

CONTRACT INFORMATION MANAGEMENT SYSTEM (CIMS)

DIRECT ACTION DATA FORM

(For awards to U.S. Individuals and Third Country Nationals (not FSNs) with a TEC less than or equal to \$25,000, only the shaded items on pages 1-5 of the form need to be completed.)

SECTION 1: GENERAL AWARD INFORMATION (All Actions)

1a. Basic Award Number 513-0796-A-00-1025-00	1b. Basic Mod Number	1c. Order Number	1d. Order Mod Number
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AWARD NUMBER COMPONENTS (Items 2-6) NOTE: For modifications and orders — these items refer to the Basic Award.

2. Country/Office (Award Prefix) 518 - Ecuador	3. Project Number 0796
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4. Procurement Instrument: Report one of the following codes to identify the type of action. For a work order or a modification to a contract or work order, indicate the category of the basic contract.

<input checked="" type="checkbox"/> A - Cooperative Agreement	<input type="checkbox"/> N - Other Federal Schedule Order
<input type="checkbox"/> B - Basic Ordering Agreement (BOA)	<input type="checkbox"/> O - Purchase Order (PO)
<input type="checkbox"/> C - Contract (Other than BOA, DQC, IQC, PO, RC, PSC)	<input type="checkbox"/> P - Participating Agency Service Agreement (PASA)
<input type="checkbox"/> D - Definite Quantity Contract (DQC)	<input type="checkbox"/> Q - Requirements Contract (RC)
<input type="checkbox"/> E - Blanket Purchase Agreement (BPA)	<input type="checkbox"/> R - Resources Support Services Agreement (RSSA)
<input type="checkbox"/> G - Grant	<input type="checkbox"/> S - Personal Services Contract (PSC)
<input type="checkbox"/> I - Indefinite Quantity Contract (IQC)	<input type="checkbox"/> X - Ribbon PASA
<input type="checkbox"/> M - GSA Schedule Order	<input type="checkbox"/> Z - Ribbon Contract (Buy-In)

5. Participating Agency (PASA/RSSA only)	6. FY of Award 1991
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7. Award Description
Recipient shall implement a non-partisan voter education program in Chile.

8. Principal Place of Performance a. A.I.D. Country Code or Name 513 - Chile	U.S. ONLY <input type="checkbox"/>	b. City ENTERED	c. State	d. Zip Code
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9. Benefiting Country (A.I.D. Country Code or Name)
513 - Chile

NOV 5 1991

10. Project Officer

Entry Code/Org. Symbol or A.I.D./W Org. Symbol 513 - AID/Rep Chile	Last Name Fritz	First Paul	MI MI
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CIMS Section 300

11. Requirement Received by Procuring Office (MM/DD/YY) 02/01/91	12. Date Award Signed by A.I.D. (MM/DD/YY) 04/11/91	13. Effective Date of Award (MM/DD/YY) 04/11/91	14. Estimated Completion Date (MM/DD/YY) 02/28/95
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BASIC AWARDS ONLY

15a. SIC Code 8733	15b. Is This Vendor a Small Business for the SIC of Award? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Product/Service Code B599
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BASIC AWARDS AND ORDERS ONLY

17. Procurement Type

<input checked="" type="checkbox"/> A - Technical Services To A.I.D.	<input type="checkbox"/> F - Participant Training
<input type="checkbox"/> B - Technical Services to Host Country	<input type="checkbox"/> G - Procurement Service Agent (PSA)
<input type="checkbox"/> C - Commodities	<input type="checkbox"/> H - Research
<input type="checkbox"/> D - Training Services to A.I.D.	<input type="checkbox"/> I - Architect and Engineering Services
<input type="checkbox"/> E - Training Services to Host Country	<input type="checkbox"/> J - Construction

18. Negotiator (Last, First, MI) Granja, Hernán V.	Country Code & Org. Symbol or A.I.D./W Org. Symbol 518 - RCO	Signature
19. Contract Officer (Last, First, MI) Dunlap, James J.	Country Code & Org. Symbol or A.I.D./W Org. Symbol 518 - RCO	Signature

CONTRACT INFORMATION MANAGEMENT SYSTEM (CIMS) DIRECT ACTION DATA FORM

GENERAL INSTRUCTIONS

Use this data form for reporting all contracts, DQCs, RCs, GSA and other Federal Schedule Orders, POs, PSCs and Ribbon Contracts with a total estimated cost (TEC) greater than \$25,000. Use this form to report all BOAs, BPAs, IQCs, Cooperative Agreements, Grants, PASAs, RSSAs, and Ribbon PASAs, regardless of dollar amount. Use this form to report all awards to U.S. individuals and Third Country Nationals (not FSNs), including PSCs and POs, regardless of the dollar amount. It should also be used to report any orders or modifications to all of the above awards, regardless of the dollar amount of the modification or order. Complete the appropriately labeled sections for different types of awards.

For awards to U.S. Individuals and Third Country Nationals (not FSNs) with a TEC less than or equal to \$25,000, only the shaded items on pages 1-5 of the form need to be completed. If the TEC is greater than \$25,000, all of the items pertaining to awards must be completed.

When all parts of this form have been completed send one copy, along with the requirement document(s) and the award to:

CIMS Section
MS/OP/PS/SUP
Room 1472, SA-14
Agency For International Development
Washington, DC 20523-1418

For detailed instructions, consult the Contract Information Management System (CIMS) Data Form Instruction Manual.

SECTION 1 - INSTRUCTIONS

1a. **Basic Award Number:** Enter the award number of the award. For a modification, report the basic award number in block 1a. and the modification number in block 1b. For actions such as IQC delivery orders, report the award number of the basic contract in block 1a. and the order number in block 1c. For a modification to an order, report the basic award number in block 1a., the order number in block 1c. and the order modification number in block 1d.

For items numbers 2 through 6, see the latest version of the Contract Information Bulletin (CIB) on the Uniform Numbering System for A.I.D.-Direct Procurement Documents, for instructions and a list of codes. A list of codes is also provided in the CIMS Data Form Instruction Manual. **NOTE:** For modifications or orders these items refer to the basic award.

2. **Country/Office (Award Prefix):** Report the Country or A.I.D./W Procurement Office Code as specified in the CIB.

3. **Project Number:** Enter the last four digits of the seven-digit project number funding the award. For awards funded by operating expense money or money other than project funds, enter "0000" (zeros).

5. **Participating Agency (PASA/RSSA only):** For PASA/RSSA type actions, report the code of the participating U.S. Government Agency providing services under the agreement. A list of codes is provided in the CIMS Data Form Instruction Manual and in the CIB on Uniform Numbering Systems.

7. **Award Description:** The award description shall consist of a brief one-sentence description of the products or services being procured. The sentence shall start with the phrase "Contractor/Grantee/Recipient shall provide/assist/support..." Fill in the Award Description for all basic Awards, Orders, and modifications to PASA/RSSA awards.

8. **Principal Place of Performance (Country):** Report the A.I.D. country code, if available, or the name of the area where the work for this award will be primarily performed. For products, report the code for the country where the product is manufactured. If the place of performance cannot be determined, report the vendor's billing location.

9. **Benefiting Country:** Report the A.I.D. Country Code, if available, or the name of the country receiving technical assistance from this award.

12. **Date award signed by A.I.D.:** Enter the date on which this action (basic award, order or modification) was signed by A.I.D.

15a. **SIC Code:** Enter the Standard Industrial Classification (SIC) code that best describes the product or service acquired in this basic award. See FAR 19.102 for codes. A short list containing the codes most often used in A.I.D. is also provided in the CIMS Data Form Instruction Manual.

15b. **Small Business (Y/N)?:** Check "Yes" if the vendor is classified as "small" for the SIC of the award.

16. **Product or Service Code:** Enter the Principal Product or Service code that best describes the product or service acquired in the basic award. A short list containing the codes most often used in A.I.D. is provided in the CIMS Data Form Instruction Manual. See the FPDS Product and Service Codes Manual for a complete listing, if necessary.

17. **Procurement Type:** Check the box next to the code which best describes the category of service or commodity being procured under this award.

SECTION 2: DATA REQUIRED FOR SPECIFIC TYPES OF ACTIONS

1025

GRANTS AND COOPERATIVE AGREEMENTS ONLY

20. Grant/Agreement Type

A - Disaster Assistance

B - American Schools and Hospitals Abroad (ASHA)

C - Other Specific Support Programs

D - Title XII Authority

E - Other than A, B, C, or D

21. Total Amount of Non-Federal Funds pledged to this Grant/Agreement

\$ 1,439,955

GSA & OTHER FEDERAL SCHEDULE ORDERS

22. Schedule Contract Number

23. Name of Federal Agency Awarding Schedule

IOC BASIC ONLY

24. IOC Service Area

25. Minimum

26. Maximum (life of contract)

\$

\$

ORDERS AND CONTRACTS ONLY

27. Advisory & Assistance Services?

Yes

No

BASIC CONTRACTS ONLY

28a. Contract Type

A - Cost-Plus (Fixed Fee)

B - Firm Fixed Price

C - Time and Materials

D - Labor Hour

E - Cost Sharing

F - Cost (No Fee)

G - Cost-Plus (Award Fee)

H - Cost-Plus (Incentive Fee)

I - Fixed-Price Incentive

J - Fixed-Price Redetermination

K - Fixed Price with Economic Price Adjustment

28b. If Cost-type Contract, is this a level of effort (term) contract?

