

PD-ABL-014
941178



U.S. AGENCY FOR
INTERNATIONAL
DEVELOPMENT

FEB 23 1993

Mr. Ross Vartian
Armenian Assembly of America
Relief Funds, Inc.
122 C Street, N.W.
Suite 350
Washington, DC 20001

Subject: CCN-0001-G-00-3030-00

Dear Mr. Vartian:

Pursuant to the authority contained in the Foreign Assistance Act of 1961 and the Federal Grant and Cooperative Agreement Act of 1982, as amended, the Agency for International Development (hereinafter referred to as "A.I.D.") hereby provides to the Armenian Assembly Relief Funds, Incorporated (hereinafter referred to as "Armenian Assembly" or "Grantee") the sum of Fifty One Thousand Four Hundred and Sixty Dollars (\$51,460) to this Grant to provide financial support for the program described in Attachment 2 of this Grant entitled "Program Description."

This Grant is effective as of the date of this letter and funds obligated hereunder shall be used to reimburse the Grantee for allowable program expenditures for the period set forth in Section B of Attachment 1 of this Grant.

This Grant is made to the Grantee on the condition that the funds will be administered in accordance with the terms and conditions as set forth in the attachments listed under my signature below, which together constitute the entire Grant document and have been agreed to by your organization.

Please acknowledge receipt and acceptance of this Grant by signing all copies of this Grant, retaining one copy for your files, and returning the original and remaining copies to the undersigned.

Sincerely,



J.J. Kryschtal
Grant Officer
New Independent States Branch
Contract and Commodities Division
Office of Procurement

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions

ACKNOWLEDGED:

ARMENIAN ASSEMBLY OF AMERICA RELIEF FUNDS, INC.

BY: 

TYPED NAME: Ross P. Vartian

TITLE: Executive Director

DATE: 3/11/93

FISCAL DATA

A. GENERAL

A.1.	Total Estimated A.I.D. Amount:	\$51,460
A.2.	Total Obligated A.I.D. Amount:	\$51,460
A.3.	Cost-Sharing Amount (Non-Federal):	\$13,455
A.4.	Other Contributions (Federal):	\$0
A.5.	Project Number:	110-0001
A.6.	A.I.D. Project Office:	NIS/TF/EHA, D. HAGEN
A.7.	Funding Source:	A.I.D./W
A.8.	Tax Identification Number:	52-1614093
A.9.	DUNS Number:	038996575
A.10.	Letter of Credit Number:	N/A
A.11.	CEC Number:	62-365-198B

B. SPECIFIC

B.1.(a)	PIO/T Number:	110-0001-3-366-2070
B.1.(b)	Appropriation Number:	72-11X1035
B.1.(c)	Allotment Number:	838-68-110-00-85-31
B.1.(d)	Budget Plan Code:	WFDX-93-3610-HG-12
B.1.(e)	Amount:	\$51,460

ATTACHMENT 1

SCHEDULE

A. PURPOSE OF GRANT

The purpose of this Grant is to provide financial support to the Armenian Assembly to create a logistic data and enhanced logistics operation center to manage the receipt and allocation of humanitarian assistance as further described in Attachment 2 of this Grant entitled "Program Description."

B. PERIOD OF GRANT

The effective date of this Grant is the date of the Cover Letter and the estimated completion date is March 31, 1993. Funds obligated hereunder shall be used to reimburse the Grantee for allowable program expenditures incurred by the Grantee in pursuit of program objectives during the period of December 11, 1992 to March 31, 1993.

C. AMOUNT OF GRANT AND PAYMENT

C.1. The total estimated amount of this Grant for its full period, as set forth in Section B above, is \$51,460.

C.2. A.I.D. hereby obligates the amount of \$51,460 for the purposes of this Grant during the indicated period set forth in Section B above, thereby fulfilling A.I.D.'s funding requirements. A.I.D. shall not be liable for reimbursing the Grantee for any costs in excess of the obligated amount, except as specified in paragraph (f) of the Standard Provision of this Grant entitled "Revision of Grant Budget."

C.3. Payment shall be made to the Grantee in accordance with procedures set forth in the Standard Provision of this Grant entitled "Payment-Cost Reimbursement," as shown in Attachment 3.

C.4. The total estimated amount of the program described in Attachment 2 of this Grant is \$64,915, of which A.I.D. may provide the amount specified in Section C.1. above, and the Grantee will provide \$13,455 in accordance with Section J below.

D. GRANT BUDGET

D.1. The following is the Budget for the total estimated amount of this Grant (see Section C.1. above) for its full period (see Section B above). The Grantee may not exceed the total estimated amount or the obligated amount of this Grant, whichever is less (see Sections C.1. and C.2., respectively, above). Except as specified in the Standard Provision of this Grant entitled "Revision of Grant Budget," as shown in Attachment 3, the Grantee may adjust line item amounts as may be reasonably necessary for the attainment of program objectives. Revisions to the budget shall be in accordance with Section C above and the Standard Provisions entitled "Revision of Grant Budget" and "Cost Sharing (Matching)."

