

PD-ABF-679
81889
~~PAFES-027~~

Agency for International Development
Washington, D.C. 20523

APR -8 1991

Mr. Michael E. Brunner
Executive Vice President
[Redacted] Station
2626 Pennsylvania Avenue, N.W.
Washington, D.C. 20037-1695

Subject: Cooperative Agreement No. [Redacted]

SUR-0032-A-00-1028-50

Dear Mr. Brunner:

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.") hereby provides to the National Telephone Cooperative Association (hereinafter referred to as "NTCA" or "Recipient") the sum set forth in Section 1C.2. of Attachment 1 of this Cooperative Agreement in support of a three-year project entitled "Private Voluntary Organization (PVO) Humanitarian/Development Initiatives Project" (Project Number 180-0032), as more fully described in Attachment 1 of this Cooperative Agreement entitled "Schedule" and Attachment 2, entitled "Program Description."

This Cooperative Agreement is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Recipient in furtherance of project objectives for the period set forth in Section 1.B. of Attachment 1 of this Cooperative Agreement. Funds disbursed by A.I.D. but uncommitted by the Recipient at the expiration of this period shall be refunded to A.I.D.

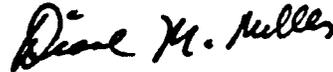
The total estimated amount of this Cooperative Agreement is the amount set forth in Section 1C.1 of Attachment 1 of which the full amount is hereby obligated. A.I.D. shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount.

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

1

Please sign the original and each copy of this cover letter to acknowledge your receipt of this Cooperative Agreement, and return the original and all but one copy to the undersigned.

Sincerely, .



Diane M. Miller
Grant Officer
Eastern Europe Branch
Overseas Division
Office of Procurement

Attachments:

- A. Fiscal Data
1. Schedule
2. Program Description
3. Standard Provisions
4. Standard Form 269
5. Standard Form 272
6. (include "Standard Form 270" for periodic advance recipients)

ACKNOWLEDGED:

NATIONAL TELEPHONE COOPERATIVE ASSOCIATION

BY: Michael E. Brunner

TYPED NAME: Michael E. Brunner

TITLE: Executive Vice President

DATE: 5/10/91

FISCAL DATA

PIO/T No.:	180-0032-3-1183691
Appropriation No.:	72-11X1010
Budget Plan Code:	QAIX-91-33180-IG12
Allotment No.:	184-63-180-01-69-11
Total Estimated Amount:	\$259,750
Total Obligated Amount:	\$259,750
Technical Office:	ENE/EUR, D. Frago
Funding Source:	FM/CMPD/CGLC
Letter of Credit No.:	N/A
DUNS No.:	07-483-0720
TIN:	52-0741336

SCHEDULE

A. PURPOSE OF COOPERATIVE AGREEMENT

The purpose of this Cooperative Agreement is to provide financial support for the program described in Attachment 2, "Program Description." This program is in response to the Request For Applications (hereinafter referred to as "RFA") to the PVO Humanitarian/Development Initiatives Project.

B. PERIOD OF COOPERATIVE AGREEMENT

1. The effective date of this Cooperative Agreement is the date of the attached cover letter and the estimated completion date is March 31, 1994.

2. Funds obligated hereunder are available for project expenditures for the estimated period from the date of this Cover Letter through March 31, 1994 as shown in the financial plan of this Cooperative Agreement (see Section D).

C. AMOUNT OF COOPERATIVE AGREEMENT AND PAYMENT

1. The total estimated amount of this Cooperative Agreement for the period shown in Section B.1. above is \$259,750.

2. A.I.D. hereby obligates the amount of \$259,750 for project expenditures during the period set forth in Section B.2. above and as shown in the financial plan of this Schedule (see Section D).

3. Payment shall be made to the Recipient in accordance with procedures set forth in Attachment 3, the standard provision entitled "Payment - Periodic Advance."

In accordance with this standard provision, the Recipient shall submit the required documentation to the following address:

Agency for International Development
Office of Financial Management, FM/CMPD/CGLC
Room 703, SA-2
Washington, D.C. 20523-0209

D. FINANCIAL PLAN

1. The following is the financial plan for this Cooperative Agreement. The Recipient may not exceed the obligated amount (see Section C.2 of this Schedule). Except as specified in the standard provisions entitled "Revision of Grant Budget" and "Cost Sharing (Matching)", as shown in Attachment 3; the Recipient may adjust line item amounts as may be reasonably necessary for the attainment of project objectives.