Yes No

29a. Is this a Letter Contract?

Yes

No

29b. Is this a Definitization of a Letter Contract?

Yes

No

30. Preference Program

A - No Preference Program or Not Listed

B - 8(a) Program

C - Small Business (SB) Set-aside

D - Sheltered Workshop

E - Tie-bid Preference

F - Labor Surplus Area (LSA) Set-aside

G - Combined LSA/SB Set-aside

31. Subject To Labor Statute

A - Walsh-Healey Act, Manufacturer

B - Walsh-Healey Act, Regular Dealer

C - Service Contract Act

D - Davis-Bacon Act

E - Not Subject to the Above (Include PSCs)

32. Country of Manufacture/Origin of Services (A.I.D. Country Code or Name)

33. Subcontract Plan Required?

Yes

No

34. Date Solicitation Notice Published in CBD (MM/ID/YY)

35. Date Solicitation Issued (MM/ID/YY)

SECTION 2 - INSTRUCTIONS.

20. **Grant/Agreement Type:** For Grants and Cooperative Agreements, check the box next to the code which best describes the award. Code C- "Other Specific Support Programs" refers to Chapters 4 and 6 of Handbook 13. Use Code E- "Other than A, B, C, or D," for unusual types which are not covered in codes A, B, C or D.
21. **Total Amount of Non-Federal Funds pledged to this Grant/Agreement:** Enter the total amount of matching (non-federal) funds pledged to this Grant or Cooperative Agreement.
22. **Schedule Contract No:** Enter the schedule contract number signed by GSA or other Federal Agency which awarded the basic schedule contract. Do not use dashes in the schedule contract number.
23. **Name of Federal Agency Awarding Schedule:** Enter the name of the Federal Agency which awarded the basic schedule contract.
24. **IOC Service Area:** For IOC basic awards, enter the code which best describes the services rendered by the vendor. See listing provided in the CIMS Data Form Instruction Manual.
27. **Advisory & Assistance Services? (Y/N):** Check "Yes" if the award is for advisory and assistance services. See FAR 37.2 for definitions and examples.
- 28a. **Contract Type:** Check the box next to the code for the type of contract. Use code C- "Time and materials" for IOCs. Most PSCs are usually code C or D.
- 28b. **If Cost-Type Contract, is this a level of effort (term) contract? (Y/N):** If this is a Cost-Type Contract, check the box to indicate whether the award is a level of effort or completion. (See FAR 16.306)
Y - Yes, Level of effort (term)
N - No, Completion
30. **Preference Program:** Check the box next to the code which best describes the preference program used in making this award. Check A if no preference program.
31. **Subject to Labor Statute:** Select the Labor Statute which applies to this award by checking the appropriate box. Most A.I.D. contracts, including PSCs, are code E.
32. **Country of Manufacture/Origin of Services (Country Code or Name):** Enter the A.I.D. country code, if available, or the name of the country where the product is manufactured. For services, report the code for the nationality of the vendor. If there are multiple sources, enter the code of the country that supplies the greatest portion.
33. **Subcontract Plan required (Y/N)?:** Check "Yes" if the vendor for this award is required to submit a plan for using small business concerns and small disadvantaged business concerns as subcontractors. (See FAR 19.702(a)).
34. **Date Solicitation Notice Published in CBD:** If applicable, enter the date that a synopsis of the solicitation appeared in the Commerce Business Daily (CBD).

BASIC CONTRACTS AND NON-COMPETITIVE CONTRACT MODIFICATIONS ONLY

36. CICA Applicability

1025

- | | |
|---|---|
| <input type="checkbox"/> A - CICA Applicable (Include 8(a)) | <input type="checkbox"/> C - Subject to a Statute other than CICA (use for FAA) |
| <input type="checkbox"/> B - Small Purchase Procedure | <input type="checkbox"/> D - Pre-CICA |

37. Extent Competed

- | | |
|---|---|
| <input type="checkbox"/> A - Competed Action (Include Small Business set-aside) | <input type="checkbox"/> C - Follow-on to Competed Action |
| <input type="checkbox"/> B - Not Available for Competition (use for sole-source 8(a)) | <input type="checkbox"/> D - Not Competed |

38. Solicitation Procedure

- | | |
|---|--|
| <input type="checkbox"/> A - Full and Open Competition (Sealed Bid) | <input type="checkbox"/> G - Alternate Source (Reduced Cost) |
| <input type="checkbox"/> B - Full and Open Competition (Competitive Proposal) | <input type="checkbox"/> H - Alternate Source (Mobilization) |
| <input type="checkbox"/> C - Full and Open Competition (Combination) | <input type="checkbox"/> J - Alternate Source (Engineering/R&D) |
| <input type="checkbox"/> D - Architect - Engineer | <input type="checkbox"/> K - Set Aside (Include competitive 8(a)) |
| <input type="checkbox"/> E - Basic Research | <input type="checkbox"/> L - Other Than Full & Open Competition (Include sole-source 8(a), FAA.) |
| <input type="checkbox"/> F - Multiple Award Schedule | |

39. Authority - Other than Full & Open Competition (Complete Only if No. 38 = L)

- | | |
|---|--|
| <input type="checkbox"/> A - Unique Source | <input type="checkbox"/> J - Mobilization |
| <input type="checkbox"/> B - Follow-on Contract | <input type="checkbox"/> K - Essential R&D Capability |
| <input type="checkbox"/> C - Unsolicited Research Proposal | <input type="checkbox"/> L - International Agreement |
| <input type="checkbox"/> D - Patent/Data Rights | <input type="checkbox"/> M - Authorized by Statute (inc. sole-source 8(a), FAA.) |
| <input type="checkbox"/> E - Utilities | <input type="checkbox"/> N - Authorized Resale |
| <input type="checkbox"/> F - Standardization | <input type="checkbox"/> P - National Security |
| <input type="checkbox"/> G - Only One Source - Other than A-F above | <input type="checkbox"/> Q - Public Interest |
| <input type="checkbox"/> H - Urgency | |

40. A.I.D. Special Authorities - Other than Full & Open Competition (Complete only if No. 38 = M)

- | | |
|--|---|
| <input type="checkbox"/> A - Impairment of Foreign Aid Programs: All Personal Services Contracts (PSCs). (See AIDAR 708.302-70) | <input type="checkbox"/> E - Impairment of Foreign Aid Programs: Title XII Selection Procedure-Collaborative Assistance. (See AIDAR 708.302-70) |
| <input type="checkbox"/> B - Impairment of Foreign Aid Programs: Award of \$100,000 or less by an overseas contracting activity. (See AIDAR 708.302-70) | <input type="checkbox"/> F - Disaster Relief (See Handbook 8, Chapter 2) |
| <input type="checkbox"/> C - Impairment of Foreign Aid Programs: Written Determination by Assistant Administrator or Administrator. (see AIDAR 708.302-70) | <input type="checkbox"/> G - None of the Above Special Authorities |
| <input type="checkbox"/> D - Impairment of Foreign Aid Programs: Title XII Selection Procedure-General. (See AIDAR 708.302-70) | |

41. Synopsis of Procurement

- | |
|---|
| <input type="checkbox"/> A - Synopsized prior to award |
| <input type="checkbox"/> B - Not synopsized due to urgency (use only if No. 39 = H) |
| <input type="checkbox"/> C - Not synopsized for other reason |

42. No. of Offers

43. No. of Offers of Non-U.S. Item(s)

MODIFICATIONS ONLY

44. Modification purpose (Mark all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Incremental Funding | <input type="checkbox"/> Exercise of Option |
| <input type="checkbox"/> Administrative Change | <input type="checkbox"/> Transfer Administrative Responsibility |
| <input type="checkbox"/> Extension of Term | <input type="checkbox"/> Novation Agreement |
| <input type="checkbox"/> New/Revised Scope of Work | <input type="checkbox"/> Termination for Convenience |
| <input type="checkbox"/> Increase in TEC | <input type="checkbox"/> Termination for Default |
| <input type="checkbox"/> Decrease in TEC | Other: _____ |
| <input type="checkbox"/> Overhead Rate Adjustment | _____ |

SECTION 2 - INSTRUCTIONS

For a modification which was non-competitive (i.e., which required a non-competitive justification and was outside of the scope of work of the original contract) complete items 36 thru 43. See FAR 6.302 and 6.303.

