



CONTRACT INFORMATION MANAGEMENT SYSTEM (CIMS)



DIRECT ACTION DATA FORM FOR GRANTS & COOPERATIVE AGREEMENTS

Basic Award Number 517-0262^A-00-2202-00

(See CIB 89-30)

Recipient Name SRI International

Award Description (This description will be seen by high level Agency officials, as well members of Congress.) The recipient shall...

To provide support to the Economic Policy and Practice Project.

ENTERED NOV 12 1993

Principal Place of Performance 517

5. Benefiting Country 517

Project Officer

Agency Symbol

517/PDI

Name (Last, First)

Severn, Benjamin

Grant Agreement Type

- A. Disaster Assistance
B. American Schools & Hospitals Abroad (ASHA)
C. Other Than Those Listed Above
D. Title XI Authority

8. Basic Purpose

- A. Tech. Services to Host Country
B. Commodities
C. Train. Services To Host Country
D. Research
E. Arch. & Engineering Services
F. Construction

Taxpayer Identification Number

N/A

Business Organization Type

- A. Corporation
B. Individual
C. University or College
D. Historically Black College or University
E. Educational Organization
F. International Center
G. Research Organization
H. Voluntary Organization
I. Foundation
J. Hospital
Z. Other

If U.S. University, Host Country Institution

N/A

If obligated amount is in local currency, provide U.S. Dollar amount

US \$ 850,000

a. Negotiator (Last, First, MI)

13. b. Signature

a. Contract Officer (Last, First, MI)

14. b. Signature

Christine Claubach

[Signature]

COPIED AWARD DOCUMENT MUST BE ATTACHED TO THIS FORM

DISTRIBUTION OF DOCUMENT

Contract No. Agreement NO. 517-0262-A-00-0002-00

Contractor: SRI International

<u>Office</u>	<u>Date Distributed</u>
C&R <u>1</u>	<u>07/05/92</u>
CON <u>2</u>	<u>07/05/92</u>
GDO <u>0</u>	<u>-</u>
MGT <u>0</u>	<u>-</u>
OD <u>0</u>	<u>-</u>
PDO <u>1</u>	<u>07/05/92</u>
PDI <u>1</u>	<u>07/07/92</u>
TIO <u>0</u>	<u>-</u>
CD <u>0</u>	<u>-</u>
WASH <u>1</u> OAS	<u>07/08/92</u>

U. S. AID MISSION TO DOMINICAN REPUBLIC

AMERICAN EMBASSY, P. O. Box 22201
SANTO DOMINGO, DOMINICAN REPUBLIC

FOR U.S. CORRESPONDENTS:
U.S. AID MISSION
APO MIAMI 34041-0008

June 19, 1992

Ms. Donna Schanck
SRI International
AC 107
333 Ravenswood Ave.
Menlo Park, CA 94025

Subject: Economic Policy and Practice (EPP) Project (517-0262)/Cooperative Agreement No. 517-0262-A-00-2202-00

Dear Ms. Schanck:

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 enters into a Cooperative Agreement with SRI International (hereby referred to as SRI or Recipient), under which A.I.D. agrees to provide the sum of \$6,000,000 for use in meeting EPP Project expenditures for the period June 22, 1992, through May 31, 1997. In accordance with Attachment 1, Section C.2, an amount of Eight Hundred and Fifty Thousand Dollars (US\$850,000) is hereby obligated for disbursements for the period shown in Attachment 1, Section B.2 and is expected to last through December 31, 1992.

The remaining Five Million One Hundred and Fifty Thousand Dollars (US\$5,150,000) shall be incrementally funded by formal amendment to this Cooperative Agreement, subject to the availability of funds and to the mutual agreement of the parties.

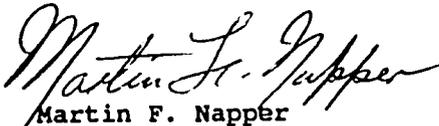
This Cooperative Agreement is effective and obligation is made as of June 22, 1992 and shall apply to commitments made by the Recipient in furtherance of program objectives during the period beginning with the effective date through May 31, 1997.

This Agreement is made with SRI International on condition that the funds will be administered in accordance with the terms and conditions as set forth in this Cover Letter, in Attachment 1 entitled "Schedule," Attachment 2 entitled "General Project Description," Attachment 3 entitled "Mandatory Standard Provisions for U.S., NonGovernmental Grantees," Attachment 4 entitled "Optional Standard Provisions for U.S., NonGovernmental Grantees", and Attachment 5 entitled "Tables," and Attachment 6, Revised Bidding and Billing Rates Recommendations 1992-1994.

Cooperative Agreement No. 517-0262-A-00-2202-00

Please sign the Statement of Assurance of Compliance with Laws and Regulations Governing Nondiscrimination in Federally Assisted Programs, the Clause 52.223-5, Certification Regarding A Drug-Free Workplace, enclosed herein, and all copies of this letter to acknowledge your receipt and acceptance of the conditions under which these funds have been granted and return all but one copy to A.I.D.

Sincerely,


Martin F. Napper
Agreement Officer

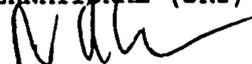
Attachments:

- Assurance of Compliance
- Clause 52.223-5

1. Schedule
2. Program Description
3. ~~Mandatory Standard Provisions for U.S., Nongovernmental Grantees, dated September 14, 1990~~
4. ~~Optional Standard Provisions for U.S., Nongovernmental Grantees, dated March 30, 1989~~
5. Tables
6. Revised Bidding and Billing Rates Recommendations, 1992-1994, dated April 1, 1992

ACKNOWLEDGED:

SRI INTERNATIONAL (SRI)

BY: 
Richard A. Cramer

TITLE: Corporate Director of Contracts

DATE: 23 June 1992

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FISCAL DATA

Appropriation: 72-1121021
 Budget Plan code: LDSA92-25517-KG13
 PIO/T No.: 517-0262-3-20018
 Project No.: 517-0262-A-2202-00
 Total Estimated Amount: \$6,000,000
 Total Obligated Amount: \$850,000
 Funding Source: USAID/DR
 Project Office: USAID/PDI

Clearances:
 BSevern:A/PDI: BWS Date: 6/19/92
 PAmato:A/PDO: PTB Date: 6/19/92
 JThompson/CON: JT Date: 6/19/92
 EDragon/RLA: Cleared Date: 6/18/92: as per Fax.
 MNapper/RCO: MN Date: 6/19/92

FUNDS AVAILABLE
<u>JT</u>
Initial - 6/19/92 Date

ASSURANCE OF COMPLIANCE WITH LAWS AND REGULATIONS
GOVERNING NONDISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS

The SRI International (SRI) (hereinafter called the "applicant") hereby assures that no person in the United States shall, on the bases set forth below, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, any program of activity receiving financial assistance from A.I.D., and that with respect to the grant for which application is being made, it will comply with the requirements of:

- (1) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352.42 U.S.C. 2000-d) which prohibits discrimination on the basis of race, color or national origin, in programs and activities receiving Federal financial assistance,
- (2) Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance,
- (3) The Age Discrimination Act of 1975, as amended (Pub. L. 95-478), which prohibits discrimination based on age in the delivery of services and benefits supported with Federal funds,
- (4) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et. seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance (whether or not the programs or activities are offered or sponsored by an educational institution); and
- (5) A.I.D. regulations implementing the above nondiscrimination laws, set forth in Chapter II of Title 22 of the Code of Federal Regulations.

If the Applicant is an institution of higher education, the Assurances given herein extend to admission practices and to all other practices relating to the treatment of students or clients of the institutions, or relating to the opportunity to participate in the provision of services or other benefits to such individuals, and shall be applicable to the entire institution unless the Applicant establishes to the satisfaction of the A.I.D. Administrator that the institution's practices in designated parts or programs of the institution will in no way affect its practices in the program of the institution for which financial assistance is sought, or the beneficiaries of or participants in such program.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Agency, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial

enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Applicant.

APPLICANT: SRI International (SRI)

BY: (Signature) *Donna L. Schanck* TITLE: Contract Administrator

NAME: Donna L. Schanck

Certification Regarding A Drug-Free Workplace

(a) Definitions. As used in; this provision, "Controlled substance" means a controlled substance in schedules I through B of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in regulation at 21 CFR 13.08.11 - 1308.15.

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, possession or use of any controlled substance.

"Drug-free workplace" means the site(s) for the performance of work done by the Contractor in connection with a specific contract at which employees of the Contractor are prohibited from engaging in the Unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

"Employee" means an employee of a Contractor directly engaged in the performance of work under a Government contract. "Directly engaged" is defined to include all direct cost employees and any other Contractor employee who has other than a minimal impact or involvement in contract performance.

"Individual" means an offeror/contractor that has no more than one employee including the offeror/contractor.

(b) By submission of its offer, the offeror, if other than an individual, who is making an offer that equals or exceeds \$25,000, certifies and agrees, that with respect to all employees of the offeror to be employed under a contract resulting from this solicitation, that, it will -- no later than 30 calendar days after contract award (unless a longer period is agreed to in writing), for contracts of 30 calendar days or more performance duration; or as soon as possible for contracts of less than 30 calendar days performance duration, but in any case, by a date prior to when performance is expected to be completed--

(1) Publish a statement notifying such employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(2) Establish an ongoing drug-free awareness program to inform such employees about--

(i) The dangers of drug abuse in the workplace;

(ii) The Contractor's policy of maintaining a drug-free workplace;

(iii) Any available drug counseling, rehabilitation, and employee assistance programs, and

(iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(3) Provide all employees engaged in performance of the contract with a copy of the statement required by subparagraph (b) (1) of this provision;

(4) Notify such employees in writing in the statement required by subparagraph (b) (1) of this provision, that as a condition of continued employment on the contract resulting from this solicitation, the employee will

(i) Abide by the terms of the statement; and

(ii) Notify the employer in writing of the employee's conviction under a criminal drug statute for a violation occurring in the workplace no later than 5 calendar days after such conviction;

(5) Notify the Contracting Officer in writing within 10 calendar days after receiving notice under subdivision (b) (4) (ii) of this provision, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee; and

(6) Within 30 calendar days after receiving notice under subdivision (b) (4) (ii) of this provision of a conviction, take one of the following actions with respect to any employee who is convicted of a drug abuse violation occurring in the workplace:

(i) Take appropriate personnel action against such employee, up to and including termination; or

(ii) Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

(7) Make a good faith effort to maintain a drug-free workplace through implementation of subparagraphs (b) (1) through (b) (6) if this provision.

(c) By submission of its offer, the offeror, if an individual who is making an offer of any dollar value, certifies and agrees that the offeror will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the performance of the contract resulting from this solicitation.

(d) Failure of the offeror to provide the certification required by paragraphs (b) or (c) of this provision, renders the offeror unqualified and ineligible for award. (See FAR 9.104-1(g) and 19.602-1(a)(i).

