

H. Statement of Treatment of Paid Absences

(A) Treatment of paid absences: Vacation, holiday, sick leave, and other paid absences are included in salaries and wages and are claimed on grants, contracts, and other agreements as part of the normal cost for the salaries and wages. Separate claims for the costs of these paid absences are not made.

(B) Treatment of paid absences: Vacation, holiday, sick leave pay and other paid absences are included in the organization's fringe benefit rate and are not included in the direct cost of salaries and wages. Claims for direct salaries and wages must exclude those amounts paid or accrued to employees for periods when they are on vacation, holiday, sick leave or are otherwise absent from work.

(C) None of the above treatments are applicable. Here's how paid absences are treated:

I certify that the above selection is correct.

Organization: _____

Signature: _____

Name of Official (printed): _____

Title: _____

Date of Execution: _____

(Signed by the official having the authority to negotiate indirect cost rates for the organization, or by a higher level official.)

I. Lobbying Cost Certificate

I hereby certify that _____ has complied with the requirements and standards on lobbying costs in 2 CFR 200 for the fiscal year ended_____.

Organization: _____

Signature: _____

Name of Official (printed): _____

Title: _____

Date of Execution: _____

J. Certificate of Indirect Costs

The 2 CFR 200, Subpart F, Appendix IV, Section D (1) and (2) states that no proposal to establish indirect (F&A) cost rates must be acceptable unless such costs have been certified by the non-profit organization using the Certificate of Indirect (F&A) Costs. The certificate must be signed on behalf of the organization by an individual at a level no lower than vice president or chief financial officer for the organization. Each indirect cost rate proposal must be accompanied by a certification in the following form:

This is to certify that to the best of my knowledge and belief:

- (1). I have reviewed the indirect (F&A) cost proposal submitted herewith;
- (2). All costs included in this proposal [identify date] to establish billing or final indirect (F&A) costs rate for [identify period covered by rate] are allowable in accordance with the requirements of the Federal awards to which they apply and with the Federal cost principles; i.e., (please check those applicable cost principles):

_____ Subpart E—Cost Principles of Part 200

- (3). This proposal does not include any costs which are unallowable under applicable Federal cost principle. For example:

advertising, bad debts, public relations costs, contributions and donations, entertainment costs, fines and penalties, lobbying costs, and defense of fraud proceedings; and

- (4). All costs included in this proposal are properly allocable to USAID grants/contracts on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements.

I declare that the foregoing is true and correct.

Grantee: _____

Signature: _____

Printed Name of
Authorized Official: _____

Title: _____

Date: _____