36. **CICA Applicability:** Check the box next to the code which describes the applicability of CICA or other statutes to this award. Select code B - "Small Purchase Procedure" if this action is a small purchase pursuant to the procedures in FAR Part 13. Select Code C - "Subject to a Statute other than CICA" if this action is pursuant to the procurement procedures authorized under the Foreign Assistance Act (FAA) for Impairment of Foreign Aid Programs, Title XII Selection Procedures, or Disaster Relief. Select code A - "CICA Applicable" for all other procurement actions resulting from a solicitation issued on or after April 1, 1985 and codes B or C do not apply. 8(a) awards are coded as A. Non-competitive modifications are coded as A. Select code D - "Pre-CICA" for new procurements resulting from a solicitation issued prior to April 1, 1985.

37. **Extent Competed:** Check the box next to the code which describes the extent to which this award was competed. Select code A - "Competed Action" for Small Business set-asides and competitive 8(a) awards. Competed actions also include procurements authorized under the Foreign Assistance Act (FAA) for Impairment of Foreign Aid Programs, Title XII Selection Procedures, or Disaster Relief, where more than one offer was received. Select Code B - "Not Available for Competition" for sole-source 8(a) awards. Select Code B for procurements authorized under the Foreign Assistance Act (FAA), where only one offer was received.

38. **Solicitation Procedure:** Check the box next to the code which describes the method by which this award was competed. (See FAR Part 6.) Select Code K - "Set-Aside" for small business set-asides and competitive 8(a) awards. Code L - "Other Than Full & Open Competition" includes sole-source 8(a) awards and procurements authorized under the Foreign Assistance Act (FAA) for Impairment of

Foreign Aid Programs, Title XII Selection Procedures, or Disaster Relief.

39. **Authority - Other Than Full & Open Competition:** Complete only if Item No. 38 is equal to "L". For awards exercising other than full and open competition, check the box next to the code which describes the authority by which the award was not fully competed. (See FAR Part 6.) Code M - "Authorized by Statute" includes sole-source 8(a) awards and procurements authorized under the Foreign Assistance Act (FAA) for Impairment of Foreign Aid Programs, Title XII Selection Procedures, or Disaster Relief.

40. **A.I.D. Special Authorities - Other Than Full & Open Competition:** Complete only if Item No. 39 is equal to "M". For those awards authorized by the Foreign Assistance Act (FAA) for other than full and open competition, check the box next to the code which describes the authority. Select Code G - "None of the Above Special Authorities" for sole-source 8(a) awards.

41. **Synopsis of Procurement:** Check the box next to the appropriate code based on the Commerce Business Daily synopsis requirements of FAR 5.2. Code B - "Not synopsisized due to urgency" may be used only if Item 39 is equal to "H".

43. **No. of Offers of Non-U.S. Item(s):** Enter the number of bidders offering non-U.S. foreign end items worth 51% or more of the contract value. If the contract is exclusively for services, enter "0".

44. **Modification Purpose (Mark all that apply):** If this action is a Modification to a Basic Award or a Modification to an Order, check all of the Modification Purposes that apply to this action. If the purpose is other than those listed on the form, check "Other" and provide a brief description.

SECTION 3: VENDOR INFORMATION (All Actions)

1025

45. Prime Vendor: (Full Name and Address) CORPORACION PARTICIPA Almirante Simpson 014 Santiago, Chile	46. DUNS or CEC Number 47. Taxpayer ID No. (TIN)
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BASIC AWARDS AND NOVATIONS ONLY

48. Economic Sector

<input checked="" type="checkbox"/> A - Private	<input type="checkbox"/> C - Federal Government
<input type="checkbox"/> B - International Public Sector	<input type="checkbox"/> D - State/Local Government

49. Business Organization Type

<input type="checkbox"/> A - Corporation	<input checked="" type="checkbox"/> H - Voluntary Organization
<input type="checkbox"/> B - Individual	<input type="checkbox"/> I - Foundation
<input type="checkbox"/> C - University or College	<input type="checkbox"/> J - Hospital
<input type="checkbox"/> D - Historically Black College or University	<input type="checkbox"/> K - Partnership
<input type="checkbox"/> E - Educational Organization other than University or College	<input type="checkbox"/> L - Proprietorship
<input type="checkbox"/> F - International Center	<input type="checkbox"/> M - Sheltered Workshop
<input type="checkbox"/> G - Research Organization other than International Center	<input type="checkbox"/> Z - Other

50. For Profit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	51. U.S. Nationality? (If U.S. Nationality, then answer Items 52-53) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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52. Ownership Type (Complete only if Item No. 51 = Yes) <input type="checkbox"/> A - Asian-Indian American <input type="checkbox"/> B - Asian-Pacific American <input type="checkbox"/> C - Black American <input type="checkbox"/> D - Hispanic American <input type="checkbox"/> E - Native American <input type="checkbox"/> F - Other Minority <input type="checkbox"/> Z - Non-Minority	53. Woman/Woman-Owned? (Complete only if Item No. 51 = Yes) <input type="checkbox"/> Yes <input type="checkbox"/> No
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54. If the Vendor is an individual who is not a U.S. Citizen, is he/she a Green Card holder?
 Yes No

55. If U.S. University, Host Country Counterpart Institution:

56a. Common Parent Organization (tax purposes) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	56c. DUNS or CEC Number
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56b. Parent Vendor (Full Name)	56d. Taxpayer ID No. (TIN)
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57a. Joint Venture?
 Yes No

57b. Participant Vendor (Full Name)	57c. DUNS or CEC No.	57d. Taxpayer ID No. (TIN)
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7X

SECTION 3 - INSTRUCTIONS

45. **Prime Vendor:** Record the vendor's full name and address in the space provided. For U.S. Universities include participating School/Center/Institute. For PASA/RSSAs include participating Agency and Department. For individuals, record the name as last, first and middle initial.
46. **DUNS or CEC No.:** Enter the 9-digit Dun & Bradstreet number or Contractor Establishment Code for the vendor of this action.
47. **Taxpayer ID No. (TIN):** Enter the 9-digit Taxpayer Identification Number used by the IRS for the vendor of this action. (Note: for individuals, the TIN is the individual's Social Security Number.) Foreign vendors which do not do business in the U.S. do not have a TIN. See FAR 4.9.
48. **Economic Sector:** Check the box next to the code which best applies to the sector in which the vendor of this action participates.
49. **Business Organization Type:** Check the box next to the code which best describes the vendor of this action.
50. **For Profit (Y/N)?** Check "Yes" if the vendor is a profit organization. Check "No" if the vendor is a non-profit organization. (Even if a non-profit organization charges a fee, it is still considered to be non-profit).
51. **U.S. Nationality (Y/N)?** Check "Yes" if the vendor is a U.S. citizen; is a corporation or partnership organized under the laws of the U.S.; is a U.S.- controlled foreign corporation (per 957 et seq. of the U.S. Internal Revenue Service Code); or is a joint venture consisting entirely of individuals, corporations, or partnerships falling into one of the three foregoing categories.
52. **Ownership Type:** Complete only if Item No. 51 is equal to "Yes". If the vendor is a firm or individual of U.S. Nationality, check the box next to the code which best describes the ownership type of the vendor of this action.
53. **Woman/Woman-Owned (Y/N)?** Complete only if Item No. 51 is equal to "Yes". If the vendor is a firm or individual of U.S. Nationality, indicate whether or not the vendor is a woman or woman-owned. A woman-owned business is a business that is at least 51% owned, controlled, and operated by women who are U.S. citizens.
54. **If the Vendor is an Individual who is not a U.S. Citizen, is he/she a Green Card holder? (Y/N):** Answer "Yes" if the individual has a green card, even if they are not currently residing in the U.S.
55. **Host Country Counterpart Institution:** If the vendor is a U.S. University, enter the name of the host-country institution receiving technical assistance.
- 56a. **Common Parent Organization (Tax Purposes):** Answer "Yes" if the firm is a member of an affiliated group of corporations that files Federal Income Tax returns on a consolidated basis. If "Yes", complete Items 56b. - 56d. related to the parent firm.
- 56c. **Common Parent DUNS or CEC No.:** Enter the 9-digit Dun & Bradstreet number or Contractor Establishment Code for the common parent (tax filing) organization.
- 56d. **Common Parent Taxpayer ID Number (TIN):** Enter the 9-digit Taxpayer Identification Number used by the IRS for the common parent organization. See FAR 4.9.
- 57a. **Joint Venture?** Answer "Yes" if the awardee is a joint venture. If "yes", complete Items 57b, 57c and 57d for each participant in the joint venture.
- 57c. **Participant DUNS or CEC No.:** Enter the 9-digit Dun & Bradstreet number or Contractor Establishment Code for each joint venture participant.
- 57d. **Participant Taxpayer ID Number (TIN):** Enter the 9-digit Taxpayer Identification Number used by the IRS for each joint venture participant.