A.I.D. and Recipient ("Cost Share") Funding

<u>Category</u>	<u>A.I.D. Total Est. Amount</u>	<u>NTCA Cost Share</u>	<u>Total Project Amount</u>
Consultants	\$ 72,000	\$ - 0 -	\$ 72,000
Travel/Per Diem	67,310	- 0 -	67,310
Training	47,377	55,800	71,800
Mon./Eval.	8,680	- 0 -	8,680
ODCs	13,000	49,500	55,500
O/H(24.66%)	51,383	- 0 -	48,232
TOTALS	\$259,750	\$ 105,300	\$365,050

2. Financial Plan Notes

a. See section I.4 of the Special Provisions for "Cost Sharing" in this Cooperative Agreement.

3. Inclusion of any cost in the financial plan 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 Mandatory Standard Provision set forth in Attachment 3 entitled "Allowable Costs") and the terms and conditions of this Cooperative Agreement.

4. Not later than 90 days after the close of the Recipient's fiscal year, NTCA shall submit to the cognizant government agency, proposed final indirect cost rates and supporting documentation. If NTCA does not have a cognizant agency relationship established, then supporting documentation, in addition to this Cooperative Agreement award number specified in a cover letter, shall be sent to the following addressee:

3

James J. Deery
Contracting Officer
Agency for International Development
Office of Procurement, MS/OP/PS/OCC
Overhead and Special Costs Branch
Room 1465, SA-14
Washington, D.C. 20523-1417

E. INDIRECT COSTS

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

	<u>Effective Period</u>		<u>Rate</u>	<u>Location</u>	<u>Base</u>
<u>Type</u>	<u>From</u>	<u>To</u>			
Prov.	04/01/91	03/31/94	24.66%	Home Office	See (a)

(a) Base of Application:
Total direct costs.

2. Indirect Cost Rate Ceilings

The rate specified in Section E.1 of this Schedule is 24.66% for overhead. Payment on account of allowable indirect costs shall be made on the basis of final or predetermined indirect cost rates for each accounting period which applies to this Cooperative Agreement, but not in excess of the following ceiling rates(s) applied to the base(s) which is (are) set forth below. Any indirect cost above the ceiling rate(s) shall be absorbed by the Recipient and considered "cost sharing" (see section I.4 of this Schedule).

<u>Type</u>	<u>Rate</u>	<u>Base</u>
Provisional	24.66%	Total direct costs

F. REPORTING REQUIREMENTS

1. Financial Reports

a. Financial reporting requirements shall be in accordance with the standard provision of this Cooperative Agreement entitled "Payment - Periodic Advance", as shown in Attachment 3.

b. The original and two (2) copies of all financial reports shall be submitted to the Office of Financial Management, whose address is listed in Section C.3. of this Schedule.

c. The Recipient's financial reports shall include expenditures of A.I.D. funds provided hereunder, as well as non-federal cost sharing funds in accordance with Section I.4 and the standard provision entitled "Cost Sharing (Matching)."

d. Concurrently with the submission of Program Evaluation Reports (see Section F.3), one (1) copy of all financial reports shall be submitted to the Project Officer, or her designee, at the office listed below:

Donna Frago, ENE/EUR
Agency for International Development
Bureau for Europe and the Near East
Office of European Affairs
Room 6923; NS
Washington, D.C. 20523-0069

2. Project Implementation Plan

a. Not later than thirty (30) days from the effective date of this Cooperative Agreement (see Section B.1. of this Schedule), the Recipient shall prepare and submit to the A.I.D. Project Officer specified in Section F.1.d. of this Schedule the original and two (2) copies of a detailed project implementation plan (PIP) for the full term of this Cooperative Agreement.

b. The Recipient may develop the annual workplans in consultation with the Project Officer. The PIP reporting format is specified in Section E.3.a.(3) and should contain the following elements:

(1) A brief description of the major activities indicating the expected outcomes, responsible persons, planned starting and completion dates and duration of the activity (actual time required to complete the task, which may be less than the planned time between starting and completion dates.)

