



U.S. AGENCY FOR
INTERNATIONAL
DEVELOPMENT

AUG 31 1993

Rev. James M. Moynihan
Associate Secretary General
Catholic Near East Welfare Association (CNEWA)
1011 First Avenue
New York, NY 10022-4195

Subject: Grant No. HNE-0360-G-00-3078-00

Dear Rev. Moynihan:

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 grants to the Catholic Near East Welfare Association, (hereinafter referred to as "CNEWA" or "Grantee"), the sum of \$1,499,846 to provide support for a program to carry out relief and resettlement activities in Lebanon over a two year period as described in the "Schedule" of this grant, and the Attachment 2, entitled "Program Description".

This grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period beginning with the date of the Grant Officer's signature and ending September 30, 1995.

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

Please sign the original and each copy of this letter to acknowledge your receipt of the grant, and return the original and all but one copy to the Grant Officer.

Sincerely,



Timothy T. Beans
Grant Officer
OP/B/HNE Branch
Office of Procurement

Encl: Attachment 1. Schedule
Attachment 2. Program Description
~~Attachment 3. Mandatory and Optional Standard Provisions~~

ACKNOWLEDGED:

Catholic Near East Association

BY: James M. Moynihan

TYPED NAME: Rev. Msgr. James M. Moynihan

TITLE: Associate Secretary General

DATE: September 17, 1993

FISCAL DATA

Negotiator : FAD
Project Office : NE/ME
Project Officer : Bert Porter
Voucher Paying Office : FM/CMP/DCB
CEC No. : 07-871-438D
EIN No. : 13-1623929
Funding Source: :AID/W:NE/ME

| <u>"PIQ/T No.</u> | <u>Appropriation</u> | <u>Allotment No.</u> | <u>BudgetPlanCode</u> | <u>ObligatedAmt</u> |
|------------------------|----------------------|----------------------|-----------------------|---------------------|
| 2680360-3-3632254 | 72-1131021.1 | 34163268016931 | NDVA9333268IG15 | \$ 750,000 |
| 2680360-3-3632266 | 72-113/41037 | 37063268016931 | NES39333268IG15 | \$ 330,000 |
| 2680360-3-3632267 | 72-1131021.1 | 34163268016931 | NDVA9333268IG15 | \$ 169,828 |
| 2680342-3-3632268 | 72-112/31037 | 27063268016931 | NES29333268IG15 | \$ 50,534 |
| Total Obligated Amount | | | | \$1,300,362 |

Total Estimated Grant Agreement Amount \$1,499,846

Unobligated Balance \$199,484"

2

SCHEDULE

A. Purpose of Grant

1. The purpose of this Grant between the U.S. Agency for International Development (hereinafter referred to as A.I.D.) and the Catholic Near East Association (hereinafter referred to as CNEWA) is to support CNEWA in its program to carry out relief and resettlement activities in Lebanon over a two year period, as more fully described in Attachment 2, "Program Description" consisting of CNEWA's original Proposal dated March 26, 1993, as further clarified in CNEWA's letter and enclosures dated July 14, 1993, and CNEWA letter dated August 19, 1993, all of which are hereby incorporated by reference.

B. Period of Grant

1. The effective date of this Grant is the date of the Grant Officer's signature. The estimated completion date of this Grant is September 30, 1995.
2. Funds obligated hereunder are available for program expenditures for the estimated period starting with the date of the Grant Officer's signature and ending on May 31, 1995.

C. Amount of Grant and Payment

1. The total estimated amount of this Grant for the period shown in B.1. above is \$1,499,846.00.
2. AID hereby obligates the amount of \$1,300,362.00 for program expenditures during the period set forth in B.2. above and as shown in the Financial Plan below.
3. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3, Optional Standard Provision No. 2, entitled "PAYMENT - LETTER OF CREDIT".
4. Additional funds up to the total amount of the grant shown in C.1 above may be obligated by A.I.D. subject to the availability of funds, and to the requirements of the Standard Provision of the Grant, entitled "Revision of Financial Plans".

D. Financial Plan

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

| <u>Cost Element</u> | September 1993 - September 1995 | |
|---------------------------|---------------------------------|----------------------------|
| | <u>AID Funds</u> | <u>Other Non-Fed Funds</u> |
| 1. Housing Reconstruction | \$ 0 | \$ 750,000 |
| 2. Village Infrastructure | \$1,200,000 | \$ 50,000 |
| 3. Family Support | \$ 0 | \$ 100,000 |
| 4. Productive Activities | \$ 125,000 | \$ 0 |
| 5. Audit | \$ 6,400 | \$ 3,500 |
| 6. Evaluation | \$ 4,800 | \$ 2,700 |
| 7. Project Operations | \$ 65,525 | \$ 23,752 |
| Subtotal | \$1,401,725 | \$ 930,052 |
| 8. Indirect Costs | \$ 98,121 | \$ 65,103 |
| Total Agreement Amount | \$1,499,846 | |

E. Monitoring, Reporting and Evaluation1. Semi-Annual and Annual Reports

Grantee should submit one Semi-annual and one Annual Report each year. To approximate the AID fiscal year (beginning October 1 each year), reports should be submitted as follows:

- Semi-Annual Report -- April 30, covering the period October 1 to March 31; and
- Annual Report -- October 31, covering the period October 1 to September 30.

The Grantee should submit to the Project Officer Semi-annual and Annual Progress Reports which briefly present the following information (5 to 10 pages in length):

- A comparison of actual accomplishments with the targets established for the period.
- Reasons why established targets were not met.
- Analysis and explanation of actual costs versus budgeted costs.

Following is a suggested format for the Semi-annual and Annual Reports.

Overview: A one page summary of major accomplishments, activities, etc. (as above).

Program Summary: A summary of planned versus actual accomplishments in each of the program areas. Where goals were not met, an explanation should be provided, including an indication of what follow-up steps are being implemented.

If there have been any changes made in the workplan for the remaining period of the grant, these should also be presented and discussed in this section.

Management Summary: This section would present activities and events related the management of the AID Grant, for example a brief summary of any trips made.

Budget Review:

Costs should be provided, itemized to conform to the budget presented in the Grant Agreement. Actual costs should be compared with budget projections for each line item. Illustrative examples:

- Salaries and fringe benefits (Names with % of time funded);
- Travel and Per Diem expenses (List trips/individuals w/destinations, show transportation/tickets, per diem, and "other," if any, separately);
- Supplies, Communications, Printing (identify major purchases/publications, noting source and origin);
- Meeting expenses (list those meetings which are not covered under specific program sub-grants);
- Professional fees (list those individuals not covered under specific program sub-grants);
- ADP support (identify contracts, etc.);
- Sub-grants or Program Activities (should be quantified if possible for example: the number of participants in a training seminar, workshop, or conference; the number of publications printed and distributed, etc.)

A summary of funding-to-date (both for the total life-of-project as well as the current year) should also be provided, identifying both AID and non-AID sources.

2. Ad Hoc Reports

Between the required progress reporting dates, events may occur that have significant impact upon the program. In such instances, the Grantee shall inform A.I.D. as soon as the following types of conditions become known:

- 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 units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any A.I.D. assistance needed to resolve the situation.
- Favorable developments or events that enable time schedules to be met sooner than anticipated, unexpected benefits, or more work units to be produced than originally projected.

3. Evaluation: Together with the Final Report described below, the Grantee is to provide NE/ME Project Officer, Bert Porter, or his designee, with an evaluation report.

4. Final Report: Required at expiration of the grant, incorporates all grant activities, internal evaluations, and final detailed financial statements.

5. Financial Reports: Grantee shall report in accordance with the reporting requirements provided in Attachment 3, Optional Standard Provision No. 2. PAYMENT - LETTER OF CREDIT.

F. Special Provisions

1. The following Standard Provisions are deleted as inapplicable to this Grant Agreement:

Optional Standard Provisions No: 3, 4, 13, 15, 17, 18, 19, 20, 22, 23, 24.

G. Title to Property

Title to property under this grant shall be vested in the Grantee in accordance with Attachment 3, Optional Standard Provision No. 21. TITLE TO AND USE OF PROPERTY (GRANTEE TITLE).

H. Authorized Geographic Code

The authorized geographic codes for procurement of goods and services under this grant are Code 000, the U.S. and Code 268, Lebanon.

ATTACHMENT 2: PROGRAM DESCRIPTION

The Program Description consists of the following documents which are hereby incorporated by reference in their entireties:

- a. CNEWA's original Proposal and enclosures thereto dated March 26, 1993;
- b. CNEWA's letter and enclosures dated July 14, 1993; and
- c. CNEWA letter dated August 19, 1993.

APPROVED
8/26/93

AGENCY FOR INTERNATIONAL DEVELOPMENT
PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES (PIO/T)*

| | | |
|---|---|--|
| 1. Cooperating Country Lebanon | 2. PIO/T No. 268-0342-3-3632268 | 3. PIO/T Amend No. Original |
| 4. Project/Activity No. and Title. Relief & Resettlement of Needy Displaced Families in Lebanon (CNEWA) | 5. Appropriation Symbol(s) 72-112/31037 | 6. Budget Plan Code(s) (FY 92 carryover ESF) ES2-93-33268-IG-15 (270-63-268-01-69-31) |
| 7. Pro Ag No. or Project Authorization Date April 28, 1993 | 8. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document | |
| 9. Project Assistance Completion Date (Month, Day, Year) 9/30/96 | 10. Authorized Agent FA/OP/B/HNE | |

| | |
|--|--|
| 11. Type of Action and Governing A.I.D. Handbook [B] A. A.I.D. Contract (HB14) C. PASA/RSSA (HB 12) B. A.I.D. Grant or Cooperative Agreement (HB 13) D. Other | 12. Contract/Grant/Cooperative Agreement/ Reference Number (if this PIO/T 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 | | \$50,534 | 0 | \$50,534 |
| B. U.S.-Owned Local Currency | 0 | 0 | 0 | 0 |

14. Mission References NONE

15. Instructions to Authorized Agent: FA/OP is requested to negotiate a grant amendment with the Catholic Near East Welfare Association (CNEWA) to provide a total of \$1,500,000 over two years. This \$50,534 will be added to the original \$750,000 and the earlier tranche of \$330,000 (PIO/T 363-2266) and \$169,828 (PIO/T 2267) to carry out the resettlement activities described in the proposal "Relief and Resettlement of Needy Displaced Families in Lebanon." CNEWA's proposal was competitively selected.

In response to recent developments, Attachment A provides an agreement by CNEWA to modify the geographical area and nature of work of the original proposal. The NE Bureau concurs in this request. Copies of the CNEWA proposal and the project authorization were provided with the original PIO/T for \$750,000.

J. Bellamy
8/26/93

16. Address of Voucher Paying Office FA/FM/CGLC/DC, Room 701 SA-2, AID, Washington, D.C. 20523

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: H.W. Rortner, NE/ME Date: 8/19/93 Phone No: 202/663-2620

B. The statement of work or program description lies within the purview of the initiating office and approved agency programs.
Signature: F. Wachner, NE/ME Date: 8/20/93 C. Signature: C. Bellamy, NE/DR/MENA (DRA) Date: 8/19/93

D. Funds for the services requested are available
Signature: J. Rudasill-Bey, NE/DP Date: 8/25/93 E. J. Slattery, NE/ME Date: Signature: Z. Hahn, NE/DR/MENA Date: 8/20/93

18. For the Cooperating Country: The terms and conditions set forth herein are hereby agreed to:

Signature: N/A Title: Date:

19. For the Agency for International Development:
Signature: Satish Shah Title: Director, NE/DR Date: 8/25/93

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.