	<u>A.I.D.</u>	<u>Grantee/Others (Non-Federal)</u>	<u>Total</u>
Salaries & Fringes	\$12,000	\$ 8,000	\$20,000
Travel & Per Diem	18,500	3,700	22,200
Other Direct Costs	<u>20,960</u>	<u>1,755</u>	<u>22,715</u>
Total	51,460	13,455	64,915

D.3. Inclusion of any cost in the budget of this Grant does not obviate the requirement for prior approval by the Grant Officer of cost items designated as requiring prior approval by the applicable cost principles (see the Standard Provision of this Grant set forth in Attachment 3 entitled "Allowable Costs") and other terms and conditions of this Grant, unless specifically stated in Section G below.

D.4. Notwithstanding the effective date of this Grant as shown in Section B above, and subject to the Standard Provision of this Grant entitled "Allowable Costs," costs incurred by the Grantee in pursuit of program objectives on or after the earliest date set forth in Section B above shall be eligible for reimbursement hereunder. Such costs are included in the Grant Budget shown above.

E. REPORTING

E.1. Financial Reporting

(a) Financial reporting requirements shall be in accordance with the Standard Provision of this Grant entitled "Payment - Cost Reimbursement," as shown in Attachment 3.

(b) All financial reports and submitted invoices shall be submitted to

A.I.D., Office of Financial Management
PFM/FM/CMPD/DCB
Room 700 SA-2
Washington, D.C. 20523-0209

In addition, three copies of all financial reports shall be submitted to

David Hagen
AID Project Office
AID/NIS/TF/EHA
Washington, DC 20523

(c) The frequency of financial reporting and the due dates of reports shall be as specified in the Standard Provision of this Grant referred to in Section E.1.(a) above.

(d) The Grantee's financial reports shall include expenditures of A.I.D. Grant funds provided hereunder, as well as non-federal matching funds and any other contributions in accordance with Section J below.

E.2. Program Performance Planning and Reporting

(a) Final Report

Within 60 days following the estimated completion date of this Grant (see Section B above), the Grantee shall submit five (5) copies of a final report to the A.I.D. Project Office specified in the cover letter of this Grant. In addition, two copies shall be submitted to A.I.D., PPC/CDIE/DI, Washington, DC 20523-1802. It will cover the entire period of the Grant and include the following information:

- a list of expenditures;
- a summary description of activities undertaken;
- what progress was made toward meeting activity goals and objectives;
- a description of the issues and problems discussed at the weekly schedule of briefing meetings;

F. INDIRECT COST RATES

F.1. No indirect costs will be charged to this Grant. The Grantee understands and agrees that indirect costs attributable to this Grant will be absorbed by the Grantee and considered cost sharing.

G. SPECIAL PROVISIONS

G.1. Limitations on Reimbursement of Costs of Compensation for Personal Services and Professional Service Costs

(a) Employee Salaries

Except as the Grant Officer may otherwise agree in writing, A.I.D. shall not be liable for reimbursing the Grantee for any costs allocable to the salary portion of direct compensation paid by the Grantee to its employees for personal services which exceed the highest salary level for a Foreign Service Officer, Class 1 (FS-1), as periodically amended.

(b) Consultant Fees

Compensation for consultants retained by the Grantee hereunder shall not exceed, without specific approval of the rate by the Grant Officer: either the highest rate of annual compensation received by the consultant during any full year of the immediately preceding three years; or the maximum rate of a Foreign Service Officer, Class 1 (FS-1) (as periodically amended), whichever is less. A daily rate is derived by dividing the annual compensation by 2,087 and multiplying the result by 8.

G.2. Publications

(a) The Grantee agrees to provide one copy of the manuscript of any proposed publication to the A.I.D. Project Officer not later than submission to the publisher, and to give serious consideration to any comments received from the A.I.D. Project Officer.

(b) In the case of publications of any of the reports described in Section E above, A.I.D. reserves the right to disclaim endorsement of the opinions expressed. For other publications, A.I.D. reserves the right to dissociate itself from sponsorship or publication. In both cases, the Grantee will consult with the A.I.D. Project Officer as to the nature and extent of any A.I.D. disclaimer of endorsement or dissociation from sponsorship or publication.

(c) If A.I.D. does not choose to disclaim endorsement or dissociate itself from sponsorship or publication, the Grantee shall, in accordance with the Standard Provision of this Grant entitled "Publications," acknowledged A.I.D. support as follows:

"This publication was made possible through support provided by the Bureau of Private Sector Initiative, U.S. Agency for International Development, under Grant Number CCN-0001-00-G-3030-00."