(2) A timeline showing the sequential and concurrent activities, indicating which activities depend on the successful completion of prior activities, and highlighting those activities which are critical, i.e. if delayed, the overall project results will be delayed. A.I.D. preference is for the earliest possible start dates for activities, realization of concrete results.

(3) Plans for periodic consultation and review of the PIP and progress with the Project Officer, with A.I.D. representatives in the field and with Embassy staff in each country of the program. The latter consultations may coincide with field trips and TDY's to Washington by the cognizant A.I.D. or Embassy staff. Reviews with the Project Officer should be held at least every six months.

(4) Approval in writing from the Project Officer will be required for the PIP and any significant changes resulting thereafter. Evidence of consultation with A.I.D. representatives and Embassy staff will be required, but only the Project Officer has the authority to approve amendments to the PIP once it is approved.

3. Quarterly Program Evaluation Reports

a. The Recipient shall submit quarterly program evaluation reports (also referred to as "technical reports"), which briefly presents the following information:

(1) A comparison of actual accomplishments with the goals established for the period and specific country, the findings of the investigator, or both. If the output of projects 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. Cost sharing reporting by the Recipient shall be in accordance with section I.4 of this Schedule.

b. If any evaluation report conducted by the Recipient discloses the need for change in the financial plan estimates in accordance with the criteria established in Mandatory Standard Provision 4 of this Cooperative Agreement entitled "Revision of Grant Budget", the Recipient shall submit a request for financial plan revision.

c. The original and two (2) copies of each project evaluation report shall be submitted to the cognizant Technical Officer specified in Section F.1.d. of this Schedule.

d. Concurrently, two (2) copies of each project evaluation report shall be submitted to the following address for official Agency records:

Agency for International Development
Center for Development Information and Evaluation
Development Information Division, PPC/CDIE/DI
Room 219F, SA-18
Washington, D.C. 20523-1802

4. Special Reports

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

a. Problems, delays, or adverse conditions that will materially affect the ability to attain project objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project 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.

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

5. Annual Reports

In lieu of the fourth quarter program performance report, the Recipient shall submit an Annual Report. The original and two (2) copies of the Annual Report plus one (1) copy for the Embassy or A.I.D. Mission in each cooperating country will be submitted to the Project Officer prior to each anniversary date of the agreement. Annual reports will describe program activities and the Recipient's financial contribution to the project (see section I.4 for Recipient cost sharing requirements). The Annual Report will also include a country information sheet for each subproject activity and will be furnished in the format prescribed in the RFA. Other current A.I.D. grants, contracts, and cooperative agreements to NTCA will be noted in the report with an explanation of any relationship of such agreements to this Cooperative Agreement.

6. Final Report

Within ninety (90) days after the expiration date of this Cooperative Agreement and in lieu of a fourth quarter program performance report and an annual report, the

Recipient shall submit the original and two (2) copies of a Final Report which summarizes the project in the format set forth in section E.3.

G. SUBSTANTIAL INVOLVEMENT

a. It is understood that A.I.D. will be substantially involved during the performance of this Cooperative Agreement in the following manner:

(1) Approval of Countries: The following countries are approved for direct in-country program support by A.I.D. under the cooperative agreement: Poland.

Other countries may be approved during the period of the cooperative agreement. Such approval must be communicated by the Agreement Officer to the Recipient in writing after consultation with the Project Officer the relevant Embassy or A.I.D. Mission. If a revision to the financial plan is not required for the inclusion of another country or countries, then approval shall be obtained in writing, with a copy to the Agreement Officer, from the Project Officer stated in section F.1.d. of this Schedule.

(2) Approval of Evaluators: The Project Officer must approve independent evaluators and any alternate for the mid-term and final evaluations (see section I.6 of this Schedule).

(3) Review and Approval of Project Implementation Plan (PIP): The Project Officer must approve of the PIP in writing prior to program implementation (see section F.2 of this Schedule).

H. CLOSEOUT PROCEDURES

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

a. Closeout. The closeout of a cooperative agreement is the process by which A.I.D. determines that all applicable administrative actions and all proposed work of the 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 the cooperative agreement is complete or the date on the award document, or any supplement or modification thereto, on which A.I.D. sponsorship ends.

