

<b>CONTRACT/AGREEMENT DATA SHEET</b>	<b>B 15724</b>	1. M/SER/AAM/A/SUP Action Monitor  KMD	2. Date PIO/T Received in M/SER/AAM/A/SUP  6 / 8 / 87
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COMPLETE EACH BLOCK FOR BOTH NEW ASSISTANCE/ACQUISITION AND MODIFICATION ACTIONS

1. Contract/Agreement/Number <u>OTR-0289-A-00-7130-00</u>	
4. Contractor/Recipient Name <u>Salvation Army World Service Organization</u>	5. Contractor Acronym <u>(SAWSO)</u>
6. Project Title <u>SAWSO</u>	7. Project Number <u>938-0289</u>
8. Project Officer's Name <u>A. Allison</u>	9. Bureau or USAID Symbol <u>FVA/PVC</u>

10. PIO/T Number <u><del>7381500</del> 7381808</u>	21. Budget Plan Code# <u>EDEA-87-13810-KG11</u> <u>APP. 72-1171021.5 ALL. 745-38-099-00-76-71</u>
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11. TYPE OF ACTION A. New Acquisition/Assistance B. Amendment/Modification 1. New/Revised Scope 2. Funded Extension 3. No Cost Extension 4. Transfer of action from AID/W to Mission/Mission to AID/W 5. Incremental Funding 6. Overhead Rate Adjustment 7. Contract Closeout 8. Other  C. FPR or FAR <u>W/MS 13</u>	<b>A</b>	22. Country or Region of Performance <u>Worldwide</u>
	23. A. This Action Increases or Decreases TEC by <u>\$ 0</u> B. Total Estimated Cost of Contractual Document <u>\$ 4,128,620</u>	
24. Amount of Non-Federal Funds Pledged to the Project <u>0</u>		

12. Amount of this PIO/T Obl. U.S. \$ <u>428,000</u> <u>900,000</u> ← COORS	25. Effective Date of this Action <u>8/31/87</u>
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13. Amount <input checked="" type="checkbox"/> Obligated <input type="checkbox"/> Subobligated <input type="checkbox"/> Deobligated by this Contract or Amendment U.S. \$ <u>428,000</u> <u>900,000</u> ← COORS	26. Estimated Completion/Expiration Date <u>8/31/92</u>
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14. Cumulative Obligation (Life of Contract) <u>U.S. \$ 900,000</u>	27. Contractor DUNS Number <u>062517941</u>
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15. This Action Funded Through <u>31/31/88</u>	28. Consultant Type Award <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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16. Date Contractual Documents Signed by AID Official <u>8/31/87</u>	29. Number of Person Months (PASA/RSSA only) <u>11</u>
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17. Incrementally Funded Contracts <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	30. Number of Persons (PASA/RSSA only) <u>50000</u>
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18. Host Country/Counterpart Institution (University Contracts) <u>ENTERED</u>	31. CONTRACT TYPE A. Fixed Price (specify: <input type="checkbox"/> FFP <input type="checkbox"/> FPRD <input type="checkbox"/> FPEPA <input type="checkbox"/> FPI) B. Cost Reimbursement (specify: <input type="checkbox"/> CR <input type="checkbox"/> CPFF <input type="checkbox"/> CS <input type="checkbox"/> CPAF <input type="checkbox"/> CPIF) C. IOC and Requirements Contracts D. Grant (CA/PASA/RSSA) E. Contracts with Individuals  <b>D</b>
19. Campus Coordinator (University Contracts) <u>COORS Section</u>	

20. ADVANCE A. No Advance B. Advance Non-FRLC C. Advance FRLC  <b>A</b>	32. Negotiator's Typed Name <u>R. Flynn</u>	33. Negotiator's Signature <u>Ruth S. Flynn 01/4/MS</u>	34. Date Signed <u>8/31/87</u>
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35. Contract/Grant Officer's Organization Symbol <u>W/MS</u>	36. Contract/Grant Officer's Signature <u>Carolyn R. Eldridge</u>	37. Date Signed <u>8/31/87</u>
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CONTRACT/AGREEMENT  
DATA SHEET

**B** 15723

1. M/SER/AAM/A/SUP  
Action Monitor

KMD

2. Date PIO/T Received in  
M/SER/AAM/A/SUP

6 / 8 / 87

COMPLETE EACH BLOCK FOR BOTH NEW ASSISTANCE/ACQUISITION AND MODIFICATION ACTIONS

1. Contract/Agreement/Number

~~OTR-0000-6-88-7130-00~~ OTR-0289-A-00-7130-00

4. Contractor/Recipient Name

Salvation Army World Service Organization

5. Contractor Acronym

(SAWSO)

6. Project Title

SAWSO

7. Project Number

938-0289

8. Project Officer's Name

A. Allison

9. Bureau or USAID Symbol

FVA/PVC

10. PIO/T Number

7381808

21. Budget Plan Code EDHA-87-13810-KC11

APP. 72-1171021.8 ALL. 748-38-099-00-76-71

11. TYPE OF ACTION

A. New Acquisition/Assistance

B. Amendment/Modification

1. New/Revised Scope

2. Funded Extension

3. No Cost Extension

4. Transfer of action from AID/W to Mission/Mission to AID/W

5. Incremental Funding

6. Overhead Rate Adjustment

7. Contract Closeout

8. Other

**A**

22. Country or Region of Performance

World Wide

23. A. This Action Increases or Decreases TEC by

\$ 0

B. Total Estimated Cost of Contractual Document

\$ 4,128,620

24. Amount of Non-Federal Funds Pledged to the Project

\$ 4,500,000

C.FPR or FAR

48 CFR 13

12. Amount of this PIO/T

Ob1.

U.S. \$ 472,000

25. Effective Date of this Action

8/31/87

13. Amount  Obligated  Subobligated  Deobligated  
by this Contract or Amendment

U.S. \$ 472,000

26. Estimated Completion/Expiration Date

8/31/92

14. Cumulative Obligation (Life of Contract)

U.S. \$ 472,000

27. Contractor DUNS Number

062517941

15. This Action Funded Through

8/31/88

28. Consultant Type Award

YES

NO

16. Date Contractual Documents Signed by AID Official

8/31/87

29. Number of Person Months (PASA/RSSA only)

17. Incrementally Funded Contracts

YES

NO

30. Number of Persons (PASA/RSSA only)

18. Host Country/Counterpart Institution (University Contracts)

19. Campus Coordinator (University Contracts)

31. CONTRACT TYPE

A. Fixed Price (specify:  FFP

FPRD  FPEPA  FPI)

B. Cost Reimbursement

(specify:  CR  CPFF

CS  CPAF  CPIF)

C. IQC and Requirements Contracts

D. Grant (CA/PASA/RSSA

E. Contracts with Individuals

**D**

20. ADVANCE

A. No Advance

B. Advance Non-FRLC

C. Advance FRLC

**A**

32. Negotiator's Typed Name

R. Flynn

33. Negotiator's Signature

Ruth J. Flynn 01/21/85

34. Date Signed

8/31/87

35. Contract/Grant Officer's Organization Symbol

W/MS

36. Contract/Grant Officer's Signature

Carolyn R. Edridge

37. Date Signed

8/31/87

38. SUBJECT TO STATUTORY REQUIREMENT

- A. Walsh-Healey Act, Manufacturer\*
- B. Walsh-Healey Act, Regular Dealer\*
- C. Service Contract Act  
*(U.S. ONLY - Guards, Maintenance, Laborers)*
- D. Davis-Bacon Act *(Construction)*
- E. Not subject to Walsh-Bacon Act  
*(Most AID Contracts)*

E

\*Equipment, Supplies, Materials, and Commodities

39. Country of Manufacture

US

40. CURRENCY INDICATOR

- A. U.S. Dollar
- B. Local Currency
- C. Combination
- D. Unfunded

A

41. SUBCONTRACTS

Is there a provision for a subcontract? *(Contracts only)*

YES  NO

42. TYPE OF SERVICE

- A. Training of Participants
- B. Technical Assistance to Host Country  
*(Program, Project related except A&E Services)*
- C. A&E Services
- D. Construction
- E. Research
- F. Technical Services to AID  
*(other than training; usually operating expense)*
- G. Training Service for AID
- H. Equipment, Materials, Supplies, Commodities
- I. Translation Service

B

43. CONTRACT/AGREEMENT SOURCE

- A. U.S. Contractor/Grantee
- B. Non-U.S. Contractor/Grantee
- C. Combination of A & B

A

44. TYPE OF AMERICAN OWNERSHIP

*(U.S. Persons or Firms Only)*

Minority

- A. Asian/Pacific Islander
- B. Black American
- C. American Aleuts or Eskimos
- D. American Indian
- E. Hispanic

G

G. Non-Minority

45. METHOD OF SOLICITATION

- A. Sealed Bid
- B. Competitive Proposal
- C. Combination/Competition
- D. Other Competition
- E. Noncompetitive

E

46. LABOR SURPLUS AREA PREFERENCE

Labor Surplus Area

- A. No Preference
- B. Tie Bid Preference
- C. Total Set Aside
- D. Not a Labor Surplus Area Preference Award

D

47. TYPE OF BUSINESS

- A. Source: Non-U.S. and Used Outside U.S. & Possessions
- B. Source: Non-U.S. and Possessions  
*(Foreign Purchases Used Inside U.S.)*  
*(If U.S. Source, complete C through Q)*
- C. Firm -- Profit Making & PSC's

H

Non-Profit Organizations

- D. Private Educational Organizations
- E. Hospitals
- F. Research Institutions, Foundations, and Laboratories
- G. Other

Private Voluntary Organizations

- H. U.S. Registered
- I. U.S. Non-Registered
- J. Foreign

State/Local Government

- K. Educational Institutions
- L. Hospitals
- M. Research Organizations
- N. Other

- O. International Agricultural Research Organizations
- P. Public International Organizations
- Q. U.S. Cooperatives

48. Women Owned Business?

YES  NO

49. TYPE OF AWARD

Small Business

- A. Not Set Aside
- B. Partial Set Aside
- C. Total Set Aside

Other Than Small Business

- D. Personal Service Contract
- E. Individual Non-Personal Service Contract
- F. U.S. Government
- G. University
- H. Non-Profit Organizations and PVOs
- I. Large Businesses

H

50. Paying Office:

Payment will be made by

M/FM/PAFID

AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D C 20523

ORIGINAL

AUG 31 1987

Dean B. Seiler  
Executive Director  
The Salvation Army  
1025 Vermont Avenue, N. W.  
Washington, D. C. 20005

Subject: Cooperative Agreement No. OTR-0289-A-00-7130-00

Dear Mr. Seiler:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby provides to the Salvation Army (hereinafter referred to as "SAWSO" or "Recipient"), the sum of \$4,128,620 to provide support for a program in 14 countries as described in the Schedule and the Program Description of this Cooperative Agreement.

This Cooperative Agreement is effective August 31, 1987 and shall apply to commitments made by the Recipient in furtherance of program objectives during the period beginning with the effective date and ending August 31, 1992.

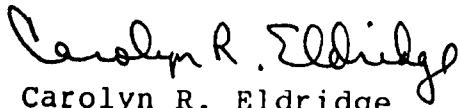
This Cooperative Agreement is made to the Recipient on condition that the funds will be administered in accordance with the terms and conditions as set forth in Enclosure 1, entitled "Schedule", Enclosure 2, entitled "Program Description," and Enclosure 3 entitled "Standard Provisions," which have been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

ORIGINAL

4

Please sign the original and six copies of this letter to acknowledge your receipt of the Cooperative Agreement, and return the original and five copies to the Office of Procurement.

Sincerely yours,



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

Enclosures:

1. Schedule
2. Program Description
3. Standard Provisions
4. Payment Forms
5. Report Guidance

ACKNOWLEDGED:  
THE SALVATION ARMY



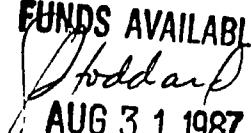
BY: Harold E. Shoults

TITLE: Vice-President

DATE: SEPTEMBER 14, 1987

FISCAL DATA

Total Estimated Amount: \$4,128,620  
Total Obligated Amount: \$900,000  
PIO/T No.: 7381808 Project No.: 938-0289  
Appropriation No.: 72-1171021.8  
Allotment No.: 748--38-099-C0-76-71  
BPC: EDHA 87-13810-KG11  
Obligation: \$472,000  
Appropriation No. 72-1171021.8  
Allotment No.: 745-38-099-00-70-71  
EDEA 87 13810 KG11  
Obligation: \$428,000 7381500  
Funding Source: A.I.D./W  
Paying Office: M/FM/PAFD  
Grant Administration: OP/W/MS  
DUNS No.: 062517941  
DOC # 44980

**FUNDS AVAILABLE**  
  
**AUG 31 1987**  
6/c 4190  
Program Acctg Fin Division  
Office of Financial Management

ENCLOSURE 1

SCHEDULE

A. Purpose of Cooperative Agreement

The purpose of this Cooperative Agreement is to provide support to strengthen Salvation Army World Services Organizations in its primary countries, as more specifically described in Enclosure 2 to this Cooperative Agreement entitled "Program Description," and the Recipient's proposal dated October 17, 1986 which is incorporated herein by reference. In the event of an inconsistency between the Recipient's proposal, the program description, and this schedule; the schedule and then the program description shall take precedence.

B. Period of Cooperative Agreement

1. The effective date of this Cooperative Agreement is August 31, 1987. The expiration date of this Cooperative Agreement is August 31, 1992.
2. Funds obligated hereunder are available for program expenditures for the period from August 31, 1987 to September 1, 1988 as shown in D below. In the event there are funds remaining after this date, the Recipient is authorized to utilize them for the purposes of the Agreement as long as they are used within the period shown in B.1 above.

C. Method of Payment and Amount of Cooperative Agreement

1. The total A.I.D. estimated amount of this Cooperative Agreement for the period shown in B.1 above is \$4,128,620.
2. A.I.D. hereby obligates the amount of \$900,000 for program expenditures during the period set forth in B.2. above and as shown in D below.
3. Additional funds up to the total amount of the Cooperative Agreement 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 Cooperative Agreement, entitled "Revision of Budget".
4. Payment shall be made to the Recipient in accordance with procedures set forth in Attachment 3, Standard Provision entitled "Payment - Letter of Credit (November 1985.)"

ENCLOSURE 1  
Page 2

D. Budget

The following is the Budget for this Cooperative Agreement. Revisions to this Budget shall be made in accordance with the Standard Provision of this Cooperative Agreement, entitled "Revision of Budget."

Program Elem.	FR: 9/1/87 TO: <u>8/31/87</u>	FR: 9/1/88 TO: <u>8/31/92</u>	FR: 9/1/88 TO: <u>8/31/92</u>	Total Amount	Total Cost Sharing Arrangement	
					A.I.D.	<u>SAWSO</u>
Ghana	28,459	112,335		140,794	120,794	20,000
Kenya	140,951	373,266		514,217	234,217	280,000
Swaziland	8,937	52,207		61,144	20,144	41,000
Zimbabwe	298,522	1,039,855		1,338,377	173,877	1,164,500
Zambia	98,401	463,476		561,877	381,277	180,600
Pakistan	307,283	1,020,079		1,327,362	767,362	560,000
Burma	7,370	35,304		42,674	42,674	
Bangladesh	181,956	699,152		881,108	126,396	754,712
Philippines	105,003	437,417		542,420	267,420	275,000
Papua New Guinea	54,326	254,446		308,772	308,772	
Jamaica	41,409	163,017		204,426	204,426	
Costa Rica	35,322	294,707		330,029	175,029	155,000
Guatemala	179,642	982,129		1,161,771	217,583	944,188
Bolivia	18,100	66,638		84,738	84,738	
Procurement	0	0		0		
Evaluation	2,000	87,946		89,946	89,946	
Subtotals:	<u>\$1,507,681</u>	<u>\$6,081,974</u>		<u>\$7,589,655</u>	<u>\$3,214,655</u>	<u>\$4,375,000</u>
Indirect Cost	207,758	831,207		1,038,965	913,965	125,000
Total:	<u>\$1,715,439</u>	<u>\$6,913,181</u>		<u>\$8,628,620</u>	<u>\$4,128,620</u>	<u>\$4,500,000</u>

NOTES TO BUDGET:

1. Recipient is allowed 15% flexibility among programmatic line items in the budget with the exception of evaluation, procurement, and indirect cost. No flexibility is authorized for the evaluation, procurement, and indirect cost line items. The Recipient must obtain written authorization from the Grant Officer to exceed the percentage of flexibility among programmatic line items or to make any changes in the evaluation, procurement, or indirect cost line items.

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2. Cost-Sharing Arrangement: The Recipient has agreed to expend from their non-Federal funds by the end of the life-of-program (LOP) period the amount of total cost-share expenditures specified in the PVO Cost-Sharing Arrangement column of the budget above. The only exception to this is the evaluation contract in the amount of \$50,000 which does not require any Recipient match. The Recipient is required to meet the requirements of the Standard Provision of this Agreement entitled "Cost Sharing/Matching".

The Recipient is required to report in their annual reports and in their incremental funding letters the total amount of cost-sharing to date. Although the Recipient is required to cost share on a life-of-program basis, they are also expected to expend those funds on a pro rata basis per year and not wait until the last year of the agreement to expend their cost share.

3. Procurement: The Recipient will use their own private cost-share funds for all non-U.S. procurement.

E. Substantial Involvement:

1. Countries: The following countries are approved for direct in-country program support under the Agreement:

Africa: Ghana, Kenya, Zimbabwe, Zambia, Swaziland,  
Asia: Pakistan, Burma, Bangladesh, Philippines, Fiji,  
Papua New Guinea, Latin America: Jamaica, Costa Rica,  
Guatemala, Bolivia.

Other countries may be approved during the period of the Agreement. Such approval will be communicated by A.I.D. in writing after consultation with the relevant A.I.D. Mission.

2. The scope of work for the project evaluation will be developed with, and the evaluator(s) chosen to carry out this activity must be approved in advance by, the A.I.D./FVA/PVC project officer. The FVA/PVC project officer is to participate in the pre and post-evaluation briefings and is to receive six (6) copies of the completed evaluation report for FVA/PVC and one copy for each country evaluated.

F. Reporting and Evaluation

1. Ten copies of the Annual Report plus one copy for the A.I.D. Mission in each target country in the program will be submitted to the A.I.D./FVA/PVC Project Officer 60 days prior to each anniversary date of this Agreement. Annual reports will describe project activities and the Recipient's financial contribution to the project. Guidance for Periodic and Final Reports to FVA/PVC on Accomplishments under this Agreement is provided as Enclosure 5 for illustrative purposes. (A.I.D. is in the process of submitting this guidance format to OMB for their clearance. Once the OMB clearance is obtained, the suggested format will be required.

The Annual Report will also include a country data sheet for each subproject activity and will be furnished in the standard format prescribed by FVA/PVC for its grant information system (A.I.D. Form 1550-11 included in Enclosure 5). Other current grants or cooperative agreements to the Recipient, such as Operational Program Grants (OPGs), will be noted in the report with an explanation of any relationship of such assistance instruments to this Agreement.

2. By the last day of the Cooperative Agreement period, one copy of the final report (last annual report) will be submitted to A.I.D./FVA/PVC and to the Grant Officer whose address appears on the Cooperative Agreement cover letter. The report shall include the following information as well as those items included in Enclosure 5 of this Agreement.
  - a. A comparison of actual accomplishments with the goals established for the Cooperative Agreement period.
  - b. Reasons why established goals were not met; and
  - c. Other pertinent information including, when appropriate, analysis and explanations of cost overruns, or unusually high expenses.

3. Prior to the required final performance reporting date, events may occur that have significant impact upon the project. In such instances, the Recipient shall inform the Grant Officer as soon as the following types of conditions become known:
  - a. Problems, delays, or adverse conditions that will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work activities by the established time period. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
  - b. Favorable developments or events that enable time schedules to be met sooner than anticipated or more work activities to be performed than originally projected.
4. Evaluation: Self-evaluation will be conducted by the Recipient in accordance with its normal evaluation program as described in its proposal which has been incorporated herein by reference. In addition, from time-to-time A.I.D. officers, with prior notification to the Recipient's headquarters will visit selected project sites. The Budget shown in D above includes funds to contract for a project evaluation in the final year of the Agreement. Special requirements for this project evaluation are delineated under the Substantial Involvement provision of this Agreement.

G. Indirect Cost Rates

Pursuant to the Standard Provision of this Cooperative Agreement entitled "Negotiated Indirect Cost Rates-Provisional", a rate shall be established for each of the Recipient's accounting periods which apply to this Cooperative Agreement. Pending the establishment of revised provisional or final indirect cost rates, provisional payments on account of allowable indirect costs shall be made on the basis of the following negotiated provisional rate applied to the base set forth below:

Type of Rate: Overhead  
Rate: 13.7%

Base: Total Direct Costs  
Period: 1/1/85 until amended

H. Title to Property:

Title to all property purchased under this Cooperative Agreement shall be vested in the Recipient and subject to the Standard Provisions entitled "Title to Property - Grantee".

I. Special Provisions:

Travel: The standard provision requiring advance notification of the Recipient's travel intentions overseas is waived for this Agreement.

PROGRAM DESCRIPTION

I. Program Goal:

The Salvation Army World Service Office, (SAWSO) through the worldwide network of The Salvation Army, will assist the poorest people in less developed countries in overcoming the constraints to their leading productive and healthy lives.

SAWSO will increase the ability of the poor to identify, articulate and act on individual and community constraints to development.

SAWSO will also increase The Salvation Army's ability to assisting the poor to act on constraints to their development.

II. Program Purpose:

The purpose of the proposed grant is to strengthen the strategic management capabilities of the Salvation Army's organization in 16 primary countries.

The program has 2 principal purposes a) human resource development to increase the ability of the poor to identify, articulate and act on individual and community constraints to development and b) institutional resource development to increase The Salvation Army's ability in assisting the poor to act on constraints to their development. Human resource development will increase opportunities for individual growth; institutional development will help to sustain the development process and broaden individuals' benefits to communities and beyond.

III. Principal Activities:

To accomplish the goal and purpose, SAWSO has agreed to train trainers, improve local management and administrative processes, and teach and apply practical technical skills in community development, primary health care, income generation, and agriculture.

Technical assistance will be provided by SAWSO staff to on-going projects. Regional and in-country workshops, seminars and courses will be organized by SAWSO staff, often supplemented by outside, subject-specific experts,

for local Army staff and key individuals in the community. Additional resources, such as those available through other PVOs, universities and governments will be utilized when appropriate. In-service training for project technical staff and community members will enable participants to apply needs assessment, planning, budgeting and evaluation practices.

Project activities will be initiated in 16 countries in which SAWSO and the Salvation Army already have a well-established field program. The primary countries include Ghana, Kenya, Zimbabwe, Zambia, Swaziland in Africa; Pakistan, Burma, Bangladesh in South Asia; Philippines, Fiji, Papua New Guinea in the Pacific; and Jamaica, Haiti, Costa Rica, Guatemala and Bolivia in Latin America.

Once these country-specific programs are well underway, similar programs are planned for additional countries if funding levels permit. Secondary countries, which will be included as appropriate are: Zaire, Sri Lanka, Tonga, Panama, Ecuador, Peru, and islands in the Caribbean, Grenada, Antigua, St. Kitt, St. Lucia and St. Vincent.

#### IV. Program Management:

Mr. Dean Seiller, Executive Director will be principally responsible for the general management and implementation of the Matching-Grant program. Oversight for policy matters and fiscal management is provided by Ms. Jean Robinson, Assistant Executive Director, and by SAWSO's corporate headquarters in Verona, New Jersey.

The present program staff in Washington consists of five development professionals who also share management responsibilities. Four are responsible for directing Matching Grant activities on a regional basis, i.e., Africa, Asia, Far East/South Pacific, and Latin America/Caribbean. The other position is health educator. Increased focus on evaluation and on training development and coordination has resulted in the creation of a new position of evaluation officer. Two of the regional program staff (Asia, Far East/Pacific) who have extensive background and experience in training and the development of curriculum materials, will co-coordinate the proposed training activities.

Project proposal generated from the field are analyzed by Salvation Army International Headquarters in London, England and SAWSO/Washington for their adherence to

established development criteria (see Appendix B). Projects meeting those criteria are recommended to SAWSO Board of Trustees for support through the Matching Grant or other funding sources.

SAWSO ensures effective program management by providing support to local project staff. SAWSO staff will make a minimum of two on-site technical assistance visits yearly to Matching Grant activities in their respective regions. They will work with local project staff on gathering baseline data; refining objectives and implementation strategies; standardizing narrative and financial reporting; budgeting; designing and conducting project evaluations; and networking with government and private agencies. They will also conduct training workshops, as needed and requested, for local project staff.

V. Proposed Evaluation Plan:

SAWSO has developed a monitoring and evaluation system which incorporates the following components:

1. **Field Monitoring:** Each project's staff designs relevant objectives and achievement indicators on an annual basis. Local records are used to collect data relevant to these indicators.
2. **Quarterly Reports:** At the completion of each quarter of project implementation, the field project manager submits a report to SAWSO, monitoring progress towards the achievement of project objectives, detailing problems encountered, and identifying changes in implementation schedule and future plans.
3. **Technical Assistance Visits:** At least twice a year SAWSO project officers conduct technical assistance visits to the field to monitor project progress. In conjunction with local field staff, they refine reporting procedures, expand or redesign implementation plans, review budget projections and expenditures, analyze incremental indicators and consider lessons learned.

4. Case Study Evaluations: SAWSO contracts outside professionals to conduct case studies of projects. For each case study, evaluators are identified who reside or have extensive experience in the particular host country. The SAWSO project officers concerned participate in the evaluation design along with the evaluator and project managers. A major objective is to design an evaluation that produces information relevant and useful to all project stakeholders.

Once submitted to the SAWSO office, the case studies become the focus of a intensive review by the project review committee. Lessons learned from the individual projects, as well as about the evaluation process as a whole, are shared with the field staff and action is taken where appropriate.