(e) In addition to other remedies available to the Government, the certification in paragraphs (b) or (c) of this provision concerns a matter within the jurisdiction of an agency of the United States and the making of a false,

fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

(end of provision)

APPLICANT: SRI INTERNATIONAL (SRI)

By: (Signature): *Donna L. Schanck* Title: Contract Administrator

Name: Donna L. Schanck

ATTACHMENT 1

SCHEDULE

A. PURPOSE OF THE COOPERATIVE AGREEMENT

The purpose of this Cooperative Agreement is to provide support to the Economic Policy and Practice Project, as more specifically described in Attachment 2 to this Agreement entitled "General Project Description".

B. PERIOD OF THE COOPERATIVE AGREEMENT

1. The effective date of this Cooperative Agreement is June 22, 1992. The expiration date of this Cooperative Agreement is May 31, 1997.

2. Funds obligated hereunder are available for program expenditures for the estimated period June 22, 1992 to May 31, 1997 as shown in the Cooperative Agreement budget below.

C. AMOUNT OF COOPERATIVE AGREEMENT AND PAYMENT

1. The total estimated amount of this Cooperative Agreement for the period shown in B.1 above is \$6,000,000 (Six Million Dollars).

2. A.I.D. hereby obligates the amount of \$850,000 (Eight hundred and fifty dollars) for program expenditures during the period set forth in B.2. above and as shown in the Financial Plan below.

3. Payment shall be made to the Recipient in accordance with procedures set forth in Attachment 4 Required as Applicable Standard Provisions for U.S., Nongovernmental Grantees, entitled "Payment - Letter of Credit."

4. Additional funds up to the total amount of the Cooperative Agreement shown in C.1 above may be obligated by A.I.D. subject to the availability of funds, and to the requirements of the Standard Provision of the Grant, entitled "Revision of Financial Plans."

D. FINANCIAL PLAN

The following is the Cooperative Agreement Budget. Further cost details are found in Attachment 5 entitled "Tables." The Recipient shall not exceed the obligated amount (see Part C above). Revisions to this budget shall be made in accordance with the Standard Provisions of this Cooperative Agreement entitled "Revision of Grant Budget."

Except for the Subgrantee Fund and External Evaluation line items, the Recipient may make adjustments between line items of up to 15% without the prior written approval of the Agreement Officer. Approval beyond 15%, if given, will be via formal amendment to the Cooperative Agreement. In no event may the Recipient exceed the total estimated cost of the Cooperative Agreement nor the total

estimated cost for any given year, without the prior written approval of the Agreement Officer. Any change made must be reported to A.I.D. within 15 days of the change so that A.I.D. may make the necessary corrections to its records.

Indirect cost rates under this Cooperative Agreement will not exceed the following rates, which are established as ceiling rates: (1) U.S. Staff Benefit Rate, 41.2%; (2) Off-site Overhead Rate, 17.1%; (3) Systems Analysis Overhead Rate, 48.2%; (4) Support Cost Burden, 6.3%; (5) Travel Burden, 0.3%; (6) G & A Rate, 24.1%. [See attachment 5 for details of bases to which indirect cost rates are applied.]

Cooperative Agreement Budget
 (06/22/92) - (05/31/97)
 YEAR 1 - 5

Direct Labor	641,033	
Benefits	<u>264,106</u>	
Subtotal Labor & Benefits		905,139
Off-Site Overhead	107,739	
Systems Overhead	<u>122,641</u>	
Subtotal Overhead		230,380
Total Other Direct Costs		839,191
Burden (travel)	224	
Burden (less travel & rent)	<u>39,449</u>	
Subtotal Burden		39,673
Total G & A		<u>341,807</u>
SUBTOTAL		2,356,190
Subgrantee Fund	3,204,320	
Burden	201,872	
G & A (on Burden Only)	<u>47,746</u>	
TOTAL SUBGRANTEE FUND		3,453,938
Internal Project Evaluation	37,710	
Burden	2,375	
G & A	<u>9,466</u>	
TOTAL INTERNAL PROJECT EVALUATION		49,551
TOTAL EXTERNAL PROJECT EVALUATION		140,321
*To be contracted for US/AID directly		
TOTAL ESTIMATED COST OF COOPERATIVE AGREEMENT YEAR 1 - 5		6,000,000
Counterpart Contributions		
33% of Subgrantee Fund, NGOs	1,057,426	
Contribution		
Non Activity Counterpart (in kind)	<u>942,574</u>	
SUBTOTAL		<u>2,000,000</u>
TOTAL PROJECT COST YEAR 1 - 5		8,000,000



~~Obligated Budget~~
~~(06/22/92) - (12/31/92)~~
YEAR 1

Cooperative Agreement Budget
(06/22/92) - (06/21/93)

Direct Labor	121,625	
Benefits	<u>50,109</u>	
Subtotal Labor & Benefits		171,734
Off-Site Overhead	19,689	
Systems Overhead	<u>26,759</u>	
Subtotal Overhead		46,448
Total Other Direct Costs		267,927
Burden (travel)	100	
Burden (less travel & rent)	<u>13,195</u>	
Subtotal Burden		13,295
Total G & A		<u>70,638</u>
SUBTOTAL		570,042
Subgrantee Fund	800,000	
Burden @	50,400	
G & A (on Burden Only)	<u>12,073</u>	
TOTAL SUBGRANTEE FUND		862,473
Internal Project Evaluation	6,805	
Burden	429	
G & A	<u>1,733</u>	
TOTAL INTERNAL PROJECT EVALUATION		<u>8,967</u>
TOTAL ESTIMATED COST OF COOPERATIVE AGREEMENT YEAR 1		1,441,482
Counterpart Contributions 33% of sub-grantee fund, NGOs		
Contribution	264,000	
Non Activity Counterpart (in kind)	<u>204,000</u>	
SUBTOTAL		<u>468,000</u>
TOTAL PROJECT COST YEAR 1		1,909,482

Cooperative Agreement Budget
(06/22/93) - (06/21/94)
YEAR 2

Direct Labor	120,614	
Benefits	<u>49,693</u>	170,307
Subtotal Labor & Benefits		
Off-Site Overhead	20,493	
Systems Overhead	<u>22,639</u>	43,132
Subtotal Overhead		132,637
Total Other Direct Costs		
Burden (travel)	29	
Burden (less travel & rent)	<u>6,097</u>	6,126
Subtotal Burden		<u>63,377</u>
Total G & A		
SUBTOTAL		415,579
Subgrantee Fund	800,000	
Burden	50,400	
G & A (on Burden Only)	<u>11,921</u>	
TOTAL SUBGRANTEE FUND		862,321
Internal Project Evaluation	7,164	
Burden	451	
G & A	<u>1,802</u>	
TOTAL INTERNAL PROJECT EVALUATION		<u>9,417</u>
TOTAL ESTIMATED COST OF COOPERATIVE AGREEMENT YEAR 2		1,287,317
Counterpart Contributions		
33% of sub-grantee fund, NGOs		
Contribution	264,000	
Non Activity Counterpart (in kind)	<u>204,000</u>	
SUBTOTAL		<u>468,000</u>
TOTAL PROJECT COST YEAR 2		1,755,317

Cooperative Agreement Budget
(06/22/94) - (06/21/95)
YEAR 3

Direct Labor	126,543	
Benefits	<u>52,136</u>	
Subtotal Labor & Benefits		178,679
Off-Site Overhead	21,437	
Systems Overhead	<u>23,241</u>	
Subtotal Overhead		44,678
Total Other Direct Costs		139,168
Burden (travel)	30	
Burden (less travel & rent)	<u>6,396</u>	
Subtotal Burden		6,426
Total G & A		<u>65,932</u>
SUBTOTAL		434,883
Subgrantee Fund	800,000	
Burden	50,400	
G & A (on Burden Only)	<u>11,844</u>	
TOTAL SUBGRANTEE FUND		862,244
Internal Project Evaluation	7,531	
Burden	474	
G & A	<u>1,882</u>	
TOTAL INTERNAL PROJECT EVALUATION		9,887
TOTAL EXTERNAL EVALUATION*		
*to be contracted for by US/AID directly		<u>66,000</u>
TOTAL ESTIMATED COST OF COOPERATIVE AGREEMENT YEAR 3		1,373,014
Counterpart Contributions		
33% of sub-grantee fund, NGOs Contribution	264,000	
Non Activity Counterpart (in kind)	<u>204,000</u>	
SUBTOTAL		<u>468,000</u>
TOTAL PROJECT COST YEAR 3		1,841,014

Cooperative Agreement Budget
(06/22/95) - (06/21/96)
YEAR 4

Direct Labor	132,898	
Benefits	<u>54,754</u>	
Subtotal Labor & Benefits		187,652
Off-Site Overhead	22,513	
Systems Overhead	<u>24,408</u>	
Subtotal Overhead		46,921
Total Other Direct Costs		146,030
Burden (travel)	32	
Burden (less travel & rent)	<u>6,710</u>	
Subtotal Burden		6,742
Total G & A		<u>69,237</u>
SUBTOTAL		456,582
Subgrantee Fund	504,573	
Burden	31,788	
G & A (on Burden Only)	<u>7,470</u>	
TOTAL SUBGRANTEE FUND		543,831
Internal Project Evaluation	7,907	
Burden	498	
G & A	<u>1,975</u>	
TOTAL INTERNAL PROJECT EVALUATION		10,380
TOTAL ESTIMATED COST OF COOPERATIVE AGREEMENT YEAR 4		1,010,793
Counterpart Contributions		
33% of sub-grantee fund, NGOs		
Contribution	166,509	
Non Activity Counterpart (in kind)	<u>165,287</u>	
SUBTOTAL		<u>331,796</u>
TOTAL PROJECT COST YEAR 4		1,342,589

Cooperative Agreement Budget
(06/22/96) - (05/31/97)
YEAR 5

Direct Labor	139,353	
Benefits	<u>57,414</u>	
Subtotal Labor & Benefits		196,767
Off-Site Overhead	23,607	
Systems Overhead	<u>25,594</u>	
Subtotal Overhead		49,201
Total Other Direct Costs		153,429
Burden (travel)	33	
Burden (less travel & rent)	<u>7,051</u>	
Subtotal Burden		7,084
Total G & A		<u>72,623</u>
SUBTOTAL		479,104
Subgrantee Fund	299,747	
Burden	18,884	
G & A (on Burden Only)	<u>4,438</u>	
TOTAL SUBGRANTEE FUND		323,069
Internal Project Evaluation	8,303	
Burden	523	
G & A	<u>2,074</u>	
TOTAL INTERNAL PROJECT EVALUATION		10,900
TOTAL EXTERNAL EVALUATION*		74,321
*to be contracted for by US/AID directly		
TOTAL ESTIMATED COST OF COOPERATIVE AGREEMENT YEAR 5		887,394
Counterpart Contributions		
33% of sub-grantee fund, NGOs Contribution	98,917	
Non Activity Counterpart (in kind)	<u>165,287</u>	
SUBTOTAL		<u>264,204</u>
TOTAL PROJECT COST YEAR 5		1,151,598



~~Cooperative Agreement Budget~~
~~(06/22/92) - (06/31/92)~~
 YEAR 1

Obligated Budget
 (06/22/92) - (12/31/92)

YEAR 1		
Direct Labor	100,000	
Benefits	<u>41,200</u>	
Subtotal Labor & Benefits		141,200
Off-Site Overhead	16,188	
Systems Overhead	<u>21,942</u>	
Subtotal Overhead		38,130
Total Other Direct Costs		173,927
Burden (travel)	50	
Burden (less travel & rent)	<u>10,955</u>	
Subtotal Burden		11,005
Total G & A		<u>51,256</u>
SUBTOTAL		415,518
Subgrantee Fund	397,445	
Burden @	25,039	
G & A (on Burden Only)	<u>5,998</u>	
TOTAL SUBGRANTEE FUND		428,482
Internal Project Evaluation	4,553	
Burden	287	
G & A	<u>1,160</u>	
TOTAL INTERNAL PROJECT EVALUATION		<u>6,000</u>
TOTAL AMOUNT OBLIGATED.		850,000

E. COST SHARING (MATCHING) AGREEMENTS

Definition: Cost sharing (matching) is a required contribution by the Recipient from non-Federal sources toward the total cost of the program, either in cash or in-kind, usually described as a percentage of total costs.

