



U.S. AGENCY FOR  
INTERNATIONAL  
DEVELOPMENT

180-0032  
~~PD-ABF-686~~  
PD-ABF-686

December 31, 1991

81897

Ms. Tonette Rond Inge  
President  
DELPHI RESEARCH ASSOCIATES  
1019 Nineteenth Street, Suite 900  
Washington, D.C. 20036

SUBJECT: Cooperative Agreement No. EUR-0032-A-00-2017-00

REFERENCE: PVO Humanitarian/Development Initiatives Cooperative  
Agreement Program [Polish Self-Help Development Project]  
(180-0032)

Dear Ms. Inge:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, and the Federal Cooperative Agreement and Cooperative Agreement Act of 1977, the Agency for International Development (hereinafter referred to as "A.I.D.") hereby provides to the DELPHI RESEARCH ASSOCIATES (hereinafter referred to as "DRA or "Recipient") the sum of \$160,000. This Cooperative Agreement will provide support for the Recipient's Polish Self-Help Development Program, under the Private Voluntary Organization (PVO) Humanitarian/Development Initiatives project (Project Number 180-0032). The program is more fully described in Enclosure 2 of this Cooperative Agreement entitled "Program Description." The Recipient's proposal, dated March 29, 1991 and revised May 21, 1991, is hereby incorporated by reference. In the event of an inconsistency, the Program Description shall take precedence over the Delphi Proposal.

This Cooperative Agreement is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Recipient in furtherance of program objectives through the estimated completion date of January 31, 1993. Notwithstanding the above effective date, allowable pre-Agreement expenditures, incurred by the Recipient, as of October 1, 1991, are also covered by this Agreement.

FISCAL DATA

|                     |                         |
|---------------------|-------------------------|
| PIO/T NO.:          | 180-0032-3-2622330      |
| APPROPRIATION NO.:  | 72-11X1010              |
| ALLOTMENT NO.:      | 184-62-180-01-69-21     |
| BUDGET PLAN CODE:   | QAIX-92-32180-IG-12     |
| THIS OBLIGATION:    | \$160,000               |
| TOTAL OF AGREEMENT: | \$160,000               |
| TECHNICAL OFFICE:   | Donna Prago, ENE/EUR/DR |
| METHOD OF PAYMENT:  | Letter Of Credit        |
| PAYING OFFICE :     | FA/FM/CMPD/DC           |
| DUNS NO.:           | 11-262-8011             |
| TIN NO.:            | 52-1091578              |

This Cooperative Agreement is made to the Recipient on condition that the funds will be administered in accordance with the terms and conditions as set forth in Enclosure 1 entitled "Schedule," Enclosure 2 entitled "Program Description," and Enclosure 3 entitled "Standard Provisions," which have been agreed to by your organization.

Immediately following execution and acknowledgement of this Agreement, all future administration of this Agreement will be handled by the Eastern Europe Branch of Procurement.

Please acknowledge receipt of this Cooperative Agreement by signing all copies of this Cover Letter, retaining one set for your files, and returning the remaining copies to the undersigned.

Sincerely,



Jean M. Hacken  
Cooperative Agreement Officer  
Division A - AOT Branch  
Office of Procurement

**Enclosures:**

1. Schedule
2. Program Description
3. Standard Provisions

**ACKNOWLEDGED:**

**DELPHI RESEARCH ASSOCIATES**

BY:   
TYPED: Tonette Bond Inge  
TITLE: President  
DATE: 8 January 1992

ENCLOSURE 1

SCHEDULE

A. PURPOSE OF AGREEMENT

The purpose of this Cooperative Agreement is to provide support of Delphi Research Associates' Polish Self-Help Development Project. The goal of the project is to improve the quality of life for the residents of the Ochota district in Poland, by addressing basic human needs through the development of self-help groups. This is more specifically described in Enclosure 2 to this Cooperative Agreement entitled "Program Description."

B. PERIOD OF AGREEMENT

1. The effective date of this Cooperative Agreement is the date of signature in the Cover Letter. Notwithstanding the above effective date, allowable pre-Agreement expenditures, incurred by the Recipient, as of October 1, 1991, are also covered by this Agreement. The completion date is January 31, 1993.

