

Agency for International Development
Washington, D.C. 20523

938-0158
PDFCU 105
SEP - 5 1991

Mr. Stanley W. Hosie
Executive Director
The Foundation for the Peoples
of the South Pacific
P.O. Box 85710
San Diego, CA. 92186

Subject: Cooperative Agreement No. PDC-0158-A-00-1103-00

Dear Mr. Hosie:

Pursuant to the authority contained in the Foreign Assistance Act of 1961 and the Federal Grant and Cooperative Agreement Act of 1982, as amended, the Agency for International Development (hereinafter referred to as "A.I.D.") hereby provides to The Foundation for the Peoples of the South Pacific (hereinafter referred to as "FSP" or "Recipient") the sum of \$200,000 (two hundred thousand dollars) to provide financial support for the program described in Attachment 2 of this Cooperative Agreement entitled "Program Description."

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

The total estimated amount of this Cooperative Agreement is \$1,600,000 (one million six hundred thousand dollars), of which the amount of \$200,000 is hereby obligated. A.I.D. shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount. However, subject to Section 1C.4. of Attachment 1, additional funds may be obligated by A.I.D. until such time as the obligated amount may equal the total estimated amount of this Cooperative Agreement.

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

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

Sincerely yours,



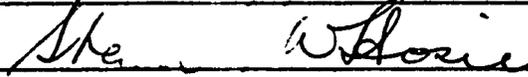
Stephen A. Dean
Grant Officer
Office of Procurement

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions
4. Special Provision entitled "Restrictions on Lobbying"
5. A.I.D. Eligibility Rules/A.I.D. Geographic Codes
6. PVO Annual Reporting Guidelines

ACKNOWLEDGED:

The Foundation for the Peoples of the South Pacific

BY: 

TYPED NAME: Stanley W. Hosie

TITLE: Executive Director

DATE: September 10, 1991

FISCAL DATA

A. GENERAL

- A.1. Total Estimated A.I.D. Amount: \$1,600,000
- A.2. Total Obligated A.I.D. Amount: \$ 200,000
- A.3. Cost-Sharing (Matching) Amount:
- A.3.a. Non-Federal Cash Contributions: \$1,600,000
- A.3.b. Non-Federal In-Kind Contributions: NONE
- A.4. Other Contributions (Federal): N/A
- A.5. Project No.: 938-0158
- A.6. A.I.D. Project Office: FVA/PVC, Mary Lee McIntyre
- A.7. Funding Source: A.I.D./W
- A.8. Tax I.D. No.: 136183605
- A.9. DUNS No.: 073268229
- A.10. LOC No.: 72-00-1470

B. SPECIFIC

- B.1.(a) PIO/T No.: 938-0158-1381018
- B.1.(b) Appropriation: 72-1111021.3
- B.1.(c) Allotment: 143-38-099-00-76-11
- B.1.(d) BPC: EDNA-91-13810-KG11
- B.1.(e) Amount: \$200,000

SCHEDULE

1A. PURPOSE OF COOPERATIVE AGREEMENT

The purpose of this Cooperative Agreement is to provide financial support for the program described in Attachment 2 of this Cooperative Agreement entitled "Program Description."

1B. PERIOD OF COOPERATIVE AGREEMENT

1B.1. The effective date of this Cooperative Agreement is the date of the Cover Letter and the estimated completion date is July 31, 1996. Funds obligated hereunder shall be used to reimburse the Recipient for allowable program expenditures incurred by the Recipient in pursuit of program objectives at any time during the period beginning August 1, 1991 (see Section 1D.4. below) and ending on the estimated completion date.

1B.2. However, because this Cooperative Agreement is incrementally funded (see Section 1C.4. below), funds obligated hereunder are only anticipated to be sufficient for program expenditures through July 31, 1992.

1C. AMOUNT OF COOPERATIVE AGREEMENT AND PAYMENT

1C.1. The total estimated amount of this Cooperative Agreement for its full period, as set forth in Section 1B.1. above, is \$1,600,000.

1C.2. A.I.D. hereby obligates the amount of \$200,000 as partial funding of the total estimated amount set forth in Section 1C.1. above for program expenditures during the indicated period set forth in Section 1B. above. Notwithstanding said total estimated amount, A.I.D. shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount, except as specified in paragraph (f) of the Standard Provision of this Cooperative Agreement entitled "Revision of Grant Budget" (see also Section 1C.4. below).

1C.3. Payment shall be made to the Recipient in accordance with procedures set forth in the Standard Provision of this Cooperative Agreement entitled "Payment - Letter of Credit," as shown in Attachment 3.

1C.4. As indicated in Section 1C.2. above, this Cooperative Agreement is partially funded. During the validity period of this Agreement additional increments of funds may be obligated from time to time by AID. Until such time as the obligated amount (see Section 1C.2. above) shall equal the total estimated amount (see Section 1C.1. above) of this Cooperative Agreement, additional increments of funds may be obligated by A.I.D. under this Cooperative Agreement (by a Cooperative Agreement modification), subject to availability of funds, possible evaluation of the program, program priorities at the time, and the requirements of the Standard Provisions of this Cooperative Agreement entitled "Revision of Grant Budget" and, if applicable (see Section 1M.2. for applicability) "Cost Sharing (Matching)," as set forth in Attachment 3.

1C.5. The total estimated amount of the program described in Attachment 2 of this Cooperative Agreement is \$3,200,000, of which A.I.D. may provide the amount specified in Section 1C.1. above, and the Recipient will provide \$1,600,000 in cash contributions in accordance with Section 1J. below.

1D. COOPERATIVE AGREEMENT BUDGET

1D.1. The following is the Budget for the total estimated amount of this Cooperative Agreement (see Section 1C.1. above) for its full period (see Section 1B. above). The Recipient may not exceed the total estimated amount or the obligated amount of this Cooperative Agreement, whichever is less (see Sections 1C.1. and 1C.2., respectively, above). Except as specified in the Standard Provision of this Cooperative Agreement entitled "Revision of Grant Budget," as shown in Attachment 3, the Recipient may adjust line item amounts as may be reasonably necessary for the attainment of program objectives. Revisions to the budget shall be in accordance with Section 1C. above and the Standard Provisions entitled "Revision of Grant Budget" and "Cost Sharing (Matching)." For the purpose of revisions, the "line items" are the basic Cost Elements identified in the Budget, i.e. Program Costs, Procurement, Evaluation and Indirect Costs. There are no restrictions on adjustments between the sub-elements within each basic Cost Element.