The determination as to the requirement for a level of cost sharing/matching is the responsibility of the cognizant program officer. All agreements designated by the program office as matching or cost sharing agreements will contain the Standard Provisions entitled "Cost Sharing (Matching)." Local counterpart contributions shall be at least 25 percent.

Criteria and procedures for the allocability of cash and in-kind contributions made by recipients to satisfy cost sharing (matching) requirements are set forth in HB 13, "Required as Applicable Standard Provisions for U.S., NonGovernmental Grantees," entitled "Cost Sharing (Matching)." Except for these requirements set forth in the Standard Provisions are applicable costs incurred by the Recipient from non-Federal funds.

Cost sharing (matching) percentages will be applied to the total cost of the Agreement program. Cost principles applicable to Agreements prohibit the accomplishment of cost sharing (matching) through arbitrary limitations on individual cost elements. This is particularly important in the area of indirect costs (overhead). When a negotiated overhead rate agreement is in effect between A.I.D. or another cognizant agency and a grantee organization, the negotiated rate will be applied to the agreed upon direct costs to determine the total cost of the program, and the cost sharing (matching percentage will be applied to the total cost).

Unless otherwise specified in the schedule of the Agreement, verification that the cost sharing (matching) requirement has been met will be made at the end of each funding period or on an annual basis as determined by the cognizant program office. Verification is based on expenditures. Individual expenditures do not have to be shared or matched provided that the total expenditures incurred during the designated funding period or year are shared or matched.

The recipient must account for the A.I.D. funds in accordance with the Mandatory Standard Provisions for U.S., NonGovernmental Grantees entitled "Accounting, Audit, and Records." However, in the event of disallowances of expenditures from A.I.D. Agreement funds, the Recipient will reimburse the U.S. Government with funds provided from non-Federal sources.

F. TITLE TO PROPERTY

Title to all property shall be in accordance with the Required as Applicable Standard Provisions for U.S., Nongovernmental Grantees Provisions entitled "Title To and Use of Property (Grantee Title)".

G. AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code for procurement of goods and services under this Agreement is 000 and the Cooperating Country.

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ATTACHMENT 2

I. GENERAL PROJECT DESCRIPTION

A. Project Goal and Purpose

The goal of the project is to encourage the adoption of, and adherence to, sound economic policies that promote investments, productive employment, and export led economic diversification and sustained economic growth. In line with this goal, the project purpose is to strengthen, deepen, enhance, and make more dynamic the participation of NGOs in economic policy design and sustained implementation.

The five-year, \$6 million project will finance a variety of activities. All project activities will be Dominican initiatives undertaken by NGOs, that serve to promote sustained implementation of sound economic policies through policy research, action plan development, consensus-building, public awareness-raising, and networking. The project will assist in preparing the Dominican Republic for full participation in future U.S. initiatives, including the Enterprise for the Americas Initiative (EAI).

B. Implementing Agent

As the Project's prime grantee, SRI International, (SRI), through its Project Manager, will be the primary implementing entity responsible for Project management and the administration of Project sub-grants. These sub-grants will be made to Dominican NGO/PVOs to encourage the development of sound economic policy implementation.

C. Conditions Expected at the End of the Project

The EPP project anticipated results are summarized below:

- Economic policy improvements in areas identified annually by the project's Consultative Council;
- More/strengthened channels for public opinion to reach the GODR policy-makers on economic issues. For example, appropriate NGOs will be regularly invited to participate in governmental commissions established to consider and/or propose new or modified policies, and make useful and recognized contributions to the commission's reports. In addition, representatives of relevant NGOs will be regularly invited to participate as speakers and panel members for workshops, debates, and conferences organized by government agencies, donor agencies, and universities, for the discussion of policy matters;

- Better-informed populace on economic issues, as measured by surveys of participants of project seminars, workshops, conducted by the project, which will register measurable improvements in the understanding of economic issues and needed policy changes; and
- Enhanced stature and reputation of NGOs concerned with economic policy, size of dues-paying membership of the 15 most active of these NGOs increases by at least 5 percent per year.
- At least 16 NGOs are developing position papers and working to bring about sound and feasible GODR policy modifications each year. This number is increasing by 2 each year.

By the end of the five year project, the following milestones will have been reached;

- At least 16 NGOs will have received partial funding to carry out initiatives.
- At least 8 NGOs will have been audited and/or had their rates and internal financial control systems reviewed by the project. As a result of the project, NGOs are in a better position to request and monitor funds from other funding sources.
- At least 200 newspaper articles will have been printed on project-sponsored activities.
- At least 100 TV or radio spots will have been aired covering project-sponsored activities.
- At least 1,000 individuals will have taken part in project-sponsored training events (workshops, seminars, roundtables, discussion groups, etc.).
- Target groups receiving training and assistance shall demonstrate a marked increase in their understanding of economic reform and its benefits, as measured by pre- and post-activity surveys.

D. Expected Project Achievements

The project is expected to produce more consistent and sustained implementation of sound economic policies that lead to increased private investment, employment generation, and trade. This objective will be accomplished by assisting private non-profit groups to bring their analyses, action plans, and recommendations to key officials and to the public at-large, and to catalyze more informed public debate.

Each year in the issues agenda, the project's Consultative Council will set annual objectives for the project. In the course of workplan review, USAID will have an opportunity to concur with or decline to concur with the objectives. The project's anticipated outputs and objectives shall include the following:

Process Objectives

- 1) Encourage the submission of sufficient high-quality proposals to be able to disburse all annual project funding;
- 2) Monitor all project activities for technical and financial compliance;
- 3) Process all applications and invoices in a timely manner.

Substantive Objectives

- 1) . Attain policy objectives set annually (e.g. interest rates remain market-determined during year; exchange rates remain market-determined during year; import tariffs reduced;)
- 2) Review evaluations of all project activities to assess effectiveness and estimate direct and indirect impact of sub-grants.

E. Project Elements

For purposes of this Cooperative Agreement, the "Project" generally refers to the EPP Project; and the "Sub-grant" shall refer to the individual sub-grantee activities funded and carried out under this project.

For the purposes of this project, economic policy is defined to mean the set of policies and regulations that directly affect the nation's level of employment, imports, exports, investment, savings, and Gross National Product. Examples include tax rates, customs procedures, investment laws, labor codes, energy generation and distribution policies, and pricing policies. Allowable activities would include sound policy definition, design, implementation, evaluation, training and dissemination.

Policies and regulations that are primarily directed toward non-economic issues shall not be considered for funding.

Project activities will fall into the following categories:

Economic Policy Design. Applied research and investigation on appropriate policies, based on success cases in other countries, including formulation and distribution of position papers, and briefings to policy-oriented groups and decision-makers.

Development of Action Plans. Specific, detailed, action-oriented implementation plans with timetables and milestones.

Consensus Building. Bringing together disparate groups in seminars, conferences, workshops, and roundtables, to discuss alternatives for reaching common goals.

Public Awareness-raising and Education. Raising the level of understanding of economic policy issues among the populace and key target groups such as teachers and small business owners. Techniques utilized will include short courses, seminars, workshops and roundtables.

Information Dissemination. Taking the information gathered in studies and seminars, and circulating it among a wide range of interested groups, including consumers, small business owners, and others. Methods utilized will include conferences, television, radio, and publications.

Networking. One type of activity that is eligible for funding under the project is networking with U.S. counterpart organizations. Networking will be available for applied research and educational institutions. Typical activities to be funded will include joint seminars/workshops; professional exchange programs; and other networking and exchange options. These activities will be ongoing, and serve to prepare a foundation for future collaborative activities, and begin to forge lasting relationships between Dominican and U.S. organizations.

F. Illustrative Summary of Potential Sub-grant Activities

Because the project will be demand-driven, and will respond to locally generated initiatives, information on the exact composition of specific project activities cannot be provided in advance; doing so would be contrary to the project's approach. However, in the course of the project design, several NGOs described initiatives which appear to reflect the objectives of the project.

The following is an illustrative list of potential activities to be carried out under the project. Approval would depend on the procedures, requirements and criteria established for sub-grant awards to PVOs:

1. Administrative and Policy Reform. An administrative and policy reform of several laws affecting the Dominican economy, including Law 69 (Temporary Admissions) and Law 299 (Foreign Investment), is currently being carried out by an NGO. The NGO expressed interest in obtaining co-financing for its activities in support of legal and administrative reform. The funds would be dedicated toward seminars, roundtable discussions, one-on-one meetings, and perhaps trips to illustrate the benefits of change to key public sector leaders.

2. Reports to Congress. An NGO is seeking co-financing to generate timely reports to Congress -- including brief analytical reports that explain the issues before the Congress, and highlight the costs and benefits of alternative courses of action. A recent study

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of the U.S. Congress concluded that the inputs most fundamental to crafting legislation are information. Specific information would include concrete alternatives and information about the relationship between economic policy alternatives and the underlying goals of senators. This conclusion is even more applicable in the Dominican Republic, where the Congress operates in a near void of information.

3. The Education of Small Business Owners to Economic Structural Adjustment Programs. The education of small business owners in the benefits of the structural adjustment program would include the educational methods employed by an NGO such as the distribution of brochures, a video, and speeches by respected members of the business community (e.g. mentors, role models). The program would be undertaken by regional small business associations. The group would survey small business owner attitudes before and after the educational program to estimate the change in attitude.