C. AMOUNT OF AGREEMENT AND PAYMENT

1. The total estimated amount of this Cooperative Agreement is \$160,000.

2. A.I.D. hereby obligates the amount of \$160,000 for the purposes of this Cooperative Agreement.

3. Payment shall be made to the Recipient in accordance with procedures set forth in Enclosure 3 - Standard Provision, entitled "Payment - Letter of Credit."

D. AGREEMENT ADMINISTRATION

Immediately following execution and acknowledgement of this Agreement, all future administration of this Agreement will automatically revert to the Eastern Europe Agreement Officer (FA/OP/A/EE).

**E. BUDGET**

The following is the Budget for this Cooperative Agreement. The Recipient may not exceed the total estimated amount or the obligated amount, whichever is less (see Part C above). Except as specified in the Mandatory Standard Provision of this Agreement entitled "Revision of Grant Budget", (as shown in Enclosure 3), the Recipient may adjust line item amounts, within the grand total for A.I.D.'s contribution, as may be reasonable necessary for the attainment of program objectives. However, no revisions shall be made in the cost share totals without prior authorization from the Agreement Officer (FA/OP/A/EE).

**BUDGET**

| <u>Cost Elements</u>             | <u>A.I.D.<br/>Funding</u> | <u>D.R.A.<br/>Cost Sharing</u> | <u>Total<br/>Costs</u> |
|----------------------------------|---------------------------|--------------------------------|------------------------|
| <b>a) Participant Costs:</b>     |                           |                                |                        |
| 1. Travel/Per Diem               | \$ 25,094                 | \$ -0-                         | \$ 25,094              |
| 2. Materials                     | 10,000                    | 6,000                          | 16,000                 |
| 3. Equipment                     | 3,000                     | 5,000                          | 8,000                  |
| 4. Seed Grants<br>(Priv. Found.) | -0-                       | 15,000                         | 15,000                 |
| 5. Other Direct Cost             | <u>2,740</u>              | <u>-0-</u>                     | <u>2,740</u>           |
| Subtotal                         | <b>\$ 40,834</b>          | <b>\$25,000</b>                | <b>\$ 66,834</b>       |
| <b>b) Admin. Costs:</b>          |                           |                                |                        |
| 1. Salaries/Fringe               | \$ 52,711                 | \$14,172                       | \$ 66,883              |
| 2. Travel/Per Diem               | 25,160                    | \$ 7,200                       | 32,360                 |
| 3. Other Direct Cost             | 4,307                     | 2,183                          | 6,490                  |
| 4. Indirect Costs                | <u>\$ 36,988</u>          | <u>\$10,600</u>                | <u>\$ 47,588</u>       |
| Subtotal                         | <b>\$119,166</b>          | <b>\$34,155</b>                | <b>\$153,321</b>       |
| <b>TOTAL PROJECT COSTS</b>       | <b>\$160,000</b>          | <b>\$60,155</b>                | <b>\$220,155</b>       |

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**F. COST SHARING:**

The total cost of this project is \$220,155. However, A.I.D.'s contribution to this project is limited to \$160,000. The Recipient has agreed to cost share from non-Federal cash funds a total of \$60,155 by the end of the life-of-program (LOP) period. The Recipient is required to meet the requirements of the Standard Provision of this Agreement entitled "Cost Sharing/Matching". The Recipient is required to report in their annual reports, and the Financial Status Report Form SF 269, the total amount of cost-sharing to date. Although the Recipient is required to cost share on a life-of-program basis, they are also expected to expend those funds on a pro rata basis per year and not wait until the last year of the Agreement to expend their cost share. The Recipient is expected to use its own private cost share/matching funds for all non-U.S. procurement.

**G. SOURCE/ORIGIN:**

The eligible source/origin/nationality of the commodities and services procured under the Cooperative Agreement will be the U.S. and Poland.

**H. SUBSTANTIAL INVOLVEMENT:**

1. Evaluation: The scope of work for the independent final evaluation must be developed with, and the evaluator(s) chosen to carry out this activity must be approved in advance by, the AID/ENE/EUR Project Officer. This approval must be communicated in writing. The Recipient is encouraged to provide at least one evaluator from its permanent staff for this evaluation(s). At least one evaluator will be an individual not currently employed by the Recipient. The AID/ENE/EUR Project Officer is to participate in the pre and post evaluation briefings and to receive six (6) copies of the completed evaluation report for AID/ENE/EUR and one copy of each country evaluated.