In accordance with the Standard Provisions entitled "Revision of Grant Budget", the Recipient shall immediately request approval from the Grant Officer when there is reason to believe that within the next 30 days a revision of the approved Agreement 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 Recipient expects the amount of A.I.D. authorized funds to exceed its needs by more than \$5,000 or five percent of the A.I.D. award, whichever is greater.
- (4) The Recipient plans to transfer funds budgeted for indirect costs to absorb increases in direct costs or vice versa.
- (5) The Recipient intends to contract or subgrant any of the substantive programmatic work under this Agreement, and such contracts or subgrants were not included in the approved Agreement budget.
- (6) The Recipient 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 Agreement budget.
- (7) The Recipient plans to transfer funds allotted for training allowances to other categories of expense.

10.2. 1D.2. Budget

<u>Cost Element</u>	<u>Obligated Amount</u> 8/1/91-7/31/92		<u>Estimated Amount</u> 08/1/92-7/31/96		<u>Total Agreement</u> 8/1/91-7/31/96		<u>Total</u>
	<u>A.I.D.</u>	<u>CASH ONLY*</u> <u>Recipient/</u> <u>Others</u> <u>(Non-Fed)</u>	<u>A.I.D.</u>	<u>CASH ONLY*</u> <u>Recipient/</u> <u>Others</u> <u>(Non-Fed)</u>	<u>A.I.D.</u>	<u>CASH ONLY*</u> <u>Recipient/</u> <u>Others</u> <u>(Non-Fed)</u>	
<u>Program Costs</u>							
Salaries/Fringe	82,280	88,540	610,130	615,980	692,410	704,520	1,396,930
Travel	12,910	7,250	88,460	55,280	101,370	62,530	163,900
Sub-Projects	0	6,390	93,250	217,380	93,250	223,770	317,020
Other	0	6,140	73,850	47,670	73,850	53,810	127,660
Subtotal:	\$ 95,190	\$108,320	\$ 865,690	\$ 936,310	\$ 960,880	\$1,044,630	\$2,005,510
<u>Procurement</u>							
Supplies	0	3,120	5,970	36,790	5,970	39,910	45,880
Services (incl. all consultants)	48,800	44,590	126,060	128,870	174,860	173,460	348,320
Equipment	0	0	0	0	0	0	0
Subtotal:	\$ 48,800	\$ 47,710	\$ 132,030	\$ 165,660	\$ 180,830	\$ 213,370	\$ 394,200
<u>Evaluation</u>							
Sal/Fringe	14,120	5,300	86,190	23,520	100,310	28,820	129,130
Travel	2,420	0	34,450	3,810	36,870	3,810	40,680
Other	800	0	10,940	0	11,740	0	11,740
Subtotal:	\$ 17,340	\$ 5,300	\$ 131,580	\$ 27,330	\$ 148,920	\$ 32,630	\$ 181,550
<u>Indirect Costs</u>	\$ 38,670	\$ 38,670	\$ 270,700	\$ 270,700	309,370	\$ 309,370	\$ 618,740
	=====	=====	=====	=====	=====	=====	=====
Total Amount	\$200,000	\$200,000	\$1,400,000	\$1,400,000	\$1,600,000	\$1,600,000	\$3,200,000

* In accordance with subparagraph (c)(6) of the applicable Standard Provision entitled "Cost Sharing (Matching) (November 1985)" in Attachment 3 to this Cooperative Agreement, ONLY CASH contributions shall be accepted as part of the Recipient's cost sharing (matching) when such contributions meet all the criteria set forth in subparagraphs (c)(1) through (c)(7). IN-KIND contributions shall NOT be accepted.

1D.3. Inclusion of any cost in the budget of this Cooperative Agreement does not obviate the requirement for prior approval by the Grant Officer of cost items designated as requiring prior approval by the applicable cost principles (see the Standard Provision of this Cooperative Agreement set forth in Attachment 3 entitled "Allowable Costs") and other terms and conditions of this Cooperative Agreement, unless specifically stated in Section 1I. below.

1E. REPORTING

1E.1. Financial Reporting

1E.1.(a) Financial reporting requirements shall be in accordance with the Standard Provision of this Cooperative Agreement entitled "Payment - Letter of Credit," as shown in Attachment 3.

1E.1.(b) All financial reports shall be submitted to A.I.D., Office of Financial Management, FM/CMPD/DCB, Room 700 SA-2, Washington, D.C. 20523-0209. In addition, three copies of all financial reports shall be submitted to the A.I.D. Project Office specified in the Cover Letter of this Cooperative Agreement, concurrently with submission of the Quarterly Technical Reports (See Section 1E.2. below).

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

1E.1.(d) The Recipient's financial reports shall include expenditures of A.I.D. Cooperative Agreement funds provided hereunder, as well as non-federal matching funds and any other contributions in accordance with Section 1J. below.

1E.2. Program Performance Planning and Reporting

1E.2.(a) Detailed Implementation Plan (DIP)

The Recipient shall prepare and submit to the A.I.D. Project Officer specified in the Cover Letter of this Cooperative Agreement an original and five (5) copies of a detailed implementation plan, with critical path indicators for each additional country program not included in the original Matching Grant Proposal dated May 1, 1991 (as described in Appendix 9A of A.I.D. Handbook 3), for the full term of this Cooperative Agreement. The DIPS must be reviewed and approved in writing by the FVA/PVC Project Officer before program implementation can continue.

1E.2.(b) N/A

1E.2.(c) Quarterly Reports (OMB Circular A-110, Attachment H)

The Recipient shall submit brief quarterly program performance reports, which coincide with the financial reporting periods described in Section 1E.1. above, to the A.I.D. Project Office specified in the Cover Letter of this Cooperative Agreement. In addition, two copies shall be submitted to A.I.D., PPC/CDIE/DI, Washington, DC 20523-1802. These reports shall be submitted within 30 days following the end of the reporting period, and shall briefly present the following information:

1E.2.(c)(1) A comparison of actual accomplishments with the goals established for the period, the findings of the investigator, or both. If the output of programs can be readily quantified, such quantitative data should be related to cost data for computation of unit costs.

1E.2.(c)(2) Reasons why established goals were not met, if applicable.

1E.2.(c)(3) Other pertinent information including the status of finances and expenditures and, when appropriate, analysis and explanation of cost overruns or high unit costs.

The report should be as brief as possible unless events have occurred that have significant impact upon the program. If the program is progressing on schedule, the report may state that a detailed progress report will be included in the next required Annual Report.

1E.2.(d) Special Reports

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

1E.2.(d)(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 A.I.D. assistance needed to resolve the situation.

1E.2.(d)(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.

1E.2.(d)(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 Cooperative Agreement entitled "Revision of Grant Budget," the Recipient shall submit a request for budget revision to the Grant Officer and the A.I.D. Project Officer specified in the Cover Letter of this Cooperative Agreement.