PIO/T No.
268-0360

20. Special Provisions

A. Language Requirements (specify) (Include funds in budget for testing, as required.)
N/A

B. Access to classified information will will not be required by technical specialists. (Indicate level)

C. Duty post(s) and duration of technical specialist(s) services at post(s) (months):
N/A

D. Dependents' travel and support will will not be funded by A.I.D.

E. Geographic code applicable to procurement under this PIO/T is: (If other than authorized in Project Authorization, attach waiver(s))
 1. 000 3. 935 5. Other (specify) Local (Lebanon)
 2. 899 4. 941

F. Salary approval(s) to exceed [FS] 1. attached 2. in process 3. N/A

G. Cooperating country acceptance of this project:
 1. has been obtained 2. is in process
 3. is not applicable to services required by PIO/T

H. Justification for use of external resources for advisory and assistance services is:
 1. attached 2. N/A

I. clearance for procurement of ADP equipment, software, and services is:
 1. attached 2. in process 3. N/A

J. OMB approval of any report to be completed by ten or more members of the general public under the statement of work is:
 1. attached 2. in process 3. N/A

K. Participant Training is is not being funded as part of this PIO/T.
(If so, attach Budget Estimate Worksheet, Form AID 1382-10)

L. Requirement (contracts only) is recommended for:
 1. small-business set-aside 2. SBA 8(a) program
 3. disadvantaged-enterprise set-aside 4. No recommendation

M. Other (specify)

| 21. Provisions for Logistic Support | IN KIND SUPPLIED BY | | FROM LOCAL CURRENCY SUPPLIED BY | | TO BE PROVIDED OR ARRANGED BY SUPPLIER | N/A |
|--|---------------------|---------------------|---------------------------------|---------------------|--|-----|
| | A.I.D. | COOPERATING COUNTRY | A.I.D. | COOPERATING COUNTRY | | |
| A. Specific Items (Insert "X" in applicable column at right. If entry needs qualification, insert asterisk and explain in C. "Comments") | | | | | | |
| (1) Office Space | | | | | X | |
| (2) Office Equipment | | | | | X | |
| (3) Housing and Utilities | | | | | | X |
| (4) Furniture | | | | | | X |
| (5) Household Appliances (Stoves,Refrig., etc.) | | | | | | X |
| (6) Transportation in Cooperating Country | | | | | X | |
| (7) Transportation To and From Country | | | | | X | |
| (8) Interpreter Services/Secretarial | | | | | X | |
| (9) Medical Facilities (Health Room) | | | | | | X |
| (10) Vehicles (official) | | | | | | X |
| (11) Travel Arrangements/Tickets | | | | | X | |
| (12) Nightwatchman for Living Quarters | | | | | | X |
| (13) | | | | | | |
| (14) | | | | | | |
| (15) | | | | | | |
| (16) | | | | | | |

B. Additional Facilities Available From Other Sources:
 1. Diplomatic Pouch 2. PX 3. Commissary
 4. Other (specify, e.g., duty free entry, tax exemptions)None

C. Comments:

PIO/T No.
268-0360

22. Relationship of Contractor, Recipient, or Participating Agency to Cooperating Country and to A.I.D.

A. Relationships and Responsibilities:

B. Cooperating Country Liaison Officials:

C. A.I.D. Liaison Officials: NE/ME, Jack Slattery
Room 102 - SA-2
Washington, D.C. 20523
Tel: 202/263-2620

23. Background Information (additional information useful to authorized agent)

24. Summary of attachments that accompany the PIO/T (check applicable boxes)

- A. Detailed budget estimate in support of increased funding (Block 13)
- B. Evaluation criteria for competitive procurement
- C. Justification for procurement by other than full and open competition or noncompetitive assistance
- D. Statement of work or program description - Copy of CNEWA proposal provided with original PIO/T.
- E. Waiver(s), justification(s), clearance(s), certification(s), approval(s) (specify number)

25. Distribution of PIO/T NE/ME, NE/DP, NE/DR/MENA

AUG 19 1993 15:18 FROM CNEWA

TO

912026632643 P.02
Lebanon 0360-04
CNEWA

Catholic Near East Welfare Association a papal agency for humanitarian and pastoral support 1011 First Avenue, New York, New York 10022-4195 - 212/826-1480

ATTACHMENT A

19 August 1993

Mr. Timothy Beans
Chief, OP/HNE Branch
Office of Procurement
U.S. Agency for International Development
320 21st Street, N.W.
Washington, D.C. 20523

Dear Mr. Beans,

I write with reference to the grant proposal submitted by the Catholic Near East Welfare Association entitled, Relief and Resettlement of Needy Displaced Families in Lebanon.

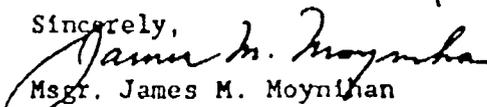
In addition to the re-establishment of multi-confessional communities in their traditional home, in the geographical areas described in our proposal, this agency wishes to express its concern for the plight of the victims of the recent incidents in the south. To that end, we are proposed to extend our program outlined in that proposal as follows:

- a. we are willing to modify the geographical area mentioned in our original proposal to include also the area in the south of Lebanon.
- b. we are willing to modify the nature of the work mentioned in our original proposal to include:
 1. shelter repair
 2. provision of live-stock
 3. repair of greenhouses

This modification will not require any budgetary changes or new line items. I trust that it will prove quite acceptable to U.S.A.I.D..

You should also be aware of the fact that this agency is actively preparing a special private fund drive in which we intend to appeal to a large segment of the Lebanese and Arab American community, asking for their financial help in support of their relatives, friends, and neighbors back in Lebanon.

With every good wish, I am

Sincerely,

Msgr. James M. Moynihan
Associate Secretary General

JMM:dr

AUG-19-1993 15:19 FROM CNEWA

TO

912026632643 P.03

Copy to

Mr. Bert Porter, Lebanon Desk Officer
Mr. John Slattery, A.I.D. Officer in Beirut
Mr. Issam Bishara, Director, PMP Office-Beirut

APPROVED
 87MO 7/30/93

AGENCY FOR INTERNATIONAL DEVELOPMENT
 PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES (PIO/T)*

| | | |
|--|--|--------------------------------|
| 1. Cooperating Country Lebanon | 2. PIO/T No. See Block 15 | 3. PIO/T Amend No. Original |
| 4. Project/Activity No. and Title: Lebanon Relief & Redevelopment Proj (268-0360.04) Relief & Resettlement of Needy Displaced Families in Lebanon (CNEWA) | 5. Appropriation Symbol(s) See Block 15 | |
| | 6. Budget Plan Code(s) See Block 15 | |
| 7. Pro Ag No. or Project Authorization Date April 28, 1993 | 8. Obligation Status [X] Administrative Reservation [] Implementing Document | |
| 9. Project Assistance Completion Date (Month, Day, Year) 9/30/96 | 10. Authorized Agent FA/OP/B/HNE | |
| 11. Type of Action and Governing A.I.D. Handbook [B] A. A.I.D. Contract (HB14) C. PASA/RSSA (HB 12) B. A.I.D. Grant or Cooperative Agreement (HB 13) D. Other | 12. Contract/Grant/Cooperative Agreement/ Reference Number (if this PIO/T 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 | | 499,828 | 0 | 499,828 |
| B. U.S.-Owned Local Currency | 0 | 0 | 0 | 0 |

14. Mission References None

15. Instructions to Authorized Agent: FA/OP is requested to negotiate a grant amendment with the Catholic Near East Welfare Association (CNEWA) to provide a total of \$1,500,000 over two years (this \$750,000 will be added to the original \$750,000) to carry out the resettlement activities described in the proposal "Relief and Resettlement of Needy Displaced Families in Lebanon." CNEWA's proposal was competitively selected. The CM for this project expired on April 20, 1993. The project authorization for the Lebanon Relief and Redevelopment Project (268-0360) was approved by the Acting Assistant Administrator, Near East, April 28, 1993. Attachment A provides a proposed budget. Copies of the CNEWA proposal and the project authorization were provided with the original PIO/T. This PIO/T is in conjunction with PIO/T # 3632254

| | |
|---|---------|
| 268-0360-3-3632266 - 72-113/41037 - NES3-93-33268-IG-15 (370-63-268-01-69-31) | 330,000 |
| 268-0360-3-3632267 - 72-1131021.1 - NDVA-93-33268-IG-15 (341-63-268-01-69-31) | 169,828 |

16. Address of Voucher Paying Office FA/FM/CGLC/DC, Room 701 SA-2, AID, Washington, D.C. 20523

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: H.W. Porter, NE/ME Date: 6/29/93 Phone No: 202/663-2620

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

Signature: J. Rudasill-Bey, NE/DP Date: 6-30-93

C. Signature: C. Bellamy, NE/DR/MENA Date: 6/30/93

D. Funds for the services requested are available

Signature: Janet Rudasill-Bey, NE/DP Date: 7/30/93

E. Signature: H. Patrick, NE/DR/MENA Date: 6/30/93

18. For the Cooperating Country: The terms and conditions set forth herein are hereby agreed to:

Signature: N/A Title: Date:

19. For the Agency for International Development:

Signature: Marcus Winter Title: A-Director, NE/DR Date: 7/30/93

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 DISCLOSURER 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.

Attachment A

RELIEF AND RESETTLEMENT OF NEEDY DISPLACED FAMILIES IN LEBANON
Catholic Near East Welfare Association (CNEWS)

Life of Project Budget - A.I.D. Funded

| <u>Major Line Items</u> | <u>FY 93</u> | <u>FY 94</u> | <u>LOP</u> |
|--|---------------------|------------------|--------------------|
| Village Infrastructure | \$625,000 | \$625,000 | \$1,250,000 |
| Productive Activities (Est. \$50,000 for 25 villages) | \$62,500 | \$62,500 | \$125,000 |
| Audit | \$1,920 | \$1,920 | \$3,840 |
| Evaluation | \$2,400 | \$2,400 | \$4,800 |
| Project Operations (Incl. portion of Proj. Coordinator, Field Staff, Finance Staff, Travel, Communications, Office Machine maintenance, and Office Overhead) | \$31,700 | \$31,725 | \$63,425 |
| Sub-Total Direct Costs | <u>\$723,520</u> | <u>\$723,545</u> | <u>\$1,447,065</u> |
| Indirect Overhead | \$26,480 | \$26,455 | \$52,935 |
| Total | ** <u>\$750,000</u> | <u>\$750,000</u> | <u>\$1,500,000</u> |

** Balance will be made available when received from OMB.

NE/ME, April 29, 1993 (PIOBUDGT.LEB)

PIO/T No.
268-0360

20. Special Provisions

A. Language Requirements (specify) (Include funds in budget for testing, as required.)
N/A

B. Access to classified information will will not be required by technical specialists. (Indicate level)

C. Duty post(s) and duration of technical specialist(s) services at post(s) (months):
N/A

D. Dependents' travel and support will will not be funded by A.I.D.

E. Geographic code applicable to procurement under this PIO/T is: (If other than authorized in Project Authorization, attach waiver(s))
 1. 000 3. 935 5. Other (specify) Local (Lebanon)
 2. 899 4. 941

F. Salary approval(s) to exceed FS-1 salary ceiling are:
 1. attached 2. in process 3. N/A

G. Cooperating country acceptance of this project:
 1. has been obtained 2. is in process
 3. is not applicable to services required by PIO/T

H. Justification for use of external resources for advisory and assistance services is:
 1. attached 2. N/A

I. clearance for procurement of ADP equipment, software, and services is:
 1. attached 2. in process 3. N/A

J. OMB approval of any report to be completed by ten or more members of the general public under the statement of work is:
 1. attached 2. in process 3. N/A

K. Participant Training is is not being funded as part of this PIO/T.
(If so, attach Budget Estimate Worksheet, Form AID 1382-10)

L. Requirement (contracts only) is recommended for:
 1. small-business set-aside 2. SBA 8(a) program
 3. disadvantaged-enterprise set-aside 4. No recommendation

M. Other (specify)

| 21. Provisions for Logistic Support | IN KIND SUPPLIED BY | | FROM LOCAL CURRENCY SUPPLIED BY | | TO BE PROVIDED OR ARRANGED BY SUPPLIER | N/A |
|--|---------------------|---------------------|---------------------------------|---------------------|--|-----|
| | A.I.D. | COOPERATING COUNTRY | A.I.D. | COOPERATING COUNTRY | | |
| A. Specific Items (Insert "X" in applicable column at right. If entry needs qualification, insert asterisk and explain in C. "Comments") | | | | | | |
| (1) Office Space | | | | | X | |
| (2) Office Equipment | | | | | X | |
| (3) Housing and Utilities | | | | | | X |
| (4) Furniture | | | | | | X |
| (5) Household Appliances (Stoves,Refrig., etc.) | | | | | | X |
| (6) Transportation in Cooperating Country | | | | | X | |
| (7) Transportation To and From Country | | | | | X | |
| (8) Interpreter Services/Secretarial | | | | | X | |
| (9) Medical Facilities (Health Room) | | | | | | X |
| (10) Vehicles (official) | | | | | | X |
| (11) Travel Arrangements/Tickets | | | | | X | |
| (12) Nightwatchman for Living Quarters | | | | | | X |
| (13) | | | | | | |
| (14) | | | | | | |
| (15) | | | | | | |
| (16) | | | | | | |

