



U.S. AGENCY FOR
INTERNATIONAL
DEVELOPMENT

September 28, 1992

Ms. Grace B. Hauck
Catholic Relief Services
209 West Fayette Street
Baltimore, MD 21201-3403

Subject: Cooperative Agreement No. HNE-0159-A-00-2051-00

Dear Ms. Hauck:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby provides to the Catholic Relief Services (hereinafter referred to as "C.R.S. or Recipient") the sum of \$750,000 to provide support for the Recipient's program to improve preventive health practices and general health status in 100 West Bank villages, as more fully described in Enclosure 2, of this Agreement entitled "Program Description".

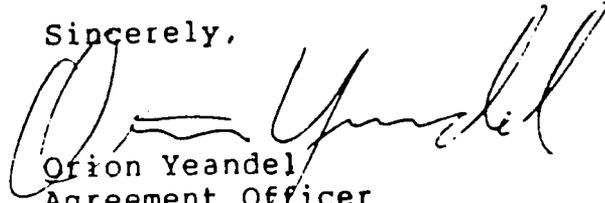
This Cooperative Agreement is effective and obligation is made as of August 1, 1992 and shall apply to commitments made by the Recipient in furtherance of program objectives through the estimated completion date of July 31, 1995.

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.

The total estimated amount of this program is \$1,444,422. Of this amount, \$750,000 is hereby obligated. A.I.D. shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount.

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

Sincerely,


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Agreement Officer
FA/OP/B
Office of Procurement

Enclosures:

1. Schedule
2. Program Description
3. Standard Provisions

ACKNOWLEDGED

CATHOLIC RELIEF SERVICES

BY: Grace Hauck
TITLE: Contract Administrator
DATE: SEP 28 1992

FISCAL DATA

PIO/T No.:	294-0159-3-2632908
Allotment No.:	170-63-294-01-69-21
Appropriation Number:	72-111/21037
Budget Plan Code:	NES1-92-33294-IG-12
PIO/T Amount:	\$ 750,000
Project Number:	294-0159.45
Total Obligated Amount:	\$ 750,000
Total Estimated Amount:	\$1,444,422
DUNS No.:	06-820-5541
Tax Identification No.:	13-5563422
Technical Office:	NE/DR

Enclosure 1
Schedule

A. Purpose of Cooperative Agreement

The purpose of this Cooperative Agreement is to provide support for the Recipient's program to provide support for the Recipient's program to improve preventive health practices and general health status in 100 West Bank villages, as more fully described in Enclosure 2, of this Agreement entitled "Program Description".

B. Period of Cooperative Agreement

1. The effective date of this Cooperative Agreement is August 1, 1992. The estimated completion date of this is Cooperative Agreement July 31, 1995.

2. Funds obligated hereunder are available for the estimated period from August 1, 1992 to December 31, 1993.

C. Amount of Cooperative Agreement and Payment

1. For the period of the Cooperative Agreement shown in B.1., the total estimated cost for this Cooperative Agreement is \$1,444,442. The amount of funds currently obligated to this Cooperative Agreement for performance hereunder is \$750,000. It is estimated that these funds are sufficient to fund performance through December 31, 1993. The Recipient shall not exceed the total estimated amount or the obligated amount, whichever is less.

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

3. The Recipient shall submit the required documentation to the following address:

Agency for International Development
Office of Financial Management, PFM/FM/CMPD
Room 700, SA-2
Washington, D.C. 20523-0209

D. Cooperative Agreement 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 Section C.1.). Except as specified in the Mandatory Standard Provision of this Cooperative Agreement entitled "Revision of Grant Budget," as shown in Enclosure 3, the Recipient may adjust line item amounts within the grand total as may be reasonably necessary for the attainment of program objectives.

