

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

PLABG 320

83232

JUL 30 1986

Mr. Wallace J. Campbell
Citizen's Network for Economic Security
1401 New York Ave. N.W., Suite 1100
Washington, DC 20005

Subject: PDC-0230-G-SS-6106-00

Dear Mr. Campbell:

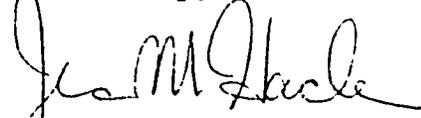
Pursuant to the authority of the Foreign Assistance Act of 1961 as amended, the Agency for International Development (hereafter A.I.D. or Grantor) hereby grants to Citizen's Network for Economic Security Assistance, hereafter, Citizen's Network or Grantee) the sum of \$84,590 to provide partial support to Grantee in support of the program described in the Schedule (attachment 1) and in attachment 2 entitled "Program Description."

This grant is effective and obligation is made effective as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives for the estimated period from 31 July 1986 to 31 January 1987.

This grant is made to Grantee upon the condition that funds will be administered according to the terms and conditions set forth in the schedule (attachment 1), the Program description (attachment 2) and the Mandatory and Optional/standard provisions with which your organization has agreed (attachment 3).

Please sign and return the original and six copies of this letter to acknowledge receipt of this grant.

Sincerely,



Jean M. Hacken
Grant Officer
Office of Procurement
Central Operations Branch

Attachments:

1. Schedule
2. Program Description
3. Manadatory & Optional Standard Provisions

ORIGINAL

- V

ACKNOWLEDGED:

Citizens Network for Economic & Security Assistance

BY: Ellen Levinson

TYPED NAME: Ellen Levinson

TITLE: Spec. Asst. to Executive Vice President

JUL 31 1986

DATE: _____

FISCAL DATA

PIO/T No.:	6381372	
Appropriation No.:	72-1161021.3	^{Prms} 00-69-61
Allotment No.:	643-38-0990	0061
Budget Plan Code:	EDAA-86-13800-AG11	
Previous Obligation:	\$ 0-	
This Obligation:	\$ 84,590	
Total Obligation:	\$ 84,590	
E.I. No.:	52-1447902	
DUNS No.:	153876610	
Technical Office:	Elizabeth Hogan FVA/PVC	

FUNDS AVAILABLE

Stoddard

JUL 31 1986

o/c 4190

Program Acctg Fin Division
Office of Financial Management

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Schedule

A. Purpose of Grant

The purpose of this grant is to provide partial support to the grantee's development program as described in Attachment 2 to this grant, entitled "Program Description".

B. Period of Grant

The effective date of this grant is the date on the grant cover letter. The estimated expiration date of this grant is January 31, 1987.

C. Amount of Grant and Payment

1. The total amount of this Grant is \$84,590.
2. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3 - Optional Provision No. 2, entitled Payment - Periodic Advance.
3. Documentation required by the payment provision noted above shall be submitted to:

Agency for International Development
M/FM/PAFD
Room 623, SA-12
Washington, DC 20523

- D. The following is the budget for this grant, including local cost financing items, if authorized. Revisions to this Plan shall be made in accordance with the Standard Provision of this grant entitled "Revision of Budget."

<u>Expense Category</u>	<u>Total</u>
1. Salaries	\$104,550
2. Benefits	20,910
3. Consultant fees, legal fees, stipends	120,000
4. Travel and transportation	12,600
5. Allowances	4,590
6. Conferences and meetings	1,450
7. Telecommunications, postage	7,300
8. Other direct costs	47,911
9. Indirect cost	<u>46,000</u>
Total	\$366,121
AID's contribution	\$ 84,590
Grantee's Contribution:	<u>281,531</u>
Grant Total	<u>\$366,121</u>

E. The Grantee will prepare and submit to the grant manager a semiannual program report and a final report/evaluation.

Semiannual reports will include:

1. A narrative description of the work undertaken during that six month period, illustrating successes and shortcomings of the project as originally designed and an updated workplan, if necessary.
2. A list of materials produced or collected for use in the course of the project.
3. A detailed financial expenditure report of A.I.D. and private matching funds, identifying disbursements by program activity.

Further guidance on the content and preparation of these reports will be furnished by the grant manager.