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

2. A.I.D. closeout procedures are the following requirements:

a. The Recipient shall immediately return 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.

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

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

d. The Recipient shall account for any nonexpendable property acquired with A.I.D. funds.

e. In the event a final audit has not been performed prior to the closeout of the 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.

I. SPECIAL PROVISIONS

1. Grantee Application (Proposal)

A summary of the Grantee's project is stated in Attachment 2 of the grant entitled "Program Description". A more in-depth discussion of the program description is provided by NTCA's application (proposal), entitled "Rural Telephone Development - A Proposal to Establish Telephone Training Capacity in Poland," dated December 28, 1990 and revised proposal dated March 7, 1991. The Recipient's application was submitted in response to a Request for Grant Applications (RFA) to the Office of European Affairs, Bureau for Europe and the Near East. The Recipient's application is hereby referenced and incorporated as part of this Cooperative Agreement; however, the Order of Precedence in Section I.13 applies.

2. 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.

3. 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 and multiplying the result by 8.

4. Cost Sharing (Matching)

a. Pursuant to the RFA, the Recipient has agreed to expend from non-federal cash funds by the end of the life-of-program (LOP) not less than the amount shown in the financial plan of this Cooperative Agreement under the Column headed "NTCA Cost Share" (see section D.1. of this Schedule.) Therefore, the standard provision of this Cooperative Agreement entitled "Cost Sharing (Matching)" applies.

b. The Cost Sharing (Matching) Standard Provision makes reference to project costs. "Project Costs" are defined in Attachment E of OMB Circular A-110, as well as all allowable costs [as set forth in the applicable Federal cost principles (see the Standard Provision of this Cooperative Agreement entitled "Allowable Costs")] incurred by the Recipient and the value of in-kind contributions made by the Recipient on third parties in accomplishing the objectives of this Cooperative Agreement during the program period.

c. The Recipient is required to report in its annual reports and its financial report (SF 269) the total amount of cost sharing to date. Although the Recipient may cost share on a life-of-program basis, it is expected that funds will be expended on a pro rata basis per year and not withheld until the last year of the agreement.

5. Travel

The standard provision entitled "Travel and Transportation" which requires advance notification of the Project Officer of the Recipient's travel intentions overseas, is required. The Recipient is also required to provide advance notification of intention to travel to the Embassy or A.I.D. Mission in each cooperating country.

6. Monitoring and Evaluation

a. Monitoring: On occasion, A.I.D. Technical Officers will, with prior notification to the Recipient's headquarters, visit selected project sights.

b. Self-evaluation: Self-evaluations will be conducted by the Recipient in accordance with its evaluation program as described in its December 28, 1990 proposal and March 7, 1991 revision.

c. Independent Evaluation: An independent mid-term and final evaluation in collaboration with the Recipient will be carried out at the mid point of the program and no later than sixty (60) days prior to the expiration date of the cooperative agreement. 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 Project Officer. This approval must be communicated in writing. The Recipient is encouraged to provide at least one evaluator from its permanent staff who, if possible, is not currently participating in activities funded by this Cooperative Agreement. At least one evaluator will be an individual not currently employed by NTCA. The Project Officer is to participate in the pre-evaluation and post-evaluation briefings. The original and two (2) copies of the completed evaluation report plus one (1) copy of each country evaluated will be sent to the Project Officer whose address is specified in section F.1.d. of this Schedule.

7. Source/Origin/Nationality of Suppliers of Commodities and Services - Authorized Geographic Codes

a. Except as A.I.D. may otherwise agree in writing, all services shall have their nationality in the United States (A.I.D. Geographic Code 000) or in the following cooperating countries:

Poland (A.I.D. Geographic Code 181)

b. Rental or leasing of office space or warehouse space is authorized for A.I.D. Geographic Code 000, or the A.I.D. geographic code which corresponds to the location of the project.

c. All goods/commodities shall have their source in the United States or the corresponding cooperating country or countries.