B. Additional Facilities Available From Other Sources:
 1. Diplomatic Pouch 2. PX 3. Commissary
 4. Other (specify, e.g., duty free entry, tax exemptions)None

C. Comments:

PIO/T No.
268-0360

22. Relationship of Contractor, Recipient, or Participating Agency to Cooperating Country and to A.I.D.

A. Relationships and Responsibilities:

B. Cooperating Country Liaison Officials:

C. A.I.D. Liaison Officials: NE/ME, Marx Sterne
Room 102 - SA-2
Washington, D.C. 20523
Tel: 202/263-2620

23. Background Information (additional information useful to authorized agent)

24. Summary of attachments that accompany the PIO/T (check applicable boxes)

- A. Detailed budget estimate in support of increased funding (Block 13)
- B. Evaluation criteria for competitive procurement
- C. Justification for procurement by other than full and open competition or noncompetitive assistance
- D. Statement of work or program description - Copy of CNEWA Proposal
- E. Waiver(s), justification(s), clearance(s), certification(s), approval(s) (specify number)
- F. Program Performance Reporting Guidelines - Lebanon Relief and Redevelopment

25. Distribution of PIO/T NE/ME, NE/DP, NE/DR/MENA

Attachment A

RELIEF AND RESETTLEMENT OF NEEDY DISPLACED FAMILIES IN LEBANON
Catholic Near East Welfare Association (CNEWS)

Life of Project Budget - A.I.D. Funded

| <u>Major Line Items</u> | <u>FY 93</u> | <u>FY 94</u> | <u>LOP</u> |
|--|------------------|------------------|--------------------|
| Village Infrastructure | \$625,000 | \$625,000 | \$1,250,000 |
| Productive Activities (Est. \$50,000 for 25 villages) | \$62,500 | \$62,500 | \$125,000 |
| Audit | \$1,920 | \$1,920 | \$3,840 |
| Evaluation | \$2,400 | \$2,400 | \$4,800 |
| Project Operations (Incl. portion of Proj. Coordinator, Field Staff, Finance Staff, Travel, Communications, Office Machine maintenance, and Office Overhead) | \$31,700 | \$31,725 | \$63,425 |
| Sub-Total Direct Costs | <u>\$723,520</u> | <u>\$723,545</u> | <u>\$1,447,065</u> |
| Indirect Overhead | \$26,480 | \$26,455 | \$52,935 |
| Total | <u>\$750,000</u> | <u>\$750,000</u> | <u>\$1,500,000</u> |

NE/ME, April 29, 1993 (PIOBUDGT.LEB)

ATTACHMENT D

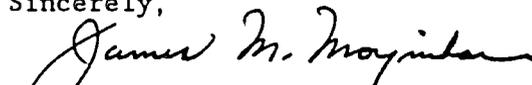
26 March 1993

Mr. Tim Beans
Agency for International Development
Office of Procurement
Overseas Division
HNE Branch, Room 1511, SA-14
Washington, D.C. 20523-1424

Dear Mr. Beans,

Enclosed please find an original and ten copies of a project proposal and appendices submitted by Catholic Near East Welfare Association pursuant to Lebanon Relief and Redevelopment Project #268-0360. The document, Relief and Resettlement of Needy Displaced Families in Lebanon, describes the proposed project in detail and requests a grant of \$1,546,200 from A.I.D..

Sincerely,



Rev. James M. Moynihan, J.C.D.
Associate Secretary General

JMM:dr

Enclosure

**RELIEF AND RESETTLEMENT OF NEEDY
DISPLACED FAMILIES IN LEBANON**
submitted by
CATHOLIC NEAR EAST WELFARE ASSOCIATION

Part A. Summary

This project requests an A.I.D. grant to the Catholic Near East Welfare Association (CNEWA) for humanitarian relief and resettlement assistance to needy families internally displaced in Lebanon. CNEWA, acting in cooperation with the Beirut Office of its partner organization, the Pontifical Mission for Palestine (PMP), has supported a range of programs for the displaced, including emergency assistance, housing reconstruction, rehabilitation of village infrastructure and promotion of productive activities.

It is now proposed to expand and focus these activities in response to the new priority and leadership being accorded by the Government of Lebanon to the return of the displaced to their traditional homes. Achievement of project goals will contribute to national reconstruction, help rebuild a sense of community and strengthen the capacity to live together peacefully in a multi-confessional society.

The project will assist 500 families, comprising an estimated 2,500 persons, to reoccupy their homes in 25 villages and will restore community infrastructure in those villages. A total project cost of \$2,486,400 is foreseen, of which \$1,546,200 is requested from A.I.D. and \$940,100 will be provided by CNEWA from its private resources.

PMP staff will make reconnaissance visits to villages on lists issued from time to time by the Ministry for the Affairs of the Displaced, and final selections for project operations will be based on multi-confessional population, status of the reconciliation process, adequate security, freedom of access by PMP and A.I.D. personnel, and PMP's financial ability to meet needs. Families applying for resettlement assistance will be screened to confirm a genuine desire to return, extent of need for assistance, legal rights to property, and prospects for achieving self-sufficiency. Assistance, which may include temporary financial support, housing repair, rehabilitation of village infrastructure, and help in resuming gainful activities, will be individually tailored at a minimum level needed to assure durable resettlement.

CNEWA/PMP contact persons for the proposed grant are:

Rev. James M. Moynihan, Associate Secretary General
or
Richard M. Cashin, Consultant
Catholic Near East Welfare Association

Telephone: (212) 826-1480
Fax: (212) 838-1344

Part B. The Proposed Project

1. **Rationale:** The Ministry for the Affairs of the Displaced of the Government of Lebanon estimates that 800,000 persons were displaced from their homes during the sixteen years of internal strife. Of this number 450,000 persons, comprising 90,000 families, are still considered displaced. Of the 90,000 families the Ministry estimates that 20,000 are financially self-sufficient and able to return to their homes without assistance if they so desire whenever political and security conditions permit. Of the remaining 70,000, it is estimated that 40,000 families are living in distressed circumstances and constitute a priority group for resettlement.

The Ministry points out that not all the displaced left their homes because of hostilities; many did so by reason of lack of economic opportunities and access to social programs, particularly educational opportunities, in rural areas. They stress the importance in this connection of redressing the urban bias in Government of Lebanon policies which contributed not only to rural-urban migration but to the social and political tensions which led to the hostilities.

Early in 1992 the Government of Lebanon undertook a survey of the displaced population to establish a factual framework for policy and program planning. The survey included demographic aspects of the problem, housing, legal complexities and a sampling of the views of the displaced as to what would be needed to facilitate their return to their original homes. In July, 1992 the Council of Ministers approved establishment of the State Ministry for the Affairs of the Displaced, and Prime Minister Hariri, on taking office in October, 1992, appointed Walid Jumblatt as Minister. Prime Minister Hariri has identified the settling of the issue of internal Lebanese refugees as a priority element of his program.

Support for a project to assist and facilitate the return of needy displaced families to their original homes is responsive to the Near East Bureau's Lebanon Relief and Development Grant intended to provide humanitarian and/or redevelopment assistance to the Lebanese people. Sponsorship and participation in such a project, in coordination with the Government of Lebanon and other non-governmental agencies, is fully consistent with the mission and goals of CNEWA and PMP. These goals include response to urgent human needs regardless of religious belief; collaboration with international, national and local agencies and organizations sharing similar objectives; and promotion of fraternal relations with non-Christians through cooperation in works of human development, justice and peace.

This shared interest among the Government of Lebanon, the Agency for International Development, and CNEWA/PMP creates an enabling environment for fruitful and effective field operations. The climate of opinion in Lebanon permits guarded optimism that the Lebanese people are now ready to carry forward the process of healing and reconciliation in which the return of the displaced population is a key element.

It thus seems important to seize this opportunity promptly, to provide moral and material encouragement for the initial steps that have been taken, and to build momentum toward renewal of the sense of community and tolerance which served Lebanon well in the past.

2. **Project Goal and Purpose:** The long period of hostilities left Lebanon with much of its physical infrastructure damaged or in serious disrepair, a significant percentage of its population internally displaced, a weak and ineffective administration, and its economy and financial management in disarray. The situation calls for a comprehensive reconstruction effort covering the country's political system, its economy and infrastructure and its social fabric.

CNEWA proposes to undertake a project for the resettlement of approximately five hundred needy displaced families as a contribution to the overall reconstruction effort. The project will expand and focus a variety of activities undertaken in recent years by CNEWA/PMP using private resources. These activities have included assistance in the return of displaced families to their villages in the Keserwan/Metn, East Sidon and Jezzine areas, repair of village infrastructure and communal buildings, and rehabilitation of war-damaged housing.

Based on this experience the project will make available resources for a package of measures considered necessary for support of a resettlement program: rehabilitation of living quarters; temporary family support; reconstruction of village infrastructure and assistance in the resumption of gainful activities. Plans for use of these resources will be individually tailored for each community and for each family with the objective of achieving durable resettlement at minimum cost.

Selection of communities in which to work will be coordinated with the Ministry for the Affairs of the Displaced and with local authorities to assure political support for the detailed operations of the project, including access by PMP and A.I.D. staff, and with other international and national NGOs to encourage cooperation and avoid duplication. Groups of villages have been tentatively identified in the Baabda, Chouf, Upper Metn and Aley regions, and final selections will be made following further study. One essential criterion in the selection process is the multi-confessional character of the communities, providing assurance that benefits under the project accrue to more than one confessional group. Applicants for resettlement assistance will be screened in terms of need and prospects for achieving self-sufficiency, and maximum self-help effort will be asked of those chosen. Further criteria will apply to the scope and standards of work to be performed at village level. No assistance will be provided, for example, for purely cosmetic, non-structural refurbishing of housing accommodation.

3. **Project Elements**

- a) **Nature and Scope of Inputs:** Project inputs include assistance to the extent needed with repair of individually-owned housing to a level allowing re-occupation by the resettled family; procurement of basic household goods and temporary support with living expenses pending the resumption of income-earning activities; and reconstruction of village infrastructure, including water, sewage, and electricity systems and of communal facilities such as schools, health facilities, agricultural roads and retaining walls. In addition to these material inputs will be the efforts of the PMP staff, working in cooperation with national and local authorities and traditional leaders and with other NGOs, to foster a spirit of reconciliation and to create or re-establish community-level institutions to accept responsibility for operating and maintaining community facilities and programs.

- b) **Nature and Scope of Outputs:** Project outputs include (1) an estimated five hundred needy displaced families returned to their original villages and homes and re-established there on a self-sufficient basis; (2) reconstruction of the water, sewage and electricity systems, community buildings and other village infrastructure of an estimated twenty five villages; (3) practical encouragement at both national and local levels for the process of national reconciliation on which Lebanon has embarked; and (4) a documented body of experience with assisted resettlement, indicating what worked well and what did not, summarizing lessons learned and pointing directions for future resettlement programs.
 - c) **Project Units and Activity Sites:** The specific activity sites where the project will operate have not yet been selected. Currently the priorities of the Ministry of the Affairs of the Displaced suggest initial emphasis on Druze-dominated areas where an estimated 175,000 persons, mainly Maronite and Greek Orthodox, left in 1983 following the withdrawal of Israeli forces. The Minister for the Affairs of the Displaced, Walid Jumblatt, is leader of the Druze community, and it appears that he is seeking to set an example under which his own community welcomes back those who fled a decade ago. PMP has tentatively identified groups of villages in the Baabda, Chouf, Upper Metn and Aley areas, but these are subject to further study and discussion with the parties concerned before final decisions are taken.
4. **Beneficiaries:** The direct beneficiaries of this project fall into two categories. First are the needy displaced families who will be assisted to return to their traditional homes and to resume gainful activity in their communities.

A second category of beneficiaries consists of the present inhabitants of communities selected for project operations who will benefit from investments made in village infrastructure and community facilities, and whose constructive participation in multi-confessional village institutions will be encouraged.

Indirect beneficiaries of the project include:

- a) The owners or vested occupants of dwelling units currently occupied by displaced families; these units will become available when the displaced families are resettled.
- b) Displaced families financially capable of returning to their original homes but fearful of doing so may be encouraged to return when a significant number of others from their confessional group are doing so.

Pending selection of villages for initial project operation, the 1,100 applications for resettlement on hand from families formerly resident in the Chouf region serve as an example of what is likely to be encountered. These families are presently living variously, but a large number are in Beirut and its environs living with relatives, in public buildings, or as squatters. Pending individual interviews and field surveys, what is known about their socio-economic characteristics includes their present displaced status; their request for assistance in returning to their homes; and, given the specific circumstances of their departure, that they are predominantly Christian.