In the third year of the grant SAWSO will contract with outside evaluaters, approved by A.I.D. FVA/PVC to evaluate grant accomplishments.

MANDATORY STANDARD PROVISIONS FOR  
U.S., NONGOVERNMENTAL GRANTEES<sup>1</sup>

INDEX OF  
MANDATORY STANDARD PROVISIONS

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| 1. Allowable Costs                | 7. Ineligible Countries          |
| 2. Accounting, Audit, and Records | 8. Nondiscrimination             |
| 3. Refunds                        | 9. U.S. Officials Not to Benefit |
| 4. Revision of Grant Budget       | 10. Nonliability                 |
| 5. Termination and Suspension     | 11. Amendment                    |
| 6. Disputes                       | 12. Notices                      |

1. ALLOWABLE COSTS (NOVEMBER 1985)

The grantee shall be reimbursed for costs incurred in carrying out the purposes of this grant which are determined by the grant officer to be reasonable, allocable, and allowable in accordance with the terms of this grant, any negotiated advance understanding on particular cost items, and the applicable\* cost principles in effect on the date of this grant.

\* NOTE: For Educational Institutions use OMB Circular A-21; for all other non-profits use OMB Circular A-122; and for profit making firms use FAR 31.2. and AIDAR 731.2.

2. ACCOUNTING, AUDIT, AND RECORDS (MARCH 1987)

(a) The grantee shall maintain books, records, documents, and other evidence in accordance with the grantee's usual accounting procedures to sufficiently substantiate charges to the grant. The grantee's financial management system shall provide for the following:

(1) Accurate, current, and complete disclosure for each AID-sponsored project or program in accordance with the reporting requirements of this grant. While AID requires reporting on an accrual basis, the grantee shall not be required to establish an accrual accounting system but shall develop such accrual data for its reports on the basis of an analysis of the documentation on hand.

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<sup>1</sup>When these Standard Provisions are used for cooperative agreements, the following terms apply: "Grantee" means "Recipient," "Grant" means "Cooperative Agreement," and "AID Grant Officer" means "AID Agreement Officer."

- (2) Records that identify adequately the source and application of funds for AID-sponsored activities. These records shall contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, and income.
- (3) Effective control over and accountability for all funds, property, and other assets. Grantee shall adequately safeguard all such assets and shall ensure that they are used solely for authorized purposes.
- (4) Comparison of actual outlays with budget amounts for each grant. Financial information should be related to performance and unit-cost data whenever appropriate.
- (5) Procedures to minimize the time elapsing between the transfer of funds from the U.S. Treasury and the disbursement by the recipient, whenever funds are advanced by the Federal Government.
- (6) Procedures for determining the reasonableness, allowability, and allocability of costs in accordance with the provisions of the applicable Federal cost principles and the terms of the grant.
- (7) Accounting records that are supported by documentation that at a minimum will identify, segregate, accumulate, and record all costs incurred under a grant and which fully disclose (i) the amount and disposition by the grantee of the proceeds of such assistance, (ii) the total cost of the project or undertaking in connection with which such assistance is given or used, (iii) the amount of that portion of the cost of the project or undertaking supplied by other sources, and (iv) such other records as will facilitate an effective audit.
- (8) Examinations in the form of audits or internal audits shall be made by qualified individuals that are sufficiently independent of those that authorize the expenditure of AID funds, to produce unbiased opinions, conclusions, or judgments. They shall meet the independence criteria along the lines of Chapter IV, Part B of the U.S. General Accounting Office Publication Standards for Audit of Governmental Organizations, Programs, Activities, and Functions (1981 Revision). These examinations are intended to ascertain the effectiveness of the financial management systems and internal procedures that have been established to meet the terms and conditions of the grant. It is not intended that each grant awarded to the grantee be examined. Generally, examinations should be conducted on an organization-wide basis to test the fiscal integrity of financial transactions, as well as compliance with the terms and conditions of the AID grant. Such tests would include an appropriate sampling of Federal grants and agreements. Examinations will be conducted with reasonable frequency, on a continuing basis or at scheduled intervals, usually annually, but not less frequently than every two years. A copy of the audit report shall be furnished to the AID grant officer who shall submit it to AID's Regional Inspector General for Audit. The frequency of these examinations shall depend upon the nature,

size, and the complexity of the activity. These grantee self-examinations do not relieve AID of its audit responsibilities, but may affect the frequency and scope of such audits.

(9) A systematic method to ensure timely and appropriate resolution of audit findings and recommendations.

(b) The grantee shall preserve and make available such records for examination and audit by AID and the Comptroller General of the United States, or their authorized representatives:

(1) until the expiration of three years from the date of termination of the grant;

(2) for such longer period, if any, as is required to complete an audit to resolve all questions concerning expenditures unless written approval has been obtained from the grant officer to dispose of the records. AID follows generally accepted accounting practices in determining that there has been proper accounting and use of grant funds. The grantee agrees to make available any further information requested by AID with respect to any questions arising as a result of the audit; and

(3) If any litigation, claim, or audit is started before the expiration of the three year period, the records shall be retained until all litigations, claims or audit findings involving the records have been resolved.

(c) The grantee shall require subrecipients to adopt the standards in paragraphs (a) and (b) above except that portion of subparagraph (a) 1 that would require specific financial reporting forms and frequencies in accordance with the payment provisions of the grant.

### 3. REFUNDS (MAY 1986)

(a) The grantee shall remit to AID all interest earned on funds provided by AID.

(b) Funds obligated by AID but not disbursed to the grantee at the time the grant expires or is terminated shall revert to AID, except for such funds encumbered by the grantee by a legally binding transaction applicable to this grant. Any funds advanced to but not expended by the grantee and not encumbered by a legally binding transaction applicable to this grant at the time of expiration or termination of the grant shall be refunded to AID.

(c) If, at any time during the life of the grant, or as a result of final audit, it is determined by AID that funds it provided under this grant have been expended for purposes not in accordance with the terms of this grant, the grantee shall refund such amount to AID.

4. REVISION OF GRANT BUDGET (NOVEMBER 1985)

- (a) The approved grant budget is the financial expression of the grantee's program as approved during the grant award process.
- (b) The grantee shall immediately request approval from the grant officer when there is reason to believe that within the next 30 calendar days a revision of the approved grant budget will be necessary for the following reasons:
- (1) Changes in the scope or the objectives of the program and/or revisions in the funding allocated among program objectives.
  - (2) The need for additional funding.
  - (3) The grantee expects the amount of AID authorized funds to exceed its needs by more than \$5,000 or five percent of the AID award, whichever is greater.
  - (4) The grantee plans to transfer funds budgeted for indirect costs to absorb increases in direct costs or vice versa.
  - (5) The grantee intends to contract or subgrant any of the substantive programmatic work under this grant, and such contracts or subgrants were not included in the approved grant budget.
  - (6) The grantee plans to incur an expenditure which would require advance approval in accordance with the applicable Federal cost principles and was not included in the approved grant budget.
  - (7) The grantee plans to transfer funds allotted for training allowances to other categories of expense.
- (c) When requesting approval for budget revisions, the grantee shall use the budget formats that were used in the application unless a letter request will suffice.
- (d) Within 30 calendar days from the date of the receipt of the request for budget revisions, the grant officer shall review the request and notify the grantee whether the budget revisions have been approved. If the revisions are still under consideration at the end of 30 calendar days, the grant officer shall inform the grantee in writing of the date when the grantee may expect the decision. The grant officer shall obtain the project officer's clearance on all such requests prior to communication with the grantee.
- (e) If the requested budget revision requires the obligation of additional funding, and, if after notification pursuant to this standard provision, AID determines not to provide additional funds, the AID grant officer will, upon written request of the grantee, terminate this grant

pursuant to the standard provision of this grant, entitled "Termination and Suspension."

(f) Except as required by other provisions of this grant specifically stated to be an exception from this provision, the Government shall not be obligated to reimburse the grantee for costs incurred in excess of the total amount obligated under the grant. The grantee shall not be obligated to continue performance under the grant (including actions under the "Termination and Suspension" provision) or otherwise to incur costs in excess of the amount obligated under the grant, unless and until the grant officer has notified the grantee in writing that such obligated amount has been increased and has specified in such notice the new obligated grant total amount.

#### 5. TERMINATION AND SUSPENSION (MAY 1986)

(a) For Cause. This grant may be terminated for cause at any time, in whole or in part, by the grant officer upon written notice to the grantee, whenever it is determined that the grantee has failed to comply with the conditions of the grant.

(b) For Convenience. This grant may be terminated for convenience at any time by either party, in whole or in part, if both parties agree that the continuation of the grant would not produce beneficial results commensurate with the further expenditure of funds. Both parties shall agree upon termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated. The agreement to terminate shall be set forth in a letter from the grant officer to the grantee.

(c) Suspension: Termination for Changed Circumstances. If at any time AID determines that continuation of funding for a program should be suspended or terminated because such assistance is not in the national interest of the United States or that it would be in violation of an applicable law, then AID may, following notice to the grantee, suspend this grant and prohibit the grantee from incurring additional obligations chargeable to this grant other than necessary and proper costs in accordance with the terms of this grant during the period of suspension. If the situation causing the suspension continues for 60 days or more, then AID may terminate this grant on written notice to the grantee and cancel that portion of this grant which has not been disbursed or irrevocably committed to third parties.

(d) Termination Procedures. Upon receipt of and in accordance with a termination notice as specified in either paragraph (a) or (b) above, the grantee shall take immediate action to minimize all expenditures and obligations financed by this grant and shall cancel such unliquidated obligations whenever possible. Except as provided below, no further reimbursement shall be made after the effective date of termination. The grantee shall within 30 calendar days after the effective date of such

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termination repay to the Government all unexpended AID funds which are not otherwise obligated by a legally binding transaction applicable to this grant. Should the funds paid by the Government to the grantee prior to the effective date of the termination of this grant be insufficient to cover the grantee's obligations in the legally binding transaction, the grantee may submit to the Government within 90 calendar days after the effective date of such termination a written claim covering such obligations. The grant officer shall determine the amount(s) to be paid by the Government to the grantee under such claim in accordance with the applicable cost principles.

6. DISPUTES (March 1987)

(a) Any dispute under this grant shall be decided by the AID grant officer. The grant officer shall furnish the grantee a written copy of the decision.

(b) Decisions of the AID grant officer shall be final unless, within 30 days of receipt of the decision of the grant officer, the grantee appeals the decision to AID's Associate Assistant to the Administrator for Management. Any appeal made under this provision shall be in writing and addressed to the Associate Assistant to the Administrator for Management, Agency for International Development, Washington, D.C. 20523. A copy of the appeal shall be concurrently furnished to the grant officer.

(c) In order to facilitate review on the record by the Associate Assistant to the Administrator for Management, the grantee shall be given an opportunity to submit written evidence in support of its appeal. No hearing will be provided.

(d) A decision under this provision by the Associate Assistant to the Administrator for Management shall be final.

7. INELIGIBLE COUNTRIES (MAY 1986)

Unless otherwise approved by the AID grant officer, funds will only be expended for assistance to countries eligible for assistance under the Foreign Assistance Act of 1961, as amended, or under acts appropriating funds for foreign assistance.

8. NONDISCRIMINATION (MAY 1986)

(This provision is applicable when work under the grant is performed in the U.S. or when employees are recruited in the U.S.)

No U.S. citizen or legal resident shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity funded by this grant on the basis of race, color, national origin, age, handicap, or sex.

9. U.S OFFICIALS NOT TO BENEFIT (NOVEMBER 1985)

No member of or delegate to the U.S. Congress or resident U.S. Commissioner shall be admitted to any share or part of this grant or to any benefit that may arise therefrom; but this provision shall not be construed to extend to this grant if made with a corporation for its general benefit.

10. NONLIABILITY (NOVEMBER 1985)

AID does not assume liability for any third party claims for damages arising out of this grant.

11. AMENDMENT (NOVEMBER 1985)

The grant may be amended by formal modifications to the basic grant document or by means of an exchange of letters between the grant officer and an appropriate official of the grantee.

12. NOTICES (NOVEMBER 1985)

Any notice given by AID or the grantee shall be sufficient only if in writing and delivered in person, mailed, or cabled as follows:

To the AID grant officer, at the address specified in the grant.

To grantee, at grantee's address shown in the grant or to such other address designated within the grant.

Notices shall be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later.

(END OF MANDATORY STANDARD PROVISIONS)

ADDITIONAL STANDARD PROVISIONS FOR  
U.S., NONGOVERNMENTAL GRANTEES

The following standard provisions which have been checked are hereby incorporated into the grant/agreement.

- |   |                                     |
|---|-------------------------------------|
| 1. Payment - Letter of Credit                                 | <input checked="" type="checkbox"/> |
| 2. Payment - Periodic Advance                                 | <input type="checkbox"/>            |
| 3. Payment - Cost Reimbursement                               | <input type="checkbox"/>            |
| 4. Air Travel and Transportation                              | <input checked="" type="checkbox"/> |
| 5. Ocean Shipment of Goods                                    | <input checked="" type="checkbox"/> |
| 6. Procurement of Goods and Services                          | <input checked="" type="checkbox"/> |
| 7. AID Eligibility Rules for Goods and Services               | <input type="checkbox"/>            |
| 8. Subagreements  | <input type="checkbox"/>            |
| 9. Local Cost Financing                                       | <input checked="" type="checkbox"/> |
| 10. Patent Rights   | <input type="checkbox"/>            |
| 11. Publications  | <input type="checkbox"/>            |
| 12. Negotiated Indirect Cost Rates - Predetermined            | <input type="checkbox"/>            |
| 13. Negotiated Indirect Cost Rates - Provisional              | <input checked="" type="checkbox"/> |
| 14. Regulations Governing Employees                           | <input checked="" type="checkbox"/> |
| 15. Participant Training                                      | <input checked="" type="checkbox"/> |
| 16. Voluntary Population Planning                             | <input type="checkbox"/>            |
| 17. Protection of the Individual as a Research Subject        | <input type="checkbox"/>            |
| 18. Care of Laboratory Animals                                | <input type="checkbox"/>            |
| 19. Government Furnished Excess Personal Property             | <input type="checkbox"/>            |
| 20. Title to and Use of Property (Grantee Title)              | <input type="checkbox"/>            |
| 21. Title to and Care of Property (U.S. Government Title)     | <input checked="" type="checkbox"/> |
| 22. Title to and Care of Property (Cooperating Country Title) | <input checked="" type="checkbox"/> |
| 23. Cost Sharing (Matching)                                   | <input checked="" type="checkbox"/> |
| 24. Use of Pouch Facilities                                   | <input checked="" type="checkbox"/> |
| 25. Conversion of United States Dollars to Local Currency     | <input checked="" type="checkbox"/> |

Payment - Letter of Credit (NOVEMBER 1985)

(This provision is applicable only when the following conditions are met: (i) the total advances under all the grantee's cost-reimbursement contracts and assistance instruments with AID exceed \$120,000 per annum, (ii) AID has, or expects to have, a continuing relationship with the grantee for at least one year; (iii) the grantee has the ability to maintain procedures that will minimize the time elapsing between the transfer of funds and the disbursement thereof; (iv) the grantee's financial management system meets the standards for fund control and accountability required under the standard provision of this grant, entitled "Accounting, Audit, and Records" and, either (v) the foreign currency portion of the total advance under this grant is less than 50% or (vi) the foreign currency portion of the total advance under this grant is more than 50% but more than one foreign currency country is involved.)

(a) Payment under this grant shall be by means of a Letter of Credit (LOC) in accordance with the terms and conditions of the LOC and any instructions issued by AID's Office of Financial Management, Program Accounting and Finance Division (M/FM/PAFD).

(b) As long as the LOC is in effect, the terms and conditions of the LOC and any instructions issued by M/FM/PAFD constitute payment conditions of this grant, superseding and taking precedence over any other provision of this grant concerning payment.

(c) Reporting:

(1) A "Financial Status Report" SF-269, shall be prepared on an accrual basis and submitted quarterly no later than 30 days after the end of the period, in an original and two copies to AID/M/FM/PAFD, Washington, D.C. 20523. If the grantee's accounting records are not normally kept on the accrual basis, the grantee shall not be required to convert its accounting system, but shall develop such accrual information through best estimates based on an analysis of the documentation on hand. The final report must be submitted within 90 days after the conclusion of the grant to M/FM/PAFD. In cases where grants are Mission funded, the Grantee will forward an information copy to the AID Mission accounting station at the same time the original and one copy are mailed to M/FM/PAFD, AID/Washington.

(2) The grantee shall submit an original and one copy of SF-272, "Federal Cash Transactions Report," within 15 working days following the end of each quarter to M/FM/PAFD. Grantees receiving advances totaling more than \$1 million per year shall submit the SF-272 on a monthly basis within 15 working days following the close of the month. Grantees shall report all cash advances in the remarks section of SF-272. Those cash advances in excess of immediate disbursement requirements in the hands of subrecipients or the grantee's field organizations shall be supported by short narrative explanations of actions taken by the grantee to reduce the excess balances.

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(d) Revocation of the LOC is at the discretion of the authorized LOC certifying officer of M/FM/PAFD after consultation with the grant officer. Notification of revocation must be in writing and must specify the reason for revocation. M/FM/PAFD shall provide the grant officer a copy of the revocation notice and a recommendation for an alternative method of payment (periodic advance or cost reimbursement) based upon the reasons for the revocation. The grant officer shall immediately amend this agreement to provide for an appropriate alternative method of payment. The recipient may appeal any such revocation to the grant officer.

(END OF STANDARD PROVISION)

PAYMENT - PERIODIC ADVANCE (NOVEMBER 1985)

(This provision is applicable when the conditions for use of letter of credit cannot be met (including those pertaining to mixed dollar and local currency advances) and when the grantee meets the requirements of paragraph 1.0.6 of Handbook 13.)

(a) Periodic advances shall be limited to the minimum amounts needed to meet current disbursement needs and shall be scheduled so that the funds are available to the grantee as close as is administratively feasible to the actual disbursements by the grantee for program costs. Cash advances made by the grantee to secondary recipient organizations or the grantee's field organizations shall conform substantially to the same standards of timing and amount as apply to cash advances by AID to the grantee.

(b) Grantees shall submit requests for advances at least monthly on SF-270, "Request for Advance or Reimbursement," in an original and two copies, to the address specified in the Schedule of this grant.

(c) The grantee shall submit one copy of SF-272, "Federal Cash Transactions Report," 15 working days following the end of each quarter to the payment office address specified in the schedule. Grantees receiving advances totaling more than \$1 million per year shall submit SF-272 on a monthly basis within 15 working days following the close of the month. Grantees shall report in the Remarks section of SF-272 the amount of cash advances in excess of thirty days requirement in the hands of subrecipients or the grantee's overseas field organizations and shall provide short narrative explanations of actions taken by the grantee to reduce the excess balances.

(d) A "Financial Status Report," SF-269, shall be prepared on an accrual basis by the grantee and submitted quarterly no later than 30 days after the end of the period in an original and two copies to the payment office specified in the schedule. If the grantee's accounting records are not normally kept on the accrual basis, the grantee shall not be required to convert its accounting system, but shall develop such accrual information through best estimates based on an analysis of the documentation on hand. The final SF-269 must be submitted to the payment office within 90 days after the conclusion of the grant.

(e) If at any time, the AID Controller determines that the grantee has demonstrated an unwillingness or inability to: (1) establish procedures that will minimize the time elapsing between cash advances and the disbursement thereof, (2) timely report cash disbursements and balances as required by the terms of the grant, and (3) impose the same standards of timing of advances and reporting on any subrecipient or any of the grantee's overseas field organizations; the AID Controller shall advise the grant officer who may suspend or revoke the advance payment procedure.

(END OF STANDARD PROVISION)

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PAYMENT - COST REIMBURSEMENT (NOVEMBER 1985)

(This provision is applicable to grants for construction, or to grants where the grantee does not meet the conditions for either a letter of credit or periodic advance payment.)

- (a) At the end of each month of this grant, the grantee shall submit an original and two copies of SF-270, "Request for Advance or Reimbursement," to the payment office address specified in the schedule of this grant.
- (b) A final SF-270, shall be submitted within 60 days after the conclusion of the grant to the payment office.
- (c) The reports will be prepared on a cash basis. However, if the grantee's accounting records are not normally kept on a cash basis, the grantee shall not be required to convert its accounting system to meet this requirement.
- (d) Assignment of Claims (otherwise known as assignment of proceeds) is authorized under this grant and will be processed by the payment office.

(END OF STANDARD PROVISION)

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AIR TRAVEL AND TRANSPORTATION (NOVEMBER 1985)

(This provision is applicable when any costs for air travel or transportation are included in the budget.)

- (a) The grantee is required to present to the project officer for written approval an itinerary for each planned international trip financed by this grant, which shows the name of the traveler, purpose of the trip, origin/destination (and intervening stops), and dates of travel, as far in advance of the proposed travel as possible, but in no event at least three weeks before travel is planned to commence. At least one week prior to commencement of approved international travel, the grantee shall notify the cognizant U.S. Mission or Embassy, with a copy to the project officer, of planned travel, identifying the travelers and the dates and times of arrival.
- (b) Travel to certain countries shall, at AID's option, be funded from U.S.-owned local currency. When AID intends to exercise this option, AID will, after receipt of advice of intent to travel required above, either issue a U.S. Government S.F. 1169, Transportation Request (GTR) which the grantee may exchange for tickets, or AID will issue the tickets directly. Use of such U.S.-owned currencies will constitute a dollar charge to this grant.
- (c) All air travel and shipments under this grant are required to be made on U.S. flag air carriers to the extent service by such carriers is available. A U.S. flag air carrier is defined as an air carrier which has a certificate of public convenience and necessity issued by the U.S. Civil Aeronautics Board authorizing operations between the United States and/or its territories and one or more foreign countries.
- (d) Use of foreign air carrier service may be deemed necessary if a U.S. flag air carrier otherwise available cannot provide the foreign air transportation needed, or if use of such service will not accomplish the agency's mission. Travel and transportation on non-free world air carriers are not reimbursable under this grant.
- (e) U.S. flag air carrier service is considered available even though:
- (1) Comparable or a different kind of service can be provided at less cost by a foreign air carrier;
  - (2) Foreign air carrier service is preferred by or is more convenient for the agency or traveler; or
  - (3) Service by a foreign air carrier can be paid for in excess foreign currency, unless U.S. flag air carriers decline to accept excess or near excess foreign currencies for transportation payable only out of such monies.

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5f) Except as provided in paragraph (b) of this section, U.S. flag air carrier service must be used for all Government-financed commercial foreign air travel if service provided by such carriers is available. In determining availability of a U.S. flag air carrier, the following scheduling principles should be followed unless their application results in the last or first leg of travel to or from the United States being performed by foreign air carrier:

(1) U.S. flag air carrier service available at point of origin should be used to destination or in the absence of direct or through service to the farthest interchange point on a usually traveled route;

(2) Where an origin or interchange point is not served by U.S. flag air carrier, foreign air carrier service should be used only to the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service; or

(3) Where a U.S. flag air carrier involuntarily reroutes the traveler via a foreign air carrier the foreign air carrier may be used notwithstanding the availability of alternative U.S. flag air carrier service.

(g) For travel between a gateway airport in the United States (the last U.S. airport from which the traveler's flight departs or the first U.S. airport at which the traveler's flight arrives) and a gateway airport abroad (that airport from which the traveler last embarks enroute to the U.S. or at which the traveler first debarks incident to travel from the U.S.), passenger service by U.S. flag air carrier will not be considered available:

(1) Where the gateway airport abroad is the traveler's origin or destination airport, and the use of U.S. flag air carrier service would extend the time in a travel status, including delay at origin and accelerated arrival at destination, by at least 24 hours more than travel by foreign air carrier:

(2) Where the gateway airport abroad is an interchange point, and the use of U.S. flag air carrier service would require the traveler to wait six hours or more to make connections at that point, or delayed departure from or accelerated arrival at the gateway airport in the U.S. would extend the time in a travel status by at least six hours more than travel by foreign air carrier.

(h) For travel between two points outside the U.S. the rules in paragraphs (d) through (f) of this section will be applicable, but passenger service by U.S. flag air carrier will not be considered to be reasonably available:

(1) If travel by foreign air carrier would eliminate two or more aircraft changes enroute;

(2) Where one of the two points abroad is the gateway airport (as defined in paragraph (g) of this section) enroute to or from the United States, if the use of a U.S. flag air carrier would extend the time in a travel status by at least six hours more than travel by foreign air carrier

including accelerated arrival at the overseas destination or delayed departure from the overseas origin as well as delay at the gateway airport or other interchange point abroad; or

(3) Where the travel is not part of a trip to or from the United States, if the use of a U.S. flag air carrier would extend the time in a travel status by at least six hours more than travel by foreign air carrier including delay at origin, delay enroute and accelerated arrival at destination.

(i) When travel under either paragraph (g) or (h) of this section involves three hours or less between origin and destination by a foreign air carrier, U.S. flag air carrier service will not be considered available when it involves twice such travel time or more.

(j) Nothing in the above guidelines shall preclude and no penalty shall attend the use of a foreign air carrier which provides transportation under an air transport agreement between the United States and a foreign government, the terms of which are consistent with the international aviation policy goals set forth at 49 U.S.C. 1502(b) and provide reciprocal rights and benefits.

(k) Where U.S. Government funds are used to reimburse the grantee's use of other than U.S. flag air carriers for international transportation, the grantee will include a certification on vouchers involving such transportation which is essentially as follows:

"CERTIFICATION OF UNAVAILABILITY OF U.S. FLAG AIR CARRIERS. I hereby certify that the transportation service for personnel (and their personal effects) or property by certificated air carrier was unavailable for the following reason(s)." (State appropriate reason(s) as set forth above).

(l) International Travel

(1) As used herein, the term "international travel" means travel to all countries other than those within the home country of the traveler. Travel outside the United States includes travel to the U.S. Trust Territories of the Pacific Islands.