2. Sub-Grant/Sub-Contract Component: As appropriate.

**3. Review and Approval of Detailed Implementation Plan (DIP):** Within 30 days, the Recipient will prepare and submit to the AID/ENE/EUR Project Officer for approval, a Detailed Implementation Plan, which will include the following:

- a. A brief description of the major activities, indicating the expected outcomes, responsible persons, planned starting and completion dates and duration of the activity (actual time required to complete the task, which may be less than the planned time between starting and completion dates).
  - b. A timeline showing the sequential and concurrent activities, indicating which activities depend on the successful completion of prior activities, and highlighting those activities which are critical, i.e. if delayed, the overall project results will be delayed. AID preference is for the earliest possible start dates for activities and realization of concrete results.
  - c. Plans for periodic consultation and review of implementation plans and progress with the AID/ENE/EUR Project Officer, with AID representatives in the field and with Embassy staff in each country of the program. The latter consultations may coincide with field trips and TDY's to Washington by the cognizant AID or Embassy staff. Reviews with the Project Officer should be held at least every six months.
  - d. Approval in writing from the ENE/EUR Project Officer will be required for the DIP and any significant changes to the DIP. Evidence of consultation with AID representatives and Embassy Staff will be required, but only the Grants and Project Officer have authority to approve amendments to the DIP. Reporting format is specified in Section I.3 "Interim Reports", below.
- 4. Countries:** The following countries are approved for direct in-country program support under the Cooperative Agreement: Poland. Other countries may be approved during the period of the Agreement. Such approval must be communicated by A.I.D. in writing after consultation with the relevant A.I.D. Mission.

I. REPORTING

1. Financial Reporting

- a. Financial reporting requirements shall be in accordance with the method of payment Standard Provision cited in Paragraph C above.
  - b. The original and two copies of all financial reports shall be submitted to A.I.D., Office of Financial Management, Program Accounting and Finance Division (FM/CMPD/DCB), Room 700, SA-2, Washington, D.C. 20523-0209. In addition, one copy (unless otherwise stated below) of all financial reports shall be submitted to ENE/EUR/DR, Room 4440A, NS, Washington, D.C. 20523-0090, Attn: Donna Prago. A final financial report shall also be submitted by the Recipient .
2. Quarterly Program Evaluation Reports are required. These reports shall compare actual accomplishments with the goals established; reasons why goals may not have been met; other pertinent information.
3. Annual/Final Report. Ten copies of the Annual Report plus one copy for the AID Mission in each target country in the program will be submitted to the AID/ENE/EUR Project Officer 30 days prior to each anniversary date of the Agreement. Annual reports will describe project activities and Delphi's financial contribution to the project. The Annual Report will also include a country data sheet for each subproject activity and will be furnished in the standard format prescribed by ENE/EUR. (To be supplied upon award of the grant.) Other current AID grants, cooperative agreements and contracts to Delphi, such as OPGs, will be noted in the report with explanation of any relationship of such agreements to this cooperative agreement supported program.
4. Final Report. The last Annual Report is the Final Report. All work to be charged to this Agreement, including the preparation of the Final Report, must be completed prior to the expiration date of this Agreement.

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5. Interim Reports. Prior to the required final performance reporting date, events may occur that have significant impact upon the project. In such instances, the Recipient shall inform the Agreement and Project Officers as soon as the following types of conditions become known:
- a. Problems, delays, or adverse conditions that will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work activities by the established time period. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
  - b. Favorable developments or events that enable time schedules to be met sooner than anticipated or more work activities to be performed than originally projected.
6. Self-Evaluation: Self-Evaluation will be conducted by Delphi in accordance with its normal evaluation program as described in its proposal. In addition, from time-to-time AID Officers will, with prior notification to the PVOs headquarters, visit selected project sites. An independent final evaluation in collaboration with the Recipient will be carried out at the mid point of the program and no later than 30 days prior to the expiration date of the grant. Special requirements for this project evaluation were delineated previously under the "Substantial Involvement" section.