The number of applicants qualifying for material resettlement assistance under the project will be reduced in the course of planned field surveys and individual interviews: housing

repairs and other requirements may be minimal and within the capacity of the family to deal with; the family may have, or have access to, resources sufficient to finance their own resettlement; prospects for self-reliant resettlement may not be favorable for a variety of reasons; or the application filed may not represent a genuine determination to accept the risk and challenge of return to life among previously hostile neighbors.

With respect to the second category of beneficiaries, the existing inhabitants of the communities thus far tentatively selected as areas of project operations are for the most part small farmers or engaged in agriculture-related trades and services, are relatively poor, and are Druze, Sunni or Shilte.

Additional or alternative areas for project operations will be selected in light of Government priorities established from time to time and experience with the project, and the beneficiaries in such areas may have different characteristics. Criteria for site selection include political feasibility, the multi-confessional character of project beneficiaries, financial capability of CNEWA/PMP under the project, and prospects of durable resettlement.

5. Implementation plan:

- (a) Selection of villages for project operations: The first step in project implementation will be to reach firm decisions concerning villages to be included in the project. The Government of Lebanon has planned a phased approach to the resettlement program under which the least complicated areas will be addressed first. Within this general strategy Government criteria for selection of geographic areas for the first phase include: (1) the area not be seriously embittered as a result of events during the hostilities, and that all concerned parties are ready to participate in the process of reconciliation; (2) security enabling resettlement has been established; (3) funds are available or can be mobilized to finance needed reconstruction; and (4) areas chosen should be varied and grouped to facilitate reconstruction of infrastructure. Based on these criteria the Ministry has published a list of villages and localities for the first phase of the program. PMP will make its selection within this framework established by the Government of Lebanon.

PMP project staff personnel have begun preliminary field surveys for areas tentatively selected for inclusion in the program (Upper Metn, Aley) to gather information concerning the extent of housing and infrastructure reconstruction required for each village; the need for infrastructure works serving existing residents as well as returnees; the attitudes of local inhabitants toward the return of displaced families; any social or legal problems; security arrangements; and freedom of access by PMP and A.I.D. staff.

Based on the results of these surveys and those of additional candidate areas from Government lists, final choices will be made to allow resettlement of a minimum of 500 families. Entire villages will be treated and project activity concentrated in a limited number of villages clustered in groups. PMP criteria for these final choices, in addition to confirming that Government criteria have been satisfied, will include: (1) required housing and infrastructure works are within PMP's financial capability; (2) opportunities exist for demonstrating confessional balance by delivering benefits to existing residents as well as returning families; and (3) potential for cooperation with related Government and/or NGO programs.

At the present stage of planning it is estimated that perhaps 25 villages can be addressed, and that the total number of returning families will easily reach 500 and may exceed that number.

- (b) Screening of displaced families: Maronite and other Christian families, representing the great majority of those displaced from villages on the Government's first phase list, apply to Caritas Lebanon for resettlement assistance. Families are individually interviewed by Caritas staff to determine their desire to return to their homes; their prospects for self-reliance; any legal problems; their need for assistance; and to identify special circumstances, such as a handicapped child, which may have a bearing on the assistance they require. PMP social workers will monitor these interviews.

- (c) Detailed village survey: Concurrently with the screening of displaced families a detailed survey of housing and infrastructure works and preparation of cost estimates will be carried out by PMP engineering staff. PMP housing criteria limit repair or reconstruction to one room plus kitchen and bath for a family of up to five persons and two rooms for a family of six or more. Minimum structural repairs are undertaken to walls, windows, doors and roof; no painting or finish work is included. Cost estimates are made for each individual house. The concerned technical ministries of the Government specify standards for the reconstruction of water and electricity systems which are followed by PMP engineers. Other infrastructure works, including facilities for sanitary waste disposal, reconstructing retaining walls and agricultural roads, repair of community buildings, and similar activities are designed to minimum standards needed to assure functional effectiveness. Cost estimates are prepared for each category of activities.

- (d) Preparation of village budget and implementation plan: Using the results of the surveys a budget and schedule of work will be prepared for each village, setting out in detail the cost of each project component and a schedule of disbursement requirements.

- (e) Project operational methodology:
 - (i) **Housing rehabilitation:** cash advances are made to the owner or vested occupant against PMP's cost estimate for authorized repairs and progress payments are made following on-site inspection and verification of work accomplished by PMP engineering staff. In most cases three payments are made, one advance based on the initial survey and two progress payments. The owner is responsible for contracting or otherwise accomplishing the works.

 - (ii) **Village infrastructure:** PMP prepares specifications and cost estimates for works to be done and puts them to tender. For projects valued at less than USD 25,000 an informal procedure is used to solicit at least two and preferably three offers. An award is made to the lowest qualified bidder. If no offer is received within 10% of the PMP estimate all offers are rejected and the process repeated. For projects over USD 25,000 a formal tender procedure is followed, the job is advertised and sealed bids are opened in

the presence of representatives of bidding firms. Awards are made based on PMP's analysis of price, responsiveness to the call for tenders, qualifications of the bidder and any conditions attached to the bid. Progress payments are made following site visits by PMP engineers and the final retention amount is released on inspection and acceptance of the completed work.

- (iii) **Family support:** To the extent that assistance is needed with basic furniture (stove, cooking utensils, bedding) these will be purchased by PMP and provided to the beneficiary in kind. When living expenses are to be provided, monthly advances will be made.
- (iv) **Productive activities:** Prior to providing assistance with the resumption of productive activities all potential sources of credit for this purpose will be explored. When no credit facilities are available and a beneficiary family requires assistance in resuming productive activities an effort will be made to find an appropriate intermediary organization to administer the assistance on a loan basis. For example, if an agricultural cooperative is available, the required assistance in the form of seeds, fertilizers, seedlings or agricultural tools could be granted by PMP to the cooperative on the understanding that the beneficiary would assume a repayment obligation for its value. Repayments to the cooperative could be used for a revolving loan fund or simply as part of its working capital. PMP would not receive any repayment. Where no appropriate intermediary institution is available, such assistance would be provided in kind directly to the beneficiary on a grant basis with no repayment obligation.
- (v) **Community institutions and services:** The Ministry for the Affairs of the Displaced has an active program to promote communal and confessional reconciliation at the local level through joint committees with the participation of both present residents and representatives of the displaced. PMP will select only those villages where the reconciliation process has reached the point where peaceful resettlement is considered feasible. Villages typically have traditional authorities, including the mukhtar, elders and clergy. These authorities will assist PMP in confirming ownership of housing and land by intended beneficiaries and in dealing with any disputes which may arise.

While not a cost element in the project PMP initiative may be required with respect to:

- (a) Encouraging multi-confessional participation in existing authority groups and community organizations.
- (b) Assisting in the establishment of new community arrangements for the construction operation and maintenance of village infrastructure; this latter point is particularly relevant to water systems where a local contribution of labor for digging wells and trenches can make a considerable saving in construction costs, and where a charge for home service will provide funds needed for operation and maintenance of the system.

- (c) **Facilitating coordination with various ministers of the Government of Lebanon to assure the staffing and operation of such community facilities as schools and clinics, and arranging access of the village to such services as agricultural extension and health education.**

- (f) **Reporting and Evaluation: Separate files will be opened for each village chosen for operations to include:**
 - (i) **Information gathered at the outset of the project concerning the status and needed repairs of housing and village infrastructure; the number of needy families desiring to return and their requirements for assistance; and any special considerations particular to the village.**
 - (ii) **Village budget and schedule of work.**
 - (iii) **Field reports of visits made by PMP staff to monitor progress of works, for family visits, or for consultation with local authorities.**
 - (iv) **Financial data reflecting project disbursement for village activities.**
 - (v) **A periodic summary, not less than semi-annually, indicating project activity by category, resettlement accomplished, funds expended, problems encountered and recommendations for corrective action.**
 - (vi) **An end-of-project evaluation of the sub-project, based on a visit by a team preferably including non-PMP staff (e.g. UN, Ministry or other NGO personnel, university representatives, CNEWA staff) to be undertaken approximately six months following completion of planned activities in the village. The visit will include consultation with beneficiaries and local authorities. Information will be collected on the success or failure of project assistance in achieving durable resettlement, the experience of the community in establishing inter-confessional tolerance, the performance of village institutions, the adequacy of community services, particularly schools and health programs, and the experience of the project in dealing with problems as they arose. Recommendations for future project design will be included based on lessons learned.**

An end-of project evaluation for the entire project will be prepared summarizing and generalizing detailed findings from the sub-project files.

6. **Coordination: The proposed project has been carefully coordinated with the Government of Lebanon, acting through the Ministry for the Affairs of the Displaced, and is fully endorsed and supported. PMP participates in a coordinating committee established by the Ministry with membership including staff of concerned ministries of the Government, NGOs, members of parliament from affected areas and representatives of village reconciliation committees. Discussion in that committee is policy oriented, and to supplement it a group has been formed among NGOs assisting the resettlement program where detailed, practical coordination is accomplished. The present membership includes**

Caritas Lebanon, World Vision and Pontifical Mission; the Middle East Council of Churches (MECC), the operating partner of Mercy Corps International, will be invited to join. Finally, the American Embassy/A.I.D. have suggested periodic meetings of NGOs receiving A.I.D. support for resettlement (Pontifical Mission, World Vision, MECC and YMCA) to exchange information and assure coordination.

Through participation in these meetings and direct contacts with local representatives of bilateral and multilateral donors, PMP keeps abreast of developments in foreign aid resources which may have a bearing on the resettlement program. It is currently known, for example, that UNDP has earmarked \$ 1 million for support of the Government's resettlement program; the World Bank and the Arab Fund have each committed \$ 25 million to a fund to be used for housing loans; and the World Food Programme has earmarked \$ 15 million in food aid for Lebanon, an important part of which may be available for temporary support of resettled families until they become self-sufficient.

Each of these planned programs may have future significance for the proposed project; they will be followed by PMP as they move toward implementation and any needed adjustments in the PMP project will be made.

7. **Expected Achievements:**

- (a) An estimated 500 needy displaced families returned and durably resettled in their original villages, assisted as necessary to repair their homes to a minimum standard and to become financially self-reliant.
- (b) Repair and reconstruction of infrastructure in 25 villages, which may include water and electricity systems, agricultural roads, retaining walls, irrigation systems and community buildings, benefitting both existing inhabitants and returning families.
- (c) A strengthened sense of community and inter-confessional cooperation in the 25 villages selected for project operation.
- (d) A carefully documented body of practical experience in project design and management of resettlement, evaluated in terms of lessons learned, providing a valuable input for future programs.

Revised Budget Table -- Page 10 of Proposal

8. **Budget:** The proposed project is estimated to cost \$2,488,475, of which \$1,548,360 (62.2%) is requested from A.I.D. and \$940,115 (37.8%) will be provided by CNEWA from its private resources:

| Activity | A.I.D. | CNEWA | Total |
|------------------------|--------------------|------------------|--------------------|
| Housing reconstruction | | \$750,000 | \$750,000 |
| Village infrastructure | \$1,250,000 | | \$1,250,000 |
| Family support | | \$100,000 | \$100,000 |
| Productive activities | \$125,000 | | \$125,000 |
| Audit | \$3,840 | \$2,160 | \$6,000 |
| Evaluation | \$4,800 | \$2,700 | \$7,500 |
| Project operations | \$63,425 | \$23,752 | \$87,177 |
| Sub-total direct costs | \$1,447,065 | \$878,612 | \$2,325,677 |
| Indirect overhead @7% | \$101,295 | \$61,503 | \$162,798 |
| Total | \$1,548,360 | \$940,115 | \$2,488,475 |
| Year 1 | \$774,180 | \$470,058 | \$1,244,238 |
| Year 2 | \$774,180 | \$470,058 | \$1,244,238 |

8. **Budget:** The proposed project is estimated to cost \$ 2,486,400, of which \$1,546,200 (62.2%) is requested from A.I.D. and \$940,100 (37.8%) will be provided by CNEWA from its private resources:

| Activity | A.I.D. | CNEWA |
|------------------------|-------------|-----------|
| Housing Reconstruction | - | \$750,00 |
| Village Infrastructure | \$1,250,000 | - |
| Family Support | - | \$100,000 |
| Productive Activities | \$125,000 | - |
| Audit | \$3,840 | \$2,160 |
| Evaluation | \$4,800 | \$2,700 |
| Project Operations | \$61,452 | \$23,753 |
| Sub-total/direct costs | \$1,445,092 | \$878,613 |
| Indirect overhead @ 7% | \$101,156 | \$61,503 |
| say - | \$1,546,248 | \$940,100 |

SEE REVISED TABLE

PMP administers a closely related grant for rural development and social infrastructure in Lebanon which includes emphasis on the return of displaced families to their homes. Some support from that grant, funded by the German Catholic Bishop's Organization for Development Cooperation (Misereor), may be used in the same villages and for the same beneficiaries covered by the proposed A.I.D. project, either to supplement A.I.D. funding or to provide services not covered by the A.I.D.-funded project. Further, beneficiaries of the A.I.D.-funded project will be encouraged to make maximum self-help contributions to their own resettlement and to reconstructing village infrastructure. No estimates for these two factors are included in the budget estimates although they could appropriately be included as part of grantee cost sharing. Data on their role will be collected and reported during project implementation. No provision is made in budgetary estimates for procurement of vehicles or office equipment. It is understood, however, that Save the Children will shortly declare up to 30 vehicles surplus to its needs and thus available for redistribution. The Pontifical Mission herewith requests to be considered for up to two of these vehicles.