SECTION 4: FINANCIAL INFORMATION (All Actions)

1025

58. Total Estimated Cost (TEC)

a. Previous TEC

\$ 0.00

b. (Increase/Decrease) This Action

\$ 2,300,000

c. Current TEC

\$ 2,300,000

OBLIGATION DATA

59.

a. Budget Plan Code

b. Project Number

c. Amount Obligated/Deobligated
(This Action)

d. Funds Type*

LDSA-91-25513-KG12

598-0796

\$ 400,000

USD

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

e. TOTAL 

\$ 400,000

* Funds Type Codes

USD: U.S. Dollars

USL: U.S. Owned Local Currency

60. Paying Office: Identify the Office responsible for paying vendor invoices.

For Mission Payments, enter:

USAID/ (country) USAID/Chile

For A.I.D./W Payments, check either:

PFM/FM/A/OE

PFM/FM/CMPD/DCB

61a. Incrementally Funded?

YES

NO

61b. If Incrementally Funded:

Date Funded through: (MMDDYY)

11/30/91

9X

SECTION 4 - INSTRUCTIONS

NOTE: All financial information must be in U.S. dollars or U.S. dollar equivalents. All local currency amounts must be converted to the U.S. dollar equivalent. "U.S. dollar equivalent" is the dollar value of the local currency at the time of the action signature.

58a. Previous Total Estimated Cost (TEC): Enter the total estimated cost to be incurred during the expected life of this award, as of the previous action.

58b. Total Estimated Cost (TEC): (Increase/Decrease) This Action: Enter the amount of change in the total estimated cost as a result of this action. Use a minus sign to indicate a decrease. If there is no change, enter "0".

58c. Current Total Estimated Cost (TEC): Enter the current total estimated cost to be incurred during the expected life of this award.

59a. Budget Plan Code (BPC): Enter each Budget Plan Code associated with this action.

59b. Project Number: Enter the Project Number associated with each BPC.

59c. Amount Obligated/Deobligated (This Action): Enter the obligation amount associated with each BPC. Use a minus sign to indicate a deobligation.

59d. Funds Type: Enter the Funds Type Code associated with each BPC. "USD" = U.S. Dollars. "USL" = U.S. Owned Local Currency.

59e. TOTAL Obligation/Deobligation: Enter the sum of all BPC amounts found in Item 59.c. Use a minus sign to indicate a deobligation.

61a. Incrementally Funded (Y/N)?: An award which is not fully funded but will be funded in increments. The award states the amount presently available for payment by the government and allotted to the award, and the period of performance it is estimated the allotted amount will cover.



April 11, 1991

Ms. Monica Jimenez de Barros
Executive Director
CORPORACION PARTICIPA
Almirante Simpson 014
Santiago, Chile

SUBJECT: Cooperative Agreement No. 513-0796-A-00-1025-00

Dear Ms. Jimenez:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby grants to Corporacion Participa (hereby referred to as "PARTICIPA" or "Recipient"), the sum of \$400,000 to support the Recipient's efforts in a program concerning non-partisan voter education in Chile, as described in the Schedule of this Agreement and the Attachment 2, entitled "Program Description."

This Cooperative Agreement is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Recipient in furtherance of program objectives during the period beginning with the effective date and ending approximately on November 30, 1991.

Funds disbursed by AID, but uncommitted by the Recipient at the expiration date of this Agreement, shall be refunded to AID.

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

**DUPLICATE
ORIGINAL**

Please sign the original and each copy of this letter to acknowledge your receipt of the Agreement. Return the original and all other copies to the Regional Contracting Officer, Quito, Ecuador, but keep one for your files and send another one to Mr. Paul Fritz, USAID/Chile.

Sincerely yours,

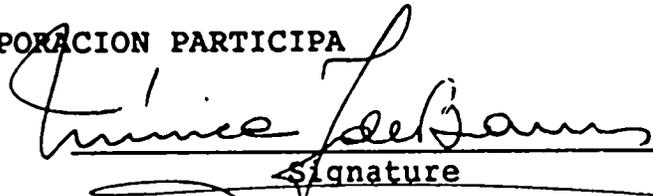

James J. Dunlap
Regional Agreement Officer

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions

ACKNOWLEDGED:

CORPORACION PARTICIPA

BY: 
Signature

NAME: Mónica Jiménez de Barros

Title: Directora Ejecutiva

Date: Abril de 1991

FISCAL DATA

PIO/T No:	513-598-0796-3-10003
PIO/T Amount:	\$300,000
Project No:	598-0796
PIO/T No.:	513-598-0796-10003 A1
PIO/T Amount:	\$100,000
Appropriation:	72-1111021
Budget Plan Code:	LDSA-91-25513-KG12
Reservation Control No.:	H100011
Obligated Amount:	\$400,000
Cumulative Obligation:	\$400,000
Total Estimated Cost:	\$2,300,000

Funding Source:

A.I.D./W _____

USAID _____

X

SCHEDULE

A. Purpose of Agreement

The purpose of this Agreement is to support the Recipient's efforts in a program concerning non-partisan voter education in Chile, as more specifically described in Attachment 2 to this Agreement entitled "Program Description."

B. Period of Agreement

The effective date of this Agreement is the signature date on the cover letter. The expiration date of this Agreement is February 28, 1995.

2. Funds obligated hereunder are available for program expenditures for the estimated period as of the cover letter to approximately November 30, 1991 as shown in the Agreement Budget below.

C. Amount of Agreement and Payment

1. The total estimated amount of this Agreement for the period shown in B.1 above is \$2,300,000.
2. A.I.D. hereby obligates the amount of \$400,000 for program expenditures during the period set forth in B.2. above and as shown in the Agreement Budget below.
3. Payment shall be made to the Recipient in accordance with procedures set forth in Attachment 3 Standard Provision One, entitled "Payment - Periodic Advance." Some disbursements will be made in local currency. Local cost financing is therefore authorized.
4. Additional funds up to the total amount of the 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 Agreement, entitled, "Revision of Grant Budget."

D. Agreement Budget

1. The following is the Agreement Budget, including local cost financing items. Without the prior written approval of the Agreement Officer, PARTICIPA shall not exceed the estimated dollar cost for any individual line item of cost shown below by more than 15% of such line item.

AGREEMENT BUDGET
(US DOLLARS)

COST ELEMENT =====	FM: EFF.DATE TO: 11/30/91 =====	FM: 12/01/91 TO: 02/28/95 =====	TOTAL AID FUNDS =====	COUNTERPART CONTRIBUTION =====	TOTAL PROGRAM =====
1. SALARIES AND ADMINISTRATION	\$183,040	\$ 954,594	\$1,137,634	\$ 0	\$1,137,634
A. Salaries	143,040	754,594	897,634	0	897,634
B. Office Rent and Expenses	40,000	200,000	240,000	0	240,000
2. INSTITUTIONAL DEVELOPMENT	39,580	265,020	304,600	347,647	652,247
A. Technical Assistance	13,000	143,000	156,000	31,278	187,278
B. Travel	2,880	13,120	16,000	0	16,000
C. Public Info.	23,700	108,900	132,600	316,369	448,969
3. CIVIC EDUCATION FORMAL PROGRAM	35,500	93,070	128,570	0	128,570
A. Text Printing & Divulgateion	20,000	44,070	64,070	0	64,070
B. Teaching Materials	15,500	49,000	64,500	0	64,500
4. NATIONAL CIVIC EDUCATION CAMP.	114,880	386,316	501,196	1,092,308	1,593,504
A. Honoraria	5,000	12,500	17,500	798,250	815,750
B. Travel	6,500	26,800	33,300	0	33,300
C. Seminars and Publications	39,600	109,196	148,796	0	148,796
D. Training	32,700	98,700	131,400	277,319	408,719
E. Support	31,080	139,120	170,200	16,739	186,939
5. EXTERNAL AUDIT	2,000	26,000	28,000	0	28,000
6. EVALUATION	<u>25,000</u>	<u>175,000</u>	<u>200,000</u>	<u>0</u>	<u>200,000</u>
TOTAL	\$400,000 =====	\$1,900,000 =====	\$2,300,000 =====	\$1,439,955 =====	\$3,739,955 =====

Revisions to this budget shall be made in accordance with Standard Provision of this grant, entitled, "Revision of Grant Budget."

2. The Recipient shall provide AID with a copy of each financial audit conducted of the Recipient. The audit report shall include a section detailing AID project receipts and related expenditures by project components.
3. At the beginning of each calendar year, PARTICIPA shall prepare and present to AID an annual budget to cover the estimated expenses during the year. This budget shall be based on the general budget herein approved.
4. Additionally, PARTICIPA shall prepare and submit to AID a quarterly budget for the expenses to be incurred during the report period. The amount and budget items shall be consistent with the yearly working budget.