(2) The grantee will be reimbursed for travel and the reasonable cost of subsistence, post differentials and other allowances paid to employees in an international travel status in accordance with the grantee's established policies and practices which are uniformly applied to federally financed and other activities of the grantee. The standard for determining the reasonableness of reimbursement for overseas allowance is the Standardized Regulations (Government Civilians, Foreign Areas), published by the U.S. Department of State, as from time to time amended. The most current subsistence, post differentials, and other allowances may be obtained from the grant officer.

(m) This provision will be included in all subgrants and contracts which require air travel and transportation under this grant.

(END OF STANDARD PROVISION)

## OCEAN SHIPMENT OF GOODS (MAY 1986)

(This provision is applicable when goods purchased with funds provided under this grant are transported to cooperating countries on ocean vessels.)

- (a) At least 50% of the gross tonnage of all goods purchased under this grant and transported to the cooperating countries shall be made on privately owned U.S. flag commercial ocean vessels, to the extent such vessels are available at fair and reasonable rates for such vessels.
- (b) At least 50% of the gross freight revenue generated by shipments of goods purchased under this grant and transported to the cooperating countries on dry cargo liners shall be paid to or for the benefit of privately owned U.S. flag commercial ocean vessels to the extent such vessels are available at fair and reasonable rates for such vessels.
- (c) When U.S. flag vessels are not available, or their use would result in a significant delay, the grantee may request a determination of non-availability from the AID Transportation Division, Office of Procurement, Washington, D.C. 20523, giving the basis for the request which will relieve the grantee of the requirement to use U.S. flag vessels for the amount of tonnage included in the determination. Shipments made on non-free world ocean vessels are not reimburseable under this grant.
- (d) Vouchers submitted for reimbursement which include ocean shipment costs shall contain a certification essentially as follows:
- "I hereby certify that a copy of each ocean bill of lading concerned has been submitted to the U.S. Department of Transportation, Maritime Administration, Division of National Cargo, 400 7th Street, S.W., Washington, D.C. 20590, and that such bills of lading state all of the carrier's charges including the basis for calculation such as weight or cubic measurement."
- (e) Shipments by voluntary nonprofit relief agencies (i.e., FVOs) shall be governed by this standard provision and by AID Regulation 2, "Overseas Shipments of Supplies by Voluntary Nonprofit Relief Agencies" (22 CFR Part 202).

(END OF STANDARD PROVISION)

PROCUREMENT OF GOODS AND SERVICES (November 1985)

(This provision is applicable when goods or services are procured under the grant.)

The grantee may use its own procurement policies and practices for the procurement of goods and services under this grant, provided they conform to all of AID's requirements listed below and the standard provision entitled "AID Eligibility Rules for Goods and Services."

(a) General Requirements:

(1) The recipient shall maintain a code or standards of conduct that shall govern the performance of its officers, employees or agents engaged in the awarding and administration of contracts using AID funds. No employee, officer or agent shall participate in the selection, award or administration of a contract in which AID funds are used, where, to that individual's knowledge, the individual or the individual's immediate family, partners, or organization in which the individual or the individual's immediate family or partners has a financial interest or with whom that individual is negotiating or has any arrangement concerning prospective employment. The recipients' officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors or potential contractors. Such standards shall provide for disciplinary actions to be applied for violations of such standards by the recipients' officers, employees or agents.

(2) All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. The recipient should be alert to organizational conflicts of interest or noncompetitive practices among contractors that may restrict or eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, invitations for bids and/or requests for proposals should be excluded from competing for such procurements. Awards shall be made to the bidder/offeree whose bid/offer is responsive/responsible to the solicitation and is most advantageous to the recipient, price and other factors considered. Solicitations shall clearly set forth all requirements that the bidder/offeree must fulfill in order to be evaluated by the recipient. Any and all bids/offers may be rejected when it is in the recipient's interest to do so.

(3) All grantees shall establish procurement procedures that provide for, at a minimum, the following procedural requirements:

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(i) Proposed procurement actions shall follow a procedure to assure the avoidance of purchasing unnecessary or duplicative items. Where appropriate, an analysis shall be made of lease and purchase alternatives to determine which would be the most economical practical procurement.

(ii) Solicitations for goods and services shall be based upon a clear and accurate description of the technical requirements for the material, product or service to be procured. Such a description shall not, in competitive procurements, contain features which unduly restrict competition. "Brand-name or equal" descriptions may be used as a means to define the performance of other salient requirements of a procurement and when so used the specific features of the named brand which must be met by bidders/offerors shall be clearly specified.

(iii) Positive efforts shall be made by the recipients to utilize small business and minority-owned business sources of supplies and services. Such efforts should allow these sources the maximum feasible opportunity to compete for contracts utilizing AID funds. To permit AID, in accordance with the small business provisions of the Foreign Assistance Act of 1961, as amended, to give United States small business firms an opportunity to participate in supplying commodities and services procured under this grant, the grantee shall to the maximum extent possible provide the following information to the Office of Small Disadvantaged Business Utilization, AID, Washington, D.C. 20523, at least 45 days prior (except where a shorter time is requested of and granted by the Office of Small and Disadvantaged Business Utilization) to placing any order or contract in excess of \$25,000:

- (A) Brief general description and quantity of goods or services;
- (B) Closing date for receiving quotations, proposals, or bids; and
- (C) Address where solicitations or specifications can be obtained.

(iv) The type of procuring instruments used, e.g. fixed price contracts, cost reimbursable contracts, purchase orders, incentive contracts, shall be determined by the recipient but must be appropriate for the particular procurement and for promoting the best interest of the program involved. The "cost-plus-a-percentage-of-cost" method of contracting shall not be used.

(v) Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources.

(vi) All proposed sole source contracts or where only one bid or proposal is received in which the aggregate expenditure is expected to exceed \$5,000 shall be subject to prior approval by an appropriate official within the grantee's organization.

(vii) Some form of price or cost analysis should be made in connection with every procurement action. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted, market prices and similar indicia, together with discounts. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability and allowability.

(viii) Procurement records and files for purchases in excess of \$10,000 shall include the following:

(A) Basis for contractor selection;

(B) Justification for lack of competition when competitive bids or offers are not obtained;

(C) Basis for award cost or price.

(ix) A system for contract administration shall be maintained to ensure contractor conformance with terms, conditions and specifications of the contract, and to ensure adequate and timely followup of all purchases.

(b) Each contract shall contain, in addition to provisions to define a sound and complete contract, the following contract provisions, if applicable, as well as any provision within this grant which requires such inclusion of that provision. Whenever a provision is required to be inserted in a contract under this grant, the grantee shall insert a statement in the contract that in all instances where the U.S. Government or AID is mentioned the grantee's name shall be substituted.

(1) Contracts in excess of \$10,000 shall contain contractual provisions or conditions that will allow for administrative, contractual or legal remedies in instances in which contractors violate or breach contract terms, and provide for such remedial actions as may be appropriate.

(2) All contracts in excess of \$10,000 shall contain suitable provisions for termination by the recipient including the manner by which termination will be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.

(3) In all contracts for construction or facility improvement awarded for more than \$100,000, recipients shall observe generally accepted bonding requirements.

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(4) All contracts awarded by the grantee or subgrantee to be performed in the United States having a value of more than \$10,000, shall contain a provision requiring compliance with Executive Order 11246, entitled "Equal Employment Opportunity," as amended, and as supplemented in Department of Labor Regulations (41 CFR, Part 60).

(5) All contracts and subgrants in excess of \$2,000 for construction or repair to be performed in the United States awarded by the grantee or subgrantee shall include a provision for compliance with the Copeland "Anti-Kick Back" Act (18 U.S.C. 874) as supplemented in Department of Labor Regulations (29 CFR, Part 3). This Act provides that each contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which that individual is otherwise entitled. The grantee shall report all suspected or reported violations to AID.

(6) When required by the Federal program legislation, all construction contracts to be performed in the United States awarded by the grantee or subgrantee of more than \$2,000 shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor Regulations (29 CFR, Part 5). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The grantee shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The grantee shall report all suspected or reported violations to AID.

(7) Where applicable, all contracts awarded by the grantee or subgrantees in excess of \$2,000 for construction contracts to be performed in the United States and its territories and in excess of \$2,500 for other contracts that involve the employment of mechanics or laborers, shall include a provision for compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor Regulations (29 CFR, Part 5). Under section 103 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work day of 8 hours and a standard workweek of 40 hours. Work in excess of the standard workday or workweek is permissible provided that the worker is compensated at a rate of not less than 1 1/2 times the basic rate of pay for all hours worked in excess of 8 hours in any calendar day or 40 hours in the workweek. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous to the worker's health and safety as determined under construction safety and health standards promulgated by the Secretary of Labor. These requirements do not apply to the purchases of supplies of materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(8) Contracts, the principal purpose of which is to create, develop or improve products, processes or methods; or for exploration into fields that directly concern public health, safety or welfare; or contracts in the fields of science or technology in which there has been little significant experience outside of work funded by Federal assistance, shall contain a notice to the effect that matters regarding rights to inventions and materials generated under the contract are subject to the regulations included in these grant provisions. The contractor shall be advised as to the source of additional information regarding these matters.

(9) All negotiated contracts over \$10,000 awarded by the grantee shall include a provision to the effect that the grantee, AID, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the contractor which are directly pertinent to the specific program for the purpose of making audits, examinations, excerpts and transcriptions.

(10) Contracts in excess of \$100,000 to be performed in the United States shall contain a provision that requires the contractor to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970 (42 U.S.C. 7401) and the Federal Water Pollution Control Act (40 CFR 15) as amended. Violations shall be reported to AID and the Regional Office of the Environmental Protection Agency.

(11) Contracts which require performance outside the United States shall contain a provision requiring Workmen's Compensation Insurance (42 U.S.C. 1651, et seq.). As a general rule, Department of Labor waivers will be obtained for persons employed outside the United States who are not United States citizens or residents provided adequate protection will be given such persons. The grantee should refer questions on this subject to the AID grant officer.

(END OF STANDARD PROVISION)

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AID ELIGIBILITY RULES FOR GOODS AND SERVICES (NOVEMBER 1985)

(This provision is applicable when goods or services are procured under the grant.)

(a) Ineligible and Restricted Goods and Services: If AID determines that the grantee has procured any of the restricted or ineligible goods and services specified below, or has procured goods and services from unauthorized sources, and has received reimbursement for such purpose without the prior written authorization of the grant officer, the grantee agrees to refund to AID the entire amount of the reimbursement. AID's policy on ineligible and restricted goods and services is contained in Chapter 4 of AID Handbook 1, Supplement B, entitled "Procurement Policies".

(1) Ineligible Goods and Services. Under no circumstances shall the grantee procure any of the following under this grant:

- (i) Military equipment,
- (ii) Surveillance equipment,
- (iii) Commodities and services for support of police or other law enforcement activities,
- (iv) Abortion equipment and services,
- (v) Luxury goods and gambling equipment, or
- (vi) Weather modification equipment.

(2) Ineligible Suppliers. Funds provided under this grant shall not be used to procure any goods or services furnished by any firms or individuals whose name appears on the AID Consolidated List of Debarred, Suspended, and Ineligible Awardees under AID Regulation 8, entitled "Debarment, Suspension and Ineligibility" (22 CFR 208). AID will provide the grantee with a copy of this list upon request.

(3) Restricted Goods. The grantee shall not procure any of the following goods and services without the prior written authorization of the grant officer:

- (i) Agricultural commodities,
- (ii) Motor vehicles,
- (iii) Pharmaceuticals,
- (iv) Pesticides,
- (v) Rubber compounding chemicals and plasticizers,
- (vi) Used equipment,
- (vii) U.S. Government-owned excess property, or
- (viii) Fertilizer.

(b) Source, Origin, and Nationality: The eligibility rules for goods and services are based on source, origin, and nationality and are divided into two categories. One applies when the total procurement during the life of the grant is over \$250,000 and the other applies when the total procurement element during the life of the grant is not over \$250,000. The total procurement element includes procurement of all goods (e.g., equipment, materials, supplies) and services. Guidance on the eligibility of specific goods or services may be obtained from the grant officer. AID policies and definitions on source, origin, and nationality are contained in Chapters 4 and 5 of AID Handbook 1, Supplement B, entitled "Procurement Policies".

(1) When the total procurement element during the life of this grant is valued at \$250,000 or less, the following rules apply:

(i) All goods and services, the costs of which are to be reimbursed under this grant and which will be financed with U. S. dollars, shall be purchased in and shipped from only "Special Free World" countries (i.e., AID Geographic Code 935) in accordance with the following order of preference:

- (A) The United States (AID Geographic code 000),
- (B) The Cooperating Country,
- (C) "Selected Free World" countries (AID Geographic Code 941), and
- (D) "Special Free World" countries (AID Geographic Code 935).

(ii) Application of Order of Preference: When the grantee procures goods and services from other than U.S. sources, under the order of preference in paragraph b(1)(i) above, the grantee shall document its files to justify each such instance. The documentation shall set forth the circumstances surrounding the procurement and shall be based on one or more of the following reasons, which will be set forth in the grantee's documentation:

- (A) The procurement was of an emergency nature, which would not allow for the delay attendant to soliciting U.S. sources,
- (B) The price differential for procurement from U.S. sources exceeded by 50% or more the delivered price from the non-U.S. source,
- (C) Impelling local political considerations precluded consideration of U.S. sources,
- (D) The goods or services were not available from U.S. sources, or
- (E) Procurement of locally available goods and services, as opposed to procurement of U.S. goods and services, would best promote the objectives of the Foreign Assistance program under the grant.

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(2) When the total procurement element exceeds \$250,000, the following rule applies: Except as may be specifically approved or directed in advance by the grant officer, all goods and services, which will be reimbursed under this grant and financed with U. S. dollars, shall be procured in and shipped from the U. S. (Code 000) and from any other countries within the authorized geographic code as specified in the schedule of this grant.

(c) Marine Insurance: The eligibility of marine insurance is determined by the country in which it is placed. Insurance is placed in a country if payment of the insurance premium is made to, and the insurance policy is issued by an insurance company located in that country. Eligible countries for placement are governed by the authorized geographic code, except that if Code 941 is authorized, the Cooperating Country is also eligible. Section 604(d) of the Foreign Assistance Act requires that if a recipient country discriminates by statute, decree, rule, or practice with respect to AID-financed procurement against any marine insurance company authorized to do business in the U. S., then any AID-financed commodity shipped to that country shall be insured against marine risk and the insurance shall be placed in the U. S. with a company or companies authorized to do marine insurance business in the U. S.

(d) Ocean and air transportation shall be in accordance with the applicable provisions contained within this grant.

(e) Printed or Audio-Visual Teaching Materials: If the effective use of printed or audio-visual teaching materials depends upon their being in the local language and if such materials are intended for technical assistance projects or activities financed by AID in whole or in part and if other funds including U.S.-owned or U.S.-controlled local currencies are not readily available to finance the procurement of such materials, local language versions may be procured from the following sources, in order of preference:

- (1) The United States (AID Geographic Code 000),
- (2) The Cooperating Country,
- (3) "Selected Free World" countries (AID Geographic Code 941), and
- (4) "Special Free World" countries (AID Geographic Code 899).

(f) Special Restrictions on the Procurement of Construction or Engineering Services: Section 604(g) of the Foreign Assistance Act provides that AID funds may not be used for "procurement of construction or engineering services from advanced developing countries, eligible under Geographic Code 941, which have attained a competitive capability in international markets for construction services or engineering services." In order to insure eligibility of a Code 941 contractor for construction or engineering services, the grantee shall obtain the grant officer's prior approval for any such contract.

(END OF STANDARD PROVISION)

SUBAGREEMENTS (NOVEMBER 1985)

(This provision is applicable when subgrants or cooperative agreements are financed under the grant.)

(a) Funds provided under this grant shall not be used to support any subrecipient whose name appears on the AID Consolidated List of Debarred, Suspended, or Ineligible Awardees under AID Regulation 8, entitled "Debarment, Suspension and Ineligibility" (22 CFR 208). AID will provide the grantee with a copy of this list upon request.

(b) All subagreements shall as a minimum contain, in addition to provisions to define a sound and complete agreement, the following provisions as well as any that are specifically required by any other provision in this grant. Whenever a provision within this grant is required to be inserted in a subagreement, the grantee shall insert a statement in the subagreement that in all instances where the U.S. Government is mentioned, the grantee's name will be substituted.

(1) Subagreements in excess of \$10,000 shall contain provisions or conditions that will allow for administrative or legal remedies in instances where subrecipients violate subagreement terms and provide for such remedial action as may be appropriate.

(2) All subagreements in excess of \$10,000 shall contain suitable provisions for termination by the recipient including the manner by which termination will be effected and the basis for settlement. In addition, such subagreements shall describe conditions under which the subagreement may be terminated for default as well as conditions where the subagreement may be terminated because of circumstances beyond the control of the subrecipient.

(3) Subagreements, the principal purpose of which is to create, develop or improve products, processes or methods; or for exploration into fields that directly concern public health, safety or welfare; or subagreements in the field of science or technology in which there has been little significant experience outside of work funded by Federal assistance, shall contain a notice to the effect that matters regarding rights to inventions and materials generated under the subagreement are subject to the regulations contained in the provisions of this grant. The subrecipient shall be advised as to the source of additional information regarding these matters.

(4) All subagreements over \$10,000 issued by recipients shall include a provision to the effect that the recipient, AID, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the subrecipient which are directly pertinent to the specific program for the purpose of making audits, examinations, excerpts and transcriptions.

(END OF STANDARD PROVISION)

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LOCAL COST FINANCING (MAY 1986)

(This provision applies only when local costs are authorized by the grant, and must be used with the standard provision entitled "Procurement of Goods and Services.")

(a) Costs qualifying as local costs are eligible for financing under the grant in accordance with the terms of this standard provision. Local costs are defined as (1) indigenous goods, (2) imported shelf items, and (3) services provided by suppliers meeting the requirements contained in subparagraph (b). Indigenous goods are those that have been mined, grown or produced in the cooperating country through manufacture, processing or assembly. In the case of produced goods containing imported components, to qualify as indigenous a commercially recognized new commodity must result that is substantially different in basic characteristics or in purpose or utility from its components. Imported shelf items are goods that are normally imported and kept in stock, in the form in which imported, for sale to meet a general demand in the country for the item.

Imported shelf items are eligible in unlimited quantities if they have their origin in a country included in AID Geographic Code 941. Imported shelf items having their origin in any country included in Code 899 but not in Code 941 are eligible if the price of one unit does not exceed \$5,000. For goods sold by units of quantities; e.g., tons, barrels, etc., the unit to which the local currency equivalent of \$5,000 is applied that which is customarily used in quoting prices. The total amount of imported shelf items purchased from countries included in Code 899 but not in Code 941 may not exceed \$25,000 or 10% of the total local costs financed by AID for the grant, whichever is higher; however, in no case may the total amount of such purchases exceed \$250,000 without first obtaining a specific geographic source waiver. Imported shelf items produced in or imported from countries not included in Geographic Code 899 are ineligible for AID financing.

(b) To qualify as local costs, goods and services must also meet the following additional requirements:

- (1) They must be paid for in local currency.
- (2) They must not be specifically imported for this grant.
- (3) The supplier must be located in the cooperating country and must be of cooperating country nationality as defined in AID Handbook 1B, Chapter 5.
- (4) Any component from a country not included in AID geographic code 935 renders a commodity ineligible for financing.

(c) Ineligible Goods and Services: Under no circumstances shall the grantee procure any of the following under this grant:

- (1) Military equipment,
- (2) Surveillance equipment,
- (3) Commodities and services for support of police or other law enforcement activities,
- (4) Abortion equipment and services,
- (5) Luxury goods and gambling equipment, or
- (6) Weather modification equipment.

(d) Ineligible Suppliers: Funds provided under this grant shall not be used to procure any goods or services furnished by any firm or individual whose name appears on AID's Consolidated List of Debarred, Suspended, or Ineligible Awardees (AID Regulation 8, (22 CFR 208)). AID will provide the grantee with this list upon request.

(e) Restricted Goods: The grantee shall not procure any of the following goods and services without the prior written authorization of the grant officer:

- (1) Agricultural commodities,
- (2) Motor vehicles,
- (3) Pharmaceuticals,
- (4) Pesticides,
- (5) Rubber compounding chemicals and plasticizers,
- (6) Used equipment,
- (7) U.S. Government-owned excess property, or
- (8) Fertilizer.

(f) If AID determines that the grantee has procured any of the restricted or ineligible goods and services specified in subparagraphs (c) through (e) above, or has received reimbursement for such purpose without the prior written authorization of the grant officer, the grantee agrees to refund to AID the entire amount of the reimbursement.

(END OF STANDARD PROVISION)

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PATENT RIGHTS (NOVEMBER 1985)

(This provision is applicable whenever patentable processes or practices are financed by the grant.)

(a) Definitions.

(1) Invention means any invention or discovery which is or may be patentable or otherwise protectable under Title 35 of the United States Code.

(2) Subject invention means any invention of the recipient conceived or first actually reduced to practice in the performance of work under this agreement.

(3) Practical application means to manufacture in the case of a composition or product, to practice in the case of a process or method, or to operate in the case of a machine or system; and, in each case, under such conditions as to establish that the invention is being utilized and that its benefits are, to the extent permitted by law or Government regulations, available to the public on reasonable terms.

(4) Made when used in relation to any invention means the conception or first actual reduction to practice of such invention.

(5) Small business firm means a domestic small business concern as defined at Section 2 of Public Law 85-536 (15 U.S.C. 632) and implementing regulations of the Administrator of the Small Business Administration. For the purpose of this clause, the size standards for small business concerns involved in Government procurement and subcontracting at 13 CFR 121.3-8 and 13 CFR 121.3-12, respectively, shall be used.

(6) Nonprofit organization means a domestic university or other institution of higher education or an organization of the type described in Section 501(c)(3) of the Internal Revenue Code of 1954 (26 U.S.C. 501(c)) and exempt from taxation under Section 501(a) of the Internal Revenue Code (26 U.S.C. 501(a)) or any domestic nonprofit scientific or any educational organization qualified under a state nonprofit organization statute.

(b) Allocation of Principal Rights: The recipient may retain the entire right, title, and interest throughout the world to each subject invention subject to the provisions of this clause and 35 U.S.C. 203. With respect to any subject invention in which the recipient retains title, the Federal Government shall have a non-exclusive, non-transferable, irrevocable, paid-up license to practice or have practiced for or on behalf of the United States the subject invention throughout the world.

(c) Invention Disclosure, Election of Title, and Filing of Patent Applications by Recipient:

(1) The recipient shall disclose each subject invention to AID within two months after the inventor discloses it in writing to recipient personnel responsible for patent matters. The disclosure to AID shall be in the form of a written report and shall identify the agreement under which the invention was made and the inventor(s). It shall be sufficiently complete in technical detail to convey a clear understanding, to the extent known at the time of the disclosure, of the nature, purpose, operation, and the physical, chemical, biological or electrical characteristics of the invention. The disclosure shall also identify any publication, on sale or public use of the invention and whether a manuscript describing the invention has been submitted for publication and, if so, whether it has been accepted for publication at the time of disclosure. In addition, after disclosure to AID the recipient shall promptly notify AID of the acceptance of any manuscript describing the invention for publication or of any on sale or public use planned by the recipient.

(2) The recipient shall elect in writing whether or not to retain title to any such invention by notifying AID within twelve months of disclosure to the recipient, provided that in any case where publication, on sale, or public use has initiated the one-year statutory period wherein valid patent protection can still be obtained in the United States, the period of election of title may be shortened by AID to a date that is no more than 60 days prior to the end of the statutory period.

(3) The recipient shall file its initial patent application on an elected invention within two years after election or, if earlier, prior to the end of any statutory period wherein valid patent protection can be obtained in the United States after a publication, on sale, or public use. The recipient shall file patent applications in additional countries within either ten months of the corresponding initial patent application or six months from the date permission is granted by the Commissioner of Patents and Trademarks to file foreign patent applications where such filing has been prohibited by a Secrecy Order.

(4) Requests for extension of the time for disclosure to AID, election, and filing may, at the discretion of AID, be granted.

(d) Conditions When the Government May Obtain Title: The recipient shall convey to AID upon written request, title to any subject invention:

(1) If the recipient fails to disclose or elect the subject invention within the times specified in (c) above, or elects not to retain title. AID may only request title within sixty days after learning of the recipient's failure to report or elect within the specified times.

(2) In those countries in which the recipient fails to file patent applications within the times specified in (c) above; provided, however, that if the recipient has filed a patent application in a country after the times specified in (c) above, but prior to its receipt of the written request of AID the recipient shall continue to retain title in that country.

(3) In any country in which the recipient decides not to continue the prosecution of any application for, to pay the maintenance fees on, or defend in reexamination or opposition proceeding on a patent on a subject invention.

(e) Minimum Rights to Recipient:

(1) The recipient shall retain a nonexclusive, royalty-free license throughout the world in each subject invention to which the Government obtains title except if the recipient fails to disclose the subject invention within the times specified in (c) above. The recipient's license extends to its domestic subsidiaries and affiliates, if any, within the corporate structure of which the recipient is a party and includes the right to grant sublicenses of the same scope to the extent the recipient was legally obligated to do so at the time the agreement was awarded. The license is transferable only with the approval of AID except when transferred to the successor of that party of the recipient's business to which the invention pertains.

(2) The recipient's domestic license may be revoked or modified by AID to the extent necessary to achieve expeditious practical application of the subject invention pursuant to an application for an exclusive license submitted in accordance with applicable provisions in the Federal Property Management Regulations and agency licensing regulations (if any). This license shall not be revoked in that field of use or the geographical areas in which the recipient has achieved practical application and continues to make the benefits of the invention reasonably accessible to the public. The license in any foreign country may be revoked or modified at the discretion of AID to the extent the recipient, its licensees, or its domestic subsidiaries or affiliates have failed to achieve practical application in that foreign country.

(3) Before revocation or modification of the license, AID shall furnish the recipient written notice of its intention to revoke or modify the license, and the recipient shall be allowed thirty days (or such other time as may be authorized by AID for good cause shown by the recipient) after the notice to show cause why the license should not be revoked or modified. The recipient has the right to appeal, in accordance with applicable agency licensing regulations (if any) and the Federal Property Management Regulations concerning the licensing of Government-owned inventions, any decision concerning the revocation or modification of its license.