(d) In addition to providing one copy of all published works and lists of other written work produced under this Grant to the A.I.D. Project Officer, as required by paragraph (b) of the Standard Provision of this Grant entitled "Publications," the Grantee shall also provide two copies of such publications and lists to A.I.D., PPC/DCIE/DI, Washington, D.C. 20523-1802.

H. RESOLUTION OF CONFLICTS

Conflicts between any of the Attachments of this Grant shall be resolved by applying the following descending order of precedence:

- Attachment 1 - Schedule
- Attachment 3 - Standard Provisions
- Attachment 2 - Program Description

I. STANDARD PROVISIONS

The Standard Provisions set forth as Attachment 3 of this Grant consist of the following Standard Provisions denoted by an "X" which are attached hereto and made a part of this Grant:

I.1. Mandatory Standard Provisions For U.S., Nongovernmental Grantees

- (X) Allowable Costs (November 1985)
- (X) Accounting, Audit, and Records (September 1990)
- (X) Refunds (September 1990)
- (X) Revision of Grant Budget (November 1985)
- (X) Termination and Suspension (May 1986)
- (X) Disputes (November 1989)
- (X) Ineligible Countries (May 1986)
- (X) Debarment, Suspension, and Other Responsibility Matters (March 1989)
- (X) Nondiscrimination (May 1986)
- (X) U.S. Officials Not to Benefit (November 1985)
- (X) Nonliability (November 1985)
- (X) Amendment (November 1985)
- (X) Notices (November 1985)

**I.2. Additional Standard Provisions For U.S.,
Nongovernmental Grantees**

- () Payment - Letter of Credit (November 1985)
- () Payment - Periodic Advance (January 1988)
- (X) Payment - Cost Reimbursement (November 1985)
- (X) Air Travel and Transportation (November 1985)
- (X) Ocean Shipment of Goods (May 1986)
- (X) Procurement of Goods and Services (November 1985)
- (X) AID Eligibility Rules for Goods and Services (November 1985)
- (X) Subagreements (November 1985)
- () Local Cost Financing (November 1988)
- () Patent Rights (November 1985)
- (X) Publications (November 1985)
- () Negotiated Indirect Cost Rates - Predetermined (May 1986)
- () Negotiated Indirect Cost Rates - Provisional (May 1986)
- (X) Regulations Governing Employees (November 1985)
- () Participant Training (May 1986)
- () Voluntary Population Planning (August 1986)
- () Protection of the Individual as a Research Subject (November 1985)
- () Care of Laboratory Animals (November 1985)
- () Government Furnished Excess Personal Property (November 1985)
- () Title To and Use of Property (Grantee Title) (November 1985)
- (X) Title To and Care of Property (U.S. Government Title) (November 1985)
- () Title To and Care of Property (Cooperating Country Title) (November 1985)
- (X) Cost Sharing (Matching) (November 1985)
- () Use of Pouch Facilities (November 1985)
- (X) Conversion of United States Dollars to Local Currency (November 1985)

I.3. The following nine-digit zip codes are applicable in lieu of the five-digit zip codes shown in the corresponding standard provisions:

Mandatory Standard Provisions

Notices 20523-0051

Additional Standard Provisions

Ocean Shipment of Goods 20523-1419
Procurement of Goods and Services 20523-1414
Negotiated Indirect Cost Rates-Predetermined
First Address 20523-0060
Second Address 20523-1417

J. COST SHARING AND OTHER CONTRIBUTIONS

J.1. The Grantee agrees to expend an amount not less than (a) the amount shown in the budget of this Grant for financing by the Recipient and/or others from non-federal funds (see Sections D and/or H), and (b) the amount shown in the budget of this Grant for financing by the Recipient and/or others from other federal funds.

J.2. The Standard Provision of this Grant entitled "Cost Sharing (Matching)" makes reference to project costs. "Project Costs" are defined in Attachment E of OMB Circular A-110 as all allowable costs (as set forth in the applicable cost principles [see the Standard Provision of this Grant entitled "Allowable Costs"]) incurred by a Grantee and the value of in-kind contributions made by the Grantee or third parties in accomplishing the objectives of this Grant during the program period.

J.3. The restrictions on the use of A.I.D. funds provided hereunder, as set forth in this Grant, do not apply to cost-sharing (matching) or other contributions unless such restrictions are stated in the applicable federal cost principles and/or imposed by the source of such cost-sharing (matching) funds or other contributions.

END OF THE SCHEDULE

PROGRAM DESCRIPTION

The Grantee's proposal entitled "A Proposal to Strengthen the Republic of Armenia's Logistics Capabilities in Response to the "Winter Crisis" of 1992/93" is hereby incorporated by reference as the Program Description (Attachment 2) and is made a part of this Grant.

