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August 31, 1990

Mr. William S. Reese  
President  
National Association of the  
Partners of the Americas, Inc.  
1424 K. Street, NW Suite 700  
Washington, D. C. 20005

**DUPLICATE  
ORIGINAL**

Subject: Cooperative Agreement 527-0313-A-00-0317-00

Dear Mr. Reese:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby grants to the National Association of the Partners of the Americas, Inc. (hereby referred to as "NAPA" or "Recipient"), the sum of \$1,085,495 to provide support to implement the last portion of the Andean Peace Scholarship Project (APSP), as described in the Schedule of this Cooperative Agreement and the Attachment 2, entitled "Program Description."

This 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 September 30, 1991.

This Cooperative Agreement is made to NAPA 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.

Please sign the original and each copy of this letter to acknowledge your receipt of the Cooperative Agreement, and return the original and all but one copy to me in the Regional Contracting Office, Quito, Ecuador.

Sincerely yours,

  
James J. Dunlap  
Regional Agreement Officer

Attachments:

- 1. Schedule
- 2. Program Description
- 3. Standard Provisions

ACKNOWLEDGED:

NATIONAL ASSOCIATION OF THE PARTNERS OF THE AMERICAS

BY: \_\_\_\_\_  
Signature

NAME: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

FISCAL DATA

PIO/T No:	527-0313-3-00085	
Project No:	527-0313	
Appropriation:	72-1101021	
Budget Plan Code:	LDEA-90-25527-KG13	\$1,068,000
Reservation Control No.:	R000292	
Budget Plan Code:	LDEA-90-25527-JG13	\$ 17,495
Reservation Control No.:	R000294	
Total Estimated Amount:	\$1,085,495	
Total Obligated Amount:	\$1,085,495	

Funding Source:                      A.I.D./W \_\_\_\_\_                      USAID \_\_\_\_\_ X

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SCHEDULE

A. Purpose of Cooperative Agreement

The purpose of this Cooperative Agreement is to provide support for the Recipient's efforts to implement the last portion of the Andean Peace Scholarship Project (APSP), as more specifically described in Attachment 2 to this Agreement entitled "Program Description."

B. Period of Cooperative Agreement

The effective date of this Agreement is the date of the cover letter. The expiration date of this Agreement is September 30, 1991.

C. Amount of Agreement and Payment

1. A.I.D. hereby obligates the amount of \$1,085,495 for purposes of this Agreement.
2. Payment shall be made to the Recipient in accordance with procedures set forth in Attachment 3 Standard Provision No. 1, entitled "Payment - Letter of Credit."

D. Agreement Budget

1. The following is the Agreement Budget, including local cost financing items, therefore local cost financing is authorized.

Without the prior written approval of the Agreement Officer, NAPA shall not exceed the estimated dollar cost for any individual line item of cost shown below by more than 15% of such line item. An exception is made for "Subcontracts" which will require Agreement Officer approval for any modification.

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

75

AGREEMENT BUDGET  
(US DOLLARS)

<u>COST ELEMENT</u> =====	<u>GRANT BUDGET</u> <u>(US DOLLARS)</u> =====
1. Participant Costs	\$ 555,706
Education Training/Costs	364,526
Allowances	183,700
Travel (*)	
Insurances	7,480
2. Subcontracts	336,000
3. Partners Field Office	193,789
Salaries	43,109
Fringe Benefits	6,849
Travel	7,086
Indirect Costs	103,147
Other	<u>33,598</u>
TOTAL	\$1,085,495

(\*) Included under Subcontracts

2. The Grantee shall provide AID with a copy of each financial audit conducted of the Grantee. The audit report shall include a section detailing AID project receipts and related expenditures by project component.

E. Reporting

1. Financial Reporting

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

b. The original and two copies of all financial reports shall be submitted to USAID/Peru, Office of the Controller, Larrabure y Unanue 110, Lima-Peru. In addition, three copies of all financial reports shall be submitted to the USAID project officer.

.4

2. Program Performance Reporting

a. The Recipient shall monitor performance under the Agreement and, where appropriate, ensure that time schedules are being met, projected work units by time periods are being accomplished, and other performance goals are being achieved. This review shall be made for each program, function, or activity of the Agreement.

b. Recipient shall submit a quarterly performance report (technical report) that briefly presents the following information for each program, function, or activity involved.