9. **Procurement:** The project consists of modest expenditures for housing repair; small to moderate size local contracts for reconstruction of water, electricity and irrigation systems, roads, retaining walls and other village infrastructure; cash disbursements and

minor procurement of cooking equipment and bedding for temporary living support; and cash disbursements or minor procurement of such items as tools, seeds, and fertilizer for resumption of income-producing activity. The great majority of this expenditure will be for local goods and services. In the event that items of imported equipment of significant value are required (e.g. pumps, transformers) A.I.D. procurement regulations will be observed. No vehicles, pesticides or pharmaceuticals are included in the project.

10. **Gray Amendment:** No opportunities are foreseen in this project for engaging small/minority organizations, including HBCUs, as sub-grantees or sub-contractors. Most activities will be carried out by experienced direct-hire PMP Lebanese national staff in Beirut, and restrictions on the travel of U.S. nationals to Lebanon tend to preclude consideration of alternative implementation techniques.
11. **Environment:** The only aspect of the project with potential environmental significance concerns the reconstruction of village water supply and sewage. The project is expected to have a favorable environmental impact in villages where these activities are undertaken by assuring a supply of safe water for drinking, cooking and personal hygiene and proper sanitary facilities for disposal of human excreta and other wastes.

Part C. Organizational capability

1. **Organization:** Oversight of the grant by CNEWA will be exercised by Msgr. Robert L. Stern, Secretary General and ex officio President Pontifical Mission for Palestine and Rev. James M. Moynihan, Associate Secretary General. Operational responsibility for the A.I.D. grant, assuring proper custody and accounting for funds and timely submission of financial and program reports has been assigned to Ms. Morfia Sokolic, Director of Finance, CNEWA. Richard M. Cashin serves as a volunteer consultant to CNEWA and PMP assisting with project design, management and evaluation.

The Pontifical Mission for Palestine will execute the project through its office in Beirut. Sr. Maureen Grady, Special Assistant to the President of PMP, exercises general oversight of PMP field operations, visiting field offices, including Beirut several times each year. The Beirut office is headed by Issam Bishara, Director and Rabih Saba, Assistant Director. The PMP staff of 15 includes three engineers, a social worker, a field generalist, a financial administrator and support personnel. It is planned to employ a project coordinator specifically for the A.I.D. grant to develop expertise in A.I.D. requirements and to monitor and assist in project implementation and reporting.

2. **Management System:** The proposed project responds to new emphasis placed on resettlement of displaced families by the Government of Lebanon and is based on PMP's earlier programs in support of this group. The concept paper was written in New York based on extensive telephone and fax consultation with PMP Beirut. The present proposal was written during a visit to Beirut in mid-March, 1993 by Mr. Cashin, CNEWA consultant, working in close collaboration with PMP staff. The visit also included consultation with the Ministry for the Affairs of the Displaced, other interested national and international NGOs, USAID/Beirut, and representatives of UN agencies in Beirut. Plans for implementation, monitoring, internal reporting and evaluation are described in paragraph

B.5 above. Fiscal reporting arrangements are described in paragraph C.3 below. PMP will keep USAID/Beirut currently informed of progress through participation in the meetings of A.I.D.-financed NGOs mentioned in paragraph B.6 to be convened approximately every two weeks. Written reports will be prepared by PMP/Beirut semi-annually for submission to A.I.D., covering project operations, assistance measure taken, number of families resettled, problems encountered and solutions proposed, and budgetary performance. A detailed report outline is included as an appendix.

3. **Fiscal Management:** Funds will be provided to CNEWA by A.I.D. The CNEWA/PMP Director of Finance will assure the safe custody of such funds and will allocate them for approved purposes between CNEWA and PMP. PMP funds will be remitted to Beirut from time to time for approximately 60 days needs for expected project disbursements.

A separate bank account in Beirut will be established for A.I.D. funds. Project accounts will be established to reflect contributions from A.I.D. and from CNEWA/PMP private resources.

The Beirut office of PMP submits financial reports to New York including a monthly balance sheet; a monthly income statement for the month reported on and the year to date; and a schedule of operational expenses detailed by project. Any adjustments in financial reporting procedures and formats needed to comply with A.I.D. requirements will be accommodated.

The accounts of the Beirut office are subjected to a financial audit annually by an independent auditor, Boutros Ghossein, and a report of findings prepared. CNEWA/PMP accounts and internal controls in New York are audited annually by an independent auditor, KPMG Peat Marwick, and an opinion furnished thereon. The KPMG Peat Marwick audit includes a review of the financial statements and audit report of the Beirut office of PMP.

All opinions to date have been unqualified.

4. **Past Performance Data:** CNEWA/PMP have not had any contracts, grants or cooperative agreements over the past three years with A.I.D. or other commercial or governmental organizations. PMP regularly receives assistance in support of its programs from a variety of European funding agencies. Of these the only categorical grants are provided by the German Catholic Bishops' Organization for Development Cooperation (Misereor). In 1992 Misereor granted PMP DM 2,100,000 (\$ 1.28 million) for Project No. 311-900/304 ZG 228, "Small Projects Fund for Rural Development and Strengthening of the Social Infrastructure in Lebanon", expected to be implemented over a period of 18 months to two years. Copies of this and a previous Misereor grant are included as an appendix. The project officer for these grants is Guenter Siebertz, Katholische Zentralstelle fur Entwicklungshilfe e.V., Mozartstrasse 9, D-5100 Aachen, Germany, telephone (0241) 44 2-0.

OUTLINE FOR SEMI-ANNUAL REPORT
TO A.I.D. ON PROJECT PROGRESS AND
BUDGETARY PERFORMANCE

1. Summary. Highlights of the past six months.
2. Changes in national and local political socio-economic context affecting project. Developments in Government of Lebanon policies and programs for the displaced, in related foreign assistance actions, and in other NGO programs.
3. Project Performance Indications: Statement of project activity by major steps in project implementation cycle:
 - a. Villages selected for inclusion in project.
 - b. Surveys of village needs carried out.
 - c. Screening of applicants for resettlement and assistance.
 - d. House repair.
 - e. Reconstruction of village infrastructure.
 - f. Family support.
 - g. Productive activities.
 - h. Families resettled.
 - i. Staff and administrative developments.
4. Budgetary Performance. Financial report on project.
5. Problems encountered and adjustments made in project. Include any pending issues with A.I.D.
6. Future prospects. Forecast of project activity for next six months.

BUDGETARY NOTES

1. **Housing reconstruction costs are estimated on the basis of PMP's previous experience at an average of \$1,500 per housing unit for 500 houses.**

\$750,000
2. **Village infrastructure is estimated at \$50,000 per village for 25 villages.**

\$1,250,000
3. **Family support is estimated on the basis of an average of \$200 for each of 500 families.**

\$100,000
4. **Productive activities are estimated on the basis of an average of \$250 for each of 500 families.**

\$125,000
5. **Audit expenses are estimated on the basis of charges for existing audit services and shared between A.I.D. and CNEWA in accordance with their participation in financing program costs, i.e. 36% CNEWA and 64% A.I.D..**

\$6,000
6. **Evaluation expenses are based on costs of \$200 for each of 25 villages and \$2,500 for a final project evaluation and divided as above.**

\$7,500
7. **A project coordinator will be employed specifically to assure timely compliance with A.I.D. requirements. The full cost of \$21,200 is assigned to A.I.D..**

\$21,200
8. **Project operations include the following components:**
 - (a) **40% of the time of a 5-person project field staff.**

\$41,193
 - (b) **33% of the time of a 2-person Finance office; the percentage reflects the share of a project disbursement in total activity of the office.**

\$15,215
 - (c) **Communications.**

\$1,000
 - (d) **33% of building operation costs @200/mo. PMP owns its offices and no charge is included for their use.**

\$1,580
 - (e) **33% of maintenance costs of office equipment.**

\$2,989
 - (f) **Travel costs are estimated on the basis of 20,000 km @ \$0.20/Km.**

\$4,000

9. The project management budget thus appears:

| Activity | Total | A.I.D. | CNEWA |
|--------------------------------|------------------|-----------------|-----------------|
| Audit | \$6,000 | \$3,840 | \$2,160 |
| Evaluation | \$7,500 | \$4,800 | \$2,700 |
| Project Coordinator | \$21,200 | \$21,200 | - |
| Field Staff | \$41,193 | \$26,364 | \$14,829 |
| Finance Staff | \$15,215 | \$9,738 | \$5,477 |
| Travel | \$4,000 | \$2,560 | \$1,440 |
| Communications | \$1,000 | \$640 | \$360 |
| Office Overhead | \$1,580 | \$1,010 | \$570 |
| Maintenance of office machines | \$2,989 | \$1,913 | \$1,076 |
| Total | \$100,677 | \$72,065 | \$28,612 |

BACKGROUND INFORMATION
on
CATHOLIC NEAR EAST WELFARE ASSOCIATION
and
PONTIFICAL MISSION FOR PALESTINE

This project is sponsored by Catholic Near East Welfare Association (CNEWA) and implemented by the Pontifical Mission for Palestine (PMP) through its Beirut office. Activities will be planned and implemented in coordination with appropriate authorities of the Government of Lebanon, particularly the Minister for the Affairs of the Displaced, and with other international and national NGOs engaged in relief and rehabilitation programs in Lebanon. Close cooperation is already well established with World Vision International and Caritas Lebanon concerning resettlement activities.

CNEWA was founded in 1926 on the initiative of Pope Pius XI to unite under one organization and under one administration the Russia and other areas of the Near East. The Association works for the people in those lands where from ancient times the majority of Christians are members of the various eastern churches. It encourages and provides assistance to programs of pastoral support, humanitarian assistance, interfaith communication and public awareness. The multi-confessional communities serves both the humanitarian assistance and interfaith communication goals of CNEWA.

CNEWA is incorporated under the religious corporation law of the State of New York and is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. It maintains its principal office in New York City. It is headed by the Archbishop of New York, John Cardinal O'Connor, who serves ex officio as President and Treasurer of the Association and Chairman of the nine-member Board of Trustees, A self-perpetuating body drawn from among the cardinals, archbishops and bishops of the United States and Canada. The Secretary General, Msgr. Robert L. Stern, serves as chief executive officer of the Association responsible for directing it under supervision of the President, in support of its mission.

PMP was founded in 1949 on the initiative of Pope Pius XII to consolidate and formalize the humanitarian and charitable assistance of the Holy See for persons afflicted by war in Palestine and neighboring countries of the Middle East. The direction of PMP was entrusted to the Secretary General of CNEWA, who serves ex-officio as President of PMP. The President of PMP is assisted by a Special Assistant, Sr. Maureen Grady, C.S.C., who supervises field operations and undertakes liaison with the Vatican and non-American donors.

PMP encourages and supports projects and programs of emergency assistance, relief and rehabilitation, education and human development, health care, and advocacy and public awareness. Its assistance is provided without distinction of nationality or religion. It actively seeks collaboration with government authorities and other NGOs engaged in similar work, and serves as a channel and implementing agency for resources both from the United States and from other sources. Currently PMP maintains field offices in Beirut, Jerusalem and Amman, and a liaison office in the Vatican.

Despite legal distinctions between the two agencies, the unified management and interlocking relationships between CNEWA and PMP permit them to function in effect as one organization.

