

PD-ABG-270

23140

AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D.C. 20523

AUG 26 '88

Robert Scherer  
President  
Cooperative League of the USA  
1401 New York Ave., N.W.  
Suite 1100  
Washington, D.C. 20005

Subject: Cooperative Agreement No. OTR-0230-A-00-8180-00

Dear Mr. Scherer:

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 Cooperative League of the USA (hereinafter referred to as "CLUSA" or "recipient") the sum of \$395,286 to provide support for a program in Development Education as more fully described in Attachment 1 of this grant entitled Schedule and Attachment 2 entitled Program Description.

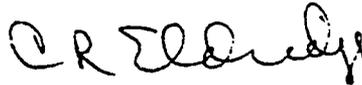
This Cooperative Agreement is effective and obligation is made as of August 15, 1988 and shall apply to commitments made by the recipient in furtherance of program objectives through the estimated completion date of August 15, 1991.

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 Attachment 1, the schedule, Attachment 2, the Program Description, and Attachment 3, the Standard Provisions, which have been agreed to by your organization.

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Please acknowledge receipt of this Cooperative Agreement by signing all copies of the Cover Letter, retaining one set for your files, and returning the remaining copies to the undersigned, being sure to return all copies marked "Funds Available".

Sincerely,



Carolyn R. Eldridge  
Grant Officer  
Management Services Branch  
Office of Procurement

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions

ACKNOWLEDGED



By:

TYPED NAME: Richard Wesling

TITLE: Controller

DATE: 9/22/88

FISCAL DATA

PIO/T	:	8381359
APPROP. NO.	:	72-1181021.3
ALLOT NO.	:	843-38-099-00-69-81
BPC	:	EDNA-88-13800-KG11
THIS OBLIGATION	:	\$141,552
TOTAL GRANT AMOUNT	:	\$395,286
TECHNICAL OFFICE	:	FVA/PVC
DUNS NO.	:	074825578
DCC#	:	60940

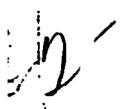
FUNDS AVAILABLE

*Gloria Craig*

AUG 30 1988

o/c 4190

Procurement Division  
Office of Financial Management



SCHEDULE

A. Purpose of the Cooperative Agreement

The purpose of this cooperative agreement is to provide support for the recipient's development education program, as more specifically described in Attachment 2 to this cooperative agreement, entitled "Program Description." In the event of an inconsistency between the recipient's proposal, the program description, and this schedule; the schedule and then the program description shall take precedence.

B. Period of Cooperative Agreement

1. The effective date of this cooperative agreement is August 15, 1988 and the estimated completion date is August 15, 1991.

2. Funds obligated hereunder are available for program expenditures for the estimated period August 15, 1988 to August 15, 1989 as shown in the Budget below. In the event there are funds remaining after this date, the recipient is authorized to utilize them for the purposes of the cooperative agreement as long as they are used within the period shown in B.1 above.

C. Amount of Cooperative Agreement and Payment

1. The total estimated amount of this cooperative agreement for the period shown in B.1. above is \$395,286.

2. AID hereby obligates the amount of \$141,552 for program expenditures during the period set forth in B.2. above and as shown in the Budget below.

3. Payment shall be made to the recipient in accordance with procedures set forth in Attachment 3 - Additional Standard Provisions, entitled "Payment - Periodic Advance."

4. Additional funds up to the total amount of the cooperative agreement shown in C.1. above may be obligated by AID subject to the availability of funds, program priorities at the time, and the requirements of the Mandatory Standard Provision of this cooperative agreement, entitled "Revision of Grant Budget."

D. Budget

1. On the last page of this schedule (Attachment 1a) 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).

2. The recipient is expected to use their own funds for all procurement of non-U.S. vehicles and other non-U.S. non-expendable property estimated at over \$500 each. This alleviates the requirement for a source/origin waiver and also places the title to property completely in the recipient's name.

3. The recipient is authorized a 5% flexibility among line items.

E. Financial Reporting

1. Financial reporting requirements shall be in accordance with the Standard Provision of this cooperative agreement entitled "Payment - Periodic Advance.", described in Attachment 3.

2. The original and two copies of all financial reports shall be submitted to AID, Office of Financial Management, Program Accounting and Finance Division (FM/PAFD), Room 700, SA-2 Washington, D.C. 20523 - 0209. In addition, one copy of all financial reports shall be submitted to the Technical Office specified in the Cover Letter of this cooperative agreement.

F. Indirect Cost Rates

Pursuant to the 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 agreement. Pending establishment of revised provisional 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:

Overhead Rate Set at 39.99% a/  
G & A Rate: 2.95% b/  
effective Date: 8/1/88

Base: a/ Total direct costs excluding equipment, non-expendable property, subcontracts and subgrants in excess of \$25,000 and in-country training costs.

b/ Total direct costs for contracts and grants.

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G. Reporting and Evaluation

1. Annual Report

The recipient shall prepare and submit to the A.I.D. Project Officer annual program reports not later than 90 days prior to the anniversary date of this cooperative agreement. The reports shall reflect progress made in achieving goals and objectives as specified in the program description and work plan. Specifically, the report shall include:

a. A narrative description of work undertaken during the cooperative agreement period which compares actual accomplishments to the goals and objectives established in the cooperative agreement.

b. Revised work plan, if necessary, with justification of proposed changes.

c. A list of scheduled activities which have occurred or are planned in the near term.

d. Two copies of any materials which have been produced under this cooperative agreement (i.e., brochures, curriculum guides, fact sheets, etc.) and one copy of any visual aids (i.e., slide tape presentations, videos, etc.).

e. A detailed pipeline analysis of financial expenditures for the cooperative agreement period which identifies disbursements by expense category.

2. 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 Cooperative Agreement and Project Officer 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.

3. Final Report

The final report/evaluation shall be submitted not later than 30 days after the expiration date of the cooperative agreement and shall include a summary analysis of project activity and statement of lessons learned. The final evaluation shall also include an assessment of the overall impact of the project on the target audience, the recipient's own institution, and other pertinent groups.

Further guidance on the content and preparation of these reports will be provided by the A.I.D. Project Officer.

H. Title to Property

Title to all property purchased under this cooperative agreement shall be vested in the recipient and subject to the Standard Provisions entitled "Title to Property - Grantee."

I. Special Provisions

The Additional Standard Provisions in Attachment 3 which are checked are applicable to this cooperative agreement.

J. Substantial Involvement: A.I.D. will be substantially involved in this cooperative agreement as follows: The proposed subcontract will be reviewed and formally approved by the A.I.D. Grant Officer prior to expending funds related to the subcontract and before work is begun by the subcontractor.

## BUDGET

NCBA - OTR-0230-A-00-8190-00

<u>Cost Element</u>	FR: 8/15/88 To: 8/15/91		<u>Total Amount</u>
	<u>A.I.D.</u>	<u>Recipient</u>	
Program Management	\$ 56,992	\$ 13,891	\$ 70,883
Procurement	-0-	-0-	-0-
Subcontract	304,829	-0-	304,829
Indirect Cost	<u>33,465</u>	<u>5,965</u>	<u>39,430</u>
TOTAL	\$ 395,286	\$ 19,856	\$ 415,142

NOTE: The subcontractor, E. A. Jeanke and Associates, is expected to contribute an additional total of \$78,582 during the life of this Cooperative Agreement

## PROGRAM DESCRIPTION

OTR-0230-A-00-3190-00

"American Business and the Third World" is a 3 year program that seeks to improve understanding of the relevancy of Third World poverty issues to U.S. business owners and managers.

The primary audience will be business leadership organizations associated with mayor's offices, local chambers of commerce, governor's offices, and regional business groups who are concerned with economic development. A secondary target audience will be the general public reached through the mass media.

In Part I of the project, "getting the message out," a package of written documents will be developed and distributed and updated as the need occurs. This package will include a major background paper, a brochure summarizing the paper, and fact sheets.

Part II, "making the grassroots contact" will bring together key local and state business people in 15 "roundtable" meetings of 25-50. These sessions will generally have a moderator, in most cases the president of the hosting organization, and 2 panelists: a nationally respected expert on Third World development issues and a local business or government leader to discuss the issue from the community or state perspective.

Sites will be selected because of geographic location as ports, because the program would be of keen educational value in places where efforts have been underway to build Third World trade, or because a particularly dynamic business leader, whom if asked, would organize programs which could have a significant rippling effect. With each site, a "gatekeeper" will be identified to organize the program locally and whose organization will act as official host.

Participation of the broadcast and print media will be a high priority with special emphasis upon arranging editorial board and individual interviews with the speakers. The media will be advised of all events and will be encouraged to participate. It is expected that the stature of the speakers and roundtable participants will be a positive influence on an editor's decision about the "newsworthiness" of the program.

Part III, "following-up," requires letters with copies of the written materials be sent to both the roundtable participants as well as the invitees who could not attend. This second point of contact with the group helps to reinforce the messages.

In all cases the hosting organization will be encouraged to organize additional meetings, independently, perhaps as a series, so as to continue the dialogue and discussion of Third World issues and U.S. and local business interests.

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