8. Approval of Restricted Goods

In furtherance of the foregoing, the Grant Officer does hereby provide approval for the following restricted goods purchases (see the standard provision entitled "A.I.D. Eligibility Rules for Goods and Services," listing restricted goods), which shall not be construed as authorization to exceed the total estimated amount this Cooperative Agreement (see section B of this Schedule):

N/A

9. Procurement of Used Equipment

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

10. Ocean Shipment of Goods

Ocean shipping financed by A.I.D. under the program shall, except as A.I.D. may otherwise agree in writing, be financed only on flag vessels of the United States. The Standard Provision entitled "Ocean Shipment of Goods" applies to this Cooperative Agreement.

11. Title to Property

Title to property purchased by the Recipient under this Cooperative Agreement shall be vested in the Recipient. Accordingly, the Standard Provision entitled "Title to and Care of Property (Grantee Title)" applies. Disposition of property shall be in accordance with this Standard Provision. It is not anticipated that the Recipient will purchase any non-expendable equipment under this Cooperative Agreement.

12. Order of Precedence

In the event of any inconsistencies in this Cooperative Agreement, they shall be resolved by applying the following in descending order of precedence:

Attachment 1 - Schedule
Cover Letter
Attachment 3 - Standard Provisions
Attachment 2 - Program Description
Recipient's Application (Proposal)

13. Correspondence

For the purposes of "notices" delivered to the A.I.D. Grant Officer, pursuant to Mandatory Standard Provision 13 entitled "Notices", the following addresses shall be used:

- a) Regular U.S. Mail
Grant Officer
Agency for International Development
Office of Procurement
Overseas Division - Eastern Europe Branch
Room 1557; SA-14
Washington, D.C. 20523-1423
- b) By Courier/Express Mail Only
Grant Officer
Agency for International Development
Office of Procurement
Overseas Division - Eastern Europe Branch
15th floor receptionist
1100 Wilson Blvd.
Arlington, Virginia 22209

15. Zip Codes

Use the following nine-digit zip codes instead of the five-digit zip codes shown in the corresponding standard provisions:

<u>Standard Provision</u>	<u>Zip Code</u>
Disputes	20523-0051
Payment - Letter of Credit	20523-0209
(In addition to the zip-code changes, the organizational symbol for A.I.D.'s Office of Financial Management has been changed to the address shown in section C.3. of the Schedule.)	
Ocean Shipment of Goods	20523-1419
Procurement of Goods and Services	20523-1414
Negotiated Indirect Cost	
Rates - Predetermined	20523-0060
(second address)	20523-1417
Negotiated Indirect Cost	
Rates - Provisional	20523-0060
(second address)	20523-1417

15

16. Standard Provisions

The Standard Provisions set forth in Attachment 3 consist of the following provisions and the corresponding numbers (as specified on pages 4C-1 and 4C-8a of the Attachment) which are attached hereto and hereby incorporated as a part of this Cooperative Agreement:

**(a) MANDATORY STANDARD PROVISIONS FOR U.S.,
NONGOVERNMENTAL GRANTEES**

1. Allowable Costs (November 1985)
2. Accounting, Audit, and Records (September 1990)
3. Refunds (September 1990)
4. Revision of Grant Budget (November 1985)
5. Termination and Suspension (May 1986)
6. Disputes (November 1989)
7. Ineligible Countries (May 1986)
8. Debarment, Suspension, and Other Responsibility Matters (March 1989)
9. Nondiscrimination (May 1985)
10. U.S. Officials Not to Benefit (November 1985)
11. Nonliability (November 1985)
12. Amendment (November 1985)
13. Notices (November 1985)

**(b) OPTIONAL STANDARD PROVISIONS FOR U.S.,
NONGOVERNMENTAL GRANTEES**

2. Payment - Periodic Advance (November 1985)
4. Air Travel and Transportation (November 1985)
5. Ocean Shipment of Goods (May 1986)
6. Procurement of Goods and Services (November 1985)
7. A.I.D. Eligibility Rules for Goods and Services (November 1985)
8. Subagreements (November 1985)
9. Local Cost Financing (November 1988)
11. Publications (November 1985)
13. Negotiated Indirect Cost Rates - Provisional (May 1986)
14. Regulations Governing Employees (November 1985)
15. Participant Training
19. Government Furnished Excess Personal Property (November 1985)
20. Title To and Use of Property (Grantee Title) (November 1985)
23. Cost Sharing (Matching)
24. Use of Pouch Facilities
25. Conversion of United States Dollars to Local Currency (November 1985)

(End of Attachment 1)

16

PROGRAM DESCRIPTION

I. Program Goal:

To organize residents of 20 village telephone companies to run their own companies and apply for government loans to construct telephone systems. Several of the villages would be selected as pilot sites for a subsequent pilot rural telephone systems.