1E.2.(e) Annual Activity Reports

Thirty (30) days after the annual anniversary date of the initial expenditure under this Cooperative Agreement, the Recipient shall submit to the A.I.D. Project Office specified in the cover letter of this Cooperative Agreement ten (10) copies of an annual technical progress report, plus one copy for the A.I.D. Mission in each target country in the program, which will be a description of the past year's activities, including technical, scientific, managerial, and fiscal information. In addition, two copies shall be submitted to A.I.D., PPC/CPIE/DI, Washington, DC 20523-1802.

The report shall include a country data sheet for each sub-project activity and shall be furnished in the standard format prescribed by FVA/PVC for its management information system (AID Form 1550-11). Other current A.I.D. grants, cooperative agreements and contracts to FSP, such as OPGs, shall be noted in the report with an explanation of any relationship of such agreements to this cooperative agreement supported program.

The report shall include, both for each field site or subcontractor/subrecipient individually and for project activities as a whole, a review of program and problems to date, and a discussion of technical and managerial issues significant to the success or failure of this Cooperative Agreement. The report will also address regulatory issues related to the project. Although principally a technical document, it nevertheless must include pertinent statistics or quantitative information regarding the project and its activities.

The Annual Activity Report shall also include an annual expenditure report corresponding to financial expenditure reports. These expenditure reports will cover A.I.D. and, if applicable, cost-sharing amounts by budget line item (see Section 1D.2. above) and by estimated distribution amongst project components, e.g., headquarters and each individual country approved for direct program support.

The PVO Annual Reporting Guidelines are provided as a format for this report for illustrative purposes. (See Attachment 6 to this Agreement.)

1E.2.(f) Final Report

Ninety (90) days prior to the estimated completion date of this Cooperative Agreement (see Section 1B. above), the Recipient shall submit the final report. The last Annual Activity Report shall be the Final Report for the purpose of detailed technical progress reporting. All work to be charged to this Agreement, including the preparation of the Final Report, must be completed prior to the expiration date of this Agreement. Note: in accordance with 1E.2.(c) above, the Recipient is also required to provide a brief Quarterly Report covering the final three months of the Agreement.

1E.2.(g) Evaluation Report

The AID/FVA/PVC Project Officer is to receive six (6) copies for FVA/PVC, plus one copy for each country evaluated, of the completed evaluation report required by Section 1F.6. In addition, two copies shall be submitted to A.I.D., PPC/CDIE/DI, Washington, DC 20523-1802.

1F. SUBSTANTIAL INVOLVEMENT UNDERSTANDINGS

It is understood and agreed that A.I.D. will be substantially involved during performance of this Cooperative Agreement as follows:

1F.1. Detailed Implementation Plan (DIP) - The A.I.D. Project Officer will be consulted during the development of the DIP(s) for each additional country program and have the right of final approval of all areas of the DIP where A.I.D. funds are included.

1F.2. DIP Revisions - The A.I.D. Project Officer will be consulted and have the right of approval for revisions of the DIP which involves the use of A.I.D. funds.

1F.3. Field Visits - Pursuant to the requirement in paragraph (a) in the standard provision of this Cooperative Agreement entitled "Air Travel and Transportation," the A.I.D. Project Officer must provide advance approval of all international travel. For the purposes of this Agreement the requirement for advance written approval in paragraph (a) is waived by FVA/PVC.

The requirements in paragraphs (b) through (f) of the standard provision are not waived and remain applicable to this Agreement.

1F.4. Field Activities - The following primary (core) countries are approved for direct in-country program support under the Cooperative Agreement: Papua New Guinea, Solomon Islands and Vanuatu. Other countries may be approved during the period of the Agreement. Such approval shall be communicated by A.I.D. in writing after consultation with the relevant A.I.D. Mission. The A.I.D. Project Officer will be involved in, and must approve, the selection of sites, methodologies and strategies to be used in field activities in core countries funded under this Cooperative Agreement.

1F.5. Subcontracts and Subagreements - If required by Paragraphs (b)(5) or (b)(6) of the Standard Provision entitled "Revision of Grant Budget," or the Standard Provision entitled "A.I.D. Eligibility Rules for Goods and Services," the Grant Officer must approve subcontracts (see the Standard Provision entitled "Procurement of Goods and Services") and subagreements (see the Standard Provision entitled "Subagreements").

1F.6. Evaluation - The scope of work for the independent mid-term and/or final evaluation 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. This approval must be communicated in writing. The Recipient is encouraged to provide at least one evaluator from its permanent staff for this evaluation(s). At least one evaluator must be an individual not currently employed by the Recipient. The AID/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.

1G. PROCUREMENT AND (SUB)CONTRACTING

1G.1. Applicability

This Section 1G. applies to the procurement of goods and services by the Recipient (i.e., contracts, purchase orders, consultant's services, etc.) with A.I.D. funds from a supplier of goods and services (see the Standard Provisions of this Cooperative Agreement entitled "Procurement of Goods and Services" and "AID Eligibility Rules for Goods and Services"), and not to assistance provided by the Recipient (i.e., a [sub]grant or subagreement) to a subrecipient (see the Standard Provision of this Cooperative Agreement entitled "Subagreements").

There are no source/origin, nationality or commodity restrictions on goods and services procured with the Recipient's own private cost share/matching funds, except that only allowable NON-Federal CASH contributions shall be used to cost share/match in accordance with the Standard Provision of this Cooperative Agreement entitled "Cost Sharing (Matching)."

The Recipient shall use its own private cost share/matching funds for:

- (a) All motor vehicles. (See 1I.5.(b))
- (b) All non-U.S. procurements of commodities or services which would require a source/origin or nationality waiver from FVA.

This alleviates the requirement for source/origin and nationality waivers and also places the title to motor vehicles completely in the Recipient's name. FVA has a long standing policy of not approving waivers.

16.2. Requirements

The Provision "Procurement of Goods and Services" contains detailed requirements for competition, documentation of the award process and mandatory contract provisions.

In addition to other applicable provisions of this Cooperative Agreement, the Recipient shall comply with paragraph (b)(1) of the Standard Provision of this Cooperative Agreement entitled "AID Eligibility Rules for Goods and Services," concerning total procurement value of less than \$250,000 under this Cooperative Agreement.

The order of preference set forth in paragraph (b)(1)(1) is:

- (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).

If, under the order of preference set forth in paragraph (b)(1)(1) of said Standard Provision, the Recipient procures goods or services from cooperating country sources, the Standard Provision of this Cooperative Agreement entitled "Local Cost Financing" shall also apply.

Paragraph (b)(1)(11) of the Standard Provision sets forth the specific restrictions and documentation requirements that apply when the Recipient procures goods and services from other than U.S. sources, under the order of preference in paragraph (b)(1)(i).