E. Budget Summary of Total Program Costs

The total estimated cost of the program is US \$3,739,955. The contribution of AID will total US \$2,300,000. PARTICIPA will support this program with the equivalent of an estimated total of US \$1,439,955.

F. Reporting

1. Financial Reporting

a. Financial reporting requirements shall be in accordance with the Standard Provision of this Agreement entitled "Payment-Periodic Advance (November 1985)" as shown in Attachment 3.

b. The original and one copy of all financial reports shall be submitted to USAID/Peru, Office of the Controller, Larrabure y Unanue 110, Lima, Peru. In addition, two copies of all financial reports shall be submitted to the AID Representative, Chile.

2. Program Performance Reporting

The Recipient shall submit quarterly program performance reports, and a final report which briefly presents the following information:

(a) A comparison of actual accomplishments with the goals established for the period.

(b) Reasons why established goals were not met.

(c) Between the required performance reporting dates, events may occur that have significant impact upon the program. In such instances, the Recipient shall inform AID as soon as the following types of conditions become known:

(1) Problems, delays, or adverse conditions that will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any AID assistance needed to resolve the situation.

(2) Favorable developments or events that enable time schedules to be met sooner than anticipated or more work units to be produced than originally projected.

(3) If any performance review conducted by the Recipient discloses the need for change in the budget estimates in accordance with the criteria established in the Standard Provision of this Agreement entitled "Revision of Agreement Budget", the Recipient shall submit a request for budget revision.

(d) Other pertinent information, including when appropriate, analysis and explanation of cost overruns or high unit costs.

One copy of each program performance report shall be submitted to the AID's Technical Office.

3. Special Reports

The Recipient shall provide special reports as requested by the AID Technical Office.

G. Substantial Involvement Understandings

PARTICIPA shall obtain AID approval for:

1. The annual plan for each year's operations which relates budgeted costs to objectives by basic elements.
2. The contracting of Technical Assistance for the development of program activities.
3. The scope of work for the final evaluation, which will include specific sections on end-of-project activities status as well as institutional strengthening.

4. Non-Federal audits for the second and fourth years.

H. Indirect Cost Rates

All costs reimbursable under this Agreement shall be direct costs. There is no provision for indirect costs as overhead, general and administrative or others. Should the Recipient later develop an acceptable indirect cost accounting system and obtain approval of negotiated indirect cost rates, this portion of the terms may be renegotiated.

I. Title to Property

Title to property purchased under this Agreement shall vest in the Recipient.

J. Other Provisions

Audits and Financial Reviews:

Audits for the first and third years will be contracted by the Grantee with USAID prior approval of the scope of work. The audits for years two and four will be non-Federal, whose scope of work will be provided by the Inspector General RIG/AT. Contracting will be through the PIO/T process with a contract executed by the Executive Officer USAID/Peru.

There may be Financial Review needs developed as implementation progresses. The scope of work will be mutually developed and contracting mode will be determined by the size of the intervention.

K. Close-Out Procedures

This section prescribes uniform closeout procedures for this Agreement.

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

a. Closeout: The closeout of a grant is the process by which AID determines that all applicable administrative actions and all required work of the grant have been completed by the Recipient and AID.

b. Date of Completion: The date of completion is the date on which all work under Agreements is completed or the date on the award document, or any supplement or amendment thereto, on which sponsorship ends.

c. Disallowed Costs: Disallowed costs are those charges to an Agreement that AID or its representative determines to be unallowable in accordance with the applicable Federal cost principles or other conditions contained in the Agreement.

2. AID closeout procedures include the following requirements:

a. Upon request, AID shall make prompt payments to a Recipient for allowable reimbursable costs under the Agreement being closed out.

b. The Recipient shall immediately refund any balance or unobligated (unencumbered) cash that AID has advanced or paid and that is not authorized to be retained by the Recipient for use in other Agreements.

c. AID shall obtain from the Recipient within 90 calendar days after the expiration of the Agreement all financial, performance and other reports required as a condition of the Agreement. AID may grant extensions when requested by the Recipient.

d. In the event a final audit has not been performed prior to the closeout of the Agreement, AID shall retain the right to recover an appropriate amount after fully considering the recommendations on questioned costs resulting from the final audit.

PARTICIPA
PROGRAM DESCRIPTION

I. Background

In FY 1988, a \$1,285 million USAID grant to the Inter-American Institute of Human Rights (IIDH) financed a major program of non-partisan voter registration in Chile. This program was in preparation for the October, 1988, plebiscite held to determine if the sixteen year old military government would continue in power in Chile. The program trained more than 7,200 volunteers who reached more than 200,000 citizens throughout the country, providing them with information on electoral procedures and urging them to register and to vote. The CRUZADA CIVICA, or Crusade for Citizen Participation, which organized this volunteer network is credited as being primarily responsible for the remarkably high participation of Chilean voters in this crucial event. The 1988 plebiscite opened the way for both Presidential and Congressional elections in December, 1989.

In support of the elections, a FY 1989 USAID grant of \$470,000 funded a follow-on voter education program based on the experience and the extensive volunteer network developed by the Cruzada. The new non-partisan volunteer voter education group formed was called PARTICIPA.

Under the follow-on grant, channelled through the IIDH, PARTICIPA trained a cadre of volunteers skilled in voter education techniques, poll watchers, and journalists. It reached over 800,000 citizens directly and made over 68 million citizen contacts through radio, press and television programs/announcements. PARTICIPA's efforts directly contributed to a tranquil election process and the successful inauguration of a civilian government in March, 1990, for a transitional four year period.

Based on the successful results to date, PARTICIPA and IIDH have identified the need to bring about a more structures program of long-term civic education in Chile with an organization capable of directly mobilizing and managing resources. Consequently, USAID provided IIDH with resources for a \$400,000 "bridge grant" to cover the period May, 1990, to February, 1991, to allow for the design and planning of such a program as well as to carry out its initial efforts. PARTICIPA's proposal for the direct USAID grant reflected herein is the result of this effort.

II. Program Goal and Purposes

The principal challenges for civic education in Chile include political polarization of society at large; low civic participation in governance and particularly low female participation; and no formal civic education in the female participation; and no formal civic education in the schools. Additionally, over half the population voted for the first time in 1989 and has no experience living in a democracy.

The goal of the proposed \$2.3 million dollar, four-year grant to PARTICIPA, is to strengthen the consolidation of democracy in Chile as both a form of government and a way of life. This goal will be achieved through an extension of PARTICIPA's ongoing purposes as described below:

A. Reintroduce formal secondary civic education in Chile through the introduction and distribution of a textbook prepared by PARTICIPA.

B. Prepare adult citizens to assume both the responsibilities as well as the privileges of living in a democratic society and to adopt the democratic ideals of tolerance for other views and peaceful dispute resolution in daily life.

C. Encourage voter registration and a high level of informed participation in the municipal and legislative and presidential elections which will take place during the grant period.

III. Program Activities

Under the "bridge grant", PARTICIPA has prepared a civic education textbook for use in the secondary schools in Chile. Its contents and presentation are being tested in selected classrooms by both faculty and students. The final revised text will be introduced for use in the school year beginning March, 1992. Additionally, PARTICIPA will conduct seminars and training sessions for assisting classroom teachers to use the text effectively.

For informal civic education, PARTICIPA will continue and expand its seminars (both regional and national) round-table discussions, mass media information series and educational materials distribution. PARTICIPA will use its volunteer network for the execution of these activities.

The end-of-project activities status is planned to be:

- * 60,000 persons attend talks or round-table discussions on the themes of civic participation, making a democracy work, and the process and procedures for the local and national elections schedules during the period of the grant;
- * 1,200,000 person-contacts with informational leaflets on the above mentioned subjects;
- * 1,700 volunteers trained;
- * Nine regional programs designed and conducted for women and/or young people interested in political training;
- * Media education plan designed and implemented; and,
- * Two national-level debates conducted for an audience of opinion leaders.

The full program description is set forth in PARTICIPA's detailed proposal which is hereby incorporated by reference.

IV. Covenants

A. Non Partisanship

In all its activities, PARTICIPA will continue to pursue opportunities and undertake measures to improve the public understanding of its non-partisan role. At the Board of Directors level, PARTICIPA will seek to maintain an appropriate balance of leadership from an array of Chile's political parties. At the staff level, PARTICIPA shall continue its policy of prohibiting its employees from serving as paid employees or consultants to, or unpaid officials of, political parties. At the volunteer level, PARTICIPA shall continue to require that all volunteers read and sign written statements of PARTICIPA's non-partisanship creed, and shall prohibit volunteers from engaging in partisan activities while representing PARTICIPA. Also, PARTICIPA shall make its best efforts to achieve a representative balance of its volunteer corps with respect to political preference. Among other things, such balance will be brought about as a result of improved public awareness of PARTICIPA's non-partisan principles.