4. Economic Policy Scholarship Program. This activity would provide co-financing to offer scholarships for several students annually to receive Masters in Public Policy in the U.S. An NGO would publicize the availability of the scholarship, and screen candidates based on criteria determined in conjunction with the Project. The group would handle all scholarship administrative and logistical arrangements. In exchange for the scholarship, the students could be required to work for at least one year in the Dominican public sector, and the project would track the impact of the program.

5. Seminar Series. A seminar series would feature prominent U.S. and Dominican speakers. Most likely a University would focus on "the role of policy think tanks in Dominican society", with prominent speakers from U.S. and Dominican think tanks offering practical advice to NGOs on media effectiveness, fund-raising, budgeting, and financial control. Another seminar would identify the reasons behind "the Far East's economic miracle", and draw parallels with the Dominican situation, and try to reach consensus on the appropriate economic policies to pursue. Seminars would not be one time events, but rather form a continuum of public education, awareness-raising, and consensus-building, and be bolstered by media coverage. Surveys would track pre- and post-program attitudes.

6. Forums for Economic Policy Consensus-building. An NGO is enthusiastic about the opportunity to obtain co-financing for a "forum", in which public and private sector leaders meet to discuss and reach consensus on economic issues. Forum Inc. functioned continuously in the Dominican Republic from 1981 to 1988. With a regular membership of 400 leaders, the group held 33 sessions, operating as an open, independent, nonpartisan informational and consensus-building group throughout three different government administrations. Forum was widely regarded as a success, and initial interviews with public and private leaders indicate that the concept

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could once again play an important role by informing and shaping economic policy.

Each conference would serve as a platform for the discussion and dissemination of ideas and policy proposals produced by the Forum's research activities. Conference proceedings would be printed and distributed widely, through books, magazine articles, press releases, TV and radio appearances, and personal contacts. Membership fees will be collected and could be used for counterpart financing; and foundation funding could also be sought.

7. Co-financing for a University Chair in Economic Policy Implementation. A University is interested in applying to the Project for establishing a chair in economic policy implementation. The funds would go toward a Professor's salary and a research budget. While the benefits of this activity would be more long term, it could begin to create a group of well-trained individuals to occupy key government positions in the future.

8. Television Shows to Promote Economic Policy and Consensus. One NGO plans to prepare a series of 4 television shows on different topics that would serve to educate the Dominican populace on economic policy issues and begin to create a national consensus. The TV shows would be followed by seminars, roundtable discussions, press releases, publications, and similar activities in order to multiply their effectiveness and outreach. Surveys before and after the activities would monitor their effectiveness. Tentatively, the topics would include, "how does an independent Federal Reserve System function", and "the Enterprise for the Americas Initiative".

9. Action Plan for the Privatization of State-owned Enterprises. The plan and the benefits generated by this proposal (e.g. less burden on national budget; better-quality, more competitively priced goods), will be made available to the general public and the Ministry of Finance. The activity would result in analysis of an important economic policy issue; public education on the costs and benefits of several specific privatization proposals; a more informed populace on the issue of privatization; and detailed recommendations and an action plan for the Ministry of Finance to proceed with privatization.

II. RESPONSIBILITIES OF THE PARTICIPANTS

A. General Description

The project will be implemented by the Grantee, SRI, through a team comprised of a Project Manager and a small staff located in the Dominican Republic, with support provided by SRI's home office. The SRI management team will work directly with two Dominican groups, a Consultative Council and an Activity Selection Committee, to identify, review, and approve qualified

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activities (with A.I.D. approval). The overall project initiative will be guided by the Consultative Council, which is responsible for designing and approving the annual project priorities, as set out in an annual issues agenda.

All project activities will be Dominican initiatives, submitted by nongovernmental organizations for co-funding, selected in accordance with the criteria, as stated in section II.E.

The Activity Selection Committee, comprised of a group of 3-5 Dominican individuals who possess the necessary skills, credibility, and objectivity to assess proposals, will meet to review incoming applications and select activities for partial funding. To assure objectivity, the individuals serving in this capacity in any given year shall not represent any NGO that has submitted an application for funding in that year.

B. Grantee's Role and Description of Project Positions

1. Grantee's Role and Personnel

SRI, as the Grantee, shall be responsible for implementing the process of identifying, reviewing, approving, and auditing activities to support economic policy reform in the Dominican Republic, as detailed in the Project Paper and in accordance with A.I.D. regulations. These tasks shall be undertaken by four full-time and four part-time individuals, that the Grantee will make available to the project, as follows:

Full-time Individuals, in the Dominican Republic

Project Manager
Financial Manager
Administrative Assistant
Driver/Messenger

Part-time Individuals, in the Dominican Republic

Project Development Specialist, 80 days/year
Project Start-up Specialist, 66 days (at the beginning of the project only, 90 days total per diem)

Part-time Individuals, at Grantee's home office

Administrative home-office support, 130 days/year
Professional home-office support, 85 days/year

2. Position Descriptions

The following is a summary description of the key Project Positions and Functions, as described in more detail in Annex J of the Project Paper.

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Project Manager

USAID Liaison Functions

- Liaise with USAID, providing the Mission with quarterly written progress reports highlighting project activities, accomplishments, problems detected, strategy for dealing with problems, and workplan for coming quarter. As needed, brief Mission staff on project status.
- Draft project Annual Workplan and Annual Report and submit to A.I.D. for approval.

Project Administration Functions

- Oversee the local project staff to assure high-quality, on-time work.
- Oversee all project procurement and contracting. Assure that USAID and Contractor procurement procedures are followed correctly.
- Assure achievement of activity milestones before authorizing sub-grant payments.
- Draft project descriptive materials, funding guidelines, and application.
- Publicize the availability of project funding through presentations and networking with the widest possible variety of NGOs.
- Review all incoming concept papers and applications for technical quality. As necessary, work with NGOs to improve the technical quality of applications and activities.
- Liaise with Consultative Council frequently to assure that project activities and direction are in keeping with CC guidance. Attend CC meetings as Secretariat.
- Assure that the overall project is evaluated annually for macroeconomic impact, impact on NGOs, impact on public opinion, impact on consensus-building, and other impacts to be selected in consultation with USAID.

Financial Manager

Informal Desk Pre-award Evaluations Functions

- In conjunction with USAID, develop standard forms and procedures for conducting informal pre-award evaluations of activities under \$25,000.

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- Carry out all informal pre-award evaluations of activities under \$25,000.
- Work with potential sub-grantees to correct any potential problems discovered in pre-award evaluations.

Formal Pre-award Evaluation Functions

- Prepare scopes of work, as needed, for formal pre-award evaluation of activities over \$25,000.
- Negotiate contracts with accounting firms to perform such evaluations.
- Work with potential sub-grantees to correct weaknesses identified in pre-award evaluations.

Audits

Assist sub-grantees receiving over \$25,000 per year in preparing fund accountability statements for annual audits.

Track recommendations made by auditors and assist sub-grantees in the timely resolution and closure of audit recommendations.

Prepare quarterly audit status reports for submission to project manager and USAID controller.

Procurement Functions

- Work with Grantee and USAID to procure all equipment covered under the Grant in accordance with Handbook 13 regulations.

NGO Sub-grant Agreement Functions

- Assist Grantee to negotiate sub-grants with Dominican NGOs.
- Track the sub-grant agreement status of all approved activities.

Sub-grant Invoicing and Payment

- Review invoices in comparison to sub-grant agreements for accuracy and eligibility of requested reimbursements.
- Create and monitor invoice receipt and payment system.

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- Assist Grantee to open appropriate banking accounts, and apprise Grantee of status of accounts.

Administrative Assistant (Santo Domingo Office)

General Office Support

- The Administrative Assistant (SDO) will provide telephone coverage, word processing assistance, filing and correspondence handling for the Grantee's Santo Domingo Office.

Administrative Assistant (Home Office)

Procurement

- Negotiate, draft, review, and enter into (on behalf of Grantee) sub-grants and/or subcontracts with Dominican and U.S. NGOs for activities approved by the Activity Selection Committee.
- Maintain complete records of all procurements
- Review, approve, and process all incoming invoices for payment.
- In conjunction with Financial Manager, USAID, and outside audit firm, assure that all Grantee and USAID procurement requirements are adhered to and fully applied.
- Create and maintain project file system.
- Handle correspondence, telephones, and word processing for project.
- Provide graphics, desk-top publishing, and report production as necessary for project description materials, funding applications, annual workplans and reports.
- Provide other clerical/administrative support as necessary.

Professional Support (Home Office)

Project Support

- Assist Grantee Project Manager to implement the project by providing experienced project supervision, troubleshooting, managerial and technical support in the areas of hiring; meeting USAID requirements; and understanding project background and reasons behind design decisions.
- Provide intensive assistance in Santo Domingo during first several months to assure on-time project start-up.
- Travel to Santo Domingo during critical periods to assist with annual workplans, proposal review, and end-of-year assessments of project results.

U.S. Network/Sub-grantee Identification

- Search through databases, associations, and other information sources for NGOs to provide specified activity assistance as mandated by the Activity Selection Committee and the Grantee Project Manager (i.e. case study and presenters on the Far Eastern

Economic Miracle of Chile or Mexico; customs expert; networking between U.S. and Dominican think tanks). Assist Grantee Project Manager to draft scopes of work, identify sources of assistance, solicit proposals.

Project Development Specialist (Consultant)

- Review NGO concept papers and applications and compare with pre-set eligibility criteria.
- In conjunction with Project Manager, identify ways for NGO to strengthen proposals to meet technical, institutional, and financial criteria.
- Meet one-on-one with NGOs to review applications and suggest new text, methodologies, and other modifications as required to strengthen proposals.

Project Start-up Specialist (Consultant)

- Assist the Project Manager and Financial Manager to design and implement the forms and procedures required to begin the EPP project. In particular, help draft the scope of work for and implement the competitive bid for the audit procurement; procure necessary equipment and supplies; evaluate office space in conformance with A.I.D. regulations; and draft standard sub-grant agreement in conformance with USAID and Dominican legal requirements.
- Advise the Project Manager as necessary on USAID regulations regarding sub-grants, audits, and procurement.
- In conjunction with the Project Manager, identify and screen candidates for project positions.

The Grantee shall identify individuals who, to the maximum extent possible, meet or exceed the qualifications listed in Annex J of the Project Paper. The Project Manager shall be considered Key Personnel, and any modification in the Project Manager will require prior written authorization by USAID/Dominican Republic. The USAID must concur in all other personnel appointments and changes.

3. Timing of Hiring of Personnel

The Grantee is to provide these eight individuals to the project in a timely fashion.

The Project Manager shall be approved by USAID/Dominican Republic in conjunction with the execution of the Cooperative Agreement.

The Professional and Administrative home-office support shall be available to work on the project immediately upon execution of the Cooperative Agreement.