However, paragraph (b)(1) of the Standard Provision entitled "AID Eligibility Rules for Goods and Services" does not apply to: the restricted goods listed in paragraph (a)(3) of said Standard Provision and paragraph (e) of the Standard Provision entitled "Local Cost Financing," which must be specifically approved by the Grant Officer in all cases, except to the extent that such approval may be provided in Section 11. below; or to paragraph (d) of said Standard Provision pertaining to air and ocean transportation, to which the Standard Provisions entitled "Air Travel and Transportation" and "Ocean Shipment of Goods" apply, respectively.

Paragraph (b)(2) of the Standard Provision entitled "AID Eligibility Rules for Goods and Services" does not apply.

16.2.(a) Local Cost Financing

The Standard Provision of this Cooperative Agreement entitled "Local Cost Financing" will apply, if, under the order of preference set forth in paragraph (b)(1)(i) of said Standard Provision, the Recipient procures goods or services from cooperating country sources. Pursuant to said Standard Provision, indigenous goods and imported shelf items provided by local suppliers, and services provided by suppliers who are of cooperating country nationality and located in the cooperating country, are eligible for local cost financing in quantities up to the total estimated cost of this Cooperative Agreement, subject to the restrictions stated in said Standard Provision, and Chapter 18 of Supplement B to A.I.D. Handbook 1, which, as may from time to time be amended, is incorporated herein as a part of this Cooperative Agreement by reference.

16.2.(b) Ineligible Goods and Services/Restricted Goods

The ineligible goods and services listed in paragraph (a)(1) of the Standard Provision of this Cooperative Agreement entitled "AID Eligibility Rules for Goods and Services," and in paragraph (c) of the Standard Provision of this Cooperative Agreement entitled "Local Cost Financing", shall not be procured under this Agreement with Federal funds.

In order to be eligible for procurement under this Agreement with Federal funds the restricted goods listed in paragraph (a)(3) of the Standard Provision of this Cooperative Agreement entitled "AID Eligibility Rules for Goods and Services," and in paragraph (e) of the Standard Provision of this Cooperative Agreement entitled "Local Cost Financing", must be specifically approved by the Grant Officer, except to the extent that such approval may be provided in Section 11. below.

16.2.(c) Nationality of Supplier

16.2.(c)(1) Suppliers of services include consultants providing technical services.

16.2.(c)(2) Except as specified in Section 16.2.(c)(3) and (4) below, suppliers shall have their nationality in a country authorized by the applicable order of preference set forth in paragraph (b)(1)(1) of the Standard Provision entitled "AID Eligibility Rules for Goods and Services", except as the Grant Officer may otherwise agree in writing.

16.2.(c)(3) In accordance with paragraph (a)(2) of the Standard Provision of this Cooperative Agreement entitled "AID Eligibility Rules for Goods and Services," and paragraph (d) of the Standard Provision of this Cooperative Agreement entitled "Local Cost Financing", goods or services shall not be procured under this Agreement with Federal funds from ineligible suppliers, i.e. firms or individuals whose name appears on the A.I.D. Consolidated List of Debarred, Suspended, and Ineligible Awardees under A.I.D. Regulation 8, entitled "Debarment, Suspension and Ineligibility" (22 CFR 208).

1G.2.(c)(4) Government Owned Organizations

Notwithstanding the foregoing, a Government Owned Organization, i.e., a firm operated as a commercial company or other organizations (including nonprofit organizations other than public educational institutions) which are wholly or partially owned by governments or agencies thereof, are not eligible as suppliers of goods and commodities, commodity-related services, or services (other than commodity-related services), except as the Grant Officer may otherwise agree in writing.

1G.2.(d) Definitions

1G.2.(d)(1) Source, Origin, Componentry, and Nationality of Supplier

Source, origin, componentry requirements, and supplier nationality are defined in Chapter 5 of A.I.D. Handbook 1, Supplement B, which, as may be amended from time to time, is incorporated herein as a part of this Cooperative Agreement by reference (see also Attachment 5 of this Cooperative Agreement which reflects the substance of Chapter 5 of A.I.D. Handbook 1, Supplement B as of the effective date of this Cooperative Agreement).

1G.2.(d)(2) A.I.D. Geographic Codes

A.I.D. Geographic Codes are defined in Appendix D of A.I.D. Handbook 18, which, as may be amended from time to time, is incorporated herein as a part of this Cooperative Agreement by reference (see also Attachment 5 of this Cooperative Agreement which reflects the substance of Appendix D of A.I.D. Handbook 18 as of the effective date of this Cooperative Agreement).

1G.3. Approvals

Inclusion of costs in the budget of this Cooperative Agreement for the purchase of nonexpendable equipment obviates neither the requirement of Section J.13. of OMB Circular A-21 (for educational institutions) or Section 13 of Attachment B of OMB Circular A-122 (for nonprofit organizations other than educational institutions) for prior approval of such purchases by the Grant Officer, nor any other terms and conditions of this Cooperative Agreement, unless specifically stated in Section 1I. below.

1G.4. Title to Property

Title to property acquired hereunder shall vest in the Recipient, subject to the requirements of the Standard Provision of this Cooperative Agreement entitled "Title To and Use of Property (Grantee Title)" regarding use, accountability, and disposition of such property, except to the extent that disposition of property may be specified in Section 1I. below.

1H. INDIRECT COST RATES

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

<u>Type</u>	<u>Rate</u>	<u>Period</u>	<u>Base</u>
Overhead (Provisional)	23.97%	Effective Date Until Amended	<u>1/</u>

1/ Base of Application: Modified total cost excluding salaries in kind, grants and awards and equipment (A.I.D. only).

1I. SPECIAL PROVISIONS

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

1I.1.(a) Employee Salaries

Except as the Grant Officer may otherwise agree in writing, A.I.D. shall not be liable for reimbursing the Recipient for any costs allocable to the salary portion of direct compensation paid by the Recipient to its employees for personal services which exceed the highest salary level for a Foreign Service Officer, Class 1 (FS-1), as periodically amended. As of the date of this Agreement, the FS-1 ceiling is \$80,138 per year.

1I.1.(b) Consultant Fees

Compensation for consultants retained by the Recipient hereunder shall not exceed, without specific approval of the rate by the Grant Officer: either the highest rate of annual compensation received by the consultant during any full year of the immediately preceding three years; or the maximum rate of a Foreign Service Officer, Class 1 (FS-1) (as periodically amended), whichever is less. A daily rate is derived by dividing the annual compensation by 2,087/hrs and multiplying the result by 8 (= 260.875 days). As of the date of this Agreement, the maximum daily rate is \$307.19 per day.