Cooperative Agreement Budget
From 8/1/92 to 7/31/95

	A.I.D. <u>Funding</u>	+	C.R.S. <u>Funding</u>	=	<u>Total Cost of Activity</u>
1. Supervisory Costs	\$ 338,693		\$ 0		\$ 338,693
2. Transportation Costs	49,810		0		49,810
3. Officer Costs	70,017		0		70,017
4. Training Costs	321,554		0		321,554
5. Project Development	533,400		0		533,400
6. Indirect Costs	<u>\$ 130,948</u>		<u>\$ 164,733*</u>		<u>\$ 295,681</u>
Cooperative Agreement Grand Total	\$1,444,442		\$ 164,733		\$1,609,155

* - The Recipient's negotiated indirect cost rate agreement allows for an overhead rate of 22.58% of direct costs, less commodities, ocean freight, equipment, construction, alterations and renovations. In accordance with the C.R.S. proposal, the Recipient has agreed to cost share 12.58% or \$164,733 of indirect costs.

E. Substantial Involvement Understanding

It is understood and agreed that A.I.D. will be involved in the project activities as described below:

Reports

The following reports are to be submitted by the Recipient to the A.I.D. Project Officer:

Semi-Annual Progress Reports to be submitted to A.I.D. before November 1 and May 1 each year (unless otherwise agreed upon with the responsible A.I.D. Project Officer). Ten (10) paper copies and one on disc in Word Perfect 5.1 will be submitted. Reports shall consist of the following:

1. Cover sheet (one page), listing project objectives (22 lines), and describing project status (24 lines), and major actions over the following six months (5 lines).;
2. Body of the Report (not to exceed nine pages), addressing:
 - status of project components (continuation from cover page as required);
 - results and accomplishments since last report relating to the Cooperative Agreement objectives;
 - identification and explanation of problems and/or delays;

- actions taken or contemplated to resolve problems/delays;
- initial indications of impact of project activities;
- status of expenditures and pipeline by Cooperative Agreement line items (showing in the first column the project budget line-item, in the second column the total project budget for the line-item, in the third column the total spent for the appropriate preceding six-month period, in the fourth column total expenditures to date, in the fifth column the line-item unliquidated balance, and in the sixth column the line-item total expenditures percent spent to date);
- "success stories" of on-going sub-project activities;
- other pertinent information, such as a list of products generated under this Cooperative Agreement;
- status and change since last report of Program Performance Indicators

3. List of Activities in a tabular annex should include descriptions of actual and planned project activities by site and organization including start and end dates, funding level budgeted and expended where applicable, results and accomplishments, problems identified and means of resolution, and steps taken and progress towards the group/institution development or improving financial and institutional sustainability.

Final Report due within ninety (90) days of termination of the agreement and limited to 25 pages, not including annexes. The report should summarize the total experience of the program and address the same items required for the semi-annual reports. Findings of evaluations and actions taken to address the findings will be summarized. The Recipient will submit ten (10) copies of this report and one on disc in Word Perfect to the Project Officer.

Financial Reports shall be submitted Quarterly utilizing Form 269 to the Project Officer (one copy), to the Agreement Officer (one copy), and to the Office of Financial Management.

Special Reports which may be requested from time to time as mutually agreed by CRS and A.I.D.

Program Performance Indicators

The Recipient will submit for A.I.D. concurrence a list of Program Performance Indicators related to the Cooperative Agreement objectives within three months of the initial date of

this project together with a description of how they were developed and how data will be collected. The Recipient will report on the status of these indicators in each semi-annual report.

Implementation Plans

The Recipient will submit implementation plans showing how project funds will be used over the next six months. The first implementation plan will be submitted one month following the execution of this Cooperative Agreement. The A.I.D. Project Officer will provide written concurrence with this implementation plan within one month of receipt. Thereafter, implementation plans will be submitted with the Semi-Annual Report. Separate sections of the plan will be prepared for each sub-project. The implementation plan will cover actions on sub-projects as well as activities such as assessments, evaluations, actions taken to correct problems, monitoring plans, training schedules, and planned travel of consultants and project staff. While this clearance process is the preferred mechanism, the Recipient may seek separate A.I.D. concurrence for project activities which could not be included in the relevant implementation plan.

International Travel

Whenever international travel is carried out using funds provided under this Cooperative Agreement, the Recipient will be responsible for obtaining the A.I.D. Representative's and the Embassy and Consulate clearances. The Recipient will then advise the A.I.D. Project Officer in writing two weeks in advance of travel of the names, dates, purpose of proposed travel, and verify that Embassy/Consulate clearance has been received. These international travel requirements may change from time to time in accordance with changes in A.I.D. regulations. This paragraph only replaces paragraph (a) in "Air Travel and Transportation" of the Additional Standard Provisions.