J. NONEXPENDABLE PROPERTY PROCUREMENT

The Recipient is authorized to procure the following nonexpendable property, within the constraints of the existing budget allocation:

| <u>Item Description</u>     | <u>Quantity</u> |
|-----------------------------|-----------------|
| IBM compatible 386 computer | 1               |
| Laserjet or 24 pin printer  | 1               |

The Recipient must obtain prior approval from the Agreement Officer for future additional nonexpendable property purchases.

**K. SPECIAL PROVISIONS**

1. In addition to the Standard Provisions in Attachment 3, Mandatory Standard Provisions, the following Additional Standard Provisions are applicable to this Cooperative Agreement:

Payment - Letter of Credit  
Air Travel and Transportation  
Ocean Shipment of Goods  
Procurement of Goods and Services  
A.I.D. Eligibility Rules for Goods and Services  
Subagreements  
Local Cost Financing  
Negotiated Indirect Cost Rates -  
Provisional  
Regulations Governing Employees  
Participant Training  
Title To and Use of Property (Grantee Title)  
Cost Sharing (Matching)  
Use of Pouch Facilities  
Conversion of United States Dollars to Local Currency

**L. Indirect Cost Rates**

Pursuant to the Optional Standard Provision of this Cooperative Agreement entitled "Negotiated Indirect Cost Rates - Provisional", a rate or rates shall be established for each of the Recipient's accounting periods which apply to this Cooperative Agreement. Pending establishment of revised provisional or final indirect cost rates for each of the Recipient's accounting periods which apply to this Cooperative Agreement, provisional payments on account of allowable indirect costs shall be made on the basis of the following negotiated provisional rate(s) applied to the base(s) which are set forth below:

**TYPE OF RATE:** Overhead      **RATE:** 45%\*

**BASE:** Total Direct Costs (excluding participant expenses, escort expenses, and enhancement expenses)

**PERIOD:** Until Amended

\*As noted earlier in the budget chart, the Recipient will cost share \$10,600 of the overhead costs.

**M. TITLE TO PROPERTY**

Title to all property purchased under this Cooperative Agreement shall be vested in the Recipient and subject to the Standard Provision entitled "Title to Property - Grantee Title."

ENCLOSURE 2

Program Description

I. Program Goal: The goal of the Agreement is to improve the quality of life for the residents of the Ochota district in Poland by addressing basic human needs through the development of self-help groups.

II. Program Purpose: The purpose of this Agreement is to foster the spirit of self-help and self reliance through the development of indigenous self-help organizations to distribute needed social services to vulnerable groups; provide leadership and management training to local leaders to improve their capability to provide services to the community; increase the level of fund raising to promote the development of local self-help sector; and create resources for use by other self-help groups in Poland.

III. Principal Activities: To accomplish the goal and purpose, the grant will support a program of institutional support training and small grants in support of NGO projects and activities. These activities will include:

- Training of local organizations: Four training modules will be developed to include priority areas of organizational development and management and the design and implementation of self-help projects;
- Training of trainers;
- Observational Study Tour: 6 leaders of the Polish self-help development arena will participate in a 14 day tour to meet U.S. counterparts to observe a variety of approaches and tools used in U.S. to carry out delivery of community based social services;
- Seed grants - \$15,000 in pvo funds will support approximately 6 seed grants to local groups to address needs of target groups i.e. the elderly, handicapped and disadvantaged children.
- Establishment of cooperative linkages with counterpart U.S. organizations.

Major outputs will include;

- Local NGOs trained in organizations and project design and implementation;
- Six pilot projects focused on targeted populations;
- An observational study tour in the U.S.;
- Development and testing of training materials;
- Provision of quality services for targeted groups such as adults and children with disabilities, the elderly, and severely neglected children and youths;
- Development of long term linkages with U.S. counterpart organizations;
- Case studies of local projects that will stimulate duplication elsewhere.