1I.2. N/A

11.3. Publications

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

11.3.(b) In the case of publication of any of the reports described in Section 1E.2. of this Cooperative Agreement, A.I.D. reserves the right to disclaim endorsement of the opinions expressed. For other publications, A.I.D. reserves the right to dissociate itself from sponsorship or publication. In both cases, the Recipient will consult with the A.I.D. Project Officer as to the nature and extent of any A.I.D. disclaimer of endorsement or dissociation from sponsorship or publication.

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

"This publication was made possible through support provided by the Office of Private and Voluntary Cooperation, Bureau for Food for Peace and Voluntary Assistance, U.S. Agency for International Development, under Cooperative Agreement No. PDC-0158-A-00-1103-00."

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

11.4. Equipment Purchases

11.4.(a) Requirement for Prior Approval

Pursuant to Sections 1D.3. and 1G.3. above and the Standard Provisions of this Cooperative Agreement entitled "Allowable Costs" and "Revision of Grant Budget," and by extension, Section 13 of Attachment B of OMB Circular A-122, the Recipient must obtain A.I.D. Grant Officer approval for purchases of the following:

1I.4.(a)(1) General Purpose Equipment, which is defined as an article of nonexpendable tangible personal property which is usable for other than research, medical, scientific or technical activities, whether or not special modifications are needed to make them suitable for a particular purpose (e.g., office equipment and furnishings, air conditioning equipment, reproduction and printing equipment, motor vehicles, and automatic data processing equipment), having a useful life of more than two years and an acquisition cost of \$500 or more per unit); and

1I.4.(a)(2) Special Purpose Equipment, which is defined as an article of nonexpendable tangible personal property, which is used only for research, medical, scientific, or technical activities (e.g., microscopes, x-ray machines, surgical instruments, and spectrometers), and which has a useful life of more than two years and an acquisition cost of \$1,000 or more per unit).

1I.4.(b) Approvals

In furtherance of the foregoing, the Grant Officer does hereby provide approval for the following purchases, which shall not be construed as authorization to exceed the total estimated amount or the obligated amount of this Cooperative Agreement, whichever is less (see Section 1C. above):

N/A

1I.4.(c) Exception for Automation Equipment

Any approval for the purchase of automation equipment which may be provided in Section 1I.4.(b) above or subsequently provided by the Grant Officer is not valid if the total cost of purchases of automation equipment (e.g., computers, word processors, etc.), software, or related services made hereunder will exceed \$100,000. The Recipient must, under such circumstances, obtain the approval of the Grant Officer for the total planned system of any automation equipment, software, or related services.

1I.4.(d) Compliance with A.I.D. Eligibility Rules

Any approvals provided in Section 1I.4.(b) above or subsequently provided by the Grant Officer shall not serve to waive the A.I.D. eligibility rules described in Section 1G. of this Cooperative Agreement, unless specifically stated.

11.5. Restricted Goods

Pursuant to Section 16. above, paragraph (a)(3) of the Standard Provisions of this Cooperative Agreement entitled "AID Eligibility Rules for Goods and Services," the Grant Officer's approval is required for purchase of the restricted goods described therein. In furtherance thereof, the Grant Officer does hereby provide such approval to the extent set forth below. The Grant Officer's approval is required for purchases of such restricted goods if all of the conditions set forth below are not met by the Recipient. Any approval provided below or subsequently provided by the Grant Officer shall not serve to waive any terms and conditions of this Cooperative Agreement unless specifically stated.

11.5.(a) Agricultural Commodities

Agricultural commodities may be purchased provided that they are of U.S. source (generally, the country from which the commodities are shipped) and origin (generally, the country in which the commodities are mined, grown, or produced) and purchased from a U.S. supplier, except that wheat, rice, corn, soybeans, sorghums, flour, meal, beans, peas, tobacco, hides and skins, cotton, vegetable oils, and animal fats and oils cannot be purchased under any circumstances without the prior written approval of the Grant Officer.

11.5.(b) Motor Vehicles

Motor vehicles, if approved for purchase under Section 11.4.(b) above or subsequently approved by the Grant Officer, must be of U.S. manufacture and must be of at least 51% U.S. componentry. The origin of the motor vehicles, and the nationality of the supplier of the vehicles, must be in accordance with Section 16.2. above. Motor vehicles are defined as self-propelled vehicles with passenger carriage capacity, such as highway trucks, passenger cars and busses, motorcycles, scooters, motorized bicycles, and utility vehicles. Excluded from this definition are industrial vehicles for materials handling and earthmoving, such as lift trucks, tractors, graders, scrapers, and off-the-highway trucks.

The Recipient shall use its own private cost share/matching funds for the procurement of any motor vehicles.

1I.5.(c) Pharmaceuticals

Pharmaceuticals may be purchased provided that all of the following conditions are met: (1) the pharmaceuticals must be safe and efficacious; (2) the pharmaceuticals must be of U.S. source and origin (see Section 1G. above); (3) the pharmaceuticals must be of at least 51% U.S. componentry (see Section 1G. above); (4) the pharmaceuticals must be purchased from a supplier whose nationality is in the U.S. (see Section 1G. above); (5) the pharmaceuticals must be in compliance with U.S. Food and Drug Administration (FDA) (or other controlling U.S. authority) regulations governing United States interstate shipment of pharmaceuticals; (6) the manufacturer of the pharmaceuticals must not infringe on U.S. patents; and (7) the pharmaceuticals must be competitively procured in accordance with the procurement policies and procedures of the Recipient and the Standard Provision of this Cooperative Agreement entitled "Procurement of Goods and Services."

1I.5.(d) Pesticides

Pesticides may only be purchased if the purchase and/or use of such pesticides is for research or limited field evaluation by or under the supervision of project personnel. Pesticides are defined as substances or mixtures of substances: intended for preventing destroying, repelling, or mitigating any unwanted insects, rodents, nematodes, fungi, weeds, and other forms of plant or animal life or viruses, bacteria, or other micro-organisms (except viruses, bacteria, or other micro-organisms on or living in man or other living animals); or intended for use as a plant regulator, defoliant, or dessicant.

1I.5.(e) Rubber Compounding Chemicals and Plasticizers

Rubber compounding chemicals and plasticizers may only be purchased with the prior written approval of the Grant Officer.

1I.5.(f) Used Equipment

Used equipment may only be purchased with the prior written approval of the Grant Officer.

1I.5.(g) Fertilizer

Fertilizer may be purchased if it is either purchased in the U.S. and used in the U.S., or if it is purchased in the cooperating country with local currency for use in the cooperating country. Any fertilizer purchases which do not comply with these limitations must be approved in advance by the Grant Officer.

11.6. Limitation on Use of Funds

11.6.(a) The Recipient shall not utilize funds provided by A.I.D. for any testing or breeding feasibility study, variety improvement or introduction, consultancy, publication, conference or training in connection with the growth or production in countries other than the United States of an agricultural commodity for export which would compete with a similar commodity grown or produced in the United States.