The first report will be submitted not later than six months from the date of grant initiation.

A Final report will be submitted twelve (12) months after the initiation of this grant. The report should include the following information:

1. A detailed analysis of accomplishments, activities and financial expenditures for the grant year.
2. A comparison of actual accomplishments with the goals established for the period;
3. Reasons why established goals were not met; and
4. Other pertinent information including, when appropriate, analysis and explanations of cost overruns, or unusually high expenses.

One copy of the final report shall be submitted to the Grant Officer whose address appears on the grant cover letter.

Prior to the required final performance reporting date, events may occur that have significant impact upon the project. In such instances, the Grantee shall inform the Grant Officer as soon as the following types of conditions become known:

1. 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.
2. Favorable developments or events that enable time schedules to be met sooner than anticipated or more work activities to be performed than originally projected.

F. Special Provisions

1. The Mandatory Standard Provisions are incorporated herein in full.
2. The Optional Standard Provisions which are checked are incorporated herein in full.

G. Overhead Rate

Pursuant to the Standard Provision of this grant entitled "Negotiated Overhead Rates - Nonprofit Organizations Other Than Educational Institutions" the following provisional overhead rate is established:

<u>Rate</u>	<u>Base</u>	<u>Period</u>
33%	Facilities Costs (lease)	31 July until amended

H. Advance Understanding on Ceiling Indirect Cost Rates and Final Reimbursement for Indirect Costs

Notwithstanding any other provision of this Grant to the contrary, for each of the Grantee's accounting periods during the term of this Grant including subsequent extensions thereto, the parties agree as follows:

1. The distribution base for establishment of final overhead rates is cost of lease of facilities.
2. Reimbursement for indirect costs shall be at final negotiated rates, but not in excess of the following ceiling rates:

<u>Category</u>	<u>Rate</u>
Overhead	33%

3. The Government shall not be obligated to pay any additional amount on account of indirect costs above ceiling rates established in this Grant. Final indirect costs exceeding in the rate(s) applied to the base(s) shown above shall be absorbed by the grantee and considered cost sharing.
4. This advance understanding shall not change any monetary ceiling, cost limitation, or obligation established in this Grant.

I. Closeout Procedures

This section prescribes uniform closeout procedures for this Grant.

1. The following definitions shall apply for the purpose of this section: -

- a. Closeout. The closeout of a grant or agreement is the process by which AID determines that all applicable administrative actions and all required work of the grant or agreement have been completed by the recipient and AID.
 - b. Date of Completion. The date of completion is the date on which all work under grants and agreements is completed or the date on the award document, or any supplement or amendment thereto, on which AID sponsorship ends.
 - c. Disallowed Costs. Disallowed costs are those charges to a grant or agreement that AID or its representative determines to be unallowable in accordance with the applicable Federal cost principles or other conditions contained in the grant or agreement.
2. AID closeout procedures include the following requirements:
- a. Upon request, AID shall make prompt payments to a recipient for allowable reimbursable costs under the grant or agreement being closed out.
 - b. The recipient shall immediately refund any balance or unobligated (unencumbered) cash that AID had advanced or paid and that is not authorized to be retained by the recipient for use in other grants or agreements.
 - c. AID shall obtain from the recipient within 90 calendar days after the agreement all financial, performance, and other reports required as a condition of the grant or agreement. AID may grant extensions when requested by the recipient.
 - d. The recipient shall account for any property acquired with AID funds or received from the Government in accordance with Attachment N of OMB Circular A-110 entitled "Property Management Standards".
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- e. In the event a final audit has not been performed prior to the closeout of the grant or agreement, AID shall retain the right to recover an appropriate amount after fully considering the recommendations on questioned costs resulting from the final audit.

WORK PLAN

Purpose

To explore the issues and formulate the conceptual framework of the Network; to design the organizational structure for coordination and expansion of development education efforts; and to identify the specific role of the Network regarding the Fortieth Anniversary of the Marshall Plan and development education for particular interest groups, such as the agriculture and farm sectors.