Coordination with Related A.I.D. Funded Activities

The Recipient should coordinate its program activities under this Cooperative Agreement with other A.I.D. funded PVOs implementing programs in the West Bank and Gaza on a regular basis (at least bi-monthly) sufficient to ensure non-duplication of effort and identification of areas for mutual concentration of resources and technical support. Coordination will cover technical and sectoral areas (health, cooperative, infrastructure, training, etc.) as well as in administrative areas (GOI approvals, A.I.D. procedures, security, curfews, etc.) and program management (evaluation, audits, etc.).

Reprogramming of Funds

Funds provided under this agreement may be reprogrammed between budget line items at up to 15% of amount established in the attached budget with A.I.D. concurrence. Reprogramming of funds over 15% of any line item requires written concurrence by the Agreement Officer.

Project Monitoring and Evaluation

Monitoring: The Recipient will facilitate access to all project sites by officers of the U.S. government in official vehicles to monitor project activities.

External Evaluation: The Recipient will cooperate with A.I.D. on external, independent evaluations of this project (and sub-projects) which will take place approximately midterm in project implementation and as otherwise agreed by the Recipient and the A.I.D. Project Officer. A.I.D. will be responsible for the development of the scope of work for evaluations and the selection of team members, including whether an A.I.D. officer will participate on the team. Additional external evaluations may be required by A.I.D. on an ad hoc basis. If a request for a follow-on project is under consideration, a final evaluation will be carried out.

Other Evaluations: The Recipient may hold additional evaluations, as needed, which may be carried out as described above or on an internal basis, at the discretion of the Recipient.

Additional Understandings:

(a) In obligating funds through this new cooperative agreement, A.I.D. recognizes the actions CRS has taken both to call to A.I.D.'s attention certain management irregularities in the on-going Rural Development Grant ANE-0159-G-SS-5123-00 and, later, to address those irregularities, all with regard to administration of the grant and as detailed in recent reports of Price Waterhouse and A.I.D.'s Inspector General. Nonetheless, in obligating funds through this new cooperative agreement, A.I.D. must advise CRS that A.I.D. thereby waive no rights with regard to asserting claims related to Grant ANE-0159-G-SS-5123-00, or requiring other remedial action whether based on the above referenced documentation or otherwise.

(b) Within thirty days of receipt of the final evaluation report (of the CRS Rural Development Grant ANE-0159-G-SS-5123-00, and the CRS Life Cycle Grant NEB-0159-G-SS-5065-00), CRS must describe to A.I.D. in writing how it intends to address evaluation recommendations.

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(c) CRS must maintain separate reporting tracks, financial and otherwise, for the on-going Rural Development Grant (ANE-0159-G-SS-5123-00) and this Cooperative Agreement.

F. Reporting and Evaluation

Financial Reporting

a. Financial reporting requirements shall be in accordance with the Optional Standard Provision of this Cooperative Agreement entitled "Payment - Letter of Credit", as shown in Enclosure 3. The frequency of financial reporting and the due dates of reports shall be as specified in the above referenced clause.

b. The original and two copies of all financial reports shall be submitted to:

Agency for International Development
Office of Financial Management,
PFM/FM/CMPD
Room 703, SA-2
Washington, D.C. 20523-0209.

c. In addition, one copy of all financial reports shall be submitted to the A.I.D. Project Manager, Carl Lawhead, NE/DR/HR, or his designee, at the following address:

Carl Lawhead, Project Officer
Agency for International Development
NE/DR/HR, Room 200 SA-2
Washington, D.C. 20523

d. The Recipient's financial reports shall show A.I.D. and the Recipient's costs sharing funds separately, if applicable.

e. Each financial report shall include:

PIO/T Number	294-0159-3-2632908
Project Number	294-0159.45
Project Name	Health & Rural Development
Cooperative Agreement Number	HNE-0159-A-00-2051-00
Project/Tech. Office	NE/DR/HR, Carl Lawhead