II. Program Purpose:

The purpose of the proposed project is to enhance, strengthen and provide institutional strengthening to the Warsaw based Polish Telephone Foundation and the Cracow Industrial Society through training and technical assistance to field staff in organization, management and operations of both telephone companies and cooperatives.

III. Principal Activities:

To accomplish the goal and purpose, NTCA plans the following activities:

- * Field surveys to select 20 sites;
- * Hire and train Polish counterparts; NTCA experts to provide training in areas such as taxation, regulation of services, contracts, and legal issues of telephone companies; education and training; government legislation, privatization and labor management relations; public relations; and technical and engineering issues.
- * Conduct 30 Training workshops with counterpart staff to include approximately 500 residents per village or 10,000 over the life of the project.

Activities the first year will begin with a project implementation workshop. The Cracow Industrial Society will take the lead as primary trainer, handling and translating training materials. The Polish Telephone Foundation will undertake field operations to assist rural committees. The project will support a field director, one telephone engineer and a community development expert. 20 model committees will be transformed into rural telephone cooperatives. It is anticipated that at least two telephone cooperatives will be fully operational and other telephone committees will be incorporated to become cooperatives.

IV. Project Management: Marlee Norton of the National Telephone Cooperative Association, will be principally responsible for the overall management and implementation of the program. She will coordinate grant activities with the head of the Polish Telephone Foundation (PFT) and the Cracow Industrial Society (CIS) and assure joint programming of activities among professional consultants and the PFT and CIS staff in Poland. NTCA staff and consultants will have full responsibility for successful attainment of grant objectives and for monitoring and evaluation of implementation and results.

18

AID 1350-1
G 87

-PRO/T

AGENCY FOR
INTERNATIONAL DEVELOPMENT

PROJECT IMPLEMENTATION
ORDER/TECHNICAL
SERVICES

1. Cooperating Country
Poland

Page 1 of 3 Pages

2. PRO/T No
180-0032-3-1183691

3 Original or
Amendment No. _____

4. Project/Activity No. and Title
Private Voluntary (PVO) Organization-(PVO)
Humanitarian/Development Initiatives Grant
Program (180-0032)

National Telephone Cooperative Association

DISTRIBUTION

5. Appropriation Symbol
72-11X1010 (184-63-180-01-69-11)

6. Budget Plan Code
OATX-91-33180-IG-12

7. Obligation Status
 Administrative Reservation Implementing Document

8. Project Assistance Completion Date
(Mo., Day, Yr.)
1/24/95

9. Authorized Agent
AID/W

10. This PRO/T is in full concurrence with PRO/AG No.
Authorization Date 1/24/91

11a. Type of Action and Governing AID Handbook
 AID Contract (HB 14) AID Grant or
Cooperative Agreement (HB 13) PASA/RSSA (HB 12) 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. 2

Maximum AID Financing Available	A. Dollars	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
		-0-	260,000	-0-	260,000
	B. U.S.-Owned Local Currency				

13. References
14a. Instructions to Authorized Agent See continuation sheet.

14b. Address of Voucher Paying Office

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.

Phone No.
7-4579

B. The statement of work or program description lies
within the purview of the initiating office and
approved agency programs.

Date

ENE/EUR: DeFago

Date
2/26/91

ENE/EUR: DPressley

Date
3/11/91

C. ENE/ID: Gary Bricker

Date
3/19/91

D. Funds for the services requested are available

E. ENE/ID: Crawford

Date
3/19/91

EH: Anderson

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 *[Signature]* Date 3/20/91

Title _____

Title Robert Nachtrieb, Office Director ENE/DPD

*See HB 1, Sup. A, App. C, Art B, for preparation instructions. Note: The completed form contains sensitive information whose unauthorized disclosure may subject
an employee to disciplinary action.

OFFICE OF FINANCIAL MANAGEMENT
FONDS RESERVED BY:
2. Anderson
Date Posted: 3/21/91
PRM/ENL/A/PNP