(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.

(2) Reasons why established goals were not met.

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

(4) Summaries of re-entry interviews with participants.

(5) Evaluation reports at the termination of each training program.

(6) Monthly progress reports which show disbursements and projected expenditures against each line item.

c. Between the required performance reporting dates, events may occur that have significant impact upon the program. In such instances, the Recipient shall inform USAID 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, or 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.

d. If any performance review conducted by the Recipient discloses the need for change in the budget estimates in accordance with the criteria established in Mandatory Standard Provision 4, the Recipient shall submit a request for budget revision.

e. 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 Technical Office.

### 3. Special Reports

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

### F. Indirect Cost Rates

Pursuant to the Standard Provision of this Cooperative Agreement entitled "Negotiated Indirect Cost Rates - Provisional," a rate or rates shall be established for each of the Recipient's accounting periods which apply to this Cooperative Agreement. Pending establishment of revised provisional or final indirect cost rates for each of the Recipient's accounting periods which apply to this Cooperative Agreement, 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 are set forth below.

<u>Type</u>	<u>Rate</u>	<u>Base</u>	<u>Period</u>
Overhead (Participant Training Programs)	10.5%	(A)	Cooperative Agreement effective date, until amended.

(A) Total Direct Costs

### G. Special Provision

1. As set forth in Attachment 3, all mandatory standard provisions for U.S. Nongovernmental Grantees apply to this Agreement. Applicable optional standard provisions are indicated in Attachment 3.

.6

2. To assist in the implementation of the project, USAID from time to time will issue Cooperative Agreement implementation letters furnishing additional information on requirements about matters stated in this Agreement. Such letters shall not modify the terms of the Agreement.

3. The USAID Project manager is authorized to issue all approvals or technical interpretations which can clearly and reasonably be considered within the terms of this Agreement as written. This authority includes all approvals reserved to USAID under article J (below) of the Schedule.

#### H. Substantial Involvement Understandings

Recipient will require AID approval for:

1. Final determination of participants and final training alternatives selected.
2. Designation of Recipient's and subcontractor's staff.
3. Subcontracts and subagreements exceeding \$10,000 in value.

#### I. Authorized Geographic Code

The authorized geographic code for procurement of goods and services under this Agreement is 000 (the United States), plus Peru.

#### J. Close-Out Procedures

This section prescribes uniform closeout procedures for this Cooperative Agreement.

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

a. Closeout: The closeout of a Cooperative Agreement is the process by which AID determines that all applicable administrative actions and all required work of the Cooperative Agreement 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.

PROGRAM DESCRIPTION

THE ANDEAN PEACE SCHOLARSHIP PROJECT (APSP)

I. BACKGROUND

The purpose of the Cooperative Agreement is to assist USAID/Peru to implement the Andean Peace Scholarship Program (APSP) in Peru. The APSP objectives are: first, DIPLOMATIC and CULTURAL, that is, to strengthen ties between the U.S. and the Andean countries by exposing trainees to the U.S., its citizens, values, cultures, and institutions to enable them to acquire a realistic and positive understanding of the U.S.; and, second, DEVELOPMENTAL, to provide trainees with appropriate and relevant training to increase their skills and/or broaden their knowledge base in a particular discipline or sector related to priority development concerns in the country.

II. OVERALL PROJECT OBJECTIVE

The specific objective of this project is to increase the number of U.S. trained Peruvian men and women, thereby contributing to the formation of more effective manpower resources in Peru. The Project is specifically geared toward training in innovative non-project areas, with an emphasis on reaching the socially and economically disadvantaged populations who would normally not be considered for training.

III. PROJECT IMPLEMENTATION

In order to ensure sound and efficient use of A.I.D. resources, the recipient will apply its institutional experience and wide network of partnerships in the U.S. in placing participants in appropriate training centers, providing a wide range of cultural, political and social experiences to the participants in training, managing and backstopping participants during their training and assisting in their orientation, and re-entry programs.

Training programs will have two components: one dealing with the technical aspects and a second one known as "Experience America".

- A. The technical component will be implemented through classroom work in selected universities/colleges, supplemented by observation trips, visits to active U.S. organizations, factories and farms, as pertinent, attendance at workshops, seminars, etc. Because of their

low socio-economic level, participants will generally lack command of the English language and consequently training will be offered in Spanish.