(f) Recipient Action to Protect the Government's Interest:

(1) The recipient agrees to execute or to have executed and promptly deliver to AID all instruments necessary to (i) establish or conform the rights the Government has throughout the world in those subject inventions to which the recipient elects to retain title, and (ii) convey title to AID when requested under paragraph (d) above, and to enable the Government to obtain patent protection throughout the world in that subject invention.

(2) The recipient agrees to require, by written agreement, its employees, other than clerical and nontechnical employees, to disclose promptly in writing to personnel identified as responsible for the administration of patent matters and in a format suggested by the recipient each subject invention made under agreement in order that the recipient can comply with the disclosure provisions of paragraph (c) above, and to execute all papers necessary to file patent applications on subject inventions and to establish the Government's rights in the subject inventions. This disclosure format should require, as a minimum, the information required by (c)(1) above. The recipient shall instruct such employees through employee agreements or other suitable educational programs on the importance of reporting inventions in sufficient time to permit the filing of patent applications prior to U.S. or foreign statutory bars.

(3) The recipient shall notify AID of any decision not to continue the prosecution of a patent application, pay maintenance fees, or defend in a reexamination or opposition proceeding on a patent, in any country, not less than 30 days before the expiration of the response period required by the relevant patent office.

(4) The recipient agrees to include, within the specification of any United States patent application and any patent issuing thereon covering a subject invention, the following statement: "This invention was made with Government support under (identify the agreement awarded by AID). The Government has certain rights in this invention."

(g) Subagreements and Contracts: The recipient shall include this standard provision suitably modified to identify the parties, in all subagreements and contracts, regardless of tier, for experimental, developmental, or research work to be performed by a small business firm or nonprofit organization. The subrecipient or contractor shall retain all rights provided for the recipient in this standard provision, and the recipient shall not, as part of the consideration for awarding the contract or subagreement, obtain rights in the contractor's or subrecipient's subject inventions.

(h) Reporting Utilization of Subject Inventions: The recipient agrees to submit on request periodic reports no more frequently than annually on the utilization of a subject invention or on efforts at obtaining such utilization that are being made by the recipient or its licensees or assignees. Such reports shall include information regarding the status of development, date of first commercial sale or use, gross royalties received by the recipient, and such other data and information as AID may reasonably specify. The recipient also agrees to provide additional reports as may be requested by AID in connection with any march-in proceedings undertaken by AID in accordance with paragraph (j) of this provision. To the extent data or information supplied under this section is considered by the recipient, its licensee or assignee to be privileged and confidential and is so marked, AID agrees that, to the extent permitted by law, it shall not disclose such information to persons outside the Government.

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(i) Preference for United States Industry: Notwithstanding any other provision of this clause, the recipient agrees that neither it nor any assignee will grant to any person the exclusive right to use or sell any subject invention in the United States unless such person agrees that any products embodying the subject invention shall be manufactured substantially in the United States. However, in individual cases, the requirement for such an agreement may be waived by AID upon a showing by the recipient or its assignee that reasonable but unsuccessful efforts have been made to grant licenses on similar terms to potential licensees that would be likely to manufacture substantially in the United States or that under the circumstances domestic manufacture is not commercially feasible.

(j) March-in Rights: The recipient agrees that with respect to any subject invention in which it has acquired title, AID has the right to require the recipient, an assignee or exclusive licensee of a subject invention to grant a non-exclusive, partially exclusive, or exclusive license in any field of use to a responsible applicant or applicants, upon terms that are reasonable under the circumstances, and if the recipient, assignee, or exclusive licensee refuses such a request, AID has the right to grant such a license itself if AID determines that:

(1) Such action is necessary because the recipient or assignee has not taken or is not expected to take within a reasonable time, effective steps to achieve practical application of the subject invention in such field of use;

(2) Such action is necessary to alleviate health or safety needs which are not reasonably satisfied by the recipient, assignee, or their licensees;

(3) Such action is necessary to meet requirements for public use specified by Federal regulations and such requirements are not reasonably satisfied by the recipient, assignee, or licensees; or

(4) Such action is necessary because the agreement required by paragraph (i) of this clause has not been obtained or waived or because a license of the exclusive right to use or sell any subject invention in the United States is in breach of such agreement.

(k) Special Provisions for Agreements with Nonprofit Organizations: If the recipient is a nonprofit organization, it agrees that:

(1) Rights to a subject invention in the United States may not be assigned without the approval of AID, except where such assignment is made to an organization which has as one of its primary functions the management of inventions and which is not, itself, engaged in or does not hold a substantial interest in other organizations engaged in the manufacture or sale of products or the use of processes that might utilize the invention or be in competition with embodiments of the invention provided that such assignee shall be subject to the same provisions as the recipient.

(2) The recipient may not grant exclusive licenses under the United States patents or patent applications in subject inventions to persons other than small business firms for a period in excess of the earlier of:

(i) Five years from first commercial sale or use of the invention;  
or

(ii) Eight years from the date of the exclusive license excepting that time before regulatory agencies necessary to obtain premarket clearance, unless on a case-by-case basis, AID approves a longer exclusive license. If exclusive field of use licenses are granted, commercial sale or use in one field of use shall not be deemed commercial sale or use as to other fields of use and a first commercial sale or use with respect to a product of the invention shall not be deemed to end the exclusive period to different subsequent products covered by the invention.

(3) The recipient shall share royalties collected on a subject invention with the inventor; and

(4) The balance of any royalties or income earned by the recipient with respect to subject inventions, after payment of expenses (including payments to inventors) incidental to the administration of subject inventions, shall be utilized for the support of scientific research or education.

(1) Communications: Communications concerning this provision shall be addressed to the grant officer at the address shown in this agreement.

(END OF STANDARD PROVISION)

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PUBLICATIONS (NOVEMBER 1985)

(This provision is applicable when publications are financed under the grant.)

(a) If it is the grantee's intention to identify AID's contribution to any publication resulting from this grant, the grantee shall consult with AID on the nature of the acknowledgement prior to publication.

(b) The grantee shall provide the AID project officer with one copy of all published works developed under this grant and with lists of other written work produced under the grant.

(c) In the event grant funds are used to underwrite the cost of publishing, in lieu of the publisher assuming this cost as is the normal practice, any profits or royalties up to the amount of such cost shall be credited to the grant unless the schedule of the grant has identified the profits or royalties as program income.

(d) Except as otherwise provided in the terms and conditions of the grant, the author or the recipient is free to copyright any books, publications, or other copyrightable materials developed in the course of or under this grant, but AID reserves a royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for Government purposes.

(END OF STANDARD PROVISION)

NEGOTIATED INDIRECT COST RATES - PREDETERMINED (MAY 1986)

(This provision is applicable to organizations whose indirect cost rate(s) under this grant are on a predetermined basis.)

- (a) The allowable indirect costs under this grant shall be obtained by applying predetermined indirect cost rate(s) to the base(s) agreed upon by the parties, as specified in the schedule of this grant.
- (b) Not later than 90 days after the close of the grantee's fiscal year, the grantee shall submit to the cognizant Government Audit Activity in accordance with OMB Circular A-88 a proposed predetermined indirect cost rate(s) and supporting cost data. In the event AID is the cognizant agency or no cognizant agency has been designated, the grantee shall submit a copy of the proposed predetermined indirect cost rate(s) and supporting cost data to the AID Inspector General, Washington, D.C. 20523, and to the Overhead and Special Costs - Contract Closeout Branch, Office of Procurement, Washington, D.C. 20523. The proposed rate(s) shall be based on the grantee's actual cost experience during that fiscal year. Negotiations of predetermined indirect cost rate(s) shall begin as soon as practical after receipt of the grantee's proposal.
- (c) Allowability of costs and acceptability of cost allocation methods shall be determined in accordance with the provisions of the applicable cost principles in effect on the date of this grant.
- (d) Rates for subsequent periods shall be negotiated and the results of each negotiation shall be set forth in a written indirect cost rate agreement executed by both parties. Such agreement shall be automatically incorporated into this grant upon execution and shall specify (1) the agreed upon predetermined rate(s), (2) the base(s) to which the rate(s) apply, (3) the fiscal year (unless the parties agree to a different period) for which the rate(s) apply, and (4) the specific items treated as direct costs or any changes in the items previously agreed to be direct costs. The indirect cost rate agreement shall not change any monetary ceiling, grant obligation, or specific cost allowance or disallowance provided for in this grant.
- (e) Pending establishment of predetermined indirect cost rate(s) for any fiscal year or different period agreed to by the parties, the grantee shall be reimbursed either at the rate(s) fixed for the previous fiscal year or other period or at billing rate(s) acceptable to the AID grant officer subject to appropriate adjustment when the final rate(s) for the fiscal year or other period are established.

(f) Any failure by the parties to agree on any predetermined indirect cost rate(s) under this provision shall not be considered a dispute within the meaning of the "Disputes" provision of this grant. If for any fiscal year or other period specified in the grant the parties fail to agree on a predetermined indirect cost rate(s), it is agreed that the allowable indirect costs under this grant shall be obtained by applying negotiated final indirect cost rate(s) in accordance with the terms of the standard provision of this grant entitled "Negotiated Indirect Cost Rates - Provisional".

(END OF STANDARD PROVISION)

NEGOTIATED INDIRECT COST RATES - PROVISIONAL (MAY 1986)

(This provision is applicable to any organization which does not have predetermined indirect cost rate(s); however, it shall also be included when the NEGOTIATED INDIRECT COST RATES - PREDETERMINED standard provision is used.)

- (a) A provisional indirect cost rate(s) shall be established for each of the grantee's accounting periods during the term of this grant. Pending establishment of a final rate(s), the parties have agreed that provisional payments on account of allowable indirect costs shall be at the rate(s), on the base(s), and for the periods shown in the schedule of this grant.
- (b) Not later than 90 days after the close of the grantee's fiscal year, the grantee shall submit to the cognizant Government Audit Activity in accordance with OMB Circular A-88 proposed final indirect cost rate(s) and supporting cost data. In the event AID is the cognizant agency or no cognizant agency has been designated, the grantee shall submit a copy of the proposed final indirect cost rate(s) and supporting cost data to the AID Inspector General, Washington, D.C. 20523, and to the Overhead and Special Costs - Contract Closeout Branch, Office of Procurement, Washington, D.C. 20523. The proposed rate(s) shall be based on the grantee's actual cost experience during that fiscal year. Negotiations of final indirect cost rate(s) shall begin as soon as practical after receipt of the grantee's proposal.
- (c) Allowability of costs and acceptability of cost allocation methods shall be determined in accordance with the applicable cost principles in effect on the date of this grant.
- (d) The results of each negotiation shall be set forth in a written indirect cost rate agreement executed by both parties. Such agreement shall specify (1) the agreed upon final rate(s), (2) the base(s) to which the rate(s) apply, and (3) the period for which the rate(s) apply. The indirect cost rate agreement shall not change any monetary ceiling, grant obligation, or specific cost allowance or disallowance provided for in this grant.
- (e) Pending establishment of final indirect cost rate(s) for any period, the grantee shall be reimbursed either at negotiated provisional rate(s) as provided above or at billing rate(s) acceptable to the grant officer, subject to appropriate adjustment when the final rate(s) for that period are established. To prevent substantial over or under payment, the provisional or billing rate(s) may, at the request of either party, be revised by mutual agreement, either retroactively or prospectively. Any such revision of negotiated provisional rate(s) provided in this standard provision shall be set forth in a modification to this grant.
- (f) Any failure by the parties to agree on final rate(s) under this standard provision shall be considered a dispute within the meaning of the standard provision of this grant entitled "Disputes" and shall be disposed of in accordance therewith.

(END OF STANDARD PROVISION)

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REGULATIONS GOVERNING EMPLOYEES (NOVEMBER 1985)

(The following applies to the grantee's employees who are not citizens of the cooperating country.)

- (a) The grantee's employees shall maintain private status and may not rely on local U.S. Government offices or facilities for support while under this grant.
- (b) The sale of personal property or automobiles by grantee employees and their dependents in the foreign country to which they are assigned shall be subject to the same limitations and prohibitions which apply to direct-hire AID personnel employed by the Mission except as this may conflict with host government regulations.
- (c) Other than work to be performed under this grant for which an employee is assigned by the grantee, no employee of the grantee shall engage directly or indirectly, either in the individual's own name or in the name or through an agency of another person, in any business, profession, or occupation in the foreign countries to which the individual is assigned, nor shall the individual make loans or investments to or in any business, profession or occupation in the foreign countries to which the individual is assigned.
- (d) The grantee's employees, while in a foreign country, are expected to show respect for its conventions, customs, and institutions, to abide by its applicable laws and regulations, and not to interfere in its internal political affairs.
- (e) In the event the conduct of any grantee employee is not in accordance with the preceding paragraphs, the grantee's chief of party shall consult with the AID Mission Director and the employee involved and shall recommend to the grantee a course of action with regard to such employee.
- (f) The parties recognize the rights of the U.S. Ambassador to direct the removal from a country of any U.S. citizen or the discharge from this grant of any third country national when, in the discretion of the Ambassador, the interests of the United States so require.
- (g) If it is determined, under either (e) or (f) above, that the services of such employee shall be terminated, the grantee shall use its best efforts to cause the return of such employee to the United States, or point of origin, as appropriate.

(END OF STANDARD PROVISION)

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PARTICIPANT TRAINING (MAY 1986)

(This provision is applicable when any participant training is financed under the grant.)

(a) Definition: A participant is any non-U.S. individual being trained under this grant outside of that individual's home country.

(b) Application of Handbook 10: Participant training under this grant is to be conducted according to the policies established in AID Handbook 10, Participant Training, except to the extent that specific exceptions to Handbook 10 have been provided in this grant with the concurrence of the Office of International Training. (Handbook 10 may be obtained by submitting a request to the Office of International Training (S&T/IT), Agency for International Development, Washington, D.C. 20523.) Except for paragraph (h) on orientation, the following paragraphs in this standard provision are not subject to waiver except as specifically stated.

(c) Participant Training Information System: All grantees shall ensure that participants trained in the United States or in a third country are included in the Agency's Participant Training Information System.

The grantee shall fill out form AID 1381-4 entitled "Participant Data" and send it to the addresses indicated on the back of the form. The grantee can obtain a supply of these forms and additional instructions for completing them from the Office of International Training. Data should be submitted prior to the initiation of participant travel. If this is not possible, the forms should be prepared and submitted immediately after arrival of the participant(s). The grantee shall also submit to the Office of International Training a blue copy of the form when subsequent changes in the participant's training program are made and at termination of participant's training program, ensuring that the original participant number (pre-printed on the form) is used.

(d) Visa Requirements for Training Within The United States:

(1) Under the authority of Section 635(f) of the Foreign Assistance Act, AID-sponsored participants are admitted to the United States under the Department of State/USIA Exchange Visitor Program and are issued J-1 visas. The program identification number is G-2-0263.

(2) J-1 visas are issued by the U.S. Embassy or Consulate for AID-sponsored participants upon submission by the participant of Form IAP-66A which may be obtained only from the AID Mission. The Mission retains one copy of the IAP-66A and forwards one copy to AID/S&T/IT.

(i) The enrollment fee shall be accompanied by a letter which lists the names of the participants (identical to that on the Participant Data Form), participant I.D. numbers from the Participant Data Form, period of coverage, fee amount paid, grant number, name of grantee, host country, and the U. S. Government appropriation number as shown on the grant.

(ii) The enrollment fees shall be calculated on the basis of fixed rates per participant per each 30 day period. The enrollment fees may not be prorated for fractional periods of less than 30 days and should cover the current training period for which funds are obligated under the grant. Current rates are found in Handbook 10 Participant Training Notices.

(4) The grantee shall assure that enrollment begins immediately upon the participant's departure for the United States for the purpose of participating in a training program financed or sponsored by AID, and that enrollment continues in full force and effect until the participant returns to his or her country of origin or is released from AID's responsibility, whichever occurs first. The grantee shall continue enrollment coverage for participants whose departure is delayed due to medical or other compelling reasons, with the written concurrence of the grant officer.

(5) The grantee shall provide each participant with a copy of the HAC brochure, copies of which are available from S&T/IT at the address indicated in section (b) above.

(6) If the grantee has a mandatory, nonwaivable health and accident insurance program for participants, the costs of such insurance will be allowable under this grant. Any claims eligible under such insurance will not be payable under AID's HAC plan or under this grant. However, even though the participant is covered by the grantee's mandatory, nonwaivable health and accident insurance program, the participant must be enrolled in AID's HAC Program. In addition, a copy of the mandatory insurance policy must be forwarded to the HAC Claims Office.

(7) Medical costs not covered by the grantee's health service program or mandatory, nonwaivable health and accident insurance program, or AID's HAC Program shall not be reimbursable under this grant unless specific written approval from the grant officer has been obtained.

(g) Participant Counseling For Training Within The United States: Problems involving participants such as serious physical or emotional illness, accident or injury, arrest, death, the voluntary or involuntary early termination of a program, and the refusal of a participant to return to the home country upon completion of the program should be referred to the AID Participant Counselor at the Office of International Training.

The Counselor can be reached by calling the Office of International Training during workdays and the AID Duty Officer (202-647-1512) at other times. In referring cases, give the Counselor the name, country, and current location of

the participant as well as a brief description of the problem with names and telephone numbers of hospitals, physicians, attorneys, etc. Following verbal referral, the participant's name, home address, and next of kin, and location of training should be sent to the grant officer, who will transmit the information to the S&T/IT Counselor.

(h) Orientation: In addition to the above mandatory requirements for all participants, grantees are strongly encouraged to provide, in collaboration with the Mission training officer, predeparture orientation (see Chapter 13 of Handbook 10) and orientation in Washington at the Washington International Center (see Chapter 18D of Handbook 10). The latter orientation program also provides the opportunity to arrange for home hospitality in Washington and elsewhere in the United States through liaison with the National Council for International Visitors (NCIV). If the Washington orientation is determined not to be feasible, home hospitality can be arranged in most U.S. cities if a request for such is directed to the grant officer, who will transmit the request to NCIV through S&T/IT.

(END OF STANDARD PROVISION)

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VOLUNTARY POPULATION PLANNING (AUGUST 1986)

(This provision is applicable to all grants involving any aspect of voluntary population planning activities.)

(a) Voluntary Participation:

(1) The grantee agrees to take any steps necessary to ensure that funds made available under this grant will not be used to coerce any individual to practice methods of family planning inconsistent with such individual's moral, philosophical, or religious beliefs. Further, the grantee agrees to conduct its activities in a manner which safeguards the rights, health and welfare of all individuals who take part in the program.

(2) Activities which provide family planning services or information to individuals, financed in whole or in part under this agreement, shall provide a broad range of family planning methods and services available in the country in which the activity is conducted or shall provide information to such individuals regarding where such methods and services may be obtained.

(b) Voluntary Participation Requirements For Sterilization Programs:

(1) None of the funds made available under this grant shall be used to pay for the performance of involuntary sterilization as a method of family planning or to coerce or provide any financial incentive to any person to practice sterilization.

(2) The grantee shall ensure that any surgical sterilization procedures supported in whole or in part by funds from this grant are performed only after the individual has voluntarily gone to the treatment facility and has given informed consent to the sterilization procedure. Informed consent means the voluntary, knowing assent from the individual after being advised of the surgical procedures to be followed, the attendant discomforts and risks, the benefits to be expected, the availability of alternative methods of family planning, the purpose of the operation and its irreversibility, and the option to withdraw consent anytime prior to the operation. An individual's consent is considered voluntary if it is based upon the exercise of free choice and is not obtained by any special inducement or any element of force, fraud, deceit, duress, or other forms of coercion or misrepresentation.

(3) Further, the grantee shall document the patient's informed consent by (i) a written consent document in a language the patient understands and speaks, which explains the basic elements of informed consent, as set out above, and which is signed by the individual and by the attending physician or by the authorized assistant of the attending physician; or (ii) when a patient is unable to read adequately a written certification by the attending physician or by the authorized assistant of the attending physician that the basic elements of informed consent above were orally presented to the patient, and that the patient thereafter consented to the performance of the operation. The receipt of the oral explanation shall be acknowledged by the patient's mark on the certification and by the signature or mark of a witness who shall be of the same sex and speak the same language as the patient.

(4) Copies of informed consent forms and certification documents for each voluntary sterilization procedure must be retained by the grantee for a period of three years after performance of the sterilization procedure.

(c) Prohibition on Abortion-Related Activities:

(1) No funds made available under this grant will be used to finance, support, or be attributed to the following activities: (i) procurement or distribution of equipment intended to be used for the purpose of inducing abortions as a method of family planning; (ii) special fees or incentives to women to coerce or motivate them to have abortions; (iii) payments to persons to perform abortions or to solicit persons to undergo abortions; (iv) information, education, training, or communication programs that seek to promote abortion as a method of family planning; and (v) lobbying for abortion.

(2) No funds made available under this grant will be used to pay for any biomedical research which relates, in whole or in part, to methods of, or the performance of, abortions or involuntary sterilizations as a means of family planning. Epidemiologic or descriptive research to assess the incidence, extent or consequences of abortions is not precluded.

(d) Ineligibility of Foreign Nongovernmental Organizations That Perform or Actively Promote Abortion As A Method of Family Planning:

(1) The recipient agrees that it will not furnish assistance for family planning under this grant to any foreign nongovernmental organization which performs or actively promotes abortion as a method of family planning in AID-recipient countries or which provides financial support to any other foreign nongovernmental organization that conducts such activities. For purposes of this paragraph (d), a foreign nongovernmental organization is a nongovernmental organization which is not organized under the laws of any State of the United States, the District of Columbia or the Commonwealth of Puerto Rico.

(2) Prior to furnishing funds provided under this grant to another nongovernmental organization organized under the laws of any State of the United States, the District of Columbia, or the Commonwealth of Puerto Rico, the recipient shall obtain the written agreement of such organization that the organization shall not furnish assistance for family planning under this grant to any foreign nongovernmental organization except under the conditions and requirements that are applicable to the recipient as set forth in this paragraph (d).

(3) The recipient may not furnish assistance for family planning under this grant to a foreign nongovernmental organization (the subrecipient) unless;

(i) the subrecipient certifies in writing that it does not perform or actively promote abortion as a method of family planning in AID-recipient countries and does not provide financial support to any other foreign nongovernmental organization that conducts such activities, and

(ii) the recipient obtains the written agreement of the subrecipient containing the undertakings described in subparagraph (4), below.

(4) Prior to furnishing assistance for family planning under this grant to a subrecipient, the subrecipient must agree in writing that:

(i) The subrecipient will not, while receiving assistance under this grant, perform or actively promote abortion as a method of family planning in AID-recipient countries or provide financial support to other foreign nongovernmental organizations that conduct such activities.

(ii) The recipient and authorized representatives of AID may, at any reasonable time, (A) inspect the documents and materials maintained or prepared by the subrecipient in the usual course of its operations that describe the family planning activities of the subrecipient, including reports, brochures and service statistics; (B) observe the family planning activity conducted by the subrecipient; (C) consult with family planning personnel of the subrecipient; and (D) obtain a copy of the audited financial statement or report of the subrecipient, if there is one.

(iii) In the event the recipient or AID has reasonable cause to believe that a subrecipient may have violated its undertaking not to perform or actively promote abortion as a method of family planning, the recipient shall review the family planning program of the subrecipient to determine whether a violation of the undertaking has occurred. The subrecipient shall make available to the recipient such books and records and other information as may be reasonably requested in order to conduct the review. AID may also review the family planning program of the subrecipient under these circumstances, and AID shall have access to such books and records and information for inspection upon request.

(iv) The subrecipient shall refund to the recipient the entire amount of assistance for family planning furnished to the subrecipient under this grant in the event it is determined that the certification provided by the subrecipient under subparagraph (3), above, is false.

(v) Assistance for family planning provided to the subrecipient under this grant shall be terminated if the subrecipient violates any undertaking in the agreement required by subparagraphs (3) and (4), and the subrecipient shall refund to the recipient the value of any assistance furnished under this grant that is used to perform or actively promote abortion as a method of family planning.

(vi) The subrecipient may furnish assistance for family planning under this grant to another foreign nongovernmental organization (the sub-subrecipient) only if (A) the sub-subrecipient certifies in writing that it does not perform or actively promote abortion as a method of family planning in AID-recipient countries and does not provide financial support to any other foreign nongovernmental organization that conducts such activities and (B) the subrecipient obtains the written agreement of the sub-subrecipient that contains the same undertakings and obligations to the subrecipient as those provided by the subrecipient to the recipient as described in subparagraphs (4)(i)-(v), above.

(5) Agreements with subrecipients and sub-subrecipients required under subparagraphs (3) and (4) shall contain the definitions set forth in subparagraph (10) of this paragraph (d).

(6) The recipient shall be liable to AID for a refund for a violation of any requirement of this paragraph (d) only if (i) the recipient knowingly furnishes assistance for family planning to a subrecipient who performs or actively promotes abortion as a method of family planning, or (ii) the certification provided by a subrecipient is false and the recipient failed to make reasonable efforts to verify the validity of the certification prior to furnishing assistance to the subrecipient, or (iii) the recipient knows or has reason to know, by virtue of the monitoring which the recipient is required to perform under the terms of this grant, that a subrecipient has violated any of the undertakings required under subparagraph (4) and the recipient fails to terminate assistance for family planning to the subrecipient, or fails to require the subrecipient to terminate such assistance to a sub-subrecipient which violates any undertaking of the agreement required under subparagraph (4)(vi), above. If the recipient finds, in exercising its monitoring responsibility under this grant, that a subrecipient or sub-subrecipient receives frequent requests for the information described in subparagraph (10)(iii)(A)(II), below, the recipient shall verify that this information is being provided properly in accordance with subparagraph (10)(iii)(A)(II) and shall describe to AID the reasons for reaching its conclusion.