B. Institution Strengthening

PARTICIPA shall implement the institutional strengthening measures described in its detailed proposal. Among other things, this includes:

- * The strengthening of middle management through organization changes so that PARTICIPA's Executive Director can dedicate sufficient time to designing and negotiating proposals for other donor financing of complementary or follow-on activities;
- * The creation of regional chapters in order to encourage greater local level support both financially and in terms of leadership responsibility for the planning and management of field activities; and,
- * The constant identification and testing of additional means to improve the generation of financial resources including membership dues, sale of publication, cost sharing for educational materials, establishment of endowment mechanisms, etc.

V. Evaluation

The grant contains \$200,000 budgeted to try to measure impact on public attitudes toward democracy. It is anticipated that two surveys will be carried out. First, a base-line survey will be conducted during the first six months of the grant period to measure knowledges and attitudes of Chileans about democracy. A final survey will be conducted during the last six months of the grant period to detect impact. These two surveys will be contracted to outside survey organizations. Funding is also included for technical services from the U.S. to work with PARTICIPA on a periodic basis on the impact evaluation.

In addition to impact evaluation, PARTICIPA will develop an on-going, in-house data collection and review process aimed at verification of targeted performance achievement. The results of these activity reviews will be made available to PARTICIPA's Board of Directors and USAID on a regular basis.

MANDATORY AND OPTIONAL STANDARD PROVISIONS
(Appendix 4D, AID Handbook 13)

The following Mandatory and Optional Standard Provisions for Non-U.S., Non-Governmental Grantees 1/ in effect as of the effective date of this Agreement are incorporated herein by reference with full force and effect as though fully set forth herein:

A. Mandatory Standard Provisions

- | | |
|--|-----------------|
| 1. Allowable Costs | (May 1986) |
| 2. Accounting, Audit, and Records | (May 1986) |
| 3. Refunds | (May 1986) |
| 4. Revision of Grant Budget | (May 1986) |
| 5. Termination and Suspension | (May 1986) |
| 6. Disputes | (November 1985) |
| 7. Ineligible Countries | (May 1986) |
| 8. Debarment, Suspension and other
Responsibility Matters | (March 1989) |
| 9. U.S. Officials Not to Benefit | (November 1985) |
| 10. Nonliability | (November 1985) |
| 11. Amendment | (November 1985) |
| 12. Notices | (November 1985) |

B. Optional Standard Provisions

- | | |
|---|-----------------|
| 1. Payment - Periodic Advance | (November 1985) |
| 3. Air Travel and Transportation | (May 1986) |
| 5. Procurement of Goods and Services | (May 1986) |
| 6. A.I.D. Eligibility Rules for Goods
and Services | (May 1986) |
| 7. Subagreements | (May 1986) |
| 8. Local Cost Financing | (November 1988) |
| 10. Publications | (May 1986) |
| 12. Regulations Governing Employees | (May 1986) |
| 13. Participant Training | (May 1986) |
| 18. Title to and Use of Property
(Recipient Title) | (May 1986) |
| 21. Cost Sharing (Matching) | (May 1986) |

1/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."

Work sheet

13501 /1	AGENCY FOR INTERNATIONAL DEVELOPMENT PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	1. Cooperating Country LAC Regional Chile	Page 1 of 3 Pages
O/T		2. PJO/T No 513-598- -3-10003	3. <input checked="" type="checkbox"/> Original or Amendment No _____
		4. Project/Activity No. and Title Civic Education - PARTICIPA	

TRIBUTION	5. Appropriation Symbol		6. Budget Plan Code		
	7. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document		8. Project Assistance Completion Date (Mo., Day, Yr.) 2/28/95		
	9. Authorized Agent RCO - Quito		10. This PJO/T is in full conformance with FRO AG No. _____ Date N/A		
	11a. Type of Action and Governing AID Handbook <input type="checkbox"/> AID Contract (HB 14) <input checked="" type="checkbox"/> AID Grant or Cooperative Agreement (HB 13) <input type="checkbox"/> PASA RSSA (HB 12) <input type="checkbox"/> Other			11b. Contract Grant Cooperative Agreement: PASA RSSA Reference Number (if this is an Amendment) N/A	
	12. Estimated Financing (A detailed budget in support of column (2) is attached as Attachment No. _____)				
		(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
Maximum AID Financing Available	A. Dollars		300,000		\$300,000
	B. U.S.-Owned Local Currency				
Mission References	14A. Instructions to Authorized Agent The authorized agent is requested to enter into a cooperative agreement with the Chilean non-governmental organization, PARTICIPA, to support a program of non-partisan voter education in Chile as described in Attachment 1.				
	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Received 2/1/95 Date </div>				
	14B. Address of Voucher Paying Office A.I.D. Rep. Santiago				

Clearances - Indicate typed name, office symbol, telephone number and date for all clearances

The Project Officer certifies that the specifications in the statement of work or program description are technically adequate.	Phone No. Date	B. The statement of work or program description lies within the purview of the issuing office and approved agency programs. Paul Fritz, A.I.D. Representative	Date
Gillian Gillespie, Program Coordinator	Date	D. Funds for the services requested are available.	Date
Mario Perretta, Accountant	Date	Paul Krammer, R Cont/USAID Peru	Date

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

Signature _____ Date _____

Signature **Paul Fritz** Date _____
 Title: **Paul Fritz, A.I.D. Representative**

18. Statement of work or program description for this project is described in Attachment No. 1

19. Special Provisions

- A. Language Requirements (specify) All native Spanish speakers
(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 technical specialists. (Indicate level) _____
- C. Duty post(s) and duration of technical specialist(s) services at post(s) (months) N/A
- D. Dependents will will not be permitted to accompany technical specialist(s). N/A
- E. Geographic code applicable to procurement under this PIO/T is 000 899 935 941 Other (specify) _____
(If other than authorized in HB 1, Sup B, Chap 5, Para 5A1d, attach waiver(s).)
- F. Salary approval(s) to exceed FS-1 salary ceiling are attached in process N/A.
- G. Cooperating country acceptance of this project (applicable to AID/W projects only)
 has been obtained is in process is not applicable to services required by PIO/T.
- H. Justification for use of external resources for consulting services is attached N/A.
- I. Clearance for procurement of ADP equipment, software, and services is attached in process N/A.
- J. OMB approval of any report to be completed by ten or more members of the general public under the statement of work is
 attached in process N/A.
- K. Participant training is is not being funded as part of this PIO/T.
- L. Requirement (contracts only) is recommended for small business set-aside SBA 8(a) Program neither. N/A
- M. Other (specify).

2J. Provisions for Logistic Support

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

as confirmed by family member on 3/12/91 (Telum) 25

Revisions for Logistic Support (Continued)

NONE

D. Additional Facilities Available From Other Sources

Diplomatic pouch

PX

Commissary

Other (specify, e.g., duty free, entry, tax exemption)

C. Comments

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

A. Relationships and Responsibilities The Executive Director of PARTICIPA is primarily responsible for the execution of this grant. She will report directly through regular quarterly reports to AID/C

U. Cooperating Country Liaison Officials

C. AID Liaison Officials Vivian Gillespie, Program Coordinator
Paul Pritz, A.I.D. Representative

Background information (additional information useful to authorized agent)
Assessment of Financial Status, Attachment 5.

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

A. Detailed budget estimate in support of increased funding (Block 12) Attachment 2

B. Evaluation criteria for competitive procurement (Block 14A)

C. Justification for procurement by other than full and open competition or noncompetitive assistance Attachment 3

D. Statement of work or program description (Block 10) Attachment 1

E. Waiver(s) justification(s), clearance(s), certification(s) (Block 19) (specify number _____)

F. Environmental Examination Attachment 4

PARTICIPA
PROGRAM DESCRIPTION

I. Background

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For informal civic education, PARTICIPA will continue and expand its seminars (both regional and national) round-table discussions, mass media information series and educational materials distribution. PARTICIPA will use its volunteer network for the execution of these activities.

The end-of-project activities status is planned to be:

- o 60,000 persons attend talks or round-table discussions on the themes of civic participation, making a democracy work, and the process and procedures for the local and national elections scheduled during the period of the grant;
- o 1,200,000 person-contacts with informational leaflets on the above mentioned subjects;
- o 1,700 volunteers trained;
- o Nine regional programs designed and conducted for women and/or young people interested in pursuing elected office;
- o Media education plan designed and implemented; and
- o Two national-level debates conducted for an audience of opinion leaders.

The full program description is set forth in PARTICIPA's detailed proposal which is hereby incorporated by reference.

IV. Covenants

A. Non Partisanship

In all its activities, PARTICIPA will continue to pursue opportunities and undertake measures to improve the public understanding of its non-partisan role. At the Board of Directors level, PARTICIPA will seek to maintain an appropriate balance of leadership from an array of Chile's political parties. At the staff level, PARTICIPA shall continue its policy of prohibiting its employees from serving as paid employees or consultants to, or unpaid officials of, political parties. PARTICIPA shall encourage involvement in its training activities from a broad and balanced array of political parties. At the volunteer level, PARTICIPA shall continue to require that all volunteers read and sign written statements of PARTICIPA's non-partisanship creed, and shall prohibit volunteers from engaging in partisan activities while representing PARTICIPA. Also, PARTICIPA shall make its best efforts to achieve a representative balance of its volunteer corps with respect to political preference. Among other things, such balance will be brought about as a result of improved public awareness of PARTICIPA's non-partisan principles.