B. The principal features of "Experience America" activities include the following:

- Participants see, experience and understand the U.S.. - an open society
- They form their own impression about the U.S.
- They stay with American families where feasible and practical
- They participate in community and volunteer activities
- They develop close personal and professional relationships which continue after they return home

C. In addition to the above, specific program criteria and requirements (to be applied on a country basis) are as follows:

- All participants must be leaders or potential leaders
- A minimum of 40% of the total participants must be women
- A minimum of 70% of the total participants must be socially and/or economically disadvantaged
- A minimum of 10% of the total participants must attend programs of Historically Black Colleges and Universities (HBCUs)

D. The number of participants to be trained under the agreement is from 90 to 110, divided into 5 different groups as follows:

<u>Title of Training Program</u>	<u>Number of Participants</u>
1. Small Industry Management Training	18 to 22
2. Youth Guidance Skills Training	18 to 22
3. Agricultural Management Training	18 to 22
4. Development Skills Training for Women	18 to 22
5. Media Promoters over Environmental Awareness	18 to 22

The above 110 participants will receive short-term training of approximately 8 weeks duration.

10

#### IV. ROLES AND RELATIONSHIPS OF THE IMPLEMENTING ENTITIES

##### A. The Recipient

NAPA will assume full responsibility for the entire process of implementation of the training programs approved by the Mission-based APSP Committee. Such process will have two main phases, one which concerns all activities carried out in Peru before, during and after training proposals are implemented and completed, and one which covers all actions to be carried out in the U.S. before, during and after completion of the cited training programs.

##### 1. Operations in Peru

A contract entered into directly by the recipient with a Peruvian company will provide the channel through which all local actions will be undertaken. Such actions will include, but not be limited to:

- Recruitment and selection of participants.
- Preparation of all documentation required by Recipient for placement purposes. Such documentation will include an overview of the situation/problem which the training proposed is intended to help alleviate/resolve, description of training desired, specific objectives to be attained, a profile of the potential participants, proposed length of training, suggested activities, suggested sites and suggested implementation dates as well as any other piece of information that may assist the Recipient to make placement arrangements.
- Full logistics support/administrative matters related to the participants.
- Preparation for departure, including lodging arrangements in Lima as required, handling of medical exam arrangements, travel arrangements, etc. The Contractor's APSP staff will likewise conduct a pre-departure orientation program for each group of selected participants; will maintain close contact with the Recipient, either directly or through their representative in Lima, before, during and after training, as required.
- Debriefing and follow-up activities will likewise be the responsibility of the Contractor.

##### 2. Operations in the United States

Upon receipt of pertinent documentation from its contractor in Peru, the Recipient will identify training resources in the U.S. and contact vendors submitting to the USAID, within an agreed upon time-frame, three alternatives for implementation of the proposed

11

training program. The Recipient is expected to make recommendations but final approval of the training alternative will be the Mission's responsibility, a decision which will take into account both technical and Experience America proposed plans, budget, timing, etc.

The Recipient will be fully responsible for placement of participants, reception, orientation, domestic travel arrangements, monitoring throughout training period and logistics in general until participants' return to Peru.

The Recipient will likewise be responsible for providing the USAID, through its local contractor, full information required on each training program prior to the participants departure. Such information should be received in Lima sufficiently in time to be used as pre-departure orientation material and should include, but not be limited to, program contents, living accomodations, allowances, coordinators, general data regarding place or places of training, etc.

#### B. The Donor

USAID/Peru will provide overall program policy and operational guidance and support to the Recipient and will also monitor the implementation of the program in accordance with the terms and conditions of the Cooperative Agreement.

The USAID technical offices will assist and give support to the Recipient's contractor in all phases of the recruitment/selection process, determination of training objectives, orientation and debriefing, follow-up, etc., as required.

#### V. ADMINISTRATION/MONITORING

The Recipient will manage the participants and monitor their progress in accordance with Handbook 10 - Participant Training, as regards advance maintenance allowances, monthly maintenance allowance payments, periodic monitoring, etc.

#### VI. RE-ENTRY AND FOLLOW-UP

The Recipient will apply evaluation instruments to measure the degree of success attained with each training program and will provide re-entry programs to participants prior to their return to Peru.

Follow-up activities carried out by the Recipient's contractor in Peru will be of a permanent nature and will be the subject of special reports submitted to the USAID.

12