(7) In submitting a request to AID for approval of a recipient's decision to furnish assistance for family planning to a subrecipient, the recipient shall include a description of the efforts made by the recipient to verify the validity of the certification provided by the subrecipient. AID may request the recipient to make additional efforts to verify the validity of the certification. AID will inform the recipient in writing when AID is satisfied that reasonable efforts have been made. If AID concludes that these efforts are reasonable within the meaning of subparagraph (6) above, the recipient shall not be liable to AID for a refund in the event the subrecipient's certification is false unless the recipient knew the certification to be false or misrepresented to AID the efforts made by the recipient to verify the validity of the certification.

(8) It is understood that AID also may make independent inquiries, in the community served by a subrecipient or sub-subrecipient, regarding whether it performs or actively promotes abortion as a method of family planning.

(9) A subrecipient must provide the certification required under subparagraph (3) and a sub-subrecipient must provide the certification required under subparagraph (4)(vi) each time a new agreement is executed with the subrecipient or sub-subrecipient furnishing assistance for family planning under the grant.

(10) The following definitions apply for purposes of this paragraph (d):

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(i) Abortion is a method of family planning when it is for the purpose of spacing births. This includes, but is not limited to, abortions performed for the physical or mental health of the mother but does not include abortions performed if the life of the mother would be endangered if the fetus were carried to term or abortions performed following rape or incest (since abortion under these circumstances is not a family planning act).

(ii) To perform abortions means to operate a facility where abortions are performed as a method of family planning. Excluded from this definition are clinics or hospitals which do not include abortion in their family planning programs.

(iii) To actively promote abortion means for an organization to commit resources, financial or other, in a substantial or continuing effort to increase the availability or use of abortion as a method of family planning.

(A) This includes, but is not limited to, the following:

(I) Operating a family planning counseling service that includes, as part of the regular program, providing advice and information regarding the benefits and availability of abortion as a method of family planning;

(II) Providing advice that abortion is an available option in the event other methods of family planning are not used or are not successful or encouraging women to consider abortion (passively responding to a question regarding where a safe, legal abortion may be obtained is not considered active promotion if the question is specifically asked by a woman who is already pregnant, the woman clearly states that she has already decided to have a legal abortion, and the family planning counselor reasonably believes that the ethics of the medical profession in the country require a response regarding where it may be obtained safely);

(III) Lobbying a foreign government to legalize or make available abortion as a method of family planning or lobbying such a government to continue the legality of abortion as a method of family planning;

(IV) Conducting a public information campaign in AID-recipient countries regarding the benefits and/or availability of abortion as a method of family planning.

(B) Excluded from the definition of active promotion of abortion as a method of family planning are referrals for abortion as a result of rape, incest or if the life of the mother would be endangered if the fetus were carried to term.

(C) Action by an individual acting in the individual's capacity shall not be attributed to an organization with which the individual is associated, provided that the organization neither endorses nor provides financial support for the action and takes reasonable steps to ensure that the individual does not improperly represent that the individual is acting on behalf of the organization.

(iv) To furnish assistance to a foreign nongovernmental organization means to provide financial support under this grant to the family planning program of the organization, and includes the transfer of funds made available under this grant or goods or services financed with such funds, but does not include the purchase of goods or services from an organization or the participation of an individual in the general training programs of the recipient, subrecipient or sub-subrecipient.

(v) To control an organization means the possession of the power to direct or cause the direction of the management and policies of an organization.

(11) In determining whether a foreign nongovernmental organization is eligible to be a subrecipient or sub-subrecipient of assistance for family planning under this grant, the action of separate nongovernmental organizations shall not be imputed to the subrecipient or sub-subrecipient, unless, in the judgment of AID, a separate nongovernmental organization is being used as a sham to avoid the restrictions of this paragraph (d). Separate nongovernmental organizations are those that have distinct legal existence in accordance with the laws of the countries in which they are organized. Foreign organizations that are separately organized shall not be considered separate, however, if one is controlled by the other. The recipient may request AID's approval to treat as separate the family planning activities of two or more organizations, which would not be considered separate under the preceding sentence, if the recipient believes, and provides a written justification to AID therefor, that the family planning activities of the organizations are sufficiently distinct as to warrant not imputing the activity of one to the other.

(12) Assistance for family planning may be furnished under this grant by a recipient, subrecipient or sub-subrecipient to a foreign government even though the government includes abortion in its family planning program, provided that no assistance may be furnished in support of the abortion activity of the government and any funds transferred to the government shall be placed in a segregated account to ensure that such funds may not be used to support the abortion activity of the government.

(13) The requirements of this paragraph are not applicable to family planning assistance furnished to a foreign nongovernmental organization which is engaged primarily in providing health services if the objective of the assistance is to finance integrated health care services to mothers and children and birth spacing or family planning is one of several health care services being provided by the organization as part of an integrated system of health service delivery.

(e) The grantee shall insert paragraphs (a), (b), (c), and (e) of this provision in all subsequent subagreements and contracts involving family planning or population activities which will be supported in whole or part from funds under this grant. Paragraph (d) shall be inserted in subagreements and sub-subagreements in accordance with the terms of paragraph (d). The term subagreement means subgrants and subcooperative agreements.

(END OF STANDARD PROVISION)

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PROTECTION OF THE INDIVIDUAL AS A RESEARCH SUBJECT (NOVEMBER 1985)

(This provision is applicable when human subjects are involved in research financed by the grant.)

- (a) Safeguarding the rights and welfare of human subjects involved in research supported by AID is the responsibility of the organization to which support is awarded. It is the policy of AID that no work shall be initiated under any grant for the support of research involving human subjects unless the research is given initial and continuing review and approval by an appropriate committee of the applicant organization. This review shall assure that (1) the rights and welfare of the individuals involved are adequately protected, (2) the methods used to obtain informed consent are adequate and appropriate, and (3) the risks and potential medical benefits of the investigation are assessed.
- (b) The organization must provide written assurance to AID that it will abide by this policy for all research involving human subjects supported by AID. This assurance shall consist of a written statement of compliance with the requirements regarding initial and continuing review of research involving human subjects and a description of the organization's review committee structure, its review procedures, and the facilities and personnel available to protect the health and safety of human subjects. In addition to providing the assurance, the organization must also certify to AID for each proposal involving human subjects that its committee has reviewed and approved the proposed research before any work may be initiated.
- (c) Since the welfare of the subject individual is a matter of concern to AID as well as to the organization; AID advisory groups, consultants, and staff may independently review all research involving human subjects, and prohibit research which presents unacceptable hazards. This provision, however, shall not derogate in any manner from the responsibility of the organization set forth herein.
- (d) All of the above provisions apply to any research involving human subjects conducted outside of the United States and, in addition, such overseas research will conform to legal and other requirements governing human research in the country where they are conducted.
- (e) In addition to the procedures set forth above, studies with unmarketed drugs will be carried out in accordance with provisions applicable in the country where the study is conducted. In the United States, the regulations of the Food and Drug Administration will be followed and evidence of such compliance provided to AID.
- (f) Guidance on procedures to safeguard human subjects involved in research is found in Title 45, Part 46, of the Code of Federal Regulations. Compliance with these procedures, except as modified above, is required.

(END OF STANDARD PROVISION)

CARE OF LABORATORY ANIMALS (NOVEMBER 1985)

(This provision is applicable when laboratory animals are involved in research financed by the grant.)

(a) Before undertaking performance of any grant involving the use of laboratory animals, the grantee shall register with the Secretary of Agriculture of the United States in accordance with Section 6, Public Law 89-544, Laboratory Animal Welfare Act, August 24, 1966, as amended by Public Law 91-579, Animal Welfare Act of 1970, December 24, 1970. The grantee shall furnish evidence of such registration to the grant officer.

(b) The grantee shall acquire animals used in research under this grant only from dealers licensed by the Secretary of Agriculture, or from exempted sources in accordance with the Public Laws enumerated in (a) above.

(c) In the care of any live animals used or intended for use in the performance of this grant, the grantee shall adhere to the principles enunciated in the Guide for Care and Use of Laboratory Animals prepared by the Institute of Laboratory Animals Resources, National Academy of Sciences - National Research Council, and in the United States Department of Agriculture's (USDA) regulations and standards issued under the Public Laws enumerated in (a) above. In case of conflict between standards, the higher standard shall be used. The grantee's reports on portions of the grant in which animals were used shall contain a certificate stating that the animals were cared for in accordance with the principles enunciated in the Guide for Care and Use of Laboratory Animals prepared by the Institute of Laboratory Animal Resources, NAS-NRC, and/or in the regulations and standards as promulgated by the Agricultural Research Service, USDA, pursuant to the Laboratory Animal Welfare Act of 24 August 1966, as amended (P.L. 89-544 and P.L. 91-579). NOTE: The grantee may request registration of the grantee's facility and a current listing of licensed dealers from the Regional Office of the Animal and Plant Health Inspection Service (APHIS), USDA, for the region in which the grantee's research facility is located. The location of the appropriate APHIS Regional Office as well as information concerning this program may be obtained by contracting the Senior Staff Office, Animal Care Staff, USDA/APHIS, Federal Center Building, Hyattsville, Maryland 20782.

(END OF STANDARD PROVISION)

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GOVERNMENT FURNISHED EXCESS PERSONAL PROPERTY (NOVEMBER 1985)

(This provision applies when personal property is furnished under the grant.)

The policies and procedures of Handbook 16, "Excess Property," and the appropriate provisions of 41 CFR 101-43 apply to the Government furnished excess property under this grant.

(END OF STANDARD PROVISION)

TITLE TO AND USE OF PROPERTY (GRANTEE TITLE) (NOVEMBER 1985)

(This provision is applicable when the Government vests title to property in the grantee only.)

Title to all property financed under this grant shall vest in the grantee, subject to the following conditions:

(a) The grantee shall not charge for any depreciation, amortization, or use of any property, title to which remains in the grantee under this provision under this grant or any other U.S. Government agreement, subagreement, contract, or subcontract.

(b) The grantee agrees to use and maintain the property for the purpose of the grant in accordance with the requirements of paragraphs (c), (d), (e), and (f) below.

(c) Real Property:

(1) Real property means land, including land improvements, structures and appurtenances thereto, but excluding movable machinery and equipment.

(2) Use of Real Property:

(i) The grantee shall use the real property for the authorized purpose of the project, as long as it is needed.

(ii) The grantee shall obtain approval from AID for the use of real property in other projects when the grantee determines that the property is no longer needed for the purpose of the original program. Use in other programs shall be limited to those under other federally sponsored programs (i.e., grants or other agreements) that have purposes consistent with those authorized for support by AID.

(3) Disposition of Real Property: When the real property is no longer needed as provided in (2) above, the grantee shall request disposition instructions from AID or its successor Federal sponsoring agency. AID or the successor Federal sponsoring agency shall observe the following rules in the disposition instructions:

(i) The grantee may be permitted to retain title after it compensates the Federal Government in an amount computed by applying the Federal percentage of participation in the cost of the original program to the fair market value of the property.

(ii) The grantee may be directed to sell the property under guidelines provided by the Federal sponsoring agency and pay the Federal Government an amount computed by applying the Federal percentage of participation in the cost of the original program to the proceeds from sale (after deducting actual and reasonable selling and fix-up expenses, if any,

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from the sales proceeds). When the grantee is authorized or required to sell the property, proper sales procedures shall be established that provide for competition to the extent practicable and result in the highest possible return.

(iii) The grantee may be directed to transfer title to the property to the Federal Government provided that in such cases the grantee shall be entitled to compensation computed by applying the grantee's percentage of participation in the cost of the program to the current fair market value of the property.

(d) Nonexpendable Property:

(1) Nonexpendable personal property means tangible personal property having a useful life of more than two years and an acquisition cost of \$500 or more per unit.

(2) Use of Nonexpendable Personal Property:

(i) The grantee shall use the property in the program for which it was acquired as long as needed, whether or not the program continues to be supported by Federal funds. When no longer needed for the original program, the grantee shall use the property in connection with its other federally sponsored activities in the following order of priority:

(A) Activities sponsored by AID.

(B) Activities sponsored by other Federal agencies.

(ii) Shared use - During the time that nonexempt nonexpendable personal property is held for use on the program for which it was acquired the grantee shall make it available for use on other programs if such other use will not interfere with the work on the program for which the property was originally acquired. First preference for such other use shall be given to other programs sponsored by AID; second preference shall be given to programs sponsored by other Federal agencies. User charges should be considered if appropriate.

(3) Disposition Of Nonexpendable Personal Property - With A Unit Acquisition Cost Of Less Than \$1,000: The grantee may use the property for other activities without reimbursement to the Federal Government or sell the property and retain the proceeds.

(4) Disposition Of Nonexpendable Personal Property With A Unit Acquisition Cost Of \$1,000 Or More:

(i) The grantee agrees to report such items to the grant officer from time to time as they are acquired and to maintain a control system which will permit their ready identification and location.

(ii) The grantee may retain the property for other uses provided that compensation is made to AID or its successor. The amount of compensation shall be computed by applying the percentage of Federal participation in the cost of the original program to the current fair market value of the property. If the grantee has no need for the property and the property has further use value, the grantee shall request disposition instructions from AID.

(iii) AID shall determine whether the property can be used to meet AID requirements. If no requirement exists within AID the availability of the property shall be reported to the General Services Administration by AID to determine whether a requirement for the property exists in other Federal agencies. AID shall issue instructions to the recipient no later than 120 days after the grantee's request and the following procedures shall govern:

(A) If so instructed or if disposition instructions are not issued within 120 calendar days after the grantee's request, the grantee shall sell the property and reimburse AID an amount computed by applying to the sales proceeds that percentage of Federal participation in the cost of the original program. However, the grantee shall be permitted to deduct and retain from the Federal share \$100 or ten percent of the proceeds, whichever is greater, for the grantee's selling and handling expenses.

(B) If the grantee is instructed to ship the property elsewhere, the grantee shall be reimbursed by the benefiting Federal agency with an amount which is computed by applying the percentage of the recipient's participation in the cost of the original grant program to the current fair market value of the property, plus any reasonable shipping or interim storage costs incurred.

(C) If the grantee is instructed to otherwise dispose of the property, the grantee shall be reimbursed by AID for such costs incurred in its disposition.

(e) Expendable Personal Property:

(1) Expendable personal property means all tangible personal property other than nonexpendable property.

(2) The grantee shall use the expendable personal property for the authorized purpose of the grant program, as long as it is needed.

(3) If there is a residual inventory of such property exceeding \$1,000 in total aggregate fair market value, upon termination or completion of the grant and the property is not needed for any other federally sponsored program, the grantee shall retain the property for use on nonfederally sponsored activities, or sell it, but must in either case, compensate the Federal Government for its share. The amount of compensation shall be computed in the same manner as nonexpendable personal property.

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(f) The grantee's property management standards for nonexpendable personal property shall include the following procedural requirements:

- (1) Property records shall be maintained accurately and shall include:
  - (i) A description of the property.
  - (ii) Manufacturer's serial number, model number, Federal stock number, national stock number, or other identification number.
  - (iii) Source of the property, including grant or other agreement number.
  - (iv) Whether title vests in the grantee or the Federal Government.
  - (v) Acquisition date and cost.
  - (vi) Percentage (at the end of the budget year) of Federal participation in the cost of the project or program for which the property was acquired.
  - (vii) Location, use, and condition of the property and the date the information was reported.
  - (viii) Unit acquisition cost.
  - (ix) Ultimate disposition data, including date of disposal and sales price or the method used to determine current fair market value where the grantee compensates AID for its share.
- (2) A physical inventory of property shall be taken and the results reconciled with the property records at least once every two years. Any differences between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the causes of the difference. The grantee shall in connection with the inventory, verify the existence, current utilization, and continued need for the property. The inventory listing shall be retained as documentation in accordance with the standard provision of this grant entitled "Accounting, Audit, and Records."
- (3) A control system shall be in effect to insure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft of nonexpendable property shall be investigated and fully documented.
- (4) Adequate maintenance procedures shall be implemented to keep the property in good condition.
- (5) Where the grantee is authorized or required to sell the property, proper sales procedures shall be established which would provide for competition to the extent practicable and result in the highest possible return.

(END OF STANDARD PROVISION)

TITLE TO AND CARE OF PROPERTY (U.S. GOVERNMENT TITLE) (NOVEMBER 1985)

(This provision is applicable when title to property is vested in the U.S. Government.)

(a) Property, title to which vests in the Government under this grant, whether furnished by the Government or acquired by the grantee, is subject to this provision and is hereinafter collectively referred to as "Government property." Title to Government property shall not be affected by the incorporation or attachment thereof to any property not owned by the Government, nor shall such Government property, or any part thereof, be or become a fixture or lose its identity as personal property by reason of affixation to any real property.

(b) Use of Government Property: Government property shall, unless otherwise provided herein or approved by the grant officer, be used only for the performance of this grant.

(c) Control, Maintenance and Repair of Government Property:

(1) The grantee shall maintain and administer in accordance with sound business practice a program for the maintenance, repair, protection, and preservation of Government property so as to assure its full availability and usefulness for the performance of this grant. The grantee shall take all reasonable steps to comply with all appropriate directions or instructions which the grant officer may prescribe as reasonably necessary for the protection of the Government property.

(2) The grantee shall submit, for review and written approval of the grant officer, a records system for property control and a program for orderly maintenance of Government property; however, if the grantee's property control and maintenance system has been reviewed and approved by another Federal department or agency pursuant to Attachment N of OMB Circular No. A-110, the grantee shall furnish the grant officer proof of such approval in lieu of another approval submission.

(3) Property Control: The property control system shall include but not be limited to the following:

(i) Identification of each item of Government property acquired or furnished under the grant by a serially controlled identification number and by description of item. Each item must be clearly marked "Property of U.S. Government."

(ii) The price of each item of property acquired or furnished under this grant.

(iii) The location of each item of property acquired or furnished under this grant.

(iv) A record of any usable components which are permanently removed from items of Government property as a result of modification or otherwise.

(v) A record of disposition of each item acquired or furnished under the grant.

(vi) Date of order and receipt of any item acquired or furnished under the grant.

(vii) The official property control records shall be kept in such condition that at any stage of completion of the work under this grant, the status of property acquired or furnished under this grant may be readily ascertained. A report of current status of all items of property acquired or furnished under the grant shall be submitted yearly concurrently with the annual report.

(4) Maintenance Program: The grantee's maintenance program shall be consistent with sound business practice, the terms of the grant, and provide for:

(i) disclosure of need for and the performance of preventive maintenance,

(ii) disclosure and reporting of need for capital type rehabilitation, and

(iii) recording of work accomplished under the program:

(A) Preventive maintenance - Preventive maintenance is maintenance generally performed on a regularly scheduled basis to prevent the occurrence of defects and to detect and correct minor defects before they result in serious consequences.

(B) Records of maintenance - The grantee's maintenance program shall provide for records sufficient to disclose the maintenance actions performed and deficiencies discovered as a result of inspections.

(C) A report of status of maintenance of Government property shall be submitted annually concurrently with the annual report.

(d) Risk of Loss:

(1) The grantee shall not be liable for any loss of or damage to the Government property, or for expenses incidental to such loss or damage except that the grantee shall be responsible for any such loss or damage (including expenses incidental thereto):

(i) Which results from willful misconduct or lack of good faith on the part of any of the grantee's directors or officers, or on the part of any of its managers, superintendents, or other equivalent representatives, who have supervision or direction of all or substantially all of the grantee's business, or all or substantially all of the grantee's operation at any one plant, laboratory, or separate location in which this grant is being performed;

(ii) Which results from a failure on the part of the grantee, due to the willful misconduct or lack of good faith on the part of any of its directors, officers, or other representatives mentioned in (i) above:

(A) to maintain and administer, in accordance with sound business practice, the program for maintenance, repair, protection, and preservation of Government property as required by (i) above, or

(B) to take all reasonable steps to comply with any appropriate written directions of the grant officer under (c) above;

(iii) For which the grantee is otherwise responsible under the express terms designated in the schedule of this grant;

(iv) Which results from a risk expressly required to be insured under some other provision of this grant, but only to the extent of the insurance so required to be procured and maintained, or to the extent of insurance actually procured and maintained, whichever is greater; or

(v) Which results from a risk which is in fact covered by insurance or for which the grantee is otherwise reimbursed, but only to the extent of such insurance or reimbursement;

(vi) Provided, that, if more than one of the above exceptions shall be applicable in any case, the grantee's liability under any one exception shall not be limited by any other exception.

(2) The grantee shall not be reimbursed for, and shall not include as an item of overhead, the cost of insurance, or any provision for a reserve, covering the risk of loss of or damage to the Government property, except to the extent that the Government may have required the grantee to carry such insurance under any other provision of this grant.

(3) Upon the happening of loss or destruction of or damage to the Government property, the grantee shall notify the grant officer thereof, shall take all reasonable steps to protect the Government property from further damage, separate the damaged and undamaged Government property, put all the Government property in the best possible order, and furnish to the grant officer a statement of:

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- (i) The lost, destroyed, or damaged Government property;
- (ii) The time and origin of the loss, destruction, or damage;
- (iii) All known interests in commingled property of which the Government property is a part; and
- (iv) The insurance, if any, covering any part of or interest in such commingled property.

(4) The grantee shall make repairs and renovations of the damaged Government property or take such other action as the grant officer directs.

(5) In the event the grantee is indemnified, reimbursed, or otherwise compensated for any loss or destruction of or damage to the Government property, it shall use the proceeds to repair, renovate or replace the Government property involved, or shall credit such proceeds against the cost of the work covered by the grant, or shall otherwise reimburse the Government, as directed by the grant officer. The grantee shall do nothing to prejudice the Government's right to recover against third parties for any such loss, destruction, or damage, and upon the request of the grant officer, shall, at the Government's expense, furnish to the Government all reasonable assistance and cooperation (including assistance in the prosecution of suits and the execution of instruments or assignments in favor of the Government) in obtaining recovery.

(e) Access: The Government, and any persons designated by it, shall at all reasonable times have access to the premises wherein any Government property is located, for the purpose of inspecting the Government property.

(f) Final Accounting and Disposition of Government Property: Upon completion of this grant, or at such earlier dates as may be fixed by the grant officer, the grantee shall submit, in a form acceptable to the grant officer, inventory schedules covering all items of Government property not consumed in the performance of this grant or not theretofore delivered to the Government, and shall prepare, deliver, or make such other disposition of the Government property as may be directed or authorized by the grant officer.

(g) Communications: All communications issued pursuant to this provision shall be in writing.

(END OF STANDARD PROVISION)

TITLE TO AND CARE OF PROPERTY (COOPERATING COUNTRY TITLE) (NOVEMBER 1985)

(This provision is applicable to property titled in the name of the cooperating country or such public or private agency as the cooperating country government may designate.)

(a) Except as modified by the schedule of this grant, title to all equipment, materials and supplies, the cost of which is reimbursable to the grantee by AID or by the cooperating country, shall at all times be in the name of the cooperating country or such public or private agency as the cooperating country may designate, unless title to specified types or classes of equipment is reserved to AID under provisions set forth in the schedule of this grant. All such property shall be under the custody and control of grantee until the owner of title directs otherwise or completion of work under this grant or its termination, at which time custody and control shall be turned over to the owner of title or disposed of in accordance with its instructions. All performance guarantees and warranties obtained from suppliers shall be taken in the name of the title owner.

(b) The grantee shall maintain and administer in accordance with sound business practice a program for the maintenance, repair, protection, and preservation of Government property so as to assure its full availability and usefulness for the performance of this grant. The grantee shall take all reasonable steps to comply with all appropriate directions or instructions which the grant officer may prescribe as reasonably necessary for the protection of the Government property.

(c) The grantee shall prepare and establish a program, to be approved by the appropriate AID Mission, for the receipt, use, maintenance, protection, custody and care of equipment, materials and supplies for which it has custodial responsibility, including the establishment of reasonable controls to enforce such program. The grantee shall be guided by the following requirements:

(1) Property Control: The property control system shall include but not be limited to the following:

(i) Identification of each item of cooperating country property acquired or furnished under the grant by a serially controlled identification number and by description of item. Each item must be clearly marked "Property of (insert name of cooperating country)."

(ii) The price of each item of property acquired or furnished under this grant.

(iii) The location of each item of property acquired or furnished under this grant.

(iv) A record of any usable components which are permanently removed from items of cooperating country property as a result of modification or otherwise.

(v) A record of disposition of each item acquired or furnished under the grant.

(vi) Date of order and receipt of any item acquired or furnished under the grant.

(vii) The official property control records shall be kept in such condition that at any stage of completion of the work under this grant, the status of property acquired or furnished under this grant may be readily ascertained. A report of current status of all items of property acquired or furnished under the grant shall be submitted yearly concurrently with the annual report.

(2) Maintenance Program: The grantee's maintenance program shall be consistent with sound business practice, the terms of the grant, and provide for:

(i) disclosure of need for and the performance of preventive maintenance,

(ii) disclosure and reporting of need for capital type rehabilitation, and

(iii) recording of work accomplished under the program:

(A) Preventive maintenance - Preventive maintenance is maintenance generally performed on a regularly scheduled basis to prevent the occurrence of defects and to detect and correct minor defects before they result in serious consequences.

(B) Records of maintenance - The grantee's maintenance program shall provide for records sufficient to disclose the maintenance actions performed and deficiencies discovered as a result of inspections.

(C) A report of status of maintenance of cooperating country property shall be submitted annually concurrently with the annual report.

(d) Risk of Loss:

(1) The grantee shall not be liable for any loss of or damage to the cooperating country property, or for expenses incidental to such loss or damage except that the grantee shall be responsible for any such loss or damage (including expenses incidental thereto):

(i) Which results from willful misconduct or lack of good faith on the part of any of the grantee's directors or officers, or on the part of any of its managers, superintendents, or other equivalent representatives, who have supervision or direction of all or substantially all of the grantee's business, or all or substantially all of the grantee's operation at any one plant, laboratory, or separate location in which this grant is being performed;

(ii) Which results from a failure on the part of the grantee, due to the willful misconduct or lack of good faith on the part of any of its directors, officers, or other representatives mentioned in (i) above:

(A) to maintain and administer, in accordance with sound business practice, the program for maintenance, repair, protection, and preservation of cooperating country property as required by (i) above, or

(B) to take all reasonable steps to comply with any appropriate written directions of the grant officer under (b) above;

(iii) For which the grantee is otherwise responsible under the express terms designated in the schedule of this grant;

(iv) Which results from a risk expressly required to be insured under some other provision of this grant, but only to the extent of the insurance so required to be procured and maintained, or to the extent of insurance actually procured and maintained, whichever is greater; or

(v) Which results from a risk which is in fact covered by insurance or for which the grantee is otherwise reimbursed, but only to the extent of such insurance or reimbursement;

(vi) Provided, that, if more than one of the above exceptions shall be applicable in any case, the grantee's liability under any one exception shall not be limited by any other exception.