CNEWA has in the past relied on private contributions, collections, legacies and bequests and investment income to finance its on-going programs. Revenue from these sources in recent years has been in the range of \$15 to \$17 million. A limited drawdown of endowment funds was authorized in 1987 which has enabled the strengthening of field offices, but this authority has now been exhausted. The reduced corpus of endowment funds together with current low interest rates have reduced investment income. The circumstances, together with improved opportunities to contribute to the relief and rehabilitation of Lebanon, have led CNEWA to seek supplementary funding at this time. CNEWA is registered as a private voluntary agency with A.I.D..

PMP has an on-going program in Lebanon administered through its office in Beirut which operated without interruption during the entire period of hostilities. The current PMP staff of fifteen in Beirut includes engineers, social workers and financial and administrative personnel. In the event of approval of the proposed A.I.D. grant consideration will be given to engaging an additional person experienced in A.I.D. operations. PMP is regarded locally as a serious humanitarian aid agency helping those in need without regard to nationality or creed, able to cooperate with all communities and to work across confessional lines. Approximately 40% of PMP project beneficiaries are non-Christian.

The 1993 PMP budget for Lebanon calls for a total expenditure of \$ 4.1 million of which \$ 3.9 million is for awards and grants and \$ 200,000 is for salaries and expenses of the Beirut office. Financial support is expected to be provided from U.S. sources through CNEWA in the amount of \$ 1.7 million and from European and other organizations in the amount of \$ 2.5 million. These amounts are estimates consistent with past performance, but have not been firmly committed.

Appendices

1. **Background Information on Catholic Near East Welfare Association and Pontifical Mission for Palestine.**
2. **Outline for semi-annual report to A.I.D..**
3. **Budgetary Notes.**
4. **Letters from Minister for the Affairs of the Displaced, Government of Lebanon, World Vision.**
5. **Biographic Data:**
 - Msgr. Robert L. Stern**
 - Rev. James M. Moynihan**
 - Sr. Maureen Grady**
 - Richard M. Cashin**
 - Issam Bishara**
 - Rahih Saba**
 - Iskandar Saghri**
 - Kamal Abdel Nour**
6. **Misereor Grant Agreements.**
7. **Misereor Grant Agreements.**
8. **Diagram of Project Management Structure.**

LEBANESE REPUBLIC
MINISTRY OF THE DISPLACED PEOPLE

Ref : 62/2/Fx/93

Date : 23/3/93

M. ISSAM BISHARA

The Ministry for the Affairs of the Displaced and Government of Lebanon welcomes the proposed initiative of the Catholic Near East welfare Association and the Pontifical Mission to expand their ongoing activities in support of the return of needy displaced families to their original homes. We also note with satisfaction an expected contribution by the U.S. agency for international development to your work in this regard.

Such activities are fully consistent with the policies of the Government of Lebanon and this Ministry will assist the work of the Pontifical Mission by providing relevant information, indicating the Government's geographic priorities from time to time, assuring free access for P.M.P. and A.I.D. personnel to project areas, and facilitating coordination with other ministries.

I will appreciate you sharing with Ministry your experience in planning and implementing the program which will be valuable information for both the Government of Lebanon and for other agencies who may join in this resettlement effort.

WALID JOUMBLATT

W. Joubblatt

MINISTER OF THE DISPLACED PEOPLE



VILLA SINYORA, MONTAZAH
MANSOURIYEH, EL-MATN
P. O. BOX 55555, SIN-EL-FIL
LEBANON
TEL: 421780-81 - TELEX WOVN 43992 LE

**WORLD VISION INTERNATIONAL
LEBANON**

Ref: 930336

March 22, 1993

USAID SA2
Department of State
Washington, DC 20523

Dear Sirs,

Please be informed that we at World Vision International, Lebanon Office, have worked very closely with The Pontifical Mission Office in Lebanon on various projects.

Our working relationship includes exchange of information as well as cooperation with the NGO Coordination Committee.

Presently, we are working together on various re-settlement projects in East Sidon, El Harf and Souk El Ghoub, where the results are proving to be most effective due to the pooling of the human and the financial resources.

We have every hope that our relations will continue to grow and our cooperation will increase in order to provide more assistance for our needy people in Lebanon.

Yours very truly,

A handwritten signature in black ink, appearing to read 'Jean G. Bouchebl', written over a horizontal line.

Jean G. Bouchebl
FIELD DIRECTOR

JGB/nm

BIOGRAPHICAL DATA

ROBERT L. STERN

Monsignor Robert Stern is a native of New York City and a priest of the Roman Catholic Archdiocese of New York, ordained by Francis Cardinal Spellman in 1958.

Since 1987, he serves as Secretary General of the Catholic Near East Welfare Association and President of the Pontifical Mission for Palestine.

The Catholic Near East Welfare Association was established by Pope Pius XI in 1926 to support the pastoral work of the Catholic Churches of the East and to provide humanitarian assistance to the needy and afflicted, without regard to nationality or religion, in the Middle East, Ethiopia, India and Eastern Europe. The Association is charged also to foster understanding of the needs of the churches and peoples of these countries and to promote the unity of the Eastern churches with the Holy See.

The Pontifical Mission for Palestine was established by Pope Pius XII in 1949 to assist Palestinian refugees. Later Pope Paul VI extended its services to all peoples in the Middle East affected by war and violence, without regard to nationality or creed. The Pontifical Mission has regional offices in Amman, Beirut, and Jerusalem.

Monsignor Stern's previous assignments include inner-city pastoral service in the South Bronx and the West Side of Manhattan and archdiocesan administration, including canonical and financial affairs and the coordination of Hispanic ministry.

He is a Phi Beta Kappa graduate of Amherst College in Massachusetts and holds a doctorate in Canon Law from the Pontifical Lateran University in Rome as well as an honorary doctorate in Humane Letters from Amherst College.

Monsignor Stern was named a prelate of honor by Pope John Paul II in 1986. He also is an honorary canon of the Basilica of the Holy Sepulchre in Jerusalem.

CURR. CULUM VITAE

Name: James Michael Moynihan

Address:

Son of:

Date and Place
of Birth:

Date and Place
of Ordination: December 15, 1957
North American College, Rome, Italy

Education: Elementary
Blessed Sacrament School
Nazareth Hall for Boys (1946)

High School
St. Andrew Seminary High School (1950)

College
St. Andrew Seminary College (1952)
St. Bernard Seminary College (1954, B.A.)

Theological Studies
North American College and
Gregorian University, Rome (1958, S.T.L.)

Advanced Studies
Doctorate in Canon Law, *summa cum laude*
Gregorian University, Rome (1961, J.C.D.)

Publications: Papal Immunity and Liability in the Writings of the Medieval
Canonists, in Analecta Gregoriana. Rome: Gregorian
University Press, 1961.

Assignments: Associate Secretary General, Catholic Near East Welfare Assoc. 1991-
Pastor, St. Joseph Parish, Penfield, 1976-1991
Director, Catholic Thanks Giving Appeal, 1985-1989
Chaplain, Highland Hospital, Rochester 1974-1976
Chaplain, Rochester Police Department, 1962-1973
Chaplain, Monroe County Jail, 1963-1975
Process Director for Major Decisions at Diocesan Level, 1971-1974
Pro-Synodal Judge, 1967-
Chancellor, 1967-1974
Vice Chancellor, 1965-1967
Secretary to Most Rev. James E. Kearney, D.D., 1963-1966
Defensor Vinculi et Promotor Justitiae, 1961-1966
Associate Pastor, Our Lady of Mount Carmel, Rochester, NY
1961-1963

Curriculum Vitae

James Michael Moynihan

Pastoral Leadership:

Primary Responsibility in Revitalization of Large Suburban Parish:

- Program of Comprehensive Family Religious Education
- Program of Parish Tithing, wherein 10% of all Sunday and Holy Day offerings are distributed to the poor of the world
- Innovative preparation programs for all the Sacraments, with two-year formation of candidates for Confirmation modeled on Rite of Christian Initiation of Adults (RCIA)
- Introduction of a Shared (Peer) Ministry program, a Support Group for the Divorced and Separated, and additional multiple lay ministries
- Implementation of a Family Ministry Program involving a wide network of volunteers to assist fellow parishioners in time of crisis
- Artistic and Liturgically correct renovation of Church Worship space according to the documents of the Second Vatican Council, in a manner highly acceptable to the general parish community
- Development and implementation of \$1.4 million building expansion program (Parish Resource Center, including new hall, gym, parish meeting rooms, school classrooms and offices)
- Managerial control of recently conducted one million dollar capital fund campaign - with pledges 30% in excess of quota

Organizational Responsibilities:

Primary Responsibility for Organization of:

- Annually successful Diocesan-wide Thanks Giving Appeal, 1985-1989 (10% over goal each year)
- Re-drafting of Priests' Council Constitution - unanimously accepted by Priests' Council, Presbyterate, and Bishop Clark, 1983
- Major Decisions at Diocesan Level, 1971-1974
- Physical Relocation of Diocesan Headquarters, 1971-1972
- Priests' Retirement Plan and Lay Employees' Pension Plan, 1968-1970
- Bishop Sheen Housing Foundation, 1967

Work Experience:

Exceptional Range of Ministerial Experience:

- Inner-City Parish (2 years)
- Diocesan Office (11 years)
Bishop's Secretary (3 years)
Chancellor (8 years)
- Jail Chaplain (11 years)
- Hospital Chaplain (2 years)
- Suburban Parish (12 years)

Memberships and Boards (Current):

- Board of Directors, Clergy Relief Society (Secretary)
- Board of Directors, Courier-Journal
- Board of Trustees, Becket Hall
- Board of Trustees, Catholic Family Center
- Diocesan Board of Arbitration

James Michael Moynihan

Memberships and
Boards (Past):

- Diocesan Priests' Council 1981-1985;
Chairman 1984-85
- Board of Diocesan Consultors 1981-1985
- Priests' Councils of New York State (Delagate) 1981-1985
- Diocesan Liturgy Commission, 1967-1974
- Diocesan Priests' Council, 1968-1974
- Diocesan Building Commission (Secretary), 1967-1974
- Board of Diocesan Consultors, 1967-1974
- Bishop Sheen Housing Foundation (Chairman, Housing Committee),
1967-1974
- Board of Trustees, Holy Sepulchre Cemetery, 1967-1974
- Board of Trustees, St. Bernard Seminary, 1967-1974
- Diocesan Financial Advisory Board, 1967-1974
- Board of Directors, Catholic Youth Organization, 1967-1974 .
- Board of Directors, Genesee Ecumenical Ministries, 1971-1974

MAUREEN GRADY, C.S.C.
Pontifical Mission for Palestine
1011 First Avenue, 15th Floor
New York, New York 10022-4195

PROFESSIONAL EXPERIENCE

1990-Present **Special Assistant to the President and Chief Operating Officer,**
Pontifical Mission for Palestine.

- Directs Pontifical Mission in support of its missions, goals, and objectives. Participates as one of three members of Executive Management Team.
- Develops and oversees the implementation of the Pontifical Mission's strategic plans and policies and formulates its evolving mission.
- Supervises the Pontifical Mission field office programs and personnel in Amman, Beirut, Jerusalem, and Rome, with extended service to Syria, Iraq, and Cyprus.
- Reviews, evaluates, and approves new and revised field office programs and projects.
- Oversees budget formulation of \$7,000,000 both in New York headquarters and overseas.
- Represents the agency to its major constituents and supporters and the general public; establishes and maintains effective relations with governmental leaders, church hierarchy, and international agencies in support of Pontifical Mission programs and projects; reviews and approves recommendations for public relations and fundraising activities.

1986-1990 **Director**
Pontifical Mission, Beirut, Lebanon Office.

- Managed and administered the Pontifical Mission - Beirut programs for humanitarian and pastoral assistance, implementing a multi-million dollar emergency assistance and relief program for war affected population, and a major

sponsorship program for support of 3,000 orphaned children within 90 institutions.

- Recruited, trained, and supervised local staff in areas of administration, finance, and fieldwork.
- Initiated reconstructive and rehabilitative programs toward social infrastructure, health care and educational support.

1985 **Director, Pastoral Service, Saint Mary's**, Notre Dame, Indiana.

- Administered and coordinated the pastoral care program for the resident religious community.

1984 **Director, Pastoral Care, Saint Joseph Hospital Hospice Program**
South Bend, Indiana.

- Administered and coordinated home care and care of institutionalized terminal cancer patients and families.
- Provided clinical supervision for training of seminary students.