Plan of Action

Through an exploratory, consultative process, the elements of each objective will be identified and analyzed. The outcome will be a series of recommendations by task forces, which gather information and discuss the issues, presented as working papers to the Board of Directors during consultative meetings. Based on the working papers, the Directors will discuss and decide which recommendations to adopt for each of the four objectives. The final decisions will be presented in four final papers and will be summarized in four brochures:

1. A statement of the conceptual framework upon which Network activities and organization will be based, including the discussions and rationale leading to this final paper;
2. A document stating the organizational structure of the Network, including levels of participation and general extension methods;
3. A plan of action for Network participation in the Fortieth Anniversary of the Marshall Plan, including the target audiences, type of information, and extension methods to be used and their long-term significance; and

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4. A statement of the role of the Network in expanding target audiences and enhancing development education, using the agriculture and farm sector as an example.

The plan of action is similar for achieving each of the four objectives and can be summarized by citing the milestones and time frame for activities:

July and August (1986)

Each task force investigates their subject area and meets twice to draft a working paper.

September (early)

The working papers are sent to the Board of Directors and all participants in the task force exploratory process for review.

September (late) or October (early)

A consultative group meeting of the Board is held and the working papers are discussed. Revisions in the papers are made and agreed upon by the Board.

October and early November

Each task force revises the working papers and sends final draft to task force members.

mid-November

Each task force meets and agrees to final version of papers.

late November

Final versions of each paper are sent to the Board of Directors.

early December

The final papers are agreed upon during a consultative group meeting of the Board and participants evaluate the planning process and satisfaction with the outcome.

January (1987)

Final papers and four brochures (summarizing the papers) are ready for distribution.

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Consultants for Network development will be chosen to assist with the formation of an anniversary celebration of the Marshall Plan, requiring research skills and expertise in this area of foreign assistance. For development education, individuals currently involved in such projects will be asked to participate in Network discussions, such as the agricultural task force and the operational committee of the Board. One or two consultants will be hired to act as liaisons with specific interest groups, such as a coordinator for the agricultural task force. Special media, print, or event consultants will be hired to assist with Board of Director activities (not included in the AID funding request).

E) Methods

The methods for achieving the four objectives listed for the six month planning phase covered by this proposal are:

1. Between July 1, and September 1, hold two meetings of each task force, agriculture and farm, Marshall Plan, and operational. During these meetings, experts in the specific areas under review, including individuals who have worked on development education projects or have been involved in efforts to increase understanding of foreign assistance issues, will share their perspectives and make suggestions.
2. Draft working papers on each of the three task force topics with the assistance of the Network staff and consultants by mid-September and send these recommendations to all Directors of the Board in preparation for a consultative group meeting.
3. Hold a consultative group meeting of the Board in late September or early October to review recommendations of the task forces. Based on the working papers, the Board will make decisions on the conceptual framework and organizational structure, to be compiled into two final reports. Decisions on the extension methods to be used by the Network for the agriculture and farm sector, and the participation in Marshall Plan activities will be made.
4. Prepare the final reports on the conceptual framework and organizational structure and the final working papers on the Marshall Plan and agriculture and farm extension methods. This work will be completed by the Network staff, consultants, and designated Directors serving on the task forces during October and November.

5. Hold a meeting of each task force to review and approve final changes in the reports and working papers by ~~mid-November~~.
6. Hold a second consultative group meeting of the Board in ~~late November~~ or ~~early December~~ to discuss the final papers and to evaluate the planning phase process.
7. In ~~January 1987~~, brochures summarizing the final papers will be available.

During the task force and consultative process, the following issues will be explored:

*What can the Network do to enhance, coordinate, or extend development education activities of the organizations involved with the particular target audience?

*What materials and people-to-people methods have been successful with particular audiences?

*Which organizations or businesses have mechanisms to incorporate development education into their meetings, publications, or structure?

*What are the critical issues which these constituencies would find of value to discuss?

*How can the Fortieth Anniversary of the Marshall Plan be incorporated into development education activities and used to focus public attention on the interdependence of the United States and developing countries?

At the end of the six month period, final recommendations regarding the appropriate role of the Network in relation to agricultural and farm constituencies, the Network's role in the Marshall Plan anniversary celebration, the conceptual framework, and the organizational structure of the Network will be prepared.

F) Project Management

Lawrence Eagleburger and Wallace Campbell, as the President and Executive Vice President, respectively, will be responsible for identifying the appropriate staff persons to carry out the planning project. During the preliminary stages, consultants will be hired to activate the consultative group meet-

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