(2) The grantee shall not be reimbursed for, and shall not include as an item of overhead, the cost of insurance, or any provision for a reserve, covering the risk of loss of or damage to the cooperating country property, except to the extent that AID may have required the grantee to carry such insurance under any other provision of this grant.

(3) Upon the happening of loss or destruction of or damage to the cooperating country property, the grantee shall notify the grant officer thereof, shall take all reasonable steps to protect the cooperating country property from further damage, separate the damaged and undamaged cooperating country property, put all the cooperating country property in the best possible order, and furnish to the grant officer a statement of:

- (i) The lost, destroyed, or damaged cooperating country property;
- (ii) The time and origin of the loss, destruction, or damage;
- (iii) All known interests in commingled property of which the cooperating country property is a part; and
- (iv) The insurance, if any, covering any part of or interest in such commingled property.

(4) The grantee shall make repairs and renovations of the damaged cooperating country property or take such other action as the grant officer directs.

(5) In the event the grantee is indemnified, reimbursed, or otherwise compensated for any loss or destruction of or damage to the cooperating country property, it shall use the proceeds to repair, renovate or replace the cooperating country property involved, or shall credit such proceeds against the cost of the work covered by the grant, or shall otherwise reimburse AID, as directed by the grant officer. The grantee shall do nothing to prejudice AID's right to recover against third parties for any such loss, destruction, or damage, and upon the request of the grant officer, shall, at the Government's expense, furnish to AID all reasonable assistance and cooperation (including assistance in the prosecution of suits and the execution of instruments or assignments in favor of the Government) in obtaining recovery.

(e) Access: AID, and any persons designated by it, shall at all reasonable times have access to the premises wherein any cooperating country property is located, for the purpose of inspecting the cooperating country property.

(f) Final Accounting and Disposition of Cooperating Country Property: Within 90 days after completion of this grant, or at such other date as may be fixed by the grant officer, the grantee shall submit to the grant officer an inventory schedule covering all items of equipment, materials and supplies under the grantee's custody, title to which is in the cooperating country or public or private agency designated by the cooperating country, which have not been consumed in the performance of this grant. The grantee shall also indicate what disposition has been made of such property.

(g) Communications: All communications issued pursuant to this provision shall be in writing.

(END OF STANDARD PROVISION)

COST SHARING (MATCHING) (NOVEMBER 1985)

(This provision is applicable when the recipient is required to cost share or provide a matching share.)

(a) For each year (or funding period) under this grant, the grantee agrees to expend from non-Federal funds an amount at least equal to the percentage of the total expenditures under this grant specified in the schedule of the grant. The schedule of this grant may also contain restrictions on the application of cost sharing (matching) funds. The schedule takes precedence over the terms of this provision.

(b) Eligibility of non-Federal funds applied to satisfy cost sharing (matching) requirements under this grant are set forth below:

(1) Charges incurred by the grantee as project costs. Not all charges require cash outlays by the grantee during the project period; examples are depreciation and use charges for buildings and equipment.

(2) Project costs financed with cash contributed or donated to the grantee by other non-Federal public agencies (may include public international organizations or foreign governments) and institutions, and private organizations and individuals, and

(3) Project costs represented by services and real and personal property, or use thereof, donated by other non-Federal public agencies and institutions, and private organizations and individuals.

(c) All contributions, both cash and in-kind, shall be accepted as part of the grantee's cost sharing (matching) when such contributions meet all of the following criteria:

(1) Are verifiable from the grantee's records;

(2) Are not included as contributions for any other Federally assisted program;

(3) Are necessary and reasonable for proper and efficient accomplishment of project objectives;

(4) Are types of charges that would be allowable under the applicable Federal cost principles;

(5) Are not paid by the Federal Government under another grant or agreement (unless the grant or agreement is authorized by Federal law to be used for cost sharing or matching);

(6) Are provided for in the approved budget when required by AID; and

(7) Conform to other provisions of this paragraph.

(d) Values for grantee in-kind contributions will be established in accordance with the applicable Federal cost principles.

(e) Specific procedures for the grantee in establishing the value of in-kind contributions from non-Federal third parties are set forth below:

(1) Valuation of volunteer services: Volunteer services may be furnished by professional and technical personnel, consultants, and other skilled and unskilled labor. Volunteer services may be counted as cost sharing or matching if the service is an integral and necessary part of an approved program:

(i) Rates for volunteer services: Rates for volunteers should be consistent with those paid for similar work in the grantee's organization. In those instances in which the required skills are not found in the grantee's organization, rates should be consistent with those paid for similar work in the labor market in which the grantee competes for the kind of services involved.

(ii) Volunteers employed by other organizations: When an employer other than the grantee furnishes the services of an employee, these services shall be valued at the employee's regular rate of pay (exclusive of fringe benefits and overhead costs) provided these services are of the same skill for which the employee is normally paid.

(2) Valuation of donated expendable personal property: Donated expendable personal property includes such items as expendable equipment, office supplies, laboratory supplies or workshop and classroom supplies. Value assessed to expendable personal property included in the cost share (match) should be reasonable and should not exceed the market value of the property at the time of the donation.

(3) Valuation of donated nonexpendable personal property, buildings, and land or use thereof:

(i) The method used for charging cost sharing or matching for donated nonexpendable personal property, buildings and land may differ according to the purpose of the grant as follows:

(A) If the purpose of the grant is to assist the recipient in the acquisition of equipment, buildings or land, the total value of the donated property may be claimed as cost sharing or matching.

(B) If the purpose of the grant is to support activities that require the use of equipment, buildings, or land; depreciation or use charges for equipment and buildings may be made. The full value of equipment or other capital assets and fair rental charges for land may be allowed provided that AID has approved the charges.

(ii) The value of donated property will be determined in accordance with the usual accounting policies of the grantee with the following qualifications:

(A) Land and buildings: The value of donated land and buildings may not exceed its fair market value, at the time of donation to the grantee as established by an independent appraiser; and certified by a responsible official of the grantee.

(B) Nonexpendable personal property: The value of donated nonexpendable personal property shall not exceed the fair market value of equipment and property of the same age and condition at the time of donation.

(C) Use of space: The value of donated space shall not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality.

(D) Borrowed equipment: The value of borrowed equipment shall not exceed its fair rental value.

(f) The following requirements pertain to the grantee's supporting records for in-kind contributions from non-Federal third parties:

(1) Volunteer services must be documented and, to the extent feasible, supported by the same methods used by the grantee for its employees.

(2) The basis for determining the valuation for personal services, material, equipment, buildings and land must be documented.

(g) Individual expenditures do not have to be shared or matched provided that the total expenditures incurred during the year (or funding period) are shared or matched in accordance with the agreed upon percentage set forth in the schedule of the grant.

(h) If at the end of any year (or funding period) hereunder, the grantee has expended an amount of non-Federal funds less than the agreed upon percentage of total expenditures, the difference may be applied to reduce the amount of AID funding the following year (or funding period), or, if this grant has expired or been terminated, the difference shall be refunded to AID.

(i) Failure to meet the cost sharing (matching) requirements set forth in paragraph (a) above shall be considered sufficient reasons for termination of this grant for cause in accordance with paragraph (a) entitled "For Cause" of the standard provision of this grant entitled "Termination and Suspension".

(j) The restrictions on the use of AID grant funds set forth in the standard provisions of this grant are applicable to expenditures incurred with AID funds provided under this grant. The grantee will account for the AID funds in accordance with the standard provision of this grant entitled "Accounting, Audit, and Records".

(k) Notwithstanding paragraph (b) of the standard provision of this grant entitled "Refunds", the parties agree that in the event of any disallowance of expenditures from AID grant funds provided hereunder, the grantee may substitute expenditures made with funds provided from non-Federal sources provided they are otherwise eligible in accordance with paragraph (b) of this provision.

(END OF STANDARD PROVISION)

USE OF POUCH FACILITIES (NOVEMBER 1985)

(This provision is applicable when activities under the grant will take place outside of the United States.)

(a) Use of diplomatic pouch is controlled by the Department of State. The Department of State has authorized the use of pouch facilities for AID grantees and their employees as a general policy, as detailed in items (1) through (6) below. However, the final decision regarding use of pouch facilities rest with the Embassy or AID Mission. In consideration of the use of pouch facilities, the grantee and its employees agree to indemnify and hold harmless, the Department of State and AID for loss or damage occurring in pouch transmission:

(1) Grantees and their employees are authorized use of the pouch for transmission and receipt of up to a maximum of two pounds per shipment of correspondence and documents needed in the administration of assistance programs.

(2) U.S. citizen employees are authorized use of the pouch for personal mail up to a maximum of one pound per shipment (but see (a) (3) below).

(3) Merchandise, parcels, magazines, or newspapers are not considered to be personal mail for purposes of this standard provision and are not authorized to be sent or received by pouch.

(4) Official and personal mail pursuant to (a) (1) and (2) above sent by pouch should be addressed as follows:

Name of individual or organization (followed by  
letter symbol "G")  
Name of post (USAID/\_\_\_\_\_)  
Agency for International Development  
Washington, D.C. 20523

(5) Mail sent via the diplomatic pouch may not be in violation of U.S. Postal laws and may not contain material ineligible for pouch transmission.

(6) AID grantee personnel are not authorized use of military postal facilities (APO/FPO). This is an Adjutant General's decision based on existing laws and regulations governing military postal facilities and is being enforced worldwide. Posts having access to APO/FPO facilities and using such for diplomatic pouch dispatch, may, however, accept the grantee's official and personal mail for pouch, provided of course, adequate postage is affixed.

(b) The grantee shall be responsible for advising its employees of this authorization, these guidelines, and limitations on use of pouch facilities.

(c) Specific additional guidance on grantee use of pouch facilities in accordance with this standard provision is available from the Post Communication Center at the Embassy or AID Mission.

(END OF STANDARD PROVISION)

CONVERSION OF UNITED STATES DOLLARS TO LOCAL CURRENCY (NOVEMBER 1985)

(This provision is applicable when activities under the grant will take place outside of the United States.)

Upon arrival in the Cooperating Country, and from time to time as appropriate, the grantee's chief of party shall consult with the Mission Director who shall provide, in writing, the procedure the grantee and its employees shall follow in the conversion of United States dollars to local currency. This may include, but is not limited to, the conversion of currency through the cognizant United States Disbursing Officer or Mission Controller, as appropriate.

(END OF STANDARD PROVISION)

AID 1380-1  
(10-79)

UNITED STATES INTERNATIONAL  
DEVELOPMENT COOPERATION AGENCY  
AGENCY FOR  
INTERNATIONAL DEVELOPMENT

PIO/T

PROJECT IMPLEMENTATION  
ORDER/TECHNICAL  
SERVICES

1. Cooperating Country  
Centrally Funded

Page 1 of Pages

2. PIO/T No.  
See Attachment I

3.  Original or  
Amendment No. \_\_\_\_\_

4. Project/Activity No. and Title 939-0289  
Salvation Army World Service Organization

DISTRIBUTION

5. Appropriation Symbol

See Attachment I

6. Allotment Symbol and Charge

See Attachment I

7. Obligation Status

Administrative Reservation

Implementing Document

8. Project Assistance Completion Date  
(Mo., Day, Yr.)

9. Authorized Agent

AID/W

10. This PIO/T is in full conformance with PRO/AG

Date \_\_\_\_\_

11a. Type of Action and Governing AID Handbook

AID Contract  
(HB 14)

PASA/RSSA  
(HB 12)

AID Grant  
(HB 13)

Other

11b. Contract/Grant/PASA/RSSA  
Reference Number (if this is an  
Amendment)

12. Estimated Financing (A detailed budget in support of column (2) is attached as attachment no. \_\_\_\_\_)

Maximum AID Financing	A Dollars	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
		-0-	900,000	-	900,000
B. U.S. Owned Local Currency					

13. Mission  
References

14a. Instructions to Authorized Agent

AER/OP/W/MS is requested to execute a 5 year grant agreement with Salvation Army World Service Organization (SAWSO) effective from Sept. 1, 1987 through Aug. 31, 1992. Initial funding of \$900,000 is provided for expenditures during the first 12 months. Depending on the availability of funds and progress in the program satisfactory to A.I.D. additional annual increments of funding will be provided up to a total of \$4.55 million. PIO/T attachments: #1 Grant Program Budget, #2 Statement of Work, #3 Program Description, #4 Proposal Budget #5 Guidance for Periodic and Final Reports, #8 PVO's Proposal with Revisions #6 AA/FVA Authorization Memo, #7 PVC/IPS's "PVO Financial Profile" on SAWSO, dated 12/4/86. (Please clear grant document with PVC Project Officer before sending to SAWSO).

14b. Address of Voucher Paying Office

AID/M/FM/PAFD Washington, DC 20523

15. Clearances—Include typed name, office symbol, telephone number and date for all clearances.

A. The project officer certifies that the specifications in the statement of work are technically adequate

FVA/PVC, Adrienne Allison

Phone No. 3494  
233-8420

Date 5/14/87

B. The statement of work lies within the purview of the initiating and approved agency programs

FVA/PVC, Karen Poe Karen Poe 5/20/87

C. FVA/PVC, Lenora Watlington

Date 5/20/87

D. Funds for the services requested are available

E. FVA/PPM, Kathy Kosar

Date 5-20-87

M/FM/PAFD

16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to

Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

17. For the Agency for International Development

Signature Louis C. Stamberg

Date 5/20/87

Title Deputy Director, FVA/PPM

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AID 1980-1  
(10-79)

PIO/T

UNITED STATES INTERNATIONAL  
DEVELOPMENT COOPERATION AGENCY  
AGENCY FOR  
INTERNATIONAL DEVELOPMENT

PROJECT IMPLEMENTATION  
ORDER/TECHNICAL  
SERVICES

1. Cooperating Country  
Centrally Funded

Page 1 of Pages

2. PIO/T No.  
*See Attachment I*

3.  Original or  
Amendment No.

4. Project/Activity No. and Title  
938-0289  
Salvation Army World Service Organization

DISTRIBUTION

K/FM/PAFD  
 POSTED 5/21/87  
 FUNDS RESERVED BY  
 [Signature]

5. Appropriation Symbol  
*See Attachment I*

6. Attachment Symbol and Charge  
*See Attachment I*

7. Obligation Status  
 Administrative Reservation  
 Implementing Document

8. Project Assistance Completion Date  
(Mo., Day, Yr.)

9. Authorized Agent  
AID/W

10. This PIO/T is in full conformance with P/O/AG  
Date

11a. Type of Action and Governing AID Handbook  
 AID Contract (HE 14)  PASA/RSSA (HB 12)  AID Grant (HB 12)  Other

11b. Contract/Grant/PASA/RSSA  
Reference Number (if this is an  
Amendment)

12. Estimated Financing (A detailed budget in support of column (2) is attached as attachment No. \_\_\_\_\_)

Maximum AID Financing	A. Dollars	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
		-0-	900,000	-	900,000
	B. U.S.-Owned Local Currency				

13. Mission  
References

14a. Instructions to Authorized Agent  
 AER/OP/W/MS is requested to execute a 5 year grant agreement with Salvation Army World Service Organization (SAWSO) effective from Sept. 1, 1987 through Aug. 31, 1992. Initial funding of \$900,000 is provided for expenditures during the first 12 months. Depending on the availability of funds and progress in the program satisfactory to A.I.D. additional annual increments of funding will be provided up to a total of \$4.55 million. PIO/T attachments: #1 Grant Program Budget, #2 Statement of Work, #3 Program Description, #4 Proposal Budget, #5 Guidance for Periodic and Final Reports, #8 PVO's Proposal with Revisions #6 AA/FVA Authorization Memo, #7 PVC/IPS's "PVO Financial Profile" on SAWSO, dated 12/4/86. (Please clear grant document with PVC Project Officer before sending to SAWSO).

14b. Address of Voucher Paying Office  
 AID/M/FM/PAFD Washington, DC 20523

15. Clearances—Include typed name, office symbol, telephone number and date for all clearances.

A. The project officer certifies that the specifications in the statement of work are technically adequate FVA/PVC, Adrienne Allison	Phone No. 283-2420	B. The statement of work lies within the purview of the initiating and approved agency programs FVA/PVC, Karen Poe	Date 5/14/87	Date 5/20/87
C. FVA/PVC, Lenora Watlington	Date 5/20/87	D. Funds for the services requested are available		
E. FVA/PPM, Kathy Kosar	Date 5-20-87			

16. For the cooperating country: The terms and conditions set forth herein are hereby agreed to

Signature \_\_\_\_\_ Date \_\_\_\_\_

17. For the Agency for International Development

Signature *[Signature]* Date 5/20/87  
 Louis C. Stamborg  
 Deputy Director, FVA/PPM

Att. I

Fiscal Data \_ Salvation Army World Service Organization

Appro: 72-1171021.8	72-1171021.5
Allot: 748-33-099-00-76-71	745-38-099-00-76-71
BPC: EDHA87 13810 KG11	EDEA87 13810 KG11
Oblig.#: 7381808	<del>7381500</del> <del>7381808</del>
Amount: 472,000	428,000

FUND RESERVED BY

*Hodder*

POSTED 5/21/87

N/TM/PATD

AID 1350-1 (10-79)  PIO/T	1. Cooperating Country Centrally Funded	2. PIO/T No. PPM Action	Page 2 of _____ Pages
	4. Project/Activity No. and Title 938-0289, Salvation Army World Service Organization,		

**SCOPE OF WORK**

18. THE SCOPE OF TECHNICAL SERVICES REQUIRED FOR THIS PROJECT ARE DESCRIBED IN ATTACHMENT NUMBER \_\_\_\_\_ HERETO ENTITLED "STATEMENT OF WORK".

19. SPECIAL PROVISIONS

- A.  LANGUAGE REQUIREMENTS (SPECIFY) N/A  
(IF MARKED, TESTING MUST BE ACCOMPLISHED BY AID TO ASSURE DESIRED LEVEL OF PROFICIENCY)
- B.  ACCESS TO CLASSIFIED INFORMATION  WILL  WILL NOT BE REQUIRED BY TECHNICIAN(S).
- C.  DUTY POST(S) AND DURATION OF TECHNICIANS' SERVICES AT POST(S) (MONTHS) N/A
- D.  DEPENDENTS  WILL  WILL NOT BE PERMITTED TO ACCOMPANY TECHNICIAN. N/A
- E.  WAIVER(S) HAVE BEEN APPROVED TO ALLOW THE PURCHASE OF THE FOLLOWING ITEM(S) (COPY OF APPROVED WAIVER IS ATTACHED)
- F.  COOPERATING COUNTRY ACCEPTANCE OF THIS PROJECT (APPLICABLE TO AID/W PROJECTS ONLY)
  - HAS BEEN OBTAINED
  - HAS NOT BEEN OBTAINED
  - IS NOT APPLICABLE TO SERVICES REQUIRED BY PIO/T
- G.  OTHER (SPECIFY)

20. BACKGROUND INFORMATION (ADDITIONAL INFORMATION USEFUL TO AUTHORIZED AGENT)

Additional information on this Project is contained in the attached Action Memo (Tab 6) to the AA/FVA dated 5/19/87 authorizing this program, and the SAWSO Proposal. (Tab 8)

21. SUMMARY OF ATTACHMENTS ACCOMPANY THE PIO/T (INDICATE ATTACHMENT NUMBER IN BLANK)

- 1 DETAILED BUDGET IN SUPPORT OF INCREASED FUNDING (BLOCK 12)
- 6 AA/FVA Authorization Memo dated 5/19/87  
~~EVALUATION CRITERIA FOR COMPETITIVE PROCUREMENT (BLOCK 14)~~
- 7 PVO Financial Profile dated 12/4/86  
~~JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT (BLOCK 14)~~
- 2 STATEMENT OF WORK (BLOCK 18)
- \_\_\_\_\_ WAIVER(S) (BLOCK 19) (SPECIFY NUMBER)
- X X 3 DETAILED PROGRAM DESCRIPTION

- X 4 PROPOSAL BUDGET
- X 8 PVO GRANT PROPOSAL
- X 5 GUIDELINES FOR PERIODIC AND FINAL REPORTS (to be forwarded separately)

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AID 1350-1 (10-79)	1. Cooperating Country Centrally Funded	2. PIO/T No. (PPM Action)	Page 3 of	Pages
	4. Project/Activity No. and Title 938-0289 Salvation Army World Service Organization - Matching Grant			

22. Relationship of Contractor or Participating Agency to Cooperating Country and to AID

A. Relationships and Responsibilities

See Attached Program Description

B. Cooperating Country Liaison Official

N/A

C. AID Liaison Officials

FVA/PVC, Project Officer Adrienne Allison

LOGISTIC SUPPORT

23. Provisions for Logistic Support	IN KIND SUPPLIED BY		FROM LOCAL CURRENCY SUPPLIED BY		TO BE PROVIDED OR ARRANGED BY SUPPLIER
	AID	COOPERATING COUNTRY	AID	COOPERATING COUNTRY	
A. Specific Items (Insert "X" in applicable column as right. If entry needs qualification, insert asterisk and explain below in C. "Comments")					
(1) Office Space					X
(2) Office Equipment					X
(3) Housing and Utilities					X
(4) Furniture					X
(5) Household Equipment (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					X
(10) Vehicles (official)					X
(11) Travel Arrangements/Tickets					X
(OTHER SPECIFY)					
(12)					
(13)					
(14)					
(15)					

B. Additional Facilities Available From Other Sources

- APO/FPD
  PX
  COMMISSARY

OTHER (Specify, e.g., duty free entry, tax exemption)

N/A

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Attachment 1  
PIO/T No. 938.0289

GRANT PROGRAM BUDGET (000's \$)  
Summary of Detailed Project Budget in Proposal

Cost Element	Obligated this PIO/T Fr 9/1/87 To 8/31/88	Estimated LOP Additional Fr 9/1/88 To 8/31/92	Total Project Estimate Fr 9/1/87 To 8/31/92
1. <u>Program Elements</u>			
Training of Trainers	50.1	105.5	155.5
Management and Admin. Training	287.3	1,089.2	1376.5
Sectoral/Technical Assistance	295.6	1,150.5	1446.1
Program Management	72.0	439.1	511.0
2. Evaluation (SAWSO Contract*)	2.0	47.9 50.0	39.9 50.0
TOTAL DIRECT	707.0	2882.2	3579.0
3. Indirect Cost	193.0	772.0	971.0
TOTAL	900.0	3650.0	4,550.0
AID Share	900.0	3650.0	4,550.0
Grantee Share	900.0	3600.0	4,500.0

\*Not Applicable to cash total requiring match from Grantee.

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NOTES TO BUDGET: Please include the following in the Grant Agreement.

1. SAWSO has agreed to cost share this agreement by the end of the life-of-program 5 yr. period by at least 1 to 1 cash match with A.I.D. under this agreement. Only exception to the above is the Evaluation Contract amount of \$50,000 which is A.I.D. initiated and does not require any Grantee match.

- A. PURPOSE: The purpose of this matching grant is to provide support for Salvation Army World Service Organization (SAWSO) to strengthen the strategic management capabilities of the Salvation Army's organization in its primary countries, assisting local leaders to learn how to utilize scarce program resources to achieve maximum development impact.

The above is more specifically described in Attachment 3, "Program description," and SAWSO's proposal (Attachment 6) dated 10/17/86, which is incorporated in Grant Agreement. In the event of an inconsistency, the Program Description shall take precedence over SAWSO's proposal.

- B. REPORTING AND EVALUATION: Ten copies of the Annual Report plus one copy for the A.I.D. Mission in each target country in program will be submitted to the AID/FVA/PVC Project Officer 60 days prior to each anniversary date of the grant. Annual reports will describe project activities and SAWSO's financial contribution to the project. Guidance for Periodic and Final Reports to FVA/PVC on Grant Accomplishments is provided as Attachment 5 for illustrative purposes. (AID/FVA/PVC is in the process of submitting this guidance format to OMB for their clearance. Once OMB clearance is given the suggested format will be required.)

The Annual Report will also include a country data sheet for each subproject activity and will be furnished in the standard format prescribed by FVA/PVC for its grant information system (AID FORM 1550-11 included in Attachment 5). Other current A.I.D. grants to SAWSO, such as OPGs, will be noted in the report with an explanation of any relationship of such grants to this grant supported program.

- C. EVALUATION: Self-evaluation will be conducted by SAWSO in accordance with its normal evaluation program as described in its 10/17/86 grant proposal (Attachment 6). In addition, from time-to-time A.I.D. officers will, with prior notification to the PVO's headquarters, visit selected project sites. The Grant Program Budget includes funds to contract for a project evaluation in the final year of the grant. Special requirements for this project evaluation are delineated under No. 2. of Section D, "Substantial Involvement" below.

D. SUBSTANTIAL INVOLVEMENT

1. Countries: The following countries are approved for direct in-country program support under the agreement: Africa : Ghana, Kenya, Zimbabwe, Zambia, Swaziland, Asia: Pakistan, Burma, Bangladesh, Philippines, Fiji, Papua New Guinea, Latin America: Jamaica, Costa Rica, Guatemala, Bolivia. Other countries may be approved during the period of the grant. Such approval will be communicated by A.I.D. in writing after consultation with the relevant A.I.D. Mission.
2. The scope of work for the project evaluation contract must be developed with, and the evaluator(s) chosen to carry out this activity must be approved in advance by, the AID/FVA/PVC Project Officer. The A.I.D./FVA/PVC Project Officer is to participate in the pre and post-evaluation briefings and to receive six (6) copies of the completed evaluation report for FVA/PVC and one copy for each country evaluated.