The Project Start-up Specialist shall be available to work on the project within 2 weeks of execution of the Cooperative Agreement.

All other individuals shall be available to work on the project as quickly as competent candidates can be identified and selected, and at the latest within 4 months of execution of the Cooperative Agreement.

C. The Grantee's Implementation Responsibility

The Grantee shall be responsible for implementing the Economic Policy and Practice Project by:

Assisting the Consultative Council as appropriate to set the annual issues agenda;

Translating the Council guidance into annual and quarterly workplans;

Actively promoting the project to potential NGOs;

Serving in a non-voting capacity on the Activity Selection Committee;

Identifying assistance as necessary to support project activities;

Overseeing disbursements, audits and procurements; and

Assuring adequate evaluations of activities.

The Grantee shall also be responsible for assuring, to the maximum extent possible, that the following Schedule of Major Events (i.e. Implementation Schedule) is met:

Schedule of Major Events

<u>Activity</u>	<u>Schedule</u>
USAID/Grantee select Consultative Council	Week 1
Project Manager hires staff, procures equipment	Month 2-4

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CC develops annual issues agenda/action plan	Month 1-2
CC designates Activity Selection Committee	Month 2
Grantee Project Manager publicizes funds availability for target areas set by CC, and works with NGOs to develop concept papers.	Month 3
ASC receives, reviews, and approves or denies concept papers.	Month 4
Project Manager informs NGOs of concept paper approval, and NGOs begin to develop application.	Month 4
ASC receives, reviews, and approves or denies applications.	Month 5
Project Manager informs NGOs of approval.	Month 6
Preaward evaluations performed Subgrant agreements between Grantee and NGO are drafted and signed	
Project activities begin.	Month 7

This cycle of project reviews shall be repeated annually.

In the event of delays in meeting scheduled implementation milestones, the Grantee shall keep USAID fully informed of the causes for the delays, and shall present strategies for resolving any issues causing the delays. Because of the critical roles assigned to local groups in the project, specifically the Consultative Committee, and the Activity Selection Committee, the Grantee, in certain instances, is not directly responsible for outputs, such as the annual issues agenda/action plan and the approval of activities to be financed. Of course, the Grantee shall make every reasonable effort to assist these groups to meet scheduled project milestones.

D. Functions and Procedures of the Consultative Council and the Activity Selection Committee

1. The Consultative Council

The Consultative Council will be a broad-based group of approximately 15 individuals with the primary objective of establishing annual plans, providing technical guidance and building a consensus on sound economic policies. This group shall be selected jointly by the Grantee and USAID/Dominican Republic from a slate of candidates presented to USAID/Dominican Republic from the Grantee within one week of execution of the

Cooperative Agreement, for terms of one-year that are renewable. The Council shall have no formal President; the role of meeting moderator shall be rotated among members. The Grantee's Project Manager shall serve on the Council as the non-voting Secretariat.

The criteria used to select members of the Consultative Council shall include the following: 1) The individual shall have made significant contributions to improving consensus on economic policy in the nation; and 2) overall, the Council shall be comprised of a broadly representative cross-section of the Dominican nation, including representation of the private sector, informal sector, and community groups. To remain an active, demand-driven, responsive group, the structure and exact size of the Council will be allowed to vary as appropriate.

Each year, the Council shall present the Grantee's Project Manager with a list of 2-3 key policy areas in which the project should focus. The Council shall meet as necessary over a period of weeks in order to establish priority areas.

2. The Activity Selection Committee

The 3-5 members of the Activity Selection Committee (ASC) will be named by the Consultative Council for one-year terms, renewable for an additional year. The criteria used to select members of the ASC shall include the following: 1) The individual shall have consistently demonstrated integrity above reproach regarding procurement; 2) the individual shall make a commitment to dedicate the time necessary to thoroughly review incoming concept papers and applications and analyze them; and 3) the individual shall not have any financial interest in any proposal before the ASC in the year(s) in which he/she serves. AID shall concur or decline to concur with the ASC composition.

It is the intent of the project to have sufficient unbiased members of the Consultative Council to staff the ASC with individuals who have no ties with NGOs likely to submit applications during the life of the project. Failing that, ASC members should not be associated with firms that submit proposals to the ASC in the year in which they serve on the ASC.

The ASC will meet as necessary over a period of a few weeks when concept papers and subsequent applications are submitted, to review and approve or deny these documents. Activities will be selected only after thorough review of their technical approach, and of the financial control and project implementation capability of the applicant.

Activities are expected to be in the range of \$10,000 to \$200,000. No single NGO will be eligible to receive more than \$500,000 over the life of the project. Projects under \$10,000 will be discouraged to minimize the administrative burden of the project.

E. Activity Selection Criteria

Activities funded by the Economic Policy and Practice Project must meet the following technical, financial, and institutional criteria:

1. Technical Criteria

The activity shall:

Further at least one of the project priorities listed in the annual critical issues agenda;

Offer evidence that it will lead, either directly or indirectly, to sustained, sound economic reform implementation;

Be a concrete, identifiable activity or set of activities, rather than ongoing support for a group's administrative or institutional expenses;

Be unique, and not duplicate other activities either within or outside of the Project;

Include a well-conceived dissemination plan, identifying the specific target groups and their level of impact, and how they shall be reached; and

Include an evaluation plan, indicating how activity results shall be estimated.

2. Financial Criteria

The activity shall:

Include a detailed budget to carry out the proposed activity; and
~~propose a detailed budget to carry out the~~

Be undertaken in a cost-effective manner.

The group requesting funding shall:

Have sufficient accounting and financial control systems to provide complete information on use of funds; and

Co-finance at least 50 percent of the total cost of the activity through internal funds, in-kind contributions, or other national funding sources. However, for exceptional cases, the Prime Grantee, with the Consultative Council concurrence, may request approval from A.I.D. to reduce this requirement in appropriate and fair cases. This will be done on the basis of a list of criteria previously agreed upon

between the Prime Grantee, the Consultative Council and
A.I.D.

3. Institutional Criteria

The group requesting funding shall:

Have a demonstrated capability for at least one year of
successfully undertaking the type of activity proposed; and;

Indicate that sufficient financial control, technical, and
management skills will be made available to the activity.