11.6.(b) The reports described in Section 1E.2. shall contain a statement indicating the projects or activities to which United States funds have been attributed, together with a brief description of the activities adequate to show that United States funds have not been used for the purpose in Section 11.6.(a) above.

11.6.(c) The Recipient agrees to refund to A.I.D. upon request an amount equal to any United States funds used for the purposes prohibited by Section 11.6.(a) above.

11.6.(d) No funds provided by A.I.D. under this Cooperative Agreement shall be used to provide assistance, either directly or indirectly, to any country ineligible to receive assistance pursuant to the Foreign Assistance Act as amended, related appropriations acts, or other statutes and Executive Orders of the United States (also see the Standard Provision of this Cooperative Agreement entitled "Ineligible Countries").

11.7. Defense Base Act (DBA) and/or Medical Evacuation Insurance

Pursuant to Section J.16. of OMB Circular A-21 (for educational institutions) or Section 18 of Attachment B of OMB Circular A-122 (for nonprofit organizations other than educational institutions), the Recipient is authorized to purchase DBA and/or medical evacuation insurance under this Cooperative Agreement. If DBA insurance is purchased, it shall be purchased from the insurance company or agent with which A.I.D. has a contract to provide DBA insurance for A.I.D. contracts, (if authorized by the terms of the insurance contract). The Grant Officer will provide the name, address, and telephone number of such insurance company or agent upon request.

1J. COST SHARING AND OTHER CONTRIBUTIONS

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

1J.2. The Standard Provision of this Cooperative Agreement entitled "Cost Sharing (Matching)" makes reference to project costs. "Project Costs" are defined in Attachment E of OMB Circular A-110 as all allowable costs (as set forth in the applicable cost principles [see the Standard Provision of this Cooperative Agreement entitled "Allowable Costs"]) incurred by a Recipient or subrecipient and the value of in-kind contributions made by the Recipient, subrecipient or non-Federal third parties in accomplishing the objectives of this Cooperative Agreement during the program period. Program income is an allowable cost only if it meets the standards set forth in OMB Circular A-110, Attachment D, and is earned on allowable non-Federal contributions.

1J.3. The restrictions on the use of A.I.D. funds provided hereunder, as set forth in this Cooperative Agreement, do not apply to cost-sharing (matching) or other contributions unless such restrictions are stated in the applicable Federal cost principles (OMB Circular A-21 for Educational Institutions and OMB Circular A-122 for all other non-profits) and/or imposed by the source of such cost-sharing (matching) funds or other contributions.

1J.4. In accordance with subparagraph (c)(6) of the applicable Standard Provision entitled "Cost Sharing (Matching) (November 1985)" in Attachment 3 to this Cooperative Agreement, ONLY CASH contributions shall be accepted as part of the Recipient's cost sharing (matching) when such contributions meet all the criteria set forth in subparagraphs (c)(1) through (c)(7). IN-KIND contributions shall NOT be accepted.

1K. CLOSEOUT PROCEDURES (OMB Circular A-110, Attachment K)

This clause prescribes uniform closeout procedures for A.I.D. grants and cooperative agreements with recipients.

1K.1. The following definitions shall apply for the purpose of this clause.

a. Closeout. The closeout of a grant or cooperative agreement is the process by which A.I.D. determines that all applicable administrative actions and all required work of the grant or cooperative agreement have been completed by the Recipient and A.I.D.

b. Date of completion. The date of completion is the date on which all work under grants and cooperative agreements is completed or the date on the award document, or any supplement or amendment thereto, on which A.I.D. sponsorship ends.

c. Disallowed Costs. Disallowed costs are those charges to a grant or cooperative agreement that A.I.D. or its representative determines to be unallowable, in accordance with the applicable Federal cost principles.

1K.2. A.I.D. closeout procedures include the following requirements:

a. Upon request, A.I.D. shall make prompt payments to a recipient for allowable reimbursable costs under the grant or cooperative agreement being closed out.

b. The recipient shall immediately refund any balance of unobligated (unencumbered) cash that A.I.D. has advanced or paid and that is not authorized to be retained by the recipient for use in other grants or cooperative agreements.

c. A.I.D. shall obtain from the recipient within 90 calendar days after the date of completion of the grant or cooperative agreement all financial, performance, and other reports required as the condition of the grant or cooperative agreement. A.I.D. may grant extensions when requested by the recipient.

d. When authorized by the grant or cooperative agreement, A.I.D. shall make a settlement for any upward or downward adjustments to A.I.D.'s share of costs after these reports are received.

e. The recipient shall account for any property acquired with A.I.D. funds, or received from the Government in accordance with the provisions of OMB Circular A-110, Attachment N, entitled "Property Management Standards."

f. In the event a final audit has not been performed prior to the closeout of the grant or cooperative agreement, A.I.D. shall retain the right to recover an appropriate amount after fully considering the recommendations on questioned costs resulting from the final audit.

1L. RESOLUTION OF CONFLICTS

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

- Attachment 1 - Schedule
- Attachment 3 - Standard Provisions
- Attachment 4 - Special Provision entitled "Restrictions on Lobbying"
- Attachment 5 - A.I.D. Eligibility Rules/A.I.D. Geographic Codes
- Attachment 2 - Program Description

1M. STANDARD PROVISIONS

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

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

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

1M.2. Additional Standard Provisions For U.S., Nongovernmental Grantees

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

ATTACHMENT 2

PROGRAM DESCRIPTION

Introduction:

The Recipient's proposal entitled "FSP/NGO Consortium Building Project for Sustainable Forestry Development", dated September 14, 1990, and as amended May 6, 1991, is incorporated by reference in its entirety and is made a part of this Cooperative Agreement. In the event of an inconsistency, the Program Description set forth below shall take precedence over FSP's proposal.

I. Program Goal:

The goal of the proposed grant is: to strengthen the institutional capacity of local NGOs in Papua New Guinea, Solomon Islands, and Vanuatu, to train small sawmill owners as effective agents for local and national environmental protection policies that affect tropical rain forests there.

II. Program Purpose:

The purpose of the proposed grant is: to conserve, and sustain the tropical rainforests as renewable resources that are profitable to the economies of Papua New Guinea, Solomon Islands, and Vanuatu.

III. Principal Activities:

To accomplish the goal and purpose, FSP plans to: use an existing model of NGO involvement in profitable environmental protection in Papua New Guinea and develop it first; after a 2-year development period, FSP will apply lessons learned to Solomon Islands and Vanuatu. The NGO training, under FSP guidance, will involve comprehensive environmental education, manufacture and servicing of portable sawmills, marketing, management skills for the NGO and the sawmill owners, monitoring and evaluation, among others.

Revised: March 29, 1988

Matching Grant Program

PVO ANNUAL REPORTING GUIDELINES

Specific guidelines are to be followed when submitting annual reports for grants funded by FVA/PVC. Annual report information should be written and organized in accordance with this guidance and outlined format. A Summary and a Table of Contents should introduce the annual report. Reports should cover each section and sub-section of the outline. If any portion of the outline is inapplicable, an explanation should be included. Pages should be numbered. It is understood that the suggested page number guidance will vary depending on the number of countries, etc. A completed Form 1550-11 should be submitted for each sub-project of a grant (Sample is Annex C).

Reports submitted in the first, mid-course, and final years of grants should differ in the attention devoted to the different report outline sections. First-year reports are to focus special attention on Sections II and III: are all preconditions met? are all inputs in place? are inputs functioning as planned? etc. The first year report is also to include the more finalized project implementation, monitoring and evaluation plans including detailed baseline data, critical indicators, and targets. Mid-course reports are to focus special attention on Sections IV and V: the status of outputs, critical indicators, and benchmark findings. In final year reports, greater reflection and breadth is expected in Sections I, II, III, VII and VIII: identifying lessons learned, program areas needing strengthening, targets reached, and impact measurements.

Annual reports are due to the PVO's FVA/PVC Project Officer thirty days before the anniversary date of the grant each year. Please submit 10 copies plus one for the A.I.D. mission in each primary target country in the grant. The report period to be covered is the full year. What is expected to be accomplished in the remaining month should be included.

OUTLINE FOR PVO ANNUAL REPORTS

Summary of Program, Administrative, and Financial Status
(1 page)

Table of ContentsI. Background to Grant and Project Context (2-3 pages)

1. Describe the PVO's organizational purpose, approach, and special capability. What were the socio-economic-

political conditions and circumstances which gave rise to the project and each country program? What was the essence of the problem? What were the express needs of beneficiaries, participants, the PVO, etc. What gender concerns need attention?

2. What local or other resources were available to meet the above needs? Why was external funding necessary?

II. Project Methodology (2-3 pages)

1. Summarize the grant project goal, purpose, objectives, approach, methodology, and strategy? What are the key inputs for achieving this strategy? Who are the target groups? What are the expected outputs and products? How does strategy involve women as both participants and beneficiaries?

2. For the project generally, provide a comparison of actual accomplishments with those originally proposed for the period of the report. Include gender accomplishments. State the reasons for any variance.

III. Monitoring and Evaluation (1-2 pages)

1. Describe and discuss PVO refinements, changes, and additions to the following monitoring and evaluation information from that originally presented in the PVOs proposal:

- a. baseline data
- b. targets
- c. critical indicators of effectiveness
- d. benchmarks of project progress
- e. monitoring plan
- f. evaluation plan

2. Describe the status of midterm assessment and final evaluation. Specifically address gender concern status and results.

IV. Review and Analysis of Project Results by Country
(5-10 pages)

1. Describe for each country for the report period:
 - a. the specific outputs achieved in each country
 - b. effect on target groups disaggregated by gender.
 - c. problems encountered and how they have been addressed
 - d. impact on local institutions, local policy, and people (disaggregate by gender) outside the project
 - e. unintended effects.
2. For each country, provide a comparison of actual accomplishments with those originally proposed for the period of the report. State the reasons for any variance. Discuss any anticipated problems in meeting the final project objectives and PVO's plans to deal with these.

V. Management: Review and Analysis of Headquarters/Support Functions
(2-5 pages)

1. Describe for the reporting period:
 - a. project planning and management activities
 - b. staff resources (management and technical)
 - c. training (disaggregated by staff and beneficiary and gender)
 - d. logistical support
 - e. technical assistance
 - f. project fund-raising and marketing
 - g. role of the Board of Directors
 - h. development education
2. For each of the above, provide a comparison of actual accomplishments with those originally proposed for the period of the report. State reasons for any variance. Discuss problems encountered and how they have been addressed. Discuss any anticipated problems in meeting final project objectives and PVO's plans to deal with these.

VI. Financial Report (2-4 pages)

1. Provide completed, updated, Project Financial Overview and PVO Organizational Financial Overview (format charts attached as Annex A and B).

2. Compare the proposed budget with actual expenditures, both A. I. D. and PVO, for all project years to date, and, provide update estimates for remaining project years. Discuss any actual and/or anticipated variance from the proposed budget line items.

3. Discuss the status, usual timing and rate of letter-of-credit drawdowns. Provide analysis and explanation of any actual and/or anticipated changes in the rate of drawdown as well as cost overruns or unusually high expenses.

4. Provide a brief discussion of fund-raising plans and activities: main sources, status, and actual or anticipated problems, if any.

5. Provide a discussion of PVO cost-share: status; any actual or anticipated problems in meeting agreed cost-share, annual and total. Include corrective measures planned or taken.

VII. Lessons Learned and Long-Term Project Implications
(4-10 pages)

1. Estimates of project costs and benefits
2. Institution building assessment
3. Estimate of sustainability
4. Benefit distribution (disaggregate by gender)
5. Local participation (disaggregate by gender)
6. Leadership development (disaggregate by gender)
7. Innovation and technology transfer
8. Policy implications
9. Collaboration/networking with other agencies
10. Replication potential of project approach and activities.

VIII. Recommendations (2 pages)

1. To project leadership and PVO
2. To country and local leaders
3. To donors or other organizations seeking similar impacts

IX. Attachments to Annual Reports

1. Country data sheets (see attached Form 1550-11)
2. Original logical framework (or other project design summary), and any modifications
3. Any detailed addenda amplifying textual material
4. Tables, lists, samples of publications, etc.

FINANCIAL PROFILE OF THE PROJECT

A. BUDGETED VERSUS ACTUAL EXPENDITURES

<u>Project Elements</u>	<u>A. I. D.</u>		<u>PVO</u>	
	<u>Budget</u>	<u>Expend.</u>	<u>Budget</u>	<u>Expend.</u>
List here the same line items that are in the summary budget of your final project proposal.	\$ XXX	\$ XXX	\$ XXX	\$ XXX
	\$ XXX	\$ XXX	\$ XXX	\$ XXX
	\$ XXX	\$ XXX	\$ XXX	\$ XXX
TOTAL PROJECT	\$ XXX	\$ XXX	\$ XXX	\$ XXX

B. SOURCES OF PROJECT FUNDS FOR THE PVO* (Same Year as above)

A.I.D. Matching Grant	\$ XXXXX
Private	
Cash	XXXXX
In-kind	XXXXX
Host and Other Governments	
Cash	XXXXX
In-kind	XXXXX
Other A.I.D. Grants/Contracts**	XXXXX
Other U. S. Government** (e. g., Peace Corps)	XXXXX
Other** (specify, e.g., PACT, CODEL, IDB, etc.)	XXXXX
TOTAL	\$ XXXXXX

*Prepare this chart for each year of the grant as well as a summary table for the life of the grant.