E. AUTHORIZED GEOGRAPHIC CODES FOR PROCUREMENT

1. Procurement under this project will follow the general order of precedence as necessary to effectively implement the project. No procurement in Code 935 or of restricted commodities is anticipated under this project. [Or: "Procurement of the following Code 935 (restricted items) is anticipated under this project:" list and give cost and source/origin(s). If source/origin is not U.S. and A.I.D. funds will be used, reference the required source/origin waiver in the FVA/PVC Action Memo. If PVO funds will be used, state this and reference PVO's certification of this in its proposal budget narrative.]
2. Should any unanticipated Code 935 and/or restricted procurement become necessary, the Grantee should use its own private share of the grant match for this purpose. Written verification, when this is Grantee's intention, is to be sent to the A.I.D./FVA/PVC Project Officer for concurrence and forwarding to the Grant Officer.

F. TRAVEL

The Standard Provision requiring advance notification of the Grantee's travel intentions overseas is waived for all Matching Grants by the Action Memo cleared by the AA's of all A.I.D. bureaus and signed by the Administrator of A.I.D. of August 20, 1979. Copy of this memo is on file in SER/OP/W/MS and FVA/PVC.

SAWSO's PROPOSAL BUDGET

Detailed Budget Narrative

1. Summary of Financial Presentation: This includes the cost of the base program and additional activities in secondary countries in training, in development management and administration skills.
2. Training of Trainers: These costs reflect the salaries, benefits and international travel allowances for SAWSO staff and consultants to conduct in-country training activities. Funds will also be used to cover cost of in-country training consultants and training activities conducted by The Salvation Army and collaborating agencies. Other direct costs include in-country travel and lodging costs for participants, training materials, rental of facilities for workshops, etc.
3. Management and Administration Training: The funds will be used to cover salaries, benefits and international travel allowances for SAWSO staff and consultants to conduct in-country and regional training workshops. Other direct costs include in-country or international travel and lodging for participants, rental of facilities for workshops, tuition and fees for attending university courses or other workshops, training materials, etc.
4. Sectoral/Technical Development: These costs reflect the training and skills development of Salvation Army staff in the following fields: community development, health, income generation and agriculture. These funds will also be used to finance the costs of HIRD model project activities in these fields.
5. Program Management: SAWSO MG program is managed by a team of four project officers, two technical staff, the Assistant Executive Director and Executive Director. The Assistant Executive Director is the team leader. Therefore, program management costs reflect approximately 10% of each team member's salary and fringe benefits, office expenses such as telephone/telex, postage, office supplies.
6. Evaluation: This line item represents the estimated cost of consultant time, local and international travel and per diem associated with case studies and in-country evaluations commissioned by SAWSO.

7. Indirect Costs: Our latest approved provisional indirect cost rate with AID as of August 1986 is 13.7% of total direct program costs.

**SAMSO FINANCIAL OVERVIEW**  
**Maximum Level**

**Program Expenditures:**

	Year 1			Year 2			Year 3		
	A I D	P V D	Total	A I D	P V D	Total	A I D	P V D	Total
Training of Trainers	50,103	14,206	64,309	38,076	0	38,076	22,425	0	22,425
Management & Admin. Training	287,342	197,306	484,648	281,118	188,700	469,818	268,665	148,100	416,765
Sectoral/Technical Areas	295,600	663,488	959,088	293,792	686,300	980,092	294,909	726,900	1,011,809
Program Management	71,955	0	71,955	94,014	0	94,014	115,000	0	115,000
Evaluation	2,000	0	2,000	0	0	0	59,946	0	59,946
Indirect Costs	193,000	25,000	218,000	193,000	25,000	218,000	199,055	25,000	224,055
<b>TOTAL WORLDWIDE PROGRAM</b>	<b>900,000</b>	<b>900,000</b>	<b>1,800,000</b>	<b>900,000</b>	<b>900,000</b>	<b>1,800,000</b>	<b>950,000</b>	<b>900,000</b>	<b>1,850,000</b>

**Program Expenditures:**

	Year 4			Year 5			Years 1 - 5		
	A I D	P V D	Total	A I D	P V D	Total	A I D	P V D	Total
Training of Trainers	22,425	0	22,425	22,425	0	22,425	155,454	14,206	169,660
Management & Admin. Training	272,666	148,100	420,766	266,667	148,100	414,767	1,376,458	830,306	2,206,764
Sectoral/Technical Areas	296,908	726,900	1,023,808	274,909	726,900	1,001,809	1,446,118	3,530,488	4,976,606
Program Management	115,000	0	115,000	115,000	0	115,000	510,969	0	510,969
Evaluation	0	0	0	28,000	0	28,000	89,946	0	89,946
Indirect Costs	193,001	25,000	218,001	192,999	25,000	217,999	971,055	125,000	1,096,055
<b>TOTAL WORLDWIDE PROGRAM</b>	<b>900,000</b>	<b>900,000</b>	<b>1,800,000</b>	<b>900,000</b>	<b>900,000</b>	<b>1,800,000</b>	<b>4,550,000</b>	<b>4,500,000</b>	<b>9,050,000</b>

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07-May-97

MATCHING GFANT 3 BUDGET  
TOTAL FOR 5 YEARS

I. TOTAL PROGRAM COSTS

Function	Global		Ghana		Kenya		Swaziland		Zimbabwe		Countries Zambia		Zaire		India	
	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO
A. Direct Program Costs:																
Training of Trainers																
Mgt. & Adm. Training			40,622	20,000	170,020	210,000			95,450	445,500	111,010	64,000	36,316	16,600		
Sectoral																
- Community Dev.									30,675	564,000						
- Health			25,772	15,926			30,199	41,000	10,225	100,000	217,055	100,000				
- Income Generation																
- Agriculture			24,275		11,505	72,200			10,225	55,000						
B. Program Management:			16,287		34,577		5,503		25,398		56,633		6,820			
C. Evaluation			89,946													
D. Indirect Costs	12,395		14,690	5,000	61,421	10,000	10,569		159,166	25,000	70,639	5,000	8,231			
<b>TOTAL NG PROGRAM</b>	<b>102,341</b>	<b>121,646</b>	<b>40,926</b>	<b>297,523</b>	<b>292,200</b>	<b>46,271</b>	<b>41,000</b>	<b>331,139</b>	<b>1,189,500</b>	<b>455,537</b>	<b>169,000</b>	<b>51,367</b>	<b>16,600</b>	<b>0</b>	<b>0</b>	<b>0</b>

*Handwritten mark*

16.

MATCHING GRANT 3 BUDGET  
TOTAL FOR 5 YEARS

Function	Pakistan		Burma	Bangladesh	Sri Lanka		Philippines		Fiji	Papua New Guinea		Tonga	Caribbean Regional Training			
	AID	SAWSO	AID	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	
TOT	125,555					29,899	14,206									
M&A	125,555		34,670	28,828		106,706	74,206	131,592		117,297		21,659		39,763	81,833	
Sectoral																
-Comm. Dev	41,850			11,532		14,948										
-Health	104,629	560,000		17,296		17,009	478,374		275,000							
-Income Ge	20,926				94,800	14,948	75,000	105,592		180,897		224,555				
-Agriculture																
Prog. Mgt.	66,237		6,108	9,385		31,468		41,383		50,474		43,655		6,978	14,251	
Evaluation																
Indirect C	128,966	15,000	5,619	17,302	5,000	93,061	25,300	66,283	10,000	48,044		39,944		6,441	13,241	
<b>TOTAL MG</b>	<b>613,718</b>	<b>575,000</b>	<b>46,397</b>	<b>84,343</b>	<b>99,800</b>	<b>308,039</b>	<b>666,786</b>	<b>344,855</b>	<b>285,000</b>	<b>396,702</b>	<b>0</b>	<b>329,813</b>	<b>0</b>	<b>53,182</b>	<b>0</b>	<b>109,325</b>

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MATCHING GRANT 3 BUDGET  
TOTAL FOR 5 YEARS

Function	Jamaica		Haiti		Central America Regional Training		Costa Rica		Guatemala		South America Regional Training		Bolivia		Total Program	Of which AID MG	Of which SAWSO
	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO			
TOT																	
M&A	16,315		21,234		53,843		24,422		32,093		41,116		26,114		169,660	155,454	14,206
Sectoral															2,206,764	1,376,458	830,306
-Comm. Dev.																	
-Health									9,295	944,188					938,005	99,005	839,000
-Income Ge	45,281						157,346	155,000	120,093						2,895,523	656,035	2,239,488
-Agriculture															989,873	645,073	324,800
															173,205	46,005	127,200
Prog. Mgt.	10,470		3,718		9,424		32,079		28,375		7,070		4,471		510,969	510,969	0
Evaluation															89,946	89,946	0
Indirect C	9,932		3,439		8,718		45,828	5,000	136,272	20,000	6,641		4,213		1,096,055	971,055	125,000
<b>TOTAL MG</b>	<b>81,998</b>	<b>0</b>	<b>28,391</b>	<b>0</b>	<b>71,985</b>	<b>0</b>	<b>259,675</b>	<b>160,000</b>	<b>326,128</b>	<b>964,188</b>	<b>54,827</b>	<b>0</b>	<b>34,798</b>	<b>0</b>	<b>9,050,000</b>	<b>4,550,000</b>	<b>4,500,000</b>

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MATCHING GRANT 3 BUDGET  
YEAR 1 - MAXIMUM

File: M63DR62

I. TOTAL PROGRAM COSTS

Function	Global		Ghana		Kenya		Swaziland		Zimbabwe		Countries Zambia		Zaire		India	
	AID		AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO
<b>A. Direct Program Costs:</b>																
Training of Trainers																
Mgt. & Adm. Training			8,616	4,000	40,580	58,000			18,970	113,100	21,822	8,000				
Sectoral																
- Community Dev.																
- Health			893	8,000			3,400	5,000	5,955	117,000						
- Income Generation									1,985	20,000	43,411	20,000				
- Agriculture			4,670		2,145	36,100			1,985	15,000						
<b>B. Program Management:</b>			1,612		4,856		386		3,284		7,415		0		0	
<b>C. Evaluation</b>	2,000															
<b>D. Indirect Costs</b>	276	2,830	1,000	17,524	2,000	1,211		35,965	5,000	12,869	1,000		0	0		
<b>TOTAL MG PROGRAM</b>	<b>2,276</b>	<b>18,621</b>	<b>13,000</b>	<b>65,105</b>	<b>96,100</b>	<b>4,997</b>	<b>5,000</b>	<b>68,144</b>	<b>270,100</b>	<b>85,517</b>	<b>29,000</b>		<b>0</b>	<b>0</b>	<b>0</b>	

II. SOURCE OF FUNDS

A.I.D. Matching Grant	900,000
Other U.S. Government	
PVD Private Cash	900,000
PVD In-kind Contribution	
Host or Other Government Contributions	
Other	
<b>TOTAL</b>	<b>1,800,000</b>

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MATCHING GRANT 3 BUDGET  
YEAR 1 - MAXIMUM

Function	Pakistan		Burma	Bangladesh		Sri Lanka		Philippines		Fiji	Papua New Guinea		Tonga	Caribbean			
	AID	SAWSO	AID	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	Regional AID	Training SAWSO		
TOT	42,705					7,398	14,206										
M&A	42,705		5,700	8,380		24,464	14,206	23,428		27,414		1,949		7,142	15,201		
Sectoral																	
-Comm. Dev	14,235			3,352		3,699			55,000								
-Health	35,588	120,000		5,028		2,270	78,900					37,028					
-Income Ge	7,117				26,000	3,699	15,000	20,428		39,914							
-Agriculture																	
Prog. Mgt.	16,180		648	1,905		4,721		4,985		7,653		4,430		812	1,728		
Evaluation																	
Indirect C	35,381	3,000	875	5,155	1,000	18,228	5,000	12,309	2,000	10,332	0	5,981	0	1,096	0	2,333	0
TOTAL MG	193,911	123,000	7,223	23,820	27,000	64,479	127,312	61,150	57,000	85,313	0	49,388	0	9,050	0	19,262	0

MATCHING GRANT 3 BUDGET  
YEAR 1 - MAXIMUM

Function	Jamaica		Haiti		Central America Regional Training		Costa Rica		Guatemala		South America Regional Training		Bolivia		Total Program	Of which AID MG	Of which SAWSO
	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO			
TOT																	
M&A	2,953		3,700		9,463		4,232		5,913		8,855		5,855	64,309	50,103	14,206	
Sectoral														484,648	287,342	197,306	
-Comm. Dev.																	
-Health														199,241	27,241	172,000	
-Income Ge	11,947						25,163	5,000	1,775	142,488				525,766	131,378	394,388	
-Agriculture									19,913					174,181	128,181	46,000	
														59,900	8,800	51,100	
Prog. Mgt.	1,694		421		1,076		3,341		3,137		1,007		664	71,955	71,955		
Evaluation														2,000	2,000		
Indirect C	2,287	0	568	0	1,452	0	4,200	1,000	19,871	4,000	1,359	0	898	0	218,000	193,000	25,000
<b>TOTAL MG</b>	<b>18,881</b>	<b>0</b>	<b>4,689</b>	<b>0</b>	<b>11,991</b>	<b>0</b>	<b>36,936</b>	<b>6,000</b>	<b>50,609</b>	<b>146,488</b>	<b>11,221</b>	<b>0</b>	<b>7,417</b>	<b>0-1,800,000</b>	<b>900,000</b>	<b>900,000</b>	

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MATCHING GRANT 3 BUDGET  
YEAR 2 - MAXIMUM

I. TOTAL PROGRAM COSTS

Function	Global		Ghana		Kenya		Swaziland		Zimbabwe		Countries Zambia		Zaire		India	
	AID		AID	SANSO	AID	SANSO	AID	SANSO	AID	SANSO	AID	SANSO	AID	SANSO	AID	SANSO
<b>A. Direct Program Costs:</b>																
Training of Trainers																
Mgt. & Adm. Training																
Sectoral																
- Community Dev.																
- Health																
- Income Generation																
- Agriculture																
<b>B. Program Management:</b>																
<b>C. Evaluation</b>																
<b>D. Indirect Costs</b>																
<b>TOTAL MG PROGRAM</b>	0	16,855	12,926	63,163	76,100	5,898	9,000	69,037	265,100	88,241	35,000	12,548	4,600	0		

II. SOURCE OF FUNDS

A.I.D. Matching Grant	900,000
Other U.S. Government	
PVD Private Cash	900,000
PVD In-kind Contribution	
Host or Other Government Contributions	
Other	
<b>TOTAL</b>	<b>1,800,000</b>

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MATCHING GRANT 3 BUDGET  
YEAR 2 - MAXIMUM

Function	Pakistan		Burma	Bangladesh	Sri Lanka		Philippines		Fiji		Papua New Guinea		Tonga	Caribbean Regional Training AID		
	AID	SAWSO	AID	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	
TOT	32,510					5,566										
M&A	32,510		6,815	7,287		19,623	15,000	24,901		24,186	3,075		7,286		16,451	
Sectoral																
-Comm. Dev	10,836			2,915		2,783			55,000							
-Health	27,092	110,000		4,372		2,925	91,974									
-Income Ge	5,418				17,200	2,783	15,000	20,901		45,153	40,834					
-Agriculture																
Prog. Mgt.	16,620		1,045	2,235		5,166		7,025		10,635	6,734		1,117		2,523	
Evaluation																
Indirect C	29,381	3,000	1,083	3,686	1,000	17,161	5,000	12,859	2,000	11,020	0	6,979	0	1,158	0	2,615
<b>TOTAL MG</b>	<b>154,367</b>	<b>113,000</b>	<b>8,943</b>	<b>20,495</b>	<b>18,200</b>	<b>56,007</b>	<b>126,974</b>	<b>65,686</b>	<b>57,000</b>	<b>90,994</b>	<b>0</b>	<b>57,622</b>	<b>0</b>	<b>9,561</b>	<b>0</b>	<b>21,589</b>

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MATCHING GRANT 3 BUDGET  
YEAR 2 - MAXIMUM

Function	Jamaica		Haiti		Central America Regional Training		Costa Rica		Guatemala		South America Regional Training		Bolivia		Total Program	Of which AID MG	Of which SAWSO
	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO			
TOT																	
M&A	3,279		4,301		10,810		4,905		6,260		7,970		4,970		38,076	38,076	
Sectoral															469,818	281,118	188,700
-Comm. Dev.																	
-Health															194,579	22,579	172,000
-Income Ge	8,272								1,832	177,100					562,031	126,031	436,000
-Agriculture							30,510		23,260						169,497	136,297	-32,200
Prog. Mgt.	1,772		660		1,658		5,432		4,808		1,222		763		54,985	8,885	46,100
Evaluation															94,014	94,014	
Indirect C	1,836	0	684	0	1,719	0	4,629	1,000	25,387	4,000	1,267	0	789	0	0	0	0
<b>TOTAL MG</b>	<b>15,159</b>	<b>0</b>	<b>5,645</b>	<b>0</b>	<b>14,186</b>	<b>0</b>	<b>45,476</b>	<b>1,000</b>	<b>61,547</b>	<b>181,100</b>	<b>10,459</b>	<b>0</b>	<b>6,522</b>	<b>0</b>	<b>1,800,000</b>	<b>900,000</b>	<b>900,000</b>

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MATCHING GRANT 3 BUDGET  
YEAR 3 - MAXIMUM

I. TOTAL PROGRAM COSTS

Function	Global		Ghana		Kenya		Swaziland		Zimbabwe		Countries Zambia		Zaire		India	
	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO
A. Direct Program Costs:																
Training of Trainers																
Mgt. & Adm. Training			8,116	4,000	36,580	38,000			19,150	73,100	22,722	14,000	9,079	4,000		
Sectoral																
- Community Dev.									6,225	110,000						
- Health			8,293				3,750	9,000	2,075	20,000	43,411	20,000				
- Income Generation																
- Agriculture			4,970		2,395				2,075	10,000						
B. Program Management:			4,268		7,781		749		5,895		13,204		1,813			
C. Evaluation	59,946															
D. Indirect Costs	8,261	3,085	1,000	9,679	2,000	1,860			29,246	5,000	14,618	1,000	2,052	0		
<b>TOTAL MG PROGRAM</b>	<b>68,207</b>	<b>28,732</b>	<b>5,000</b>	<b>56,435</b>	<b>40,000</b>	<b>6,359</b>	<b>9,000</b>	<b>64,666</b>	<b>218,100</b>	<b>93,955</b>	<b>35,000</b>	<b>12,944</b>	<b>4,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

II. SOURCE OF FUNDS

A.I.D. Matching Grant	950,000
Other U.S. Government	
PVO Private Cash	900,000
PVO In-kind Contribution	
Host or Other Government Contributions	
Other	
<b>TOTAL</b>	<b>1,850,000</b>

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MATCHING GRANT 3 BUDGET  
YEAR 3 - MAXIMUM

Function	Pakistan		Burma	Bangladesh		Sri Lanka		Philippines		Fiji	Papua New Guinea		Tonga	Caribbean		
	AID	SAWSO	AID	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	Regional AID	Training SAWSO	
TOT	16,780					5,645										
M&A	16,780		7,385	4,397		20,873	15,000	26,421		21,899		6,211		8,445	16,727	
Sectoral																
-Comm. Dev	5,593			1,755		2,822			55,000							
-Health	13,983	110,000		2,632		3,938	102,500					52,231				
-Income Ge	2,797				17,200	2,822	15,000	21,421		31,940						
-Agriculture																
Prog. Mgt.	11,167		1,474	1,752		7,207		9,552		10,749		11,668		1,686	3,340	
Evaluation																
Indirect C	21,404	3,000	1,221	2,821	1,000	19,226	5,000	13,488	2,000	8,900	0	9,661	0	1,396	0	2,765
TOTAL MG	88,504	113,000	10,080	13,347	18,200	62,533	137,500	70,882	57,000	73,488	0	79,771	0	11,527	0	22,832

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MATCHING GRANT 3 BUDGET  
YEAR 3 - MAXIMUM

Function	Jamaica		Haiti		Central America Regional Training		Costa Rica		Guatemala		South America Regional Training		Bolivia		Total Program	Of which AID MG	Of which SAWSO
	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO			
TOT																	
M&A	3,361		4,411		11,190		5,095		6,040		8,097		5,096		22,425	22,425	
Sectoral															416,765	268,665	148,1
-Comm. Dev.															181,395	16,395	165,0
-Health									1,896	208,200					601,909	132,209	469,7
-Income Ge	8,354						33,891	50,000	25,640						209,065	126,865	82,2
-Agriculture															19,440	9,440	10,0
Prog. Mgt.	2,339		881		2,234		7,784		6,823		1,617		1,017		115,000	115,000	
Evaluation															59,946	59,946	
Indirect C	1,937	0	729	0	1,850	0	12,335	1,000	30,340	4,000	1,339	0	842	0	224,055	199,055	25,0
TOTAL MG	15,991	0	6,021	0	15,274	0	59,105	51,000	71,339	212,200	11,053	0	6,955	0	1,850,000	950,000	900,0

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MATCHING GRANT 3 BUDGET  
YEAR 4 - MAXIMUM

I. TOTAL PROGRAM COSTS

Function	Global		Ghana		Kenya		Swaziland		Zimbabwe		Countries Zambia		Zaire		India	
	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO
A. Direct Program Costs:																
Training of Trainers																
Mgt. & Adm. Training																
Sectoral																
- Community Dev.																
- Health																
- Income Generation																
- Agriculture																
B. Program Management:																
C. Evaluation																
D. Indirect Costs																
<b>TOTAL MG PROGRAM</b>	<b>0</b>	<b>28,602</b>	<b>5,000</b>	<b>56,196</b>	<b>40,000</b>	<b>22,640</b>	<b>9,000</b>	<b>64,484</b>	<b>218,100</b>	<b>93,549</b>	<b>35,000</b>	<b>12,888</b>	<b>4,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

II. SOURCE OF FUNDS

A.I.D. Matching Grant	900,000
Other U.S. Government	
PVO Private Cash	900,000
PVO In-kind Contribution	
Host or Other Government Contributions	
Other	
<b>TOTAL</b>	<b>1,800,000</b>

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MATCHING GRANT 3 BUDGET  
YEAR 4 - MAXIMUM

Function	Pakistan		Burma	Bangladesh		Sri Lanka		Philippines		Fiji	Papua New Guinea		Tonga	Caribbean - - - - - Regional Training Unit SAWSO	
	AID	SAWSO	AID	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO
TOT	16,780					5,645									
M&A	16,780		7,385	4,387		20,873	15,000	30,421		21,899		6,212		8,445	16,727
Sectoral															
-Comm. Dev	5,593			1,755		2,822			55,000						
-Health	13,983	110,000		2,632		3,938	102,500					52,231			
-Income Ge	2,797				17,200	2,822	15,000	21,421		31,940					
-Agriculture															
Prog. Mgt.	10,865		1,435	1,704		7,013		10,071		10,459		11,353		1,641	3,249
Evaluation															
Indirect C	21,363	3,000	1,215	2,814	1,000	19,199	5,000	14,111	2,000	8,860	0	9,618	0	1,390	0
TOTAL MG	88,161	113,000	10,035	13,292	19,200	62,312	137,500	76,024	57,000	73,158	0	79,414	0	11,476	0

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MATCHING GRANT 3 BUDGET  
YEAR 4 - MAXIMUM

Function	Jamaica		Haiti		Central America Regional Training		Costa Rica		Guatemala		South America Regional Training		Bolivia		Total Program	Of which AID MG	Of which SAWSO
	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO			
TOT																	
M&A	3,361		4,411		11,190		5,095		6,640		8,097		5,096		22,425	22,425	
Sectoral															420,766	272,666	148,100
-Comm. Dev.																	
-Health									1,896	208,200					181,395	16,395	165,000
-Income Ge	8,354						33,891	50,000	25,640						613,908	144,208	469,700
-Agriculture															209,065	126,865	82,200
															19,440	9,440	10,000
Prog. Mgt.	2,276		857		2,174		7,573		6,639		1,573		989		115,000	115,000	
Evaluation															0	0	
Indirect C	1,928	0	726	0	1,842	0	12,306	1,000	30,314	4,000	1,333	0	839	0	218,001	193,001	25,000
<b>TOTAL MG</b>	<b>15,919</b>	<b>0</b>	<b>5,994</b>	<b>0</b>	<b>15,206</b>	<b>0</b>	<b>58,865</b>	<b>51,000</b>	<b>71,129</b>	<b>212,200</b>	<b>11,003</b>	<b>0</b>	<b>6,924</b>	<b>0</b>	<b>1,800,000</b>	<b>900,000</b>	<b>900,000</b>

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MATCHING GRANT 3 BUDGET  
YEAR 5 - MAXIMUM

I. TOTAL PROGRAM COSTS

Function	Global		Ghana		Kenya		Swaziland		Zimbabwe		Countries Zambia		Zaire		India	
	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO
A. Direct Program Costs:																
Training of Trainers																
Mgt. & Adm. Training																
Sectoral			8,116	4,000	36,580	38,000			19,150	73,100	22,722	14,000	9,079	4,000		
- Community Dev.																
- Health			8,293				3,750	9,000	6,225	110,000	2,075	20,000	43,411	20,000		
- Income Generation																
- Agriculture			4,970		2,395				2,075	10,000						
B. Program Management:			4,359		7,947		765		6,020		13,485		1,851			
C. Evaluation	28,000															
D. Indirect Costs	3,858	3,098	1,000	9,702	2,000	1,862		29,263	5,000	14,657	1,000	2,057	0			
<b>TOTAL MG PROGRAM</b>	<b>31,858</b>	<b>28,836</b>	<b>5,000</b>	<b>56,624</b>	<b>40,000</b>	<b>6,377</b>	<b>9,000</b>	<b>64,808</b>	<b>218,100</b>	<b>94,275</b>	<b>35,000</b>	<b>12,987</b>	<b>4,000</b>	<b>0</b>		

II. SOURCE OF FUNDS

A.I.D. Matching Grant	900,000
Other U.S. Government	
PVD Private Cash	900,000
PVD In-kind Contribution	
Host or Other Government Contributions	
Other	
<b>TOTAL</b>	<b>1,800,000</b>

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MATCHING GRANT 3 BUDGET  
YEAR 5 - MAXIMUM

Function	Pakistan		Burma	Bangladesh		Sri Lanka		Philippines		Fiji	Papua New Guinea		Tonga	Caribbean Regional Training	
	AID	SAWSO	AID	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO
TOT	16,780					5,645									
M&A	16,780		7,385	4,387		20,873	15,000	26,421		21,899		4,212		8,445	16,727
Sectoral															
-Comm. Dev	5,593			1,755		2,822			55,000						
-Health	13,983	110,000		2,632		3,938	102,500					42,231			
-Income Ge	2,797				17,200	2,822	15,000	21,421		31,940					
-Agriculture															
Prog. Mgt.	11,405		1,506	1,789		7,361		9,755		10,978		9,470		1,722	3,411
Evaluation															
Indirect C	21,437	3,000	1,225	2,826	1,000	19,247	5,000	13,516	2,000	8,932	0	7,705	0	1,401	0
TOTAL MG	88,775	113,000	10,116	13,389	18,200	62,708	137,500	71,113	57,000	73,749	0	63,618	0	11,568	0

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MATCHING GRANT 3 BUDGET  
YEAR 5 - MAXIMUM

Function	Jamaica		Haiti		Central America Regional Training		Costa Rica		Guatemala		South America Regional Training		Bolivia		Total Program	Of which AID MG	Of which SAWSO
	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO	AID	SAWSO			
TOT																	
M&A	3,361		4,411		11,190		5,095		6,640		8,097		5,097		22,425	22,425	
Sectoral															414,767	266,667	148,10
-Comm. Dev.																	
-Health															181,395	16,395	165,00
-Income Ge	8,354						33,891	50,000	1,896	208,200				591,909	122,209	469,70	
-Agriculture									25,540					209,065	126,865	82,20	
														19,440	9,440	10,00	
Prog. Mgt.	2,389		899		2,282		7,949		6,968		1,651		1,038		115,000	115,000	-
Evaluation															28,000	28,000	
Indirect C	1,944	0	732	0	1,856	0	12,358	1,000	30,360	4,000	1,343	0	845	0	217,999	192,999	25,00
<b>TOTAL MG</b>	<b>16,048</b>	<b>0</b>	<b>6,042</b>	<b>0</b>	<b>15,328</b>	<b>0</b>	<b>59,293</b>	<b>51,000</b>	<b>71,504</b>	<b>212,200</b>	<b>11,091</b>	<b>0</b>	<b>6,980</b>	<b>0</b>	<b>1,800,000</b>	<b>900,000</b>	<b>-900,00</b>

AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, D C 20523

MAY 19 1987

ACTION MEMORANDUM FOR THE ASSISTANT ADMINISTRATOR, FVA

FROM: AAA/PVC, Thomas A. McKay

*Thomas A. McKay*

SUBJECT: Salvation Army World Service Matching Grant

1. Problem: Your approval is requested for the support of the Salvation Army World Service Organization (SAWSO) under a five-year Matching Grant (MG) in the amount of \$4,550,000, and for obligation of \$900,000 in FY 1987 funds to initiate the grant.