B. Institution Strengthening

PARTICIPA shall implement the institutional strengthening measures described in its detailed proposal. Among other things, this includes:

- o The strengthening of middle management through organization changes;
- o The creation of regional chapters in order to encourage greater local level support and improved field involvement in the planning and management of activities; and
- o The constant identification and testing of additional means to improve the generation of financial resources including membership dues, sale of publications, cost sharing for educational materials, establishment of endowment mechanisms, etc.

V. Evaluation

The grant contains \$300,000 of A.I.D. funds to assist with the measurement of program impact on public attitudes toward democracy. It is anticipated that two surveys will be carried out. First, a base-line survey will be conducted during the first six months of the grant period to measure knowledges and attitudes of Chileans about democracy. A final survey will be conducted during the last six months of the grant period to detect impact. These two surveys will be contracted to outside survey organizations. Funding is also included for technical services from the U.S. to work with PARTICIPA on a periodic basis on the impact evaluation.

In addition to impact evaluation, PARTICIPA will develop an on-going, in-house data collection and review process aimed at verification of targeted performance achievement. The results of these activity reviews will be made available to PARTICIPA's Board of Directors and A.I.D. on a regular basis.

D32
D/C

BUDGET PARTICIPA

	<u>1991</u>	<u>1992</u>	<u>1993</u>	<u>1994</u>	<u>TOTAL</u>
1. <u>A.I.D. FINANCING</u>					
I. Salaries and Administration					
A. Salaries	1,560	280,996	287,625	294,453	1,137,634
B. Office Rent and Expenses	4,560	220,996	227,625	234,453	897,634
	0,000	60,000	60,000	60,000	240,000
II. Institutional Development					
A. Technical Assistance	74,800	74,800	77,500	77,500	304,600
B. Travel	39,000	39,000	39,000	39,000	156,000
C. Public Information	4,000	4,000	4,000	4,000	16,000
	31,800	31,800	34,500	34,500	132,600
III. Civic Education - Formal Progr					
A. Text Printing and Divulgateion	42,500	38,100	30,970	17,000	128,570
B. Teaching Materials	25,000	20,600	13,470	5,000	64,070
	17,500	17,500	17,500	12,000	64,500
IV. National Civic Education Campaig					
A. Honoraria	138,900	138,900	129,200	94,196	501,196
B. Travel	5,000	5,000	5,000	2,500	17,500
C. Seminars and Publications	9,000	9,000	9,000	6,300	33,300
D. Training	43,200	43,200	37,700	24,696	148,796
E. Support	37,700	37,700	33,500	22,500	131,400
	44,000	44,000	44,000	38,200	170,200
V. External Audit					
	7,000	7,000	7,000	7,000	28,000
VI. Evaluation					
	50,000	50,000	50,000	50,000	200,000
Total A.I.D. Contribution	587,760	589,796	582,295	540,149	2,300,000
2. <u>PARTICIPA Contribution</u>	319,569	450,762	338,975	330,649	1,439,955
Total Estimated Cost	907,329	1,040,558	921,270	870,798	3,739,955

pay 31-33

pay 37

pay 36

pay 34-35

Action Memorandum for the Contracting Officer

TO : James Dunlap, Regional Contracting Officer,
USAID/Quito

FROM : Vivian Gillespie, Program Coordinator

THROUGH: Paul Fritz, A.I.D. Representative,
USAID/Chile

SUBJECT: Justification for Non-Competitive Award to
PARTICIPA for Civic Education

PROBLEM: You are requested to accept this justification for a non-competitive award to support PARTICIPA's civic education for democracy activities.

Discussion: PARTICIPA has submitted an unsolicited proposal to AID/Chile to continue and to expand its program of civic education about the privileges and responsibilities of living in a democracy (voter registration, basic civic rights and responsibilities). This grant is a follow-on to previous grants channeled through the Interamerican Institute of Human Rights (IIDH) -- in FY 1988 for \$1,285 million for nonpartisan voter registration; and in FY 1989 for \$470,000 for nonpartisan voter education.

During the course of these grants, PARTICIPA has trained a cadre of informed volunteers skilled in voter education techniques and poll watching. It has also trained many journalists in election issue coverage. PARTICIPA's efforts directly contributed to a tranquil election process and the successful inauguration of the first civilian government in Chile in 17 years.

From May 1990 until February 1991, PARTICIPA has been the recipient of a \$400,000 bridge grant through IIDH to allow for the design and planning of a more structured program of long-term civic education in Chile; to carry out initial efforts of this program; and to allow PARTICIPA to become an organization capable of directly mobilizing and managing resources.

As a result of these past efforts and experience gained, PARTICIPA has proposed and AID/Chile supports, a direct grant to PARTICIPA for \$2.3 million over four years to strengthen the consolidation of democracy in Chile as both a form of government and a way of life. (Please see project description for detail of activities planned).

Accordingly, this program falls within the provisions for a non-competitive award as follow-on assistance intended to continue or further develop an existing relationship as permitted by HB 13, Chapter 2, 3 d.

Recommendation: That you approve a non-competitive award to PARTICIPA in the amount of \$2.3 M over a four year period to conduct a consolidation of democracy program in Chile.

M45
M/C

ENVIRONMENTAL EXAMINATION, revised
LAC-IEE-90-51

BASIC PROJECT DATA:

PROJECT LOCATION: Chile
PROJECT TITLE: Civic Education (PARTICIPA) Project
PROJECT NUMBER: _____
FUNDING: \$2,300,000
LIFE OF PROJECT: FY91-FY95
IEE PREPARED BY: Howard L. Clark, Ph.D. *H. Clark*
Regional Environmental Advisor
REA/SA, U.S.A.I.D./Quito
Date: 4 December 1990-

RECOMMENDATION: Categorical Exclusion

This grant project, for civic education activities in Chile, qualifies for Categorical Exclusion from further environmental examination, in accordance with Sec. 216.2(c)(1)(i), as "The action does not have an effect on the natural or physical environment." This class of actions is specifically exempted from the procedures in Sec. 216.3 by Sec. 216.2(2)(i), which lists "Education, technical assistance, or training programs except to the extent such programs include activities directly affecting the environment (such as construction of facilities, etc.)." No construction or similar activities are included in the project.

CONCURRENCE:

Paul Fritz

Paul Fritz
A.I.D. Representative/Chile

date: 4 Dec 90

CHILECIV]rea .

memorandum

DATE: December 20, 1990 ✓
REPLY TO: Vivian Gillespie, Program Coordinator
ATTN OF:
SUBJECT: Assessment of Financial Status - PARTICIPA
TO: Paul Fritz, A.I.D. Representative

Background: PARTICIPA's first three grants totaling \$2,155,000 were channeled through the Interamerican Institute for Human Rights (IIDH). During the course of these grants, PARTICIPA took the conservative approach of having Price Waterhouse review the liquidation of all advances before they were submitted to IIDH for payment, i.e., a pre-audit of all expenditures. Development Associates, when they were here during project design were impressed by PARTICIPA's fiscal management. Given the amounts involved, PARTICIPA has already had good experience managing large grants and complying with A.I.D. accounting procedures.

New Activity: In connection with a direct grant relationship with A.I.D., PARTICIPA has hired Price Waterhouse to prepare a financial systems assessment to insure proper controls and a clear division of fiscal responsibilities. Since PARTICIPA's incorporation as a non-profit organization was so recent, a full year audit for 1990 will not be done. Instead, the Price Waterhouse audit will cover seventeen months, i.e., from August, 1990, until December, 1991. There will also be a pre-audit at the half-way point in June, 1991. The statements of work for Price Waterhouse are attached; the SOW for the systems analysis is dated 10/11/90 and the general audit is dated 10/25/90. The RFA reviewed both letters when he was here in November and found them to be completely acceptable as well as reasonable in cost.

The RFA did not have time to visit PARTICIPA during his November visit. However, he has promised to perform a review during his next TDY. Nevertheless, we can conclude that PARTICIPA has the financial management capabilities to handle this activity in accordance with A.I.D. norms and requirements.