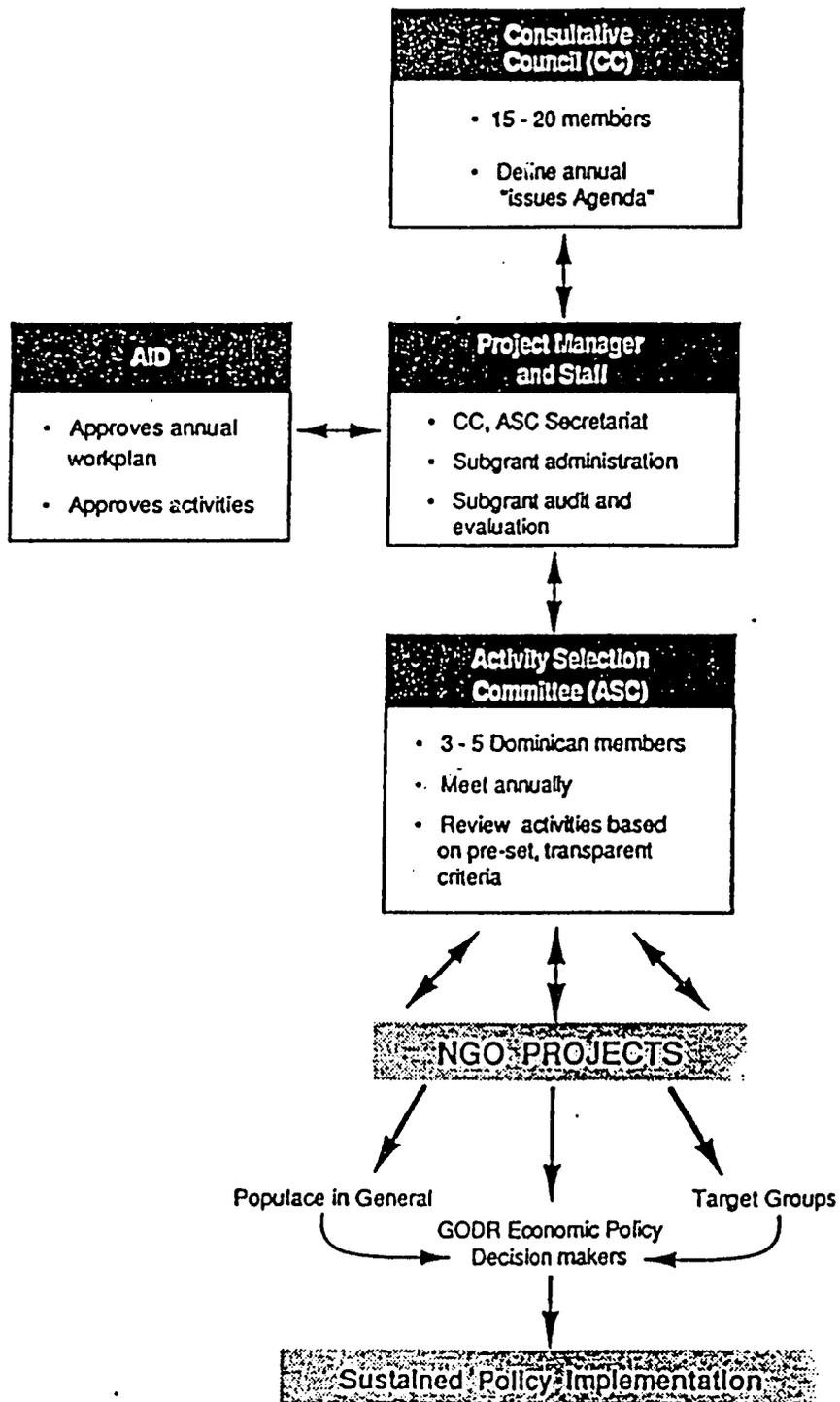


Figure 1 ECONOMIC POLICY AND PRACTICE PROJECT

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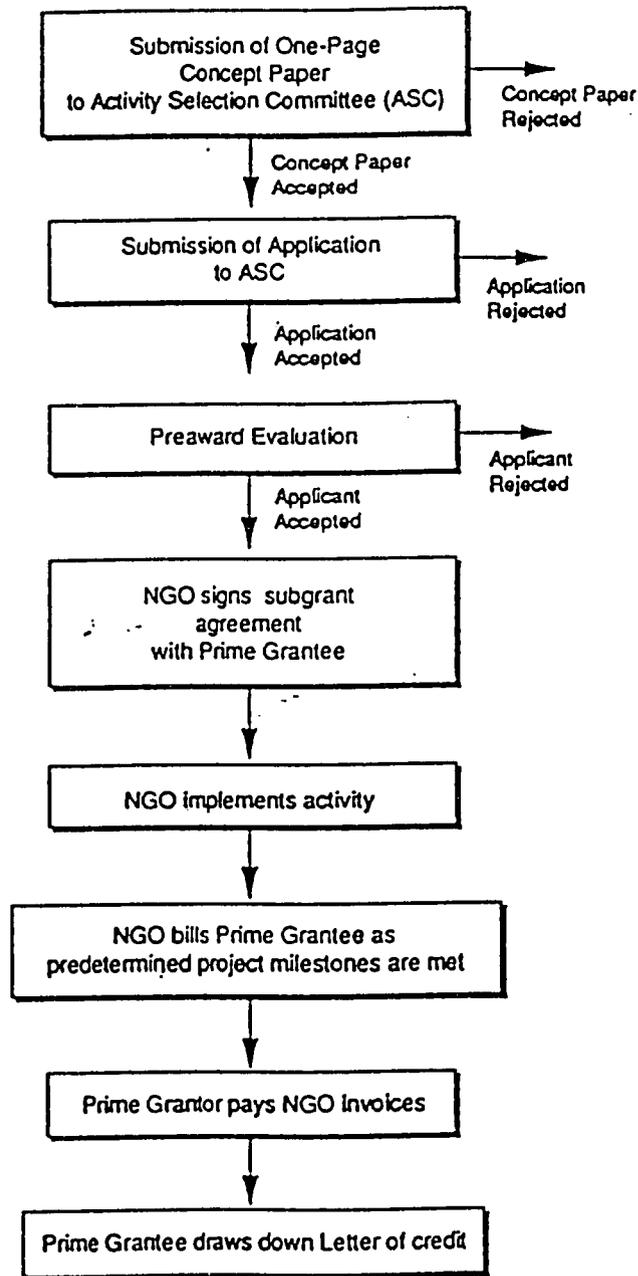


Figure 2 FLOWCHART OF SUBGRANT APPROVAL, INVOICING, AND PAYMENT PROCESS

F. Activity Selection and Implementation Process

The activity selection and implementation process, summarized in Figures 1 and 2, will be as follows:

1) **PREDETERMINATION OF APPROPRIATENESS OF ACTIVITY.** Interested NGOs will first fill out a one-page "concept paper", describing the initiative for which they seek partial funding. At this point, A.I.D. concurrence is assumed unless lack of concurrence is communicated to the Grantee.

2) **REVIEW OF APPLICATION BY ACTIVITY SELECTION COMMITTEE.** If the concept paper is approved, the NGO is invited to submit a complete application, which is reviewed by the Activity Selection Committee. The Grantee's Project Manager has a coordinating but non-voting role on the Committee. A two-page abstract of the activity shall be submitted to A.I.D. for written approval or disapproval.

If the application fails to show sufficient technical expertise regarding any aspect (economic analysis, methodology, training capacity, dissemination of results), the Committee can either reject the application, or, if the approach offers sufficient merit but needs to be strengthened, the Committee and the Project Development Specialist can assist the applicant to locate the assistance (either Dominican or U.S.) needed to improve the quality of the application.

3) **PRE-AWARD EVALUATION.** All NGOs must pass a pre-award evaluation. The Prime Grantee (or their designee) will determine that the recipient has: 1) the financial and managerial capability to carry out its responsibilities under the grant; 2) The existing evaluative points will then be re-numbered to give a total of 5 points. 2) Labor rates in accordance with standard USAID-accepted local wage rates, and that other costs are reasonable; 3) A proposed program description and financial plan that is sufficient; 4) Reasonable personnel and travel policies; 5) A satisfactory record of integrity and business ethics; and other requirements as stated in Handbook 13, Section 4.

4) **CONTRACTING.** If the application is approved, the Grantee will enter into a sub-grant agreement with the NGO, and with any support firms as appropriate.

5) **ACTIVITY UNDERTAKEN.** Once the sub-grant agreement is signed, the NGO will begin to implement the activity, in accordance with the application and the sub-grant agreement.

6) **TECHNICAL MONITORING.** The Grantee will monitor the development of the activity to assure quality of outputs.

G. The Role of USAID in the Economic Policy and Practice Project

A.I.D.'s primary role in the Economic Policy and Practice Project is to review and concur or decline to concur with summaries of activity proposals based on the pre-set technical, financial, and institutional criteria at the concept paper stage. In the event A.I.D.'s review indicates that the activity does not meet the pre-set criteria, it shall decline to concur. Through its review of the two page abstract, USAID will approve or disapprove all Complete Applications that have been approved by the Activity Selection Committee. USAID representative may choose to attend any or all CC and ASC meetings as a non-voting member. Alternatively, USAID and the Grantee will meet prior to the review meetings and the Grantee will forward any USAID comments to the Activity Selection Committee.

A.I.D. will also review the project's annual workplan and quarterly reports, and make comments as necessary. A.I.D. will approve or disapprove the composition of the Consultative Council and the Activity Selection Committee.

III. FINANCIAL PLAN AND COST ESTIMATES

The total project cost is estimated at \$8 million. Of this amount, A.I.D. will provide \$6.0 million. Of the \$6.0 million, approximately \$3.204 million will be used for sub-grants to private Dominican institutions that collaborate with the project. Sub-grant recipients are expected to provide 50 percent or more of the cost of the activity for which financing is requested. This counterpart contribution may come from the recipient's own sources or from other national financing sources. The total contribution from non-A.I.D. sources will be no less than \$2 million equivalent in local currency.

The exact nature and composition of the sub-grants, which represent the main activities to be supported by the project, are not itemized since they will be the subject of proposals by local groups according to their interests, in concurrence with pre-set project criteria. Therefore, the budget is derived showing an itemization of the core activities by cost component, with a line item shown as estimated sub-grant activity. All dollar costs are adjusted for expected inflation at a rate of 6 percent per year; local costs are adjusted at 10 percent for year 2 and 6 percent per year thereafter; local costs are adjusted at 10 percent for year 2 and 6 thereafter in order to allow for exchange rate adjustment lags in the short term, consistent with recent experience.

From time to time during the course of the Cooperative Agreement, USAID will review the Grantee's home and local office support costs. Because of the nature of the project, at some point in the future, the project may be amended to lengthen the period of performance and add additional funding.

1. Project Manager.

The costs of placing a resident advisor are estimated for a full-time employee of the Grantee.

2. Local Support Staff.

A minimal support staff is estimated at prevailing rates based on the FSN salary scales. In order to support the Grantee's Project Manager with project financial expertise, a local Finance Manager and an Administrative Assistant are assumed, both at roughly the FSN 11 level. A messenger/driver is budgeted, with the expectation that he would also serve as general support staff. It is assumed that no secretary will be required. A fringe benefit rate of 35 percent is used, representing mandatory contributions for retirement, health and life insurance, and customary allowances for year end bonuses and transportation. Two part-time consultants are also included: A Project Development Specialist for 80 days each year and a Project Start-up Specialist for 130 days during the first year only.

3. Home Office Support. Home office support is budgeted for an administrative professional at half-time, which will be necessary in order to provide oversight on the sub-grant program from persons knowledgeable with A.I.D. grant procedures and requirements. A professional for approximately one-third-time is also included to assist the long term advisor in technical issues, such as the evaluation of grant proposals, monitoring work performed under the sub-grant programs, identifying sources of technical assistance to support individual activities requests, etc. The professional will provide networking services for the NGOs with US sister organizations. The professional will also develop relationships with multilateral lending organizations and the US government regarding follow-up of adjustment programs, development of trade treaties and relevant projects for the Dominican Republic.

4. Other Direct Costs. Other direct costs required for the conduct of the project are estimated based on the project configuration. During the first year, ten, six-day, trips are planned, to allow a minimum of contractor interaction with the Project Manager and USAID on both technical and administrative matters. During the following years, only 4 annual trips will be required. Per diem and related travel costs are estimated at \$140 per day. Local travel is estimated at \$200 per month, primarily for vehicle operational costs. Office rental is based on a 1,000 square foot suite at \$25 per square foot per year, which is consistent with current costs for furnished suites. Communications are estimated at levels sufficient to facilitate routine contact between the RA and the contractor home offices, as well as general telephone costs in country. Audit services are estimated at levels sufficient to undertake regular project audits, as well as qualifying audits of major grantees in the first year of the project.

5. Commodities. Commodities to be procured under the project are minimal, and reflect the requirements for establishing a small office in Santo Domingo. One passenger vehicle is provided at a landed cost estimate of \$17,000. Furnishings and equipment are itemized further in the Project Paper. An amount equal to 10 percent of each of these items is budgeted for years 2-5 to allow for maintenance, repair and supplies.

6. Project Evaluation. The project will fund both internal and external evaluations of the project. Internal evaluations are estimated to cost approximately \$10,000 per year, rising with inflation during the out-years. The internal evaluation will include an assessment of economic, public opinion, and sociological factors as determined each year by the Grantee and USAID. The annual audit requirements are listed separately in Other Direct Costs as shown in Attachment 5.

7. Sub-grants. The balance of funding for sub-grants is not programmed in detail, as it will be structured in response to Dominican needs. It is expected, however, that a typical year of funding once the project is established would approach \$800,000 in magnitude, with smaller amounts in the final project years as it is phased out. Although the specific activities are not programmed, this would accomplish what could be envisaged as a typical annual program of 3 major sub-grants at \$200,000, 4 medium-sized activities (\$40,000) and 2 smaller projects at \$20,000.

8. Counterpart Contributions. In order to gain maximum impact from limited funds and assure maximum Dominican commitment to project activities, maximum feasible Dominican contribution to the cost of the activities will be sought. As a general standard, a counterpart contribution of 50% or more of the activity cost is expected. However, for exceptional cases, the Prime Grantee, with the Consultative Council concurrence, may request approval from A.I.D. to reduce this requirement in appropriate and fair cases. This will be done on the basis of a list of criteria previously agreed upon between the Prime Grantee, the Consultative Council and A.I.D.

No funds for any sub-grant activity can be disbursed until the Prime Grantee, the Consultative Council, and A.I.D. develop a mutually acceptable set of criteria to be used to judge proposals that might request a waiver of the "no less than 50% counterpart contribution" rule.

After the first semester of the life of the Project, and subsequently as deemed convenient through the life of the Project, A.I.D. and the Prime Grantee will review how the counterpart contribution from sub-grantee institutions has worked, and decide on any necessary modifications.

The value of time and labor contributed to the activity by sub-grantee staff and directors will be included in the calculation of counterpart contributions, as well as the time and labor contributed by staff hired specifically for Project activities by the institution.

It is expected that sub-grantee organizations will provide 50% or more of the cost of the activity for which financing is requested. This

counterpart contribution may come from the recipient's own sources or from other national financing sources. However, there may be extraordinary exceptions, and the projected exceptions, taken together, may lower the national counterpart contribution average rate to 33% of the amount of the sub-grants and to 25% of the total project cost. With a sub-grant budget of \$3.204 million, the specific activity counterpart contribution is estimated to be slightly greater than \$1 million.