1983 **Director, Ministerial Development, Holy Cross Health System**
Corporation, South Bend, Indiana.

- Implemented Philosophy, Coordination of Mission Concerns, and Development of Special Ministry Projects at Corporate Office level.

1972-1980 **Director, Pastoral Service, St. John's Hickey Memorial Hospital**,
Anderson, Indiana.

- Provided planning, budget management, program development, personnel selection, and supervision.
- Served as member of Board of Directors of hospital.

1965-1972 **Registered Nurse**

- Various nursing assignments in Pediatrics, Medical, Surgical, Emergency, Trauma, Critical care, Nursing Service Administration, and Nursing Education.

SPECIAL SERVICES

- 1983-1984** Catholic Relief Services, Lebanon. Formulated and initiated implementation of a three million dollar country wide rehabilitation project directed toward the physically handicapped. Four month tour.
- Catholic Relief Services, Lebanon. Established a two million dollar country wide emergency relief program of food, shelter, medical assistance, and reparation of family dwellings for war affected population. One year tour.
- Catholic Relief Services, Philippines. Initiated an emergency relief program to typhoon victims. Six week tour.
- 1982** Catholic Relief Services, Lebanon. Established field office in the Bekaa Valley responding to emergency needs of 5,000 displaced persons. Six month tour.
- 1980** Catholic Relief Services, Thailand. Planned and initiated the development of a physical Rehabilitation Unit for Cambodian refugees. Developed and staffed a Mental Health Unit for treatment of acute emotional stress at Sakaeo Camp. Three month tour.

EDUCATION & LICENSURE

- 1981** *Doctor of Ministry (Summa Cum Laude)*. Christian Theological Seminary, Indianapolis, Indiana.
- 1976** *Master of Arts in Pastoral Care and Counseling (Magna Cum Laude)*. Christian Theological Seminary, Indianapolis, Indiana.
- 1965** *Bachelor of Sciences in Nursing*. Loyola University, Chicago, Illinois.
- 1964** *Liberal Arts and Sciences*. Saint Mary's College, Notre Dame, Indiana.
- 1960** *Diploma*. Holy Cross School of Nursing, South Bend, Indiana. Licensed to Practice Nursing in the State of Indiana.

HONORS

- 1991 Recipient of the Pro Ecclesia Pontificia Medal.
- 1990 Invested as Officer of the National Order of the Cedar: the highest civilian honor awarded from the Republic of Lebanon.
- 1981 Initiated as member of Theta Phi National Theological Honor Society, United States of America.

RESUME

RICHARD M. CASHIN

Address

Home : 45 Sutton Place South #3C
New York, N.Y. 10022
Tel.: (212) 371-9737

Summer : Box 302
Cotuit, MA 02635
Tel.: (508) 428-9088

Office : Catholic Near East Welfare Association
1011 First Avenue
New York, N.Y. 10022
Tel.: (212) 826-1480

Fields of Specialization

- Management of economic and social development programs; supervision and coordination of interdisciplinary staff.
- Planning, budgeting, implementation and evaluation of development and emergency relief projects and programs.
- Use of food aid as a resource for development programs and emergency requirements.
- Negotiation at senior level on development policy and operational issues with government officials and officers of multilateral agencies and non-governmental organizations.
- Refugee assistance operations.

Professional Experience

| | |
|---|--|
| Consultant (volunteer) Catholic Near East Welfare Association (1991 -) | Assist with project design, implementation, evaluation. |
| Consultant (volunteer) Interfaith Hunger Appeal (1990 -) | Assist with advocacy materials, funding proposals. |

Senior Advisor
Catholic Relief Services
(1989 - 1990)

Advise Executive Director and senior staff on coordination of public and private sector.

Senior Director
Office for Policy and Planning
Catholic Relief Services
(1986 - 1989)

Oversight of CRS planning, programming and budgeting systems.

Director
Project Management Division
UN/FAO World Food Programme
(1978 - 1986)

Responsibility for planning project and emergency activities of WFP in 75 countries.

Director
USAID Mission to Pakistan
(1977 - 1978)

Planning and management of U.S. economic aid program in Pakistan.

Associate Assistant Administrator
Office of Legislative Affairs
USAID/Washington
(1975 - 1977)

Responsible for presentation of U.S. economic aid program to Congress.

Director
USAID Mission to Indonesia
(1970 - 1975)

Planning and management of U.S. economic aid program to Indonesia.

Director
USAID Mission to Ghana
(1967 - 1970)

Planning and management of U.S. economic aid program to Ghana.

Member, Senior Seminar in
American Foreign Policy
(1966 - 1967)

U.S. State Department's senior training course.

Director, Office of Central
African Affairs, USAID
(1962 - 1966)

Supervision of U.S. economic aid programs in Central Africa.

Program Officer
USAID Mission to Ethiopia
(1959 - 1962)

Planning and budgeting of U.S. economic aid to Ethiopia.

Prior assignments include study of development economics at School for International Studies (1959); Program Officer, USAID Mission to Libya (1956 - 1958); Program Officer, Office of Refugee and Migration Affairs, Department of State (1952 - 1956); organization and Methods Examiner, Management Staff, State Department (1950 - 1952); and Intern, State Department (1949 - 1950).

Education

Harvard College

A.B. (1948)

Boston University

A.M. (1949)

Personal

DOB

3 April, 1924
Boston, MA

Citizenship

U.S.

Marital Status

Married Mary C. Walsh, 1950.
Four grown children, eleven
grandchildren.

SENIOR STAFF OF PONTIFICAL MISSION - BEIRUT

NAME: Issam Bishara
DOB: 1957
EDUCATION: American University of Beirut. B.A. in Economics
Statistics (1979)
W.D. Scott International Management Consultants,
England. Senior Analyst Work Improvement (1980)
EXPERIENCE: 1980-1982 Middle East Airlines
Senior Analyst, Management Services Department

1982-1984 Lahoud Engineering Co., Dubai, U.A.E.
Assistant Personnel and Administration Manager
1984-1985 Gharzo Trading Co., Jbeil, Lebanon
General Manager
1985-1986 American Language Center, Beirut
Language Instructor
1987 Pontifical Mission, Beirut
. Project Manager (1987-1988)
. Associate Director (1988-1991)
. Director (1991-)

NAME: Rabih Saba
DOB: 1962
EDUCATION: Beirut University College, B.S. in Business (1986)
EXPERIENCE: 1983-1985 Amideast, Beirut
Assistant Counselor
1986-1987 Codass Insurance, Beirut
Insurance Consultant
1987 Pontifical Mission, Beirut
. Assistant to Project Manager (1987-1990)
. Director, Projects Department (1990-1992)
. Assistant Director (1992-)

NAME: Iskandar Saghiri
DOB: 1954
EDUCATION: 1974-1976 American University of Beirut,
Pre-med student
1976-1981 Old Dominion University, Norfolk, VA,
B.S. in Civil Engineering (1979)
M.S. in Civil Engineering (1981)
EXPERIENCE: 1981-1983 Rodgers Construction Inc., Nashville, TN
1983-1986 Commercial Contracting Co., Beirut,
Site Engineer
1986-1988 Antonine Sisters School, Beirut
Field Engineer
1988-1990 Catholic Relief Services, Beirut
Consultant Engineer
1990 Pontifical Mission, Beirut
Assistant to Project Manager

NAME: Kamal Abdel Nour
DOB: 1955
EDUCATION: 1975-1976 Saint Joseph University, Beirut
School of Economics
1976-1983 University of Salonika
Diploma in Civil Engineering
EXPERIENCE: 1984-1987 Free-lance engineer
1987-1988 Save the Children Federation, Beirut
Technical Assistant to Emergency Coordinator
1988 Pontifical Mission, Beirut
Assistant to Project Manager

Zentralstelle für Entwicklungshilfe e. V.
(CATHOLIC CENTRAL AGENCY FOR DEVELOPMENT AID)

POSTFACH1450/MOZARTSTRASSE 9
D-5100 AACHEN/DEUTSCHLAND
TELEX: 832 370 MISA D
TELEFON: (02 41) 44 20

ZENTRALSTELLE FÜR ENTWICKLUNGSHILFE e. V. · MOZARTSTRASSE 9, 5100 AACHEN

Pontifical Mission Office

P. O. Box 70790

Beirut; LEBANON

Date 14 September 1988

Sie/wr

Project No./Title: 311-000/056 Z 5598

Reconstruction and socio-constructive aid for Lebanon
(Wiederaufbau und sozialkonstruktive Hilfsmaßnahmen im Libanon)

Grant in favour of the following project holder who has been named to
ZENTRALSTELLE FÜR ENTWICKLUNGSHILFE e.V. as legal holder of the project:

Pontifical Mission Office, Beirut, Lebanon

Dear Sister Maureen Grady,

We are pleased to inform you that Zentralstelle für Entwicklungshilfe e.V.
has been granted an amount of up to

DEM 2.000.000,-- (Two million DEM)

for the project mentioned above.

Zentralstelle für Entwicklungshilfe e.V. as the Catholic Central Agency for
Development Aid in Germany in supporting this project would like to cooperate
with you in a spirit of partnership.

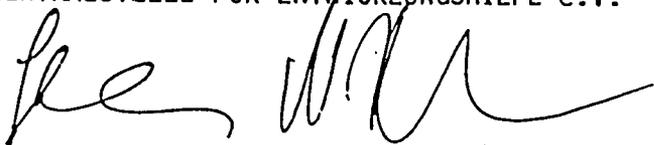
This cooperation should be based on an agreement which you find as annexes 1 - 2.
For further details and particularly for the release of the granted funds please
refer to the enclosed Explanatory Notes.

This aid of Zentralstelle für Entwicklungshilfe e.V. is meant as our contribution
towards development and justice in the world.

We wish you success and God's blessing for the implementation of the project.

Yours sincerely,

ZENTRALSTELLE FÜR ENTWICKLUNGSHILFE e.V.



SPECIAL AGREEMENT

between Zentralstelle für Entwicklungshilfe e.V. and the Legal Project Holder:

Pontifical Mission Office, Beirut, Lebanon

on the support of

Project No.: **311-000/056 Z 6598**

Title: **Reconstruction and socio-constructive aid for Lebanon**

1. Aim of the Project

The armed conflicts among rivaling parties and powers in Lebanon have taken thousands of human lives, reduced self-sufficient families to social cases, caused destruction of institutions and left chaos behind in many places of the country.

The Legal Holder endeavours to contribute to the redress of the damages. The Legal Holder is engaged in a programme to assist social, medical, educational and similar institutions, either to put these institutions again in working condition through urgently required repairs, or to help new ventures in this field, geared to the normalization of daily life, specially of the refugees and other war victims.

Zentralstelle für Entwicklungshilfe e.V. makes DEM 2.000.000.-- available for this programme.

Zentralstelle für Entwicklungshilfe e.V. excludes humanitarian aid, such as distribution of food, clothing, blankets etc., since these measures are carried out by Caritas. Likewise excluded are projects relating to the rebuilding of churches, chapels, convents and catechetical institutions, since these measures are assisted by Missio, Holy Childhood respectively.

2. Description of the measures

The projects to be assisted by grants of the Lebanon IV fund aim at a long-term impact by making professional training, medical care, agriculture development for the a.m. target groups available. The decision for the approval of these grants will be taken by the Legal Holder strictly respecting the a.m. criteria.

3. Use of the grant

Within the frame-work of this programme the Legal Holder will sanction financial support for individual projects, of which the total costs do not exceed DEM 75.000.-- and which constitute functional units in themselves. The subsidy for each single project should principally not exceed DEM 30.000.-- and the maximum grant for a specific project shall not exceed DEM 50.000.--.

The Legal Holder and the persons responsible for the implementation of the individual projects will conclude a project agreement in which aims and measures as well as the size of the amount sanctioned are laid down. Furthermore each project holder engages himself to submit to the Legal Holder all accounts of the utilization of the funds as well as a report on the execution of the project. The Legal Holder is obliged to hold these documents (receipts, reports, lists, photos etc.) ready for verification by Zentralstelle für Entwicklungshilfe e.V.

4. If the Legal Holder can comply with the necessities mentioned under point 2 and 3 it will be sufficient to transmit to Zentralstelle für Entwicklungshilfe e.V. an update report half-yearly on the supported projects. This report should include in its narrative part a summary of the work of the Legal Holder. The update report concerning the fund project must show:
- the title of each single project with a short explanation of the executed measures,
 - name of the place/region and the project holder/beneficiary,
 - date of allocation and payment,
 - amount paid in local currency and its equivalent in DEM,
 - the Legal Holder's note/attestation that the project has been duly executed and that the funds have been utilized according to the above mentioned conditions.