M46
M/C

ID 1,551 38/1 PIO/T	AGENCY FOR INTERNATIONAL DEVELOPMENT PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	1. Cooperating Country LAC Regional Chile	Page 1 of 3 Pages
		2. PIO/T No 513-598-0796-3-10003	3. <input type="checkbox"/> Original or Amendment No. <u>1</u>
		4. Project, Activity No. and Title 598-0796 DEMOCRATIC INITIATIVES CIVIC EDUCATION PARTICIPA	

DISTRIBUTION	5. Appropriation Symbol 72-1111021		6. Budget Plan Code LDSA 91-25513-KG12			
	7. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document		8. Project Assistance Completion Date (Mo., Day, Yr.) 2/28/95			
	9. Authorized Agent RCO - QUITO		10. This PIO T is in full conformance with PRO AG No. Date N/A			
	11a. Type of Action, and Governing AID Handbook <input type="checkbox"/> AID Contract (HB 14) <input checked="" type="checkbox"/> AID Grant or Cooperative Agreement (HD 13) <input type="checkbox"/> PASA RSSA (HB 12) <input type="checkbox"/> Other			11b. Contract Grant Cooperative Agreement/ PASA RSSA Reference Number (if this is an Amendment) N/A		
	12. Estimated Financing (A if total budget in support of column (2) is attached as Attachment No. _____)					
Maximum AID Financing Available		A. Dollars	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
		B. U.S.-Owned Local Currency	300,000	100,000		400,000

3. Mission References	14A. Instructions to Authorized Agent The Regional Contracting Officer is requested to amend Cooperative Agreement with the Chilean non-Governmental organization "PARTICIPA" in order to provide incremental funding of \$100,000 for program continuation though November, 1991.
	14B. Address of Voucher Paying Office Office of A.I.D. Representative, Santiago

Recd
4/11/91
 Date

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 or program description are technically adequate <i>Vivian H. Gillespie</i> Vivian Gillespie, Program Coordinator	Phone No.	B. The statement of work or program description lies within the purview of the initiating office and approved agency programs Paul Fritz, A.I.D. Representative	Date 3/28/91
C. Mario Perretta, Financial Analyst	Date 3/28/91	D. Funds for the services requested are available See Lima 04252	Date 04/04/91
E.	Date		

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 <i>Paul Fritz</i> Date 04/09/91 Title Paul Fritz, A.I.D. Representative
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* See III B, Sup. A, App. C, Att B, for preparation instructions. Note: The completed form contains sensitive information whose unauthorized disclosure may subject an employee to disciplinary action

18. Statement of work or program description for this project is described in Attachment No. 1 to PIO/T 10003

19. Special Provisions

- A. Language requirements (specify) All native Spanish speakers
(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 technical specialists. (Indicate level) _____
- C. Duty post(s) and duration of technical specialist(s) services at post(s) (months) N/A
- D. Dependents will will not be permitted to accompany technical specialist(s). N/A
- E. Geographic code applicable to procurement under this PIO/T is 000 899 935 941 Other (specify) _____
(If other than authorized in HB 1, Sup D, Chap 5, Para 5A1d, attach waiver(s).)
- F. Salary approval(s) to exceed FS-1 salary ceiling are attached in process N/A.
- G. Cooperating country acceptance of this project (applicable to AID/W projects only)
 has been obtained is in process is not applicable to services required by PIO/T.
- H. Justification for use of external resources for consulting services is attached N/A.
- I. Clearance for procurement of ADP equipment, software, and services is attached in process N/A.
- J. OMB approval of any report to be completed by ten or more members of the general public under the statement of work is
 attached in process N/A.
- K. Participant training is is not being funded as part of this PIO/T.
- L. Requirement (contracts only) is recommended for small business set-aside SDA 8(a) Program neither. N/A
- M. Other (specify).

2J. Provisions for Logistic Support	IN KIND SUPPLIED BY		FROM LOCAL CURRENCY SUPPLIED BY		TO BE PROVIDED OR ARRANGED BY SUPPLIER	N/A
	AID	COOPERATING COUNTRY	AID	COOPERATING COUNTRY		
A. Specific Items (insert "X" in applicable column at 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 Appliances (Stoves, Kynig., etc.)						X
(6) Transportation in Cooperating Country					X	
(7) Transportation To and From Country					X	
(8) Interpreter Services/Secretarial						X
(9) Medical Facilities (Health Room)						X
(10) Vehicles (official)						X
(11) Travel Arrangements/Tickets						
(OTHER SPECIFY) (12) Nightwatchman for Living Quarters						X
(13)						
(14)						
(15)						

B. Provisions for Logistic Support (Continued)

NONE

D. Additional Facilities Available From Other Sources

Diplomatic pouch

PX

Commissary

Other (specify, e.g., duty free, entry, tax exemption)

C. Comments

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

A. Relationships and Responsibilities The Executive Director of PARTICIPA is primarily responsible for the execution of this grant. She will consult with and report directly to AID/Chile through monthly meeting and quarterly written reports.

D. Cooperating Country Liaison Officials

C. AID Liaison Officials Vivian Gillespie, Program Coordinator
Paul Fritz, A.I.D. Representative

E. Background information (additional information useful to authorized agent)

This is the first increment to original \$300,000 (PIO/T 513-598-0796-3-10003)

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

A. Detailed budget estimate in support of increased funding (Block 12) Attachment 2 to PIO/T 10003
Attachment 1 to PIO/T 10003 Amend 1

B. Evaluation criteria for competitive procurement (Block 14A)

C. Justification for procurement by other than full and open competition or noncompetitive assistance

D. Statement of work or program description (Block 18)

E. Waiver(s) justification(s), clearance(s), certification(s) (Block 19) (specify number _____)

BUDGET PARTICIPA

APRIL - NOVEMBER 1991

	APRIL	MAY	JUNE	JULY	AUGUST	SEPTBR.	OCTBR.	NOVMBR.	TOTAL
Salaries and Administration	22.880	22.880	22.880	22.880	22.880	22.880	22.880	22.880	183.040
A. Salaries	17.880	17.880	17.880	17.880	17.880	17.880	17.880	17.880	143.040
B. Office Rent and Expenses	5.000	5.000	5.000	5.000	5.000	5.000	5.000	5.000	40.000
Institutional Development	6.485	4.685	9.285	4.185	3.285	1.685	8.285	1.685	39.580
A. Technical Assistance	1.375	375	4.375	375	375	375	5.375	375	13.000
B. Travel	360	360	360	360	360	360	360	360	2.880
C. Public Information	4.750	3.950	4.550	3.450	2.550	950	2.550	950	23.700
Civic Education - Formal Program	3.500	3.500	5.400	6.400	4.300	5.300	1.400	4.500	35.500
A. Text Printing and Divulgateion	2.000	2.000	2.400	4.900	4.900	1.400	1.400	1.000	20.000
B. Teaching Materials	1.500	1.500	3.000	1.500		4.500		3.500	15.500
National Civic Education Campaigns	10.830	13.850	18.950	16.100	15.850	8.250	19.850	11.200	114.880
A. Honoraria			2.000	2.000	1.000				5.000
B. Travel	900	800	800	800	800	800	800	800	6.500
C. Seminars and Publications		5.000	8.200	3.000	7.500		13.000	2.500	39.200
D. Training	6.400	4.400	2.900	6.650	2.900	2.800	2.400	4.250	32.700
E. Support	3.530	3.650	4.650	3.650	3.650	4.650	3.650	3.650	31.080
External Audit				2.000					2.000
Evaluation		10.000	15.000						25.000
T O T A L	43.695	54.915	71.515	51.565	46.915	38.715	52.415	40.265	400.000

UNCLASSIFIED

LIMA 04252

FIS-2

ACTION: AID-2 INFO: AMB DCM ADM BF/6

VZCZCSGCF16
 RR RUEHSG
 DE RUEHFF #4252 093232Z
 ZNR UUUU 22H
 R 032328Z APR 91
 FM AMEMBASSY LIMA
 TO RUEHSG/AMEMBASSY SANTIAGO 1266
 RUEHCT/AMEMBASSY QUITO 598Z
 BT
 UNCLAS LIMA 04252

LCC: 132 419
 04 APR 91 2329
 CN: 15639
 CHRG: AID
 DIST: AITA

ACTION COPY

	Init	Action
P. FRITZ		
V GILLESPIE		
R. Hi (G)		
M. PERRETTA		
E. BERNABO		
C. MALDONADO		

AIM AID

FOR: QUITO FOR RCC, J. DUNLAP

E.C. 12356: N/A

SUBJECT: RESERVATION OF FUNDS

REF: YCUP FAX DATED 03/28/91

1. USAID/PERU CONFIRMS RESERVATION OF FUNDS FOR THE FOLLOWING DOCUMENT:

FIO/T : 513-598-0796-3-10003, AMD. 1
 PROJECT P : 598-0796
 AFFECPIATION : 72-1111021
 EFC : LISA-91-25513-KG12
 RESCTINC : H100011
 AMOUNT : 100,000
 NEW TOTAL : 400,000

INFO COPY

2. PLEASE SEND COPY OF SIGNED DOCUMENT FOR OFFICIAL ACCOUNTING RECORDS. QUAINTON

BT
#4252

NNNN

INFO COPY

UNCLASSIFIED

LIMA 004252