ATTACHMENT 3

STANDARD PROVISIONS

Note: Only those Standard Provisions indicated in Section I of this Grant apply to this Grant.

ARMENIAN ASSEMBLY OF AMERICA RELIEF FUND, INC.

122 C STREET, NW
SUITE 350
WASHINGTON, DC 20001

(202) 393-3434
FAX (202) 638-4904

A PROPOSAL TO STRENGTHEN THE REPUBLIC OF ARMENIA'S
LOGISTICS CAPABILITIES IN RESPONSE TO THE "WINTER CRISIS" OF
1992/93

SUBMITTED TO:

MR. MALCOLM BUTLER
DIRECTOR, NIS TASK FORCE
US AID
320 21ST STREET, NW
ROOM 5318
WASHINGTON, DC 20523

**A PROPOSAL TO EVALUATE THE STEPS NECESSARY TO STRENGTHEN THE
REPUBLIC OF ARMENIA'S LOGISTICS CAPABILITIES**

Background

Reports by US AID personnel and by representatives of UNHCR and the UN have established that there is a state of crisis in Armenia. There are severe shortages of food, clothing, heat, energy, and medical supplies. US AID and UNHCR have predicted that many thousands of persons may not survive the winter. Armenia is, in fact, in the beginning stages of famine. President Ter Petrossian has declared a national state of disaster and has issued an emergency appeal for massive international assistance.

The Armenian Assembly of America is submitting this proposal to US AID to enable our organization to fulfill the request of the Republic of Armenia to strengthen its ability to distribute and account for governmental and non-governmental humanitarian assistance. In conjunction with the UN High Commission on Refugees, the International Red Cross, American Red Cross, I.O.M., and other established entities, the Armenian Assembly will serve as the support facilitator and coordinator to aid those at highest risk.

See attached letters from President Ter Petrossian, State Minister Kevork Vartanian, and State Refugee Chairman Vladimir Movsessian appointing and confirming the Armenian Assembly as in-country NGO/PVO coordinator.

Logistics Program

The primary role of the Assembly is to empower and enable both the Armenian government and western agencies to deal with the winter crisis. One step in furtherance of this role is to create a logistics data base upon which all governments and NGOs/PVOs can rely, as well as an enhanced logistics operation center to manage the receipt and allocation of humanitarian assistance.

This proposal calls for the necessary steps to set up a national operation center, with regional capabilities as needed. This is an intensive, short term project of no more than four weeks to accomplish the following goals:

- o Identify and evaluate in country facilities for receiving, storing, and distributing humanitarian assistance.

- o Create a plan to consolidate existing logistics teams.
- o Identify and evaluate procedures to secure and account for humanitarian assistance.
- o Outline an emergency logistics cell consisting of at least the positions listed below (may be expanded as necessary as determined by conditions in the field):
- o Identify logistics deficiencies which must be resolved in order to manage effectively the receipt and distribution of humanitarian assistance.

BRIEFING

There will be a minimum weekly schedule of briefing meetings between the logistics team and US AID officials in Yerevan. In addition, US AID officials are welcome to participate in any of the meetings and site visits necessary to complete the proposed scope of work.

A final report will be submitted within 30 days of return from Armenia covering logistical deficits found, proposed remedial action, and the embryonic logistical system put in place during the term of the grant. It should be understood that the logistical system in place will require augmenting by IOM and possibly others in order to be fully functional.

ESSENTIAL PROFESSIONAL LOGISTICS PERSONNEL

The following specialists are necessary to accomplish the goals identified above. It is hoped and assumed that one representative from IOM will serve on the team. This will enhance coordination and cooperation between IOM and the Assembly.

- Airport Logistics/Management - Air cargo management skills to plan for receipt and security of incoming humanitarian supplies and equipment.
- General Logistician W/Computer Skills - A manager skilled in the nuances of logistics administration that includes documentation (accountability) expertise.
- Warehouse Management - Someone skilled in establishing a system to receive, inventory, store, recover and ship humanitarian assistance to end users.
- Medical Service Technician - A professional skilled in the safeguarding and accounting of medical supplies and equipment.
- Communications - A skilled communication technician who can design a system to link the central and regional

logistics cells to constantly monitor the status of assistance from point of receipt to end user.

- Transportation - A traffic manager who can develop a transportation system which will maximize the impact of scarce available assets.

Plan of Action

With US AID's concurrence, the team will be assembled for travel to Yerevan on 1/12 and/or 1/19. Prior to the team's arrival, relevant Armenian government officials and NGO staff will be briefed on the grant and a round of meetings will be scheduled for the first week of the grant. During the first round of meetings, all prior assessments will be secured and the team's requests for data and other support will be presented. The team will meet each morning to report on progress and to modify the plan of action as needed. The daily plan of action will be transmitted to the Assembly's Washington office.