133), in accordance with the Office of Management and Budget Circular A-34 and Bulletin 94-02, and a fiscal year-end certification to the _____

D. USAID will provide a monthly summary of obligations by completing only line 8 (obligations incurred) of Standard Form 133. The form must be certified and [faxed] to _____, as soon as possible, but no later than the tenth working day after the end of the month.

E. USAID will keep full and accurate records with respect to the obligation and disbursement of the transferred funds under standard USAID procedures. USAID will perform such audits of the books and records related to the obligation and disbursement of funds as may be required by generally accepted U.S. Government auditing standards. The Office of the Inspector General for USAID will perform periodic program and financial audits of the use of the funds, and funds allocated under this Memorandum may be used for the cost of such audits.

F. USAID will provide the [Department of _____] with any information and documentation that the [Department of _____] may reasonably request from time to time regarding disbursement of the transferred funds.

[DEPARTMENT OF _____]

**UNITED STATES AGENCY FOR
INTERNATIONAL DEVELOPMENT**

[Name]
[Title]
[Office]

[Name]
[Deputy] Assistant Administrator
Bureau for []

Date_____

Date_____

Fund/Fund Account/Allotment Symbol:

Appropriation Symbol:

Amount: