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**FINAL REPORT**

on

**PROJECT IDENTIFICATION DEVELOPMENT  
AND ASSESSMENT TECHNICAL SERVICES**

**SUBMITTED TO**

**Agency for International Development  
Washington, D.C. 20520**

**May 1978**

**Contract No. AID/afr-c-1199  
Work Order No. Nine**

**The BLK Group, Inc., 1730 M Street, N.W., Washington, D.C. 20036**

## INTRODUCTION

This report covers activities completed by Tsin Fang Lin during the period August 16, 1977 through April 30, 1978 on Contract No. AID/afr-c-1199, Work Order No. 9.

In early 1972, a computerized Planning, Budgeting, Accounting and Reporting (PBAR) System was developed to meet AID's newly-stated directive - Refocus U.S. Foreign Assistance on Areas of Basic Human Needs. The Country Program Data Bank (CPDB) is a part of the PBAR. Its purpose is to collect qualitative and quantitative information concerning project/program assistance which would be used in formulating, budgeting and planning projects.

A major activity during this period was the provision of assistance to staff in program design and analysis in the subsectors of Agriculture/Rural Development, Education, and Human Resources. The source documents for this activity were Agency budgeting and planning documents.

Most of this time was devoted to analytical work, including the verification of reports with pre-established formats, editing and updating project input data, controlling document flow and, in many instances, recommending policies with respect to the initial operating phase of CPDB.

As this work progressed according to schedule, more effort was devoted to program design, including designing program tables which would reduce the time required for preparation of tables to be included in the congressional presentation. This would assist the Agency's geographic bureaus in understanding and becoming aware of the CPDB system and its usefulness for program management and design.

#### Activities

##### Updating AID's Program Data Input.

The FY 79 Annual Budget Submission (ABS) was received and a pre-computer edit for Table III (ABS/CP Summary) was made to ensure:

- a. accuracy and correctness in coding for continuing and new projects proposed for funding in FY 79;
- b. consistency between Table III and Table V (Proposed funding of projects in FY 79 by priority rank) and;
- c. Completeness of data information.

Copies of Table III were prepared for those projects in which budget table formats are not unique.

Changes to TAB (Bureau for Technical Services) FY 78 ABS/CP were made to update the FY 77 figure to the final planned amounts (obligations) in accordance with TA/PPU Memorandum dated 11/10/77.

Changes were made to FY 78 CP upon receipt of CP Notifications

## II. Verification of Computerized ABS/CP.

A total of 1479 projects involving 63 countries and several bureaus was included in the FY 79 ABS file. Total by country and by appropriation were checked against the Table III of the individual country.

Total dollar amounts budgeted for OY (Operation Year) and BY (Budget Year) also were checked. Total number of projects in the AY (Actual Year) was verified against the FM (Financial Management) Report to the extent possible. Theoretically all projects that had funds obligated in the AY should be included in the ABS. The dollar amount for AY cannot be verified until the final obligation is known. At the Congressional Presentation stage, the AY figure should reconcile with the FM End-Of-Year Report.

## III. Verification of Reports Produced by CPDB.

Reports produced from the test run were verified and several ad hoc reports produced by CPDB at the bureau's request were checked.

## IV. End-Of-Fiscal-Year Review of FY 77 Planning Documents.

Report of Final Obligations for FY 77 projects was received. A review was conducted on projects which began funding in FY 77, the following problems were encountered:

- a. Funds had not been obligated for FY 77 projects that had reached FAF stages. Most of these projects pertained to loan projects for which loan agreements had not been signed in FY 77. PAF change was initiated to reflect changes in initial year funding in accordance with CP Notification.
  - b. Some FY 77 projects that had not reached PAF stages. After consulting with the bureau concerned, changes were made on their current planning documents or next documents as appropriate.
  - c. Funds for certain projects had been obligated under old project numbers. The number assigned to a new project shown on the ABS or the original planning document had never been used. It was discovered that the new project number might still be valid in the coming fiscal year.
  - d. Some FY 77 projects did not reach the first planning stage (PID was never issued)
- V. Activities First Quarter FY 78.

The Congressional Budget Presentation (CP) for FY 79 was received in February and forms were prepared both manually and by computer to facilitate CP data entry.

Manipulation of data entry had negated problems that were anticipated during the second year of CP computerization. Staff time was spent with PRC (Planning Research Corp.) contractor to produce the special program reports requested by various bureaus and offices. Additional time was devoted to writing report/programs for the purpose of demonstrating the Country Program Data Bank System's capability in program management and design.

Approximately twelve to fourteen programs (Macros) were written, of which six were for verification of internal operations, and the balance were for generating reports in the formats needed by bureaus and offices. Outputs of CPDB systems were verified and analyzed in terms of accuracy and utility.

A total of 197 Congressional Notifications (changes in the operational year budget) were processed to update the FY 78 CP.

Efforts were made to reconcile the budgeted amount shown in the CP or ABS (Annual Budget Submission) with the corresponding amount in the Planning Documents (PID, PP, PAF), to identify any unreasonable differences or discrepancies.

#### VI. Miscellaneous.

a. Assistance was provided to expedite the process of

Computerizing the Greenbook (Overseas Loans and Grants and Assistance from International Organization) for the first time.

b. Project numbers for most of FY 79 OPG (Operational Grants) projects are not assigned until projects are approved. Effort was made to explain to the users/owners of the data bank the importance of assigning project numbers (which are used as keys to retrieve information) to these projects once they are included in the ABS.

c. The FY 79 PHA (Bureau for Population) ABS includes projects that also are shown in the Country ABS. Changes were made to incorporate PHA ABS figure into the Missions' ABS for two reasons:

- 1/ The Missions' population projects don't include commodity procurement (contraceptives, IUD etc...).
- 2/ Missions' projects may not be up-to-date as the Bureau maintains/controls PP funds in AID/W.

#### I. Comments

This CPDB System has completed its initiation and has, gained acceptance by most users. Refinements and

modifications of the present system will occur as necessary to increase the system's effectiveness and usefulness in program design and management.