In addition to the specific activity counterpart contributions made by participating NGOs, the project will also receive about \$943 thousand in kind contributions from other sources, for a total counterpart contribution of at least \$2 million over the life of project. This in-kind estimate is described in detail as follows:

- 1) First, the Consultative Council would presumably volunteer some of their time. Assuming the Council has 15-20 members, each of whom dedicate 8 days to the effort, at an average shadow salary rate of \$300/day (an accurate rate for individuals with the experience and skills required by the Council), the annual in-kind contribution of the Council would be approximately \$48,000. Their expenses (phone calls, transportation) are estimated at \$50 each, for a yearly total of \$1000. Over five years, this contribution is worth \$245,000.
- 2) In addition, under the terms of the cooperative agreement, no NGOs will be allowed to earn a fee from the project. The no-fee policy is the equivalent of an in-kind contribution to the project of an average of 8 percent on the total amount of sub-grants, or \$256,346.
- 3) In addition, the no-fee policy on the Prime Grantee is the equivalent of an 8 percent in-kind contribution based on the total value of the contract, \$5.8 million, or \$466,320.

The total of these non-activity-specific, in-kind contributions is \$967,666. When combined with the 33 percent minimum contribution made for each local sub-grant activity (33 percent of \$3.356 million, or \$1.057 million), the total counterpart contribution to the project is slightly over \$2 million. For presentational purposes, the in-kind contribution is assumed to be \$942,574, thus producing total counterpart contributions of \$2 million and a total project figure of \$8 million.

9. Local and Dollar Costs. The project costs are classified as dollar costs, i.e. payable outside the home country in U.S. currency, or local costs, which includes all payments within the Dominican Republic.

10. Recurring Costs. The project will be funding a set of discrete activities in support of economic policy reform. Some of the activities undertaken in the project may be extended beyond the project life with private or other funding from directly concerned groups. Due to the reactive nature of the project and the discrete nature of the sub-grants, it is not possible to estimate these recurring costs and the ability of the organizations to support them. It is expected, however, that as a result of the activities supported by the project, that NGOs will have improved their effectiveness as advocates of policy reform and sponsors of related activities, and will thus be able to attract other funding to continue these types of programs in the future.

IV. PROCUREMENT METHODS

Because the project will fund activities as opposed to institutions, only a limited amount of commodity procurement are envisioned to operate the Project. The equipment to be procured is expected to include household and office generators/housings, fuel tanks, and inverters; household air conditioners; office phone system; 3 computers with software; laser printer; copier; fax; office furniture; and file cabinets. The Grantee will be responsible for procurement, and for assuring that all USAID/DR and Handbook 13 eligibility rules are followed. All goods (with the exception of "shelf items," such as office supplies) which are to be reimbursed under this grant will be purchased in accordance with Handbook 13, "Procurement of Goods and Services" in the United States (A.I.D. Geographic code 000) and the Dominican Republic. Because the total expected procurement represents an insubstantial amount of the total grant, and the procurement will be "up-front," no procurement plan is required. In order to assure rapid project start-up, a Project Start-up Specialist will be contracted for a period of 3 months to assist in establishing appropriate procedures and carrying out procurement as necessary.

V. DISBURSEMENT MECHANISM AND SUB-GRANT PRICING

Project disbursement and audit procedures were designed to minimize the direct involvement of USAID; encourage the active participation of Dominican NGOs by not being overly burdensome; place more financial control requirements on larger projects, and fewer requirements on smaller projects; assure that all payments are valid and supported by documentation that meets USAID requirements; eliminate advances to the greatest extent possible; and not place the Grantee in a financially vulnerable position regarding USAID reimbursement. The following disbursement procedures will be employed under the grant.

The Grantee is expected to qualify for financing under the Letter of Credit-Treasury Financial Communications System (LOC-TFCS). This will provide funds for the grantees's immediate cash needs and eliminate the need for cash advances.

The sub-grants under this project will be structured as discrete activities with defined outputs. The project will not finance ongoing general activities of NGOs, but rather only fund extraordinary projects related to specific economic policy issues which they would not otherwise be able to undertake. For all small projects, and wherever possible for larger projects as well, the sub-grants will be fixed price with a payment schedule derived in response to the completion of project activities and milestones, as evidenced by submission of deliverables to the Grantee, such as submission of reports, press conferences, seminars, trips, or other measurable outputs. Therefore, no advance funding of sub-grants will be provided, except in extraordinary cases. The sub-grants will not be structured as cost-reimbursement grants except where there is no alternative and the organization has developed in place a suitable financial and accounting system to support this type of billing.

At Project inception, the Grantee will conduct or contract for a pre-award evaluation on all groups submitting approved applications. Once the Grantee establishes the adequacy of each NGO, the Grantee will be authorized by USAID for full reimbursement of the rates charged by the NGOs. The project will not consider requests under \$10,000, due to the time-consuming nature of the selection, evaluation, and disbursement procedures.

VI. ASSESSMENTS AND AUDITS

All sub-grantees will be subject to a pre-award evaluation, either performed by the Grantee (in general, for grants under \$25,000) or by an accounting firm contracted by the Grantee (in general, for grants over \$25,000). The budget for pre-award as follows: on average, the project will involve nine annual evaluations/audits of sub-grants costing an average of \$7,500 each, for an annual expense of \$67,500 in the first year, rising with inflation.

Sub-grantees receiving \$25,000 annually will be subject to the annual audit requirements of "Guidelines for Financial Audits Contracted by Foreign Recipients" issued by USAID's Inspector General. The audits will be budgeted and paid for by the sub-grantees from funding received from the Grantee. (*) The Grantee will assist the sub-grantees in contracting for the serviced of audit firms which are qualified by USAID to perform annual audits. The Grantee will track and follow-up on recommendations made in audit reports of sub-grantees and will report to USAID quarterly on the status of audits and outstanding recommendations.

The Grantee will also be responsible for the internal financial review of its operation in the Dominican Republic. Audits of the Grantee will be performed in accordance with the requirements of OMB Circular A-133.

(*) This will be clarified by USAID at a later date in writing.

VII. MONITORING AND EVALUATION OF THE PROJECT

The nature of the project requires close monitoring and evaluation to ensure that the best possible use is made of existing opportunities. To this end, the preparation of technical and financial reports is scheduled, as well as two types of evaluations: internal and external.

At the beginning of the project, the Grantee will assure the collection of adequate base-line data from which to measure project progress. The base-line data will include economic, sociological, and public-opinion data.

The internal evaluation of the Project at the end of each year will serve as the basis for the preparation of the Annual Working Plan for each subsequent year. These evaluations will be the responsibility of the Grantee. The Grantee will prepare and present to the Consultative Council and to A.I.D. quarterly technical and financial reports, in order to carry out adequate follow-up and control of the progress of the Project and of its activities.

Responsibility for monitoring the activities funded under the project will fall to the Grantee's Project Manager. Prior to approving each invoice submitted by an NGO, the Grantee's Project Manager will review the activities conducted to date for quality and timeliness. Because invoices will be tied to measurable project milestones, tangible outputs and progress will be a prerequisite for payment.

Each activity will be evaluated, through surveys, questionnaires, press coverage, impact measurement, and other means. The Grantee's Project Manager will assure that at the end of the year the overall project is evaluated for macroeconomic impact, impact on NGOs, impact on public opinion, impact on consensus-building, and other impacts to be selected in consultation with USAID. The Grantee's Project manager will prepare a report to the Consultative Council and USAID, summarizing project progress and accomplishments, and highlighting any problems that may have occurred.

One external mid-term review is scheduled in year 3, followed by an external final evaluation in the last year of the project. The external evaluations will be conducted by a team of experts external to the Project and hired by A.I.D. for this purpose. These external evaluations will be contracted for directly by USAID. When appropriate, USAID will request written authorization from the Grantee, SRI, to contract for these evaluations. If the two external evaluations in years 3 and 5 are deemed to require more funds than are currently allocated, the Grantee agrees to adjust the administrative costs downward in order to provide the additional funds to A.I.D. for the evaluations.

VIII. SUBSTANTIAL INVOLVEMENT AND REPORTING REQUIREMENTS

1. The Recipient will obtain USAID approval of the Project Manager identified by it to manage the EPP project.
2. The Recipient will obtain USAID concurrence on the selection criteria and job descriptions for its Santo Domingo Office (SDO) staff.
3. The recipient will obtain USAID concurrence on the job descriptions for its Home Office (HO) staff.
4. The Recipient will obtain USAID concurrence on the selection of SDO personnel.
5. The Recipient will obtain USAID approval of the selection of the members of the Consultative Council.
6. The Recipient will obtain USAID approval of the (non ex-officio) members chosen for the Activity Selection Committee prior to their taking office.
7. The Recipient will obtain USAID concurrence on the participation and proposal manuals and guidelines prepared by the SDO staff.
8. The Recipient will obtain USAID approval of each Annual Work Plan prepared by the Consultative Council and the SDO Project Manager as Secretariat.
9. USAID Project Office will participate, as an observer, in all sessions of the Activity Selection Committee.
10. The Recipient, the Consultative Council, and USAID will develop a mutually acceptable set of criteria to be used to judge proposals that request a waiver of the "no less than 50 percent counterpart contribution" rule. No funds for any sub-grant activity can be disbursed until agreement is reached by the 3 parties on the set of criteria.
11. Any waiver of the "50 percent rule" on national counterpart contributions is subject to the approval of USAID.
12. The Recipient will notify USAID and the Consultative Council of any and all proposals rejected by the Activity Selection Committee at the "concept paper" stage.
13. The Recipient will provide USAID with a two page abstract of each of the Final Proposals favorably recommended by the Activity

Selection Committee. Within 15 days, USAID will provide the Recipient with a written approval or rejection letter for each of the Final Proposals.

14. The Recipient agrees to submit to USAID's Controller Office on a quarterly basis a Fund Accountability Statement. The Fund Accountability Statement must be denominated in U.S. dollars and must include: the quarterly budgeted amounts by category, the quarterly draw-downs against the LOC_TFCS budgeted amounts to date (since the inception of the Project), by category; the actual cumulative draw-downs and costs incurred to date (since the inception of the Project), by category. The Fund Accountability Statement will also include fund balances at the end of the quarter and the cumulative balance.
15. The Recipient will obtain USAID approval of any advance to be made by the Recipient to those sub-grantees with adequate financial systems and controls.
16. The Recipient will prepare quarterly technical and financial Project Progress Reports for review by the Consultative Council and USAID.
17. The Recipient will be audited in accordance with OMB circular A-133. The Recipient will require all sub-grantees receiving more than \$25,000 annually to have an annual external audit performed by a firm chosen from a list provided by USAID/DR and will ensure that appropriate corrective actions are taken on the recommendations contained in the audit reports.
18. Two external evaluations will be completed during the life of the Project by a team of experts contracted for directly by A.I.D.