2. Background: SAWSO was incorporated in 1977 to assist the Salvation Army to establish and support effective development programs to complement their existing service delivery programs.

Since 1978, SAWSO has received eleven grants with a total value of \$13.7 million from A.I.D. Of these, four have been funded by FVA/PVC. In 1977, SAWSO received a DPG of \$934,844 to enable them to build institutional support for development programs in the Salvation Army. Over 80 officers from regional offices participated in a series of 19 seminars on development theory and practice.

Matching Grant I (1980-84, for \$3.1 million) and MG II (1984-87 for \$3.4 million) enabled SAWSO to design and implement projects focusing on primary health care, income generation, vocational training and in-country Salvation Army staff development.

Since 1980, four SAWSO projects have been evaluated. These evaluations have led to SAWSO giving increased emphasis to their institutional capacity to undertake thorough evaluations, to implement a quarterly field reporting system and to develop a simple, efficient monitoring system based on clearly defined indicators. Program beneficiaries have been increasingly involved in identifying obstacles to development and in designing and implementing appropriate targeted projects. Additional background information in TAB 1.

3. Proposed Program: Under this grant, SAWSO will strengthen the strategic management capabilities of the Salvation Army's organizations in 16 primary countries, assisting local leaders to learn how to utilize scarce program resources to achieve maximum development impact. Up to 11 secondary countries will be included to take advantage of regional training workshops and technical assistance as appropriate. Detailed country implementation plans are contained in the SAWSO Matching Grant Proposal, Appendix D, attached at TAB 7.

This program has two principal objectives:

a) Human resource development to increase the ability of the poor to identify, articulate and act on individual and community constraints to development and b) institutional resource development to increase The Salvation Army's ability in assisting the poor to act on constraints to their development. The focus on human and institutional resource development (HIRD) represents a new phase in the evolution of SAWSO's approach to development. Human resource development will increase opportunities for individual growth; institutional development will help to sustain the development process and broaden individuals' benefits to communities and beyond.

The program will concentrate on three primary areas: training of trainers, improving local management and administrative processes, and teaching and applying practical technical skills in community development, primary health care, income generation, and agriculture.

Technical assistance will be provided by SAWSO staff to on-going projects. Regional and in-country workshops, seminars and courses will be organized by SAWSO staff, often supplemented by outside, subject-specific experts, for local Army staff and key individuals in the community. Additional resources, such as those available through other PVOs, universities and governments will be utilized when appropriate. In-service training for project technical staff and community members will enable participants to apply needs assessment, planning, budgeting and evaluation practices. Additional information is in TAB 3.

Project activities will be initiated in 16 countries in which SAWSO and the Salvation Army already have a well-established field programs. The primary countries include Ghana, Kenya, Zimbabwe, Zambia, Swaziland in Africa; Pakistan, Burma, Bangladesh in South Asia; Philippines, Fiji, Papua New Guinea in the Pacific; and Jamaica, Haiti, Costa Rica, Guatemala and Bolivia in Latin America.

Once these country-specific programs are well underway, similar programs are planned for an additional 6 countries and the Eastern Caribbean if funding levels permit. Secondary countries, which will be included as appropriate are: Zaire, Sri Lanka, Tonga, Panama, Ecuador, Peru, and islands in the Caribbean, Grenada, Antigua, St. Kitt, St. Lucia and St. Vincent.

4. Evaluation plan: SAWSO will implement the following monitoring and evaluation system:

Field Monitoring: Each project's staff designs relevant objectives and achievement indicators on an annual basis. Local records are used to collect data relevant to these indicators.

Quarterly Reports: At the completion of each quarter of project implementation, the field project manager submits a report to

SAWSO, monitoring progress towards the achievement of project objectives and detailing problems encountered, changes in implementation schedule and future plans.

Technical Assistance Visits: At least twice a year, SAWSO project officers conduct technical assistance visits to the field to monitor project progress. With local staff, they refine reporting procedures, expand or redesign implementation plans, review budget and projections and expenditures, analyze incremental indicators and consider lessons learned.

Case Study Evaluations: SAWSO contracts outside professionals to conduct case studies of projects. For each case study, evaluators are identified who reside or have extensive experience in the particular host country. The SAWSO project officers concerned participate in the evaluation design along with the evaluator and project managers. A major objective is to design an evaluation that produces information relevant and useful to all project stakeholders.

Once submitted to the SAWSO office, the case studies become the focus of an intensive review by the project review committee. Lessons learned from the individual projects, as well as about the evaluation process as a whole, are shared with the field staff and action is taken where appropriate. A joint A.I.D./SAWSO major evaluation of the program will be done in the 30th month.

5. Budget: SAWSO's original proposal was for 17 primary countries and 11 secondary countries to be included as opportunities arose and financial and temporal constraints permitted. This 3-year program was to be funded with an A.I.D. contribution of \$2.7 million. Programs in these countries, with the exception of India, have been approved, and the LOP has been extended to five years. Development of the Army's human resources and local organizations will benefit from this longer period of commitment, and PVC desires to move to longer grants with PVOs with strong proposals. The revised funding request is \$4.5 million which SAWSO will fully match.

Additionally, A.I.D. will fund an \$50,000 project evaluation which is not matched by SAWSO. Country specific budgets and a sector breakdown are included in TAB 4.

Budget Summary (\$000)

<u>Program Expenditures</u>	<u>TOTAL</u>	<u>A.I.D. MG</u>	<u>PVO Private Cash</u>
Training of Trainers	169.7	155.5	14.2
Management & Admin. Training	2206.8	1376.5	830.3
Sectoral/Technical Assistance	4976.6	1446.1	3530.5
Program Management	511.0	511.0	0
Evaluation	89.9	89.9	0
Indirect Costs	1096.0	971.0	125.0
TOTAL	9,050.0	4,550.0	4,500.0

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6. Country Clearances: A.I.D. mission support was solicited from 17 primary countries. Africa: Ghana, Kenya, Swaziland, Zimbabwe, Zambia; Asia: Bangladesh, Burma, Fiji, Pakistan, Papua New Guinea, Philippines; Latin America: Bolivia, Costa Rica, Guatemala, Haiti, and Jamaica. USAID/Delhi concurred with the SAWSO proposal subject to GOI non-objection clearance being received. Cables with mission concurrences are in TAB 5.

7. Significant Issues: This proposal was favorably reviewed by the Committee. The following clarifications were made with SAWSO in the initial review and in a follow-up meeting. See TAB 6 for Committee Report.

Although SAWSO's technical staff is sound, each staff member has multiple responsibility, with no one person solely responsible for this program. As a result of our discussions, two staff persons will share program responsibility for the program. They will be assisted by a new project assistant, who will assist in the preparation of training materials, reference manuals, case study evaluations and the development of a data base of training materials, methodologies and evaluations.

Our concern that the proposal did not clearly list numbers of workshops to be held, types and quantities of training materials to be produced, etc. was clarified when SAWSO presented a detailed outline of proposed programs in Pakistan and the Philippines as models of programs to be implemented elsewhere.

SAWSO has agreed to begin project implementation in 16 primary countries, and to include secondary countries in regional workshops and training programs only as opportunities arise following successful implementation of the program in the 16 listed countries.

Project implementation in India will occur following the receipt of the GOI non-objection clearance. When this has been obtained, the project document will be amended to incorporate the India component. Funds originally allocated to the India program have been included in the budget for Sri Lanka. If and when GOI clearance is obtained, these funds will revert to the India program and the grant agreement will be amended accordingly.

7. Recommendation: That you approve the proposed 5 year Matching Grant to SAWSO with an LOP authorization of \$4.55 million and the obligation of \$900,000 in FY 87 to initiate this grant.

Approved: Walter J Bulky

Disapproved: \_\_\_\_\_

Date: 5.20.87

Attachments:

- TAB 1. Background Information
- TAB 2. Role in Grant Implementation
- TAB 3. Budget Detail Including Country Information for A.I.D. Supported PVO Projects
- TAB 4. Mission Concurrences
- TAB 5. MG Review Committee Report
- TAB 6. CN: Advice of Program Change and CP Activity Data Sheet
- TAB 7. SAWSO Matching Grant Proposal

Clearances:

FVA/PVC:SBergen (draft) \_\_\_\_\_ Date 4/6/87  
FVA/PVC:KPoe KPoe \_\_\_\_\_ Date 5/12/87  
FVA/PPM:LStamberg LStamberg \_\_\_\_\_ Date 5/19/87

FVA/PVC:AAllison:scs:3/26/87:2281G  
Revised:KPoe:scs:4/20/87  
AAllison:aob:5/12/87

PVO PROFILE REPORT

PVO Name: Salvation Army World Service Organization      Year End: 12/31/85

PVO Number: A1450      Date of Preparation: 12/4/86

Routing

<u>Name</u>	<u>Initials</u>	<u>Date</u>
<u>T. Vanhare, FVA/PVC</u>	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I. FINANCIAL CONDITION:

- 1. Excellent \_\_\_\_\_
- 2. Good              X
- 3. Stable          \_\_\_\_\_
- 4. Fair            \_\_\_\_\_
- 5. Poor            \_\_\_\_\_

II. RELIANCE ON U.S. GOVERNMENT

1. Privateness Percentage:

<u>71%</u>	<u>53%</u>	<u>41%</u>	<u>85.70%</u>
1982	1983	1984	1985

III. OVERALL ASSESSMENT

See attachment

## OVERALL ASSESSMENT

The Salvation Army World Service Office appeared to be in good financial condition as of December 31, 1985. Working capital represents the amount of current assets such as cash, near-cash items, and cash substitutes that remains after paying all current liabilities. This is a measure of an organization's short-term debt paying ability. Working capital may also be viewed as available funds for investing non-current assets or liquidating non-current liabilities. The current ratio measures an organization's ability to meet its short-run obligations. A more rigorous measure of an organization's ability to pay off short-term obligations than the current ratio is the acid-test ratio.

The PVO ended 1985 with a working capital balance of \$5,045,966, a current ratio of 4.00 to 1, and an acid-test ratio of 1.92 to 1. The above balance and ratios indicated that SAWSO was in an excellent position to meet its short-term debt. For every one dollar of current debt, the organization had four dollars to pay those debts. The organization also had no long term liabilities; therefore, it had ample resources for reserves or expansions. The PVO ended 1985 with a \$1,742,366 excess of revenue and support over expenses. Over 85% of its income came from private sources. The organization's good balance allows it to meet its granting requirements such as any cost-sharing or fulfilling matching covenants.

The PVO reported a 626.81% increase to current liabilities over 1984 due to the recognition of \$1,530,200 in deferred income. This account represents monies received from AID in connection with the matching grants which have been deferred until the matching requirements are received. The footnotes did not state the agreed upon method of advances or reimbursements under these grants.



## Automation Research Systems, Limited

4401 Ford Avenue, Suite 400  
Alexandria, Virginia 22302  
(703) 820-9000

December 15, 1986  
ARS-L-863-86

Dr. Rhodina McIntosh  
Office of Private and Voluntary Cooperation  
Bureau for Food for Peace and Voluntary Assistance  
Agency for International Development  
Washington, D.C. 20523

Dear Dr. McIntosh:

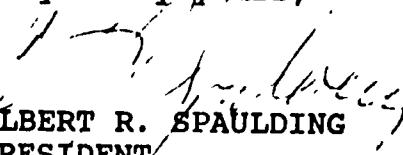
We have performed an analytical review of the financial statements of Salvation Army World Service Organization for the year ending December 31, 1985. The purpose of our review was to provide referenced information to determine the organization's continued eligibility for registration with the Agency for International Development in accordance with regulation 3, 22 CFR Part 203.

In conducting this review we have performed the stated procedures on the following items:

1. Review of auditor's report
2. Review of financial statements
3. Review of footnotes to financial statements
4. Analysis of sources of funds
5. Computation and interpretation of selected financial ratios
6. Review of current year's budget
7. Review of PVO annual report
8. Review of IRS Form 990
9. Reconciliation of AID Form 1550-2 with audited financial statements

The foregoing procedures do not constitute an examination made in accordance with generally accepted auditing standards. Accordingly, we do not express an opinion on the validity of the information contained in the financial statements and the related statements of support, revenue and expenditures (AID Form 1550-2). Our comments resulting from the aforementioned review of the information supplied by you are summarized in attachment A.

Very truly yours,

  
ALBERT R. SPAULDING  
PRESIDENT

ARS/kw  
Enclosure

## THE SALVATION ARMY WORLD SERVICE OFFICE

A. REVIEW OF AUDITOR'S REPORT

The independent accountants, Peat, Marwick, Mitchell and Co., CPAs, issued an audit report dated May 9, 1986 they rendered an unqualified opinion on the financial statements of The Salvation Army World Service Office for the year ending December 31, 1985. In their opinion, the financial statements fairly present the financial position and results of operations that conform with generally accepted and consistently applied accounting principles.

B. REVIEW OF FINANCIAL STATEMENTS

The Salvation Army World Service Office (SAWSO) was incorporated in 1976. Its purpose is to further the charitable and humanitarian endeavors of the Salvation Army in less developed countries of the world. It is achieving this in cooperation with the International Headquarters of the Salvation Army and The National Headquarters of the Salvation Army in the United States, as well as Salvation Army territories and commands throughout the world.

SAWSO reported total assets of \$6,746,285, total liabilities of \$1,683,404, and fund balances of \$5,062,881. Assets have been increasing consistently since 1981 and in 1985 were 90% higher than 1984's. Most of this was due to a 248% increase in cash and short-term investments above the prior year. The organization's short-term investments refer to contributions from affiliates that are temporarily invested in short-term instruments at current market interest rates until the funds can be disbursed to the appropriate projects. Also included in current assets was project advances representing 3% of the assets. This account

includes those AID funds disbursed to expedite developing and commencing SAWSO projects. When the expense has been incurred, the project advance is reduced accordingly. Current assets comprised 99.75% of the PVO's total assets. Grants receivable, which represented 49% of total assets, increased almost \$900,000. The PVO received grants from AID and the Bureau for Refugee Programs, Department of State. These grants were provided for operating specific projects in less developed countries which were approved by the respective agencies. The AID grants represent cost-sharing agreements that must be funded by the Salvation Army or other sources over the term of the grants. Most of the grants are multiyear; however, funding for matching grants is provided on an annual basis.

Liabilities decreased consistently from 1982 to 1984; but in 1985, they jumped dramatically. There was an increase of \$1,451,790 or 626.81% in 1985; this was because the organization reported deferred income in 1985 of \$1,503,200 and none in 1984. Deferred income referred to AID grant for which the required matching funds had not been received. This account represented 91% of all liabilities. The difference between assets and liabilities is fund balances. Fund balances increased from \$3,320,515 in 1984 to \$5,062,881 in 1985. This was due to the \$1,742,366 excess of revenue and support over expenses.

The PVO ended 1985 with total support and revenue of \$13,737,786, total expenses of \$11,995,420 and an excess of revenue and support over expenses of \$1,742,366. The 13% increase in 1985 was primarily due to a \$3 million increase in private contributions, offset by a reduction in recognized U.S. Government support. However, the reduced U.S. Government support may not be due to a reduction in awarded amount. Because the PVO does not recognize received AID funds until the matching ones have been received. As a result, \$1.5 million was not recorded

as support for 1985. Private support and Government support were 88% and 12%, respectively, of total funding for 1985.

On the expense side, overseas programs cost \$11,633,540 or 97% of total expenses which was a 13% increase over 1984. Administrative expenses increased over 40%, but represented barely 3% of expenses totaling \$11,995,420. The organization reported no fundraising cost for 1985. Just over 70% of expenses refer to operational grants to affiliates. These funds were contributions received from the Salvation Army territories and subsequently are granted to foreign affiliates for operational needs. The grants also represent the major reason for an increase in total expenses.

C. REVIEW OF FOOTNOTES

The footnotes properly disclosed all material information related to the financial statements.

D. REVIEW OF THE CURRENT YEAR'S BUDGET

SAWSO projected \$11,919,012 in total support and revenue, \$11,772,012 in total expenses, and a \$147,000 excess of revenue and support over expenditures. If the above projections are realized, revenue and support will decrease 13% and expenses will decrease a modest 2% under 1985 actuals.

Income is expected to come from three sources: private contributions of \$8,759,904, revenue of \$289,180, and USAID of \$2,949,328. Private contributions are budgeted to shrink over 26%; however, the organization has allocated \$62,180 to fundraising costs. There were no fundraising costs for the years 1982 through 1985.

The total expenses are expected to decrease a modest 2%, and supporting services are expected to increase 12%. International program costs will constitute 96% or \$11,366,186 and will most likely include a large portion of grants to affiliates. The PVO had no domestic programs in previous years and anticipates none for 1986. The projection made by SAWSO appears to be reasonable with no highly significant changes predicted.

E. REVIEW OF ANNUAL REPORT

The annual report agrees with the audited financial statements.

F. REVIEW OF IRS FORM 990

The IRS Form 990 agrees with audited financial statements.

G. REVIEW OF AID FORM 1550-2

The AID Form 1550-2 agrees with the audited financial statement.

H. OVERALL ASSESSMENT

The Salvation Army World Service Office appeared to be in good financial condition as of December 31, 1985. Working capital represents the amount of current assets such as cash, near-cash items, and cash substitutes that remains after paying all current liabilities. This is a measure of an organization's short-term debt paying ability. Working capital may also be viewed as available funds for investing non-current assets or liquidating non-current liabilities. The current ratio measures an organization's ability to meet its short-run obligations. A more rigorous measure of an organization's ability to pay off

short-term obligations than the current ratio is the acid-test ratio.

The PVO ended 1985 with a working capital balance of \$5,045,966, a current ratio of 4.00 to 1, and an acid-test ratio of 1.92 to 1. The above balance and ratios indicated that SAWSO was in an excellent position to meet its short-term debt. For every one dollar of current debt, the organization had four dollars to pay those debts. The organization also had no long term liabilities; therefore, it had ample resources for reserves or expansions. The PVO ended 1985 with a \$1,742,366 excess of revenue and support over expenses. Over 85% of its income came from private sources. The organization's good balance allow it to meet its granting requirements such as any cost-sharing or fulfilling matching covenants.

The PVO reported a 626.81% increase to current liabilities over 1984 due to the recognition of \$1,530,200 in deferred income. This account represents monies received from AID in connection with the matching grants which have been deferred until the matching requirements are received. The footnotes did not state the agreed upon method of advances or reimbursements under these grants.

APPENDIX AFINANCIAL RATIOS:

1. Fundraising costs as a percentage of funds raised and in-kind contributions:
 

Fundraising costs	\$ <u>0</u>	
Contributions	\$ 11,931,950	= 0.00%
  
2. Fundraising costs as a percentage of total expenditures:
 

Fundraising costs	\$ <u>0</u>	
Total expenditures	\$ 11,995,420	= 0.00%
  
3. General and administrative costs as a percentage of total expenditures:
 

Gen. and admin. costs	\$ <u>361,880</u>	
Total expenditures	\$ 11,995,420	= 3.02%
  
4. Fundraising and general and administrative costs as a percentage of total expenditures:
 

Fundraising, gen. and admin. costs	\$ <u>361,880</u>	
Total expenditures	\$ 11,995,420	= 3.02%
  
5. Domestic program costs as a percentage of total expenditures:
 

Domestic program costs	\$ <u>0</u>	
Total expenditures	\$ 11,995,420	= 0.00%
  
6. Overseas program costs as a percentage of total expenditures:
 

Overseas program costs	\$ <u>11,633,540</u>	
Total expenditures	\$ 11,995,420	= 96.98%
  
7. Total program costs as a percentage of total expenditures:
 

Total program costs	\$ <u>11,633,540</u>	
Total expenditures	\$ 11,995,420	= 96.98%

8. Income distribution and 20% calculation:

A. Percentage of income derived from--

<u>Percentage</u>		<u>Amount</u>	
Private contributions	\$ 11,903,009		86.64%
Donations	28,941		0.21%
Revenue	92,099		0.67%
U.S. Government support - AID	1,303,461		9.49%
U.S. Government support - other	410,276		2.99%
Other governments and international agency support	0		0.00%
<b>TOTAL SUPPORT AND REVENUE</b>	<u>\$ 13,737,786</u>		<u>100.00%</u>
	=====		=====

B. Privatness percentage calculation:

The privatness percentage calculation was not included in this report because all relevant information was not available as of the date of this report.

N/A  
=====

9. Fund balances:

<u>Percentage</u>		<u>Amount</u>	
Operating fund	\$ 5,045,966		99.67%
Equipment fund	<u>16,915</u>		<u>0.33%</u>
<b>TOTAL FUND BALANCES</b>	<u>\$ 5,062,881</u>		<u>100.00%</u>
	=====		=====

10. Total current liabilities as a percentage of the fund balances:

Current liabilities:

	<u>Amount</u>
Accounts payable and accrued expenses	\$ 89,571
Grants payable to affiliate	63,633
Deferred income	<u>1,530,200</u>
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$ 1,683,404</b> =====
Total current liabilities	<u>\$ 1,683,404</u>
Fund balances	\$ 5,062,881 = 33.25%

11. Number of days average expenditures included in the fund balances:

Daily average expenditures:

Total expenditures	<u>\$ 11,995,420</u>
Days in a year	\$ 365 = \$ 32,864

Number of days:

Fund balance	<u>\$ 5,045,966</u>
Daily average expenditures	\$ 32,864 = 154 days

12. Computation of the acid-test and the current ratios:

QUICK AND CURRENT ASSETS

	<u>Amount</u>
Cash	\$ 1,844,156
Short-term investments	<u>1,383,790</u>
<b>Total quick assets</b>	<b>\$ 3,227,946</b>
Grants receivables	\$ 3,282,880
Other receivables	25,985
Project advances	<u>192,559</u>
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 6,729,370</b> =====

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Current Liabilities

	<u>Amount</u>
Accounts payable and accrued expenses	\$ 89,571
Grants Payable to Affiliates	\$ 63,633
Deferred income	\$ 1,530,200
	<hr/>
TOTAL CURRENT LIABILITIES	\$ 1,683,404 =====

Acid-test ratio:

Quick assets	\$ 3,227,946
Current liabilities	\$ 1,683,404 = 1.92 to 1

Current ratio:

Current assets	\$ 6,729,370
Current liabilities	\$ 1,683,404 = 4.00 to 1

13. Analysis of selected items:

	1983	1984	1985
EXCESS (DEFICIENCY) OF SUPPORT AND REVENUE OVER EXPENDITURES	\$ 579,847	1,545,409	1,742,366
TOTAL ASSETS	\$ 2,658,531	3,552,129	6,746,285
TOTAL LIABILITIES	\$ 883,425	231,614	1,683,404
TOTAL FUND BALANCE	\$ 1,775,106	3,320,515	5,062,881
WORKING CAPITAL	\$ 1,770,834	3,317,635	5,045,966
20% CALCULATION	53%	41%	86%

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