**Provide separate list by country giving grant/contract number, amount, years of funding.

FINANCIAL PROFILE OF THE PVU

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3*</u>
A. <u>Program Expenditures:</u>			
<u>Small Project Grants</u>	\$ XXX	\$ XXX	\$ XXX
Training	XXX	XXX	XXX
Sectoral Strategy Dev.	XXX	XXX	XXX
Disaster Relief	XXX	XXX	XXX
Evaluation	XXX	XXX	XXX
Program Management	XXX	XXX	XXX
Indirect Costs	. XXX	XXX	XXX
 TOTAL WORLDWIDE PROGRAM	 \$ XXXX	 XXXX	 XXXX
 B. <u>Sources of Funds:</u>			
<u>A.I.D. Matching Grant</u>	\$ XXX	\$ XXX	\$ XXX
Private			
Cash	XXX	XXX	XXX
In-kind	XXX	XXX	XXX
Host/Other Governments			
Cash	XXX	XXX	XXX
In-kind	XXX	XXX	XXX
Other A.I.D. Grants or Contracts	XXX	XXX	XXX
Other U. S. Government (e. g., Peace Corps)	XXX	XXX	XXX
Other (specify) (PACT, CODEL, IDB, etc.)	XXX	XXX	XXX
 TOTAL	 \$ XXXX	 \$ XXXX	 \$ XXXX

*continue for each year of the grant

Wang #1464P

**PVO PROJECT REPORTING INFORMATION
ON AID SUPPORTED PVO PROJECTS**

OMB No 0412-0630
Expiration Date: 03/31/89

FOR OFFICIAL USE ONLY

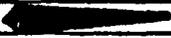
PVO Type		Project Number	
Appropriation		Level	
Country Code		Fund Type	Technical Code
Project Officer		Key 1	Key 2

PROJECT INFORMATION (PRIMARY)

Name of Organization		Grant/Contract Number	
Start Date (MM/DD/YY)	End Date (MM/DD/YY)	AID Project Officer's Name	

AID OBLIGATION BY AID-FY (\$000)

FY	AMOUNT	FY	AMOUNT

LOP 

Activity Description

Status

COUNTRY INFORMATION (SECONDARY)

Country	Location in Country (Region, District, Village)
PVO Representative's Name	Local Counterpart/Host Country Agency

COUNTRY FUNDING INFORMATION (\$000)

YEAR				
AID \$				
PVO \$				
IN KIND				
LOCAL				

INSTRUCTIONS

1. For Official Use Only – To be completed by AID official ONLY.
2. Project Information (Primary) – Self-explanatory. Complete all boxes.
3. AID Obligation By A.D-FY (\$000) – To be completed by AID official ONLY.
4. Activity Description – Provide narrative (*i.e., sectoral emphasis, description of beneficiaries, program description*). Limit to space provided.
5. Status – Provide narrative (*i.e., accomplishments to date, verifiable impact, completed or scheduled evaluations and date of writing*). Limit to space provided.
6. Country Information (Secondary) – Self-explanatory Complete all boxes
7. Country Funding Information (\$000) – Include data for all fiscal years of the grant (*identify in thousands of dollars*). Dollar figures (\$000) for all completed years of the grant should indicate expenditures. Dollar figures (\$000) for all current and future years should indicate projections

OMB STATEMENT

The data contained in this form is being requested as an input for the Agency for International Development's (A.I.D) Private and Voluntary (PVO) Information System. The purpose of this system is to:

- Broker information between PVOs and A.I.D through an active two-way information flow,
- Create an institutional memory which can provide information on such questions as PVO activities and A.I.D. funding levels - which PVOs are doing what and where, with what amount of A.I.D. funding;
- Improve accuracy, responsiveness, and turnaround time to inquiries about PVOs and A.I.D. - funded PVO activities; and,
- Disseminate information about A.I.D.'s PVO programs to meet Agency information and reporting requirements to the Congress and the public on PVO activities, A.I.D. funding levels and PVO capabilities.

Completion of this form is a mandatory requirement under the Conditions of Registration as outlined in Part 201, Chapter II, Title 22, Code of Federal Regulations, as amended as of November 30, 1982.

AID 1350 1 (3 87) *PIO/T	AGENCY FOR INTERNATIONAL DEVELOPMENT PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	1 Cooperating Country Centrally Funded	Page 1 of _____ Pages
		2 PIO/T No 1381018	3 <input checked="" type="checkbox"/> Original or Amendment No _____
		4 Project/Activity No and Title 938-0158 FSP/NGO Consortium Building Project for Sustainable Forestry Development	

DISTRIBUTION OFFICE OF FINANCIAL MANAGEMENT FUNDS RESERVED BY: Initials <i>R. Adams</i> Date Posted <i>5/15/91</i> PFM, FM/A/PNP	5 Appropriation Symbol 72-1111021.3	6 Budget Plan Code 143-38-099-00-76-11 EDNA-91 13810 KG11
	7 Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document	8 Project Assistance Completion Date (Mo, Day, Yr) 7/31/96
	9 Authorized Agent	10 This PIO/T is in full conformance with PRO/AG No _____ Date _____
	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)

12 Estimated Financing (A detailed 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
			\$200,000		\$200,000
	B U S -Owned Local Currency				

13 Mission References

14A Instructions to Authorized Agent
 MS/OP/W/R is requested to execute a matching grant, 5-year assistance agreement with the Foundation for the Peoples of the South Pacific (FSP), effective from August 1, 1991 through July 31, 1996. Initial funding of \$200,000 is provided for expenditures during the first 12 months. Depending on availability of funds, and progress in the program satisfactory to A.I.D., additional increments of funding will be provided, up to a total of \$1.6 million.

Attachment will include additional instructions.

14B Address of Voucher Paying Office
 FM/PAFD, A.I.D., 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 or program description are technically adequate	202	Phone No 663-2630 Date 4/26/91	B The statement of work or program description lies within the purview of the initiating office and approved agency programs
FVA/PVC/IPS, MIMcIntyre <i>mlm</i>			FVA/PVC/IPS, LWatlington <i>JW</i> 5/15/91
C FVA/PVC/PDD, SJones <i>SJ</i>		Date 5/9/91	D Funds for the services requested are available
E FVA/PPM, EJefferson <i>ej</i>		Date 5-17-91	M/FM/PAFD
16 For the Cooperating Country The terms and conditions set forth herein are hereby agreed to		17 For the Agency for International Development	
Signature _____ Date _____		Signature <i>[Signature]</i> Date 5-17-91	
Title _____		Title Carlos Quiros, Director FVA/PPM	

*See HB 3, 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