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|                                                                                                               |  |                                                                                                                                              |                               |
|---------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 1. <b>Operating Agency</b><br>Eastern Europe Regional                                                         |  | 2. <b>PIOT No.</b><br>180-0032-3-2622330                                                                                                     | 3. <b>PIOT Amend No.</b><br>- |
| 4. <b>Project/Activity No. and Title</b><br>PVO Humanitarian/Development Initiatives Grant Program (180-0032) |  | 5. <b>Appropriation Symbol(s)</b><br>72-11X1010                                                                                              |                               |
| 7. <b>Pro Ag No. or Project Authorization Date</b><br>January 24, 1991, as amended August 5,                  |  | 6. <b>Budget Plan Code(s)</b><br>QAIX-92-32180-IG-12 (184-62-180-01-69-21)                                                                   |                               |
| 9. <b>Project Assistance Completion Date</b><br>(Month, Day, Year) January 24, 1995                           |  | 8. <b>Obligation Status</b><br><input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document |                               |
| 11. <b>Type of Action and Governing A.I.D. Handbook</b>                                                       |  | 10. <b>Authorized Agent</b><br>OP/EE                                                                                                         |                               |

|                                                                                                                                                                                                                |                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| 11. Type of Action and Governing A.I.D. Handbook<br><input checked="" type="checkbox"/> B<br>A. A.I.D. Contract (HB14)<br>B. A.I.D. Grant or Cooperative Agreement (HB 13)<br>C. PASA/RSSA (HB 12)<br>D. Other | 12. <b>Contract/Grant/Cooperative Agreement/Reference Number</b> (if this PIOT is for an order or a modification to an award) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|

13. **A.I.D. Funding** (Attach a detailed budget in support of column (2) as Attachment A.)

|                              | (1) Previous Total | (2) Increase | (3) Decrease | (4) Total to Date |
|------------------------------|--------------------|--------------|--------------|-------------------|
| A. Dollars                   | 0                  | 160,000.00   | 0            | 160,000.00        |
| B. U.S.-Owned Local Currency | -                  | -            | -            | -                 |

14. **Mission References** N/A

15. **Instructions to Authorized Agent**

Funds reserved under PIOT 180-0032-3-1183057, to award a grant to Delphi International Group, were not obligated during FY 1991. This PIOT provides the appropriate FY 1992 funding cites to complete this procurement action as an FY 1992 obligation. All other provisions of that PIOT remain in force.

Initials: JCA  
 Date Posted: 11-5-91  
 PFM/EM/PA/PP

16. **Address of Voucher Paying Office Agency for International Development; FA/EM/CPD/DC; Room 700, SA-2 Washington, D.C. 20523-0209**

17. **Clearances - Include typed name, office symbol, and date for all clearances**

A. The Project Officer certifies (1) that the specifications in the statement of work or program description are technically adequate, and (2) that (for contract actions only) all program personnel who are defined as procurement officials under 41 U.S.C 423 have signed the Procurement Integrity Certification (OF-333).

Signature: EUR/DR: Bonnie Prago Date: 10/23/91 Phone No: 7-9229

B. The statement of work or program description lies within the purview of the initiating office and approved agency programs.

Signature: RME/PD: John Morgan Date: 10/23/91

D. Funds for the services requested are available

Signature: FA/FM/PA: Rose Anderson Date: \_\_\_\_\_

18. **Other clearances:**

Signature: EUR/DR: Ross Anthony Date: 27 Oct 91

19. **For the Agency for International Development:**

Signature: Robert Nachtrieb Title: Director (A), RME Date: 11/1/91

**FOR CONTRACT ACTIONS ONLY: SOURCE SELECTION INFORMATION—SEE FAR 3.104. THIS DOCUMENT, OR PORTIONS THEREOF, CONTAINS PROPRIETARY OR SOURCE SELECTION INFORMATION RELATED TO THE CONDUCT OF A FEDERAL AGENCY ACQUISITION, THE DISCLOSURE OF WHICH IS RESTRICTED BY LAW (41 U.S.C. 423). UNAUTHORIZED DISCLOSURE OF THIS INFORMATION MAY SUBJECT BOTH THE DISCLOSER AND RECIPIENT TO CONTRACTUAL, CIVIL, AND/OR CRIMINAL PENALTIES AS PROVIDED BY LAW.**

**FOR OTHER ACTIONS: UNAUTHORIZED DISCLOSURE OF PROPRIETARY OR SOURCE SELECTION INFORMATION MAY SUBJECT AN EMPLOYEE TO DISCIPLINARY ACTION.**

Noted: DDavis  
 EUR/RME/PD 11/7/91