Reporting will be done by the Recipient in accordance with requirements which have been or will be furnished by A.I.D. to the Recipient after the effective date of the Agreement.

DETAILED
COST ESTIMATE SUMMARY

YEAR 1

(06/22/92) - (06/21/93)

	Hours	Rates	Dollars
Direct Labor		\$	\$
SENIOR PROFESSIONAL	2210	25.01	55,273.28
PROFESSIONAL	2080	7.43	15,445.64
TECHNICAL	1040	19.51	20,289.30
CLERICAL	3120	9.81	30,616.76
Total SRI Labor	<u>8450</u>		<u>\$ 121,624.98</u>
Staff Benefits at 41.2%			50,109.49
Total Labor and Staff Benefits			<u>\$ 171,734.47</u>
		Percent of	
		Labor + Benefits	\$
Off-Site Overhead	1993	16.9%	9,730.05
	1992	17.1%	9,959.09
Systems Analysis Overhead	1993	47.5%	13,204.61
	1992	48.2%	13,554.19
Total Overhead			<u>46,447.94</u>
Other Direct Costs			\$
Subcontractors (pre-award assessments)			67,500.00
Consultant Fees			54,430.00
Consultant Expenses			14,876.99
Communication			4,800.00
Travel & Subsistence			26,130.00
Travel & Subsistence (local)			7,350.00
Equipment Purchases			67,840.00
Building Rent			25,000.00
Subtotal Other Direct Costs			<u>\$ 267,926.99</u>
ODC Escalation			0.00
Burden at 0.30% of ODC (travel)			100.44
Burden at 6.30% of ODC			13,195.16
Subtotal Burden			<u>13,295.60</u>
Total Other Direct Costs			281,222.59
G & A at 23.80% 1993			31,590.40
G & A at 24.10% 1992			39,048.08
Total G & A			<u>70,638.48</u>
Total Estimated Cost			<u>\$ 570,043.48</u>

DETAILED
COST ESTIMATE SUMMARY

YEAR 2

(06/22/93) - (06/21/94)

	Hours	Rates	Dollars	
Direct Labor		\$	\$	
SENIOR PROFESSIONAL	2210	26.26	58,044.70	
PROFESSIONAL	2080	7.80	16,220.06	
TECHNICAL	693	20.49	14,197.61	
CLERICAL	3120	10.31	32,151.85	
	<hr/>			
Total SRI Labor	8103		\$ 120,614.22	
Staff Benefits at 41.2%			49,693.06	
			<hr/>	
Total Labor and Staff Benefits				\$ 170,307.28
		Percent of		
		Labor + Benefits		
		\$		
Off-Site Overhead	1994	16.8%	10,213.46	
	1993	16.9%	10,279.77	
Systems Analysis Overhead	1994	45.5%	11,073.05	
	1993	47.5%	11,565.97	
			<hr/>	
Total Overhead				43,132.25
Other Direct Costs			\$	
Subcontractors (pre-award assessments)			70,875.00	
Consultant Fees			13,400.00	
Communication			5,040.00	
Travel & Subsistence			6,258.00	
Travel & Subsistence (local)			3,352.00	
Outside Services			7,462.00	
Building Rent			26,250.00	
			<hr/>	
Subtotal Other Direct Costs			\$ 132,637.00	
ODC Escalation			0.00	
Burden at 0.30% of ODC (travel)			28.82	
Burden at 6.30% of ODC			6,096.96	
			<hr/>	
Subtotal Burden			6,125.78	
Total Other Direct Costs				138,762.78
G & A at 23.50% 1994			30,533.18	
G & A at 23.80% 1993			32,843.73	
			<hr/>	
Total G & A				63,376.91
Total Estimated Cost				<hr/> \$ 415,579.22

DETAILED
COST ESTIMATE SUMMARY

YEAR 3

(06/22/94) - (06/21/95)

	Hours	Rates	Dollars
Direct Labor		\$	\$
SENIOR PROFESSIONAL	2210	27.56	60,898.04
PROFESSIONAL	2080	8.18	17,017.42
TECHNICAL	693	21.49	14,895.54
CLERICAL	3120	10.81	33,732.36
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Total SRI Labor	8103		\$ 126,543.36
Staff Benefits at 41.2%			52,135.88
			<hr/>
Total Labor and Staff Benefits			\$ 178,679.24
	Percent of		
	Labor + Benefits		
Off-Site Overhead	16.8%		21,436.84
Systems Analysis Overhead	45.5%		23,240.97
			<hr/>
Total Overhead			44,677.81
Other Direct Costs		\$	
Subcontractors (pre-award assessments)			74,419.00
Consultant Fees			13,970.00
Communication			5,292.00
Travel & Subsistence			6,568.00
Travel & Subsistence (local)			3,520.00
Outside Services			7,836.00
Building Rent			27,563.00
			<hr/>
Subtotal Other Direct Costs			\$ 139,168.00
ODC Escalation			0.00
Burden at 0.30% of ODC (travel)			30.26
Burden at 6.30% of ODC			6,395.57
			<hr/>
Subtotal Burden			6,425.83
Total Other Direct Costs			145,593.83
G & A at 23.50%			65,932.02
			<hr/>
Total G & A			65,932.02
Total Estimated Cost			\$ 434,882.90
Fixed Fee			0.00
			<hr/>
Total Estimated Cost Plus Fixed Fee			\$ 434,882.90

DETAILED
COST ESTIMATE SUMMARY

YEAR 4

(06/22/95) - (06/21/96)

	Hours	Rates	Dollars
Direct Labor		\$	\$
SENIOR PROFESSIONAL	2210	28.94	63,955.95
PROFESSIONAL	2080	8.59	17,871.94
TECHNICAL	693	22.57	15,643.54
CLERICAL	3120	11.35	35,426.23
	<hr/>		
Total SRI Labor	8103		\$, 132,897.66
Staff Benefits at 41.2%			54,753.85
			<hr/>
Total Labor and Staff Benefits			\$ 187,651.51
		Percent of	
		Labor + Benefits\$	
Off-Site Overhead		16.8%	22,513.26
Systems Analysis Overhead		45.5%	24,408.03
			<hr/>
Total Overhead			46,921.29
Other Direct Costs			\$
Subcontractors (pre-award assessments)			78,140.00
Consultant Fees			14,580.00
Communication			5,557.00
Travel & Subsistence			6,888.00
Travel & Subsistence (local)			3,696.00
Outside Services			8,228.00
Building Rent			28,941.00
			<hr/>
Subtotal Other Direct Costs			\$, 146,030.00
ODC Escalation			0.00
Burden at 0.30% of ODC (travel)			31.75
Burden at 6.30% of ODC			6,709.81
			<hr/>
Subtotal Burden			6,741.56
Total Other Direct Costs			152,771.56
G & A at 23.50%			69,236.71
			<hr/>
Total G & A			69,236.71
Total Estimated Cost			\$, 456,581.07
Fixed Fee			0.00
			<hr/>
Total Estimated Cost Plus Fixed Fee			\$, 456,581.07

DETAILED
COST ESTIMATE SUMMARY

YEAR 5

(06/22/96) - (05/31/97)

	Hours	Rates	Dollars
		\$	\$
Direct Labor	2210	30.35	67,062.73
SENIOR PROFESSIONAL	2080	9.01	18,740.06
PROFESSIONAL	693	23.67	16,403.47
TECHNICAL	3120	11.91	37,147.14
CLERICAL			
	<u>8103</u>		<u>\$ 139,353.40</u>
Total SRI Labor			57,413.58
Staff Benefits at 41.2%			
			<u>\$ 196,766.98</u>
Total Labor and Staff Benefits			
		Percent of	
		Labor + Benefits\$	
Off-Site Overhead		16.8%	23,606.86
Systems Analysis Overhead		45.5%	25,593.76
			<u>49,200.62</u>
Total Overhead			
Other Direct Costs			\$
Subcontractors (pre-award assessments)			82,047.00
Consultant Fees			15,400.00
Communication			5,834.00
Travel & Subsistence			7,240.00
Travel & Subsistence (local)			3,881.00
Outside Services			8,639.00
Building Rent			30,388.00
			<u>\$ 153,429.00</u>
Subtotal Other Direct Costs			
ODC Escalation			0.00
Burden at 0.30% of ODC (travel)			33.36
Burden at 6.30% of ODC			7,050.96
			<u>7,084.32</u>
Subtotal Burden			160,513.32
Total Other Direct Costs			
G & A at 23.50%			72,622.97
			<u>72,622.97</u>
Total G & A			
			<u>\$ 479,103.89</u>
Total Estimated Cost			
Fixed Fee			0.00
			<u>\$ 479,103.89</u>
Total Estimated Cost Plus Fixed Fee			

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DETAILED
COST ESTIMATE SUMMARY

POLICY STUDIES

(06/22/92) - (05/31/97)

	Hours	Rates	Dollars
Direct Labor		\$	\$
SENIOR PROFESSIONAL	11050	27.62	305,234.70
PROFESSIONAL	10400	8.20	85,295.12
TECHNICAL	3812	21.36	81,429.46
CLERICAL	15600	10.84	169,074.34
	<hr/>		
Total SRI Labor	40862		\$ 641,033.62
Staff Benefits at 41.2%			264,105.86
			<hr/>
Total Labor and Staff Benefits			\$ 905,139.48
			<hr/>
	Percent of		
	Labor + Benefits	\$	
Off-Site Overhead	1994	16.8%	77,770.42
	1993	16.9%	20,009.82
	1992	17.1%	9,959.09
Systems Analysis Overhead	1994	45.5%	84,315.81
	1993	47.5%	24,770.58
	1992	48.2%	13,554.19
			<hr/>
Total Overhead			230,379.91
			<hr/>
Subcontractors (pre-award assessments)			372,981.00
Consultant Fees			111,780.00
Consultant Expenses			14,876.99
Communication			26,523.00
Travel & Subsistence			53,084.00
Travel & Subsistence (local)			21,799.00
Equipment Purchases			67,840.00
Outside Services			32,165.00
Building Rent			138,142.00
			<hr/>
Subtotal Other Direct Costs			\$ 839,190.99
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ODC Escalation			0.00
			<hr/>
Burden at 0.30% of ODC (travel)			224.63
Burden at 6.30% of ODC			39,448.46
			<hr/>
Subtotal Burden			39,673.09
Total Other Direct Costs			878,864.08
			<hr/>
G & A at 23.50% 1994			238,324.88
G & A at 23.80% 1993			64,434.13
G & A at 24.10% 1992			39,048.08
			<hr/>
Total G & A			341,807.09
			<hr/>
Total Estimated Cost			\$ 2,356,190.56

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