Each update report must be verified and approved by a chartered accountant.

5. Information about funding sources

The Legal Holder will make known in an appropriate manner where the funds come from.

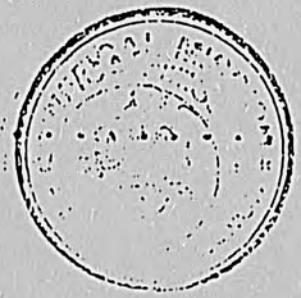
14 September 1988
Siegler

Aachen, 14 September 1988


Zentralstelle für Entwicklungshilfe e.V.

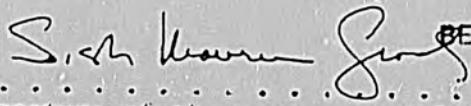
Place, date

Legal Holder



18 OCT. 1988

Place, date


Signature of the person entitled to represent the Legal Holder

BEST AVAILABLE COPY

~~Katholische~~ Zentralstelle für Entwicklungshilfe e.V.

Katholische Zentralstelle für Entwicklungshilfe e.V.
Mozartstraße 9, D-5100 Aachen

POSTFACH 1450
MOZARTSTRASSE 9
D-5100 AACHEN

PONTIFICAL MISSION

Attn: Mr. Issam Bishara, Director
P.O.B 70790
Beirut

TELEFON (02 41) 44 2-0
TELEX: 832 370 MISA D
TELEFAX: (02 41) 44 21 88

LEBANON

Si/ge
24.01.92

GRANT APPROVAL NOTICE

for Project No. 311-900/304 ZG 228
Small Projects Fund for Rural Development and Strengthening of
the Social Infrastructure in Lebanon

in favour of the following Legal Project Holder: PONTIFICAL MISSION, Lebanon

Dear Mr. Bishara,

We are pleased to inform you that an amount of

up to DEM 2,100,000.-- (two million one hundred thousand D-mark)

has been allocated to the above-mentioned project. Katholische Zentralstelle für Entwicklungshilfe e.V. would like to cooperate with you as your partner in the implementation of this project. Please find enclosed a number of documents stating the details of our cooperation. Would you please sign the Special Agreement and return the signed copy to us so as to make sure that our cooperation can become effective. Should you wish to request release of the first instalment right now, then please fill in and send us the enclosed form Request for Payment, too.

Wishing you every success and God's blessing on your work,

Yours sincerely

Katholische Zentralstelle für Entwicklungshilfe e.V.

Encl.

CC:-

BEST AVAILABLE COPY

für Entwicklungshilfe e.V.

Annex 2 to Grant Approval Notice

Katholische Zentralstelle für Entwicklungshilfe e.V.
Mozartstraße 9, D-5100 Aachen

POSTFACH 1450
MOZARTSTRASSE 9
D-5100 AACHEN

TELEFON (02 41) 44 2-0
TELEX: 832 370 MISA D
TELEFAX: (02 41) 44 21 88

SPECIAL AGREEMENT

concluded between Katholische Zentralstelle für Entwicklungshilfe e.V. and the Legal Holder of the project (as named in the Grant Approval Notice) on the use of a grant made to

Project No. 311-900/304 ZG 228
Small Projects Fund for Rural Development and Strengthening of the
Social Infrastructure in Lebanon

1. Aim of the project

The aim of the 2 previous projects was to maintain the functioning of a series of important social institutions and organizations through specific rehabilitation measures during the civil war.

As far as the purposes of the present project are concerned, they are completely different from those of the previous ones: in the social field, both Government and public institutions have to take their responsibilities and assure the keeping up of structures.

In order to achieve this goal, it is necessary to give them support for the rebuilding of infrastructures, trade and industry.

Special emphasis within the project is layed upon rural areas in order to make possible a quick return of approx. 500,000 people scattered all over the country.

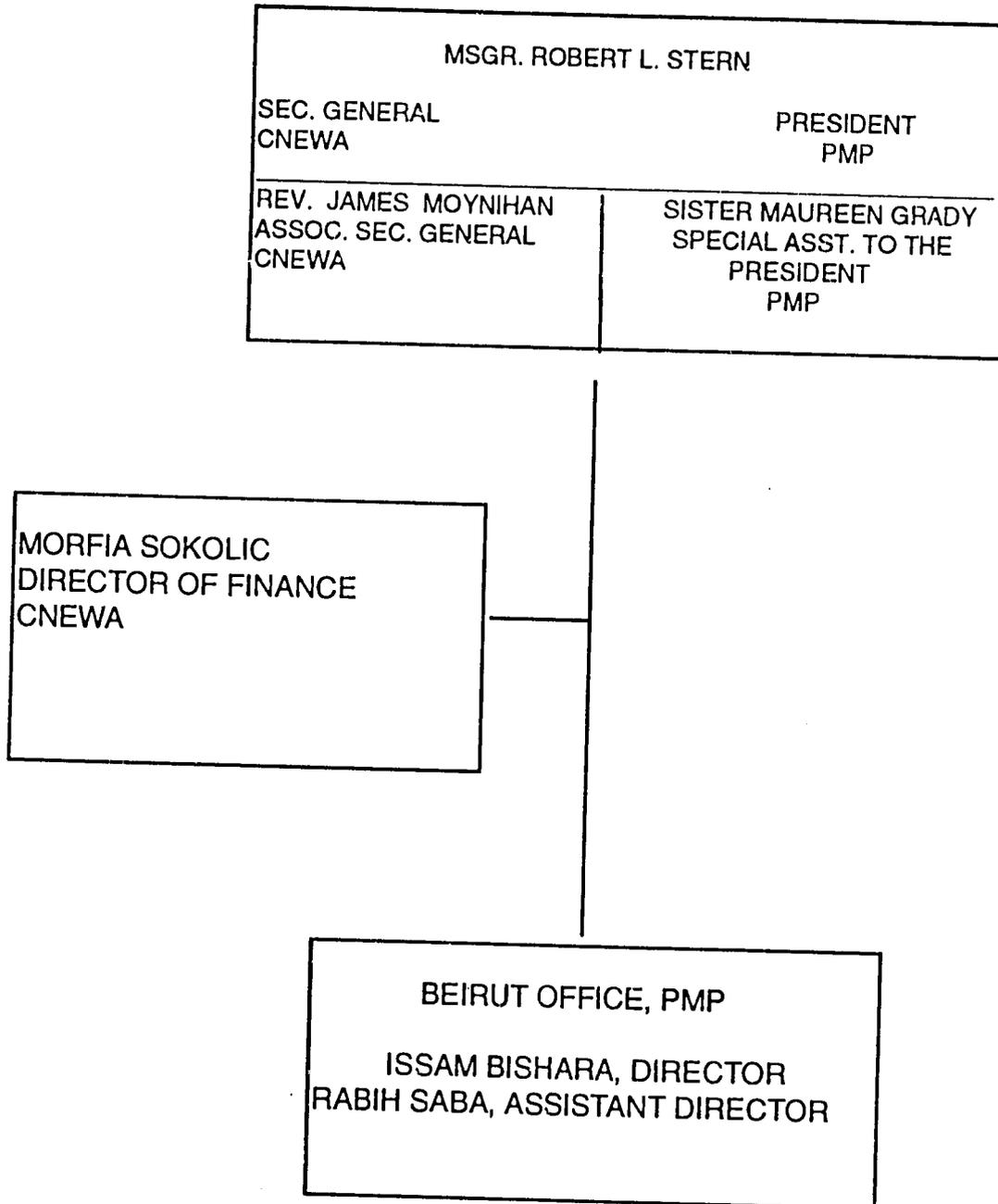
The project also aims at helping fringe groups, such as disabled, single/elderly people, orphans and drug-addicted people, who got isolated as a result of the civil war.

2. Measures to be supported

The following measures are planned:

- promotion programmes for small farmers;
- support for the rebuilding of rural infrastructures (especially promotion of dislocated families, water supply, water disposal, infrastructures);
- promotion of preventive and basic health care;
- promotion of agricultural co-operatives;
- programmes for institutions reg. the rehabilitation of disabled people;
- assistance in the re-opening of existing social establishments/institutions;
- programmes for the prevention of drug abuse and rehabilitation of drug-addicted people.

DIAGRAM OF PROJECT MANAGEMENT STRUCTURE



**LEBANON RELIEF AND REDEVELOPMENT PROGRAM
Program Performance Reporting Guidelines**

Semi-Annual and Annual Reports

Lebanon Relief and Redevelopment Program Grantees (NGOs) should submit one Semi-annual and one Annual Report each year. To *approximate* the AID fiscal year (beginning October 1 each year), reports should be submitted as follows:

- Semi-Annual Report -- April 30, covering the period October 1 to March 31; and
- Annual Report -- October 31, covering the period October 1 to September 30.

The Grantee shall submit to the Project Officer Semi-annual and Annual Progress Reports which briefly present the following information (5 to 10 pages in length):

- A comparison of actual accomplishments with the targets established for the period.
- Reasons why established targets were not met.
- Analysis and explanation of actual costs versus budgeted costs.

Following is a suggested format for the Semi-annual and Annual Reports:

Overview: A one page summary of major accomplishments, activities, etc. (as above).

Program Summary: A summary of planned versus actual accomplishments in each of the program areas. Where goals were not met, an explanation should be provided, including an indication of what follow-up steps are being implemented.

If there have been any changes made in the workplan for the remaining period of the grant, these should also be presented and discussed in this section.

Management Summary: This section would present activities and events related to the management of the AID Grant, for example a brief summary of any trips made.

Budget Review: Costs should be provided, itemized to conform to the budget presented in the Grant Agreement. Actual costs should be compared with budget projections for each line item. Illustrative examples:

- **Salaries and fringe benefits** (Names with % of time funded);
- **Rent** (period covered);
- **Travel and Per Diem expenses** (List trips/individuals w/destinations, show transportation/tickets, per diem, and "other," if any, separately);
- **Supplies, Communications, Printing** (identify major purchases/publications, noting source and origin);
- **Meeting expenses** (list those meetings which are not covered under specific program sub-grants);
- **Professional fees** (list those individuals not covered under specific program sub-grants);
- **ADP support** (identify contracts, etc.).
- **Sub-grants or Program Activities** (should be quantified if possible, for example: the number of participants in a training seminar, workshop, or conference; the number of publications printed and distributed, etc.)

A summary of funding-to-date (both for the total life-of-project as well as the current year) should also be provided, identifying both AID and non-AID sources.

Ad Hoc Reports

Between the required progress reporting dates, events may occur that have significant impact upon the program. In such instances, the Grantee shall inform A.I.D. as soon as the following types of conditions become known:

- 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 units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any A.I.D. assistance needed to resolve the situation.
- Favorable developments or events that enable time schedules to be met sooner than anticipated, unexpected benefits, or more work units to be produced than originally projected.

PROJECT AUTHORIZATION

NAME OF COUNTRY: Lebanon

PROJECT TITLE: Relief and
Redevelopment

PROJECT NO.: 268-0360

1. Pursuant to Section 531 of the Foreign Assistance Act of 1961, as amended, I hereby authorize the Relief and Redevelopment Project, to be carried out in Lebanon involving planned obligations of not to exceed \$19,500,000 in grant funds over an approximate three and one-half year period from the date of this authorization until September 30, 1996.

2. The project consists of relief and redevelopment assistance to needy Lebanese provided through U.S. private voluntary organizations and educational institutions. Redevelopment assistance will focus primarily on activities related to resettlement of displaced Lebanese citizens and to assist them to re-establish productive activities.

3. The Project Agreements, which may be negotiated and executed by the officers to whom such authority is delegated in accordance with A.I.D. regulations and Delegations of Authority, shall be subject to the following essential terms and covenants as A.I.D. may deem appropriate.

a. Source and Origin of Commodities, Nationality of Services:

Commodities financed by A.I.D. under this project shall have their source and origin in the United States or in Lebanon, except as A.I.D. may otherwise agree in writing. Except for ocean shipping, the suppliers of commodities or services shall have Lebanon or the United States as their place of nationality. Ocean shipping financed by A.I.D. under the project shall, except as A.I.D. may otherwise agree in writing, be financed only on flag vessels of the United States.



Dennis Chandler
Acting Assistant Administrator
Bureau for Near East

4/28/93

Date

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