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2016  
PNP/EE

MEMORANDUM OF DISTRIBUTION

PDCBI 776

I. OBLIGATION: This is a partial  final award under PIO/T No. 180-0032-3-1183687. If final obligation, Office of Procurement (OP) has no objections to the dereserving of any remaining funds.

II. DOCUMENT IDENTIFICATION/INFORMATION.

- a) Document No. EUR-0032-A-00-1023-00 Mod. No. \_\_\_\_\_
- b) Incremental funding action: \_\_\_\_\_ YES  NO
- c) Buy-in: \_\_\_\_\_ YES  NO
- d) Document has been transmitted to recipient/grantee for signature. Date transmitted: \_\_\_\_\_
- e) Method of Financing (check one only)
  - Letter of Credit
  - \_\_\_\_\_ Periodic Advance
  - \_\_\_\_\_ Direct Reimbursement

III. FM DISTRIBUTION:

- One original signed copy to FM for recording obligation. FM/A/PNP, Room 612; SA-2
- One copy to FM paying office FM/CMPD, Room 700; SA-2

IV. TECHNICAL OFFICE/MISSION/CONTRACTOR DISTRIBUTION.

- Technical Office: ENE/EUR, Donna Frago, Rm. 6923, N.S  
(office symbol, name, rm, & bldg #)

\_\_\_\_\_ - Mission: \_\_\_\_\_  
(specify)

~~Program Office: ENE/PD/PCS, Judy Britt, Room 3320, N.S.~~

- Recipient/Contractor: JDC date mailed: \_\_\_\_\_  
(copy of document signed by all parties)

V. OP DISTRIBUTION:

- \_\_\_\_\_ - Helen Tartaro, PS/SUP, Room 1435; SA-14  
Copy of Delivery Orders. (Plus copy of PIO/T facesheet)
- Anna Robinson, PS/SUP, Room 1436; SA-14  
OP/PS/SUP copy of all other documents, including final assistance document signed by all parties. (Plus a copy of the PIO/T facesheet)

\_\_\_\_\_ Copy of this form goes with each copy of the document distributed and original remains in the official file.

Diane M. Miller Date: MAY - 1 1991  
Diane M. Miller  
Acting Chief, OP/OS/EE

**Agency for International Development**  
Washington, D.C. 20523

APR 12 1991

Mr. Aryeh Cooperstock  
Executive Director,  
International Development Program  
The American Jewish Joint Distribution Committee, Inc.  
711 Third Avenue  
New York, New York 10017

Subject: Cooperative Agreement No. EUR-0032-A-00-1023-00

Dear Mr. Cooperstock:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D.") hereby provides to the American Jewish Joint Distribution Committee, Inc. (hereinafter referred to as "JDC" or "Recipient") the sum of one million six hundred forty nine thousand dollars (\$1,649,000) in support of a three-year project entitled "Private Voluntary Organization (PVO) Humanitarian/Development Initiatives Project" (Project Number 180-0032), as more fully described in Attachment 1 of this Cooperative Agreement entitled "Schedule" and Attachment 2, entitled "Program Description."

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

The total estimated amount of this Cooperative Agreement is \$1,649,000 of which the full amount is hereby obligated. A.I.D. shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount.

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

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

Sincerely,



Judith D. Johnson  
Overseas Division  
Office of Procurement

Attachments: 1. Schedule  
2. Program Description  
3. Standard Provisions  
4. Standard Form 269  
5. Standard Form 272

ACKNOWLEDGED:

AMERICAN JEWISH JOINT DISTRIBUTION COMMITTEE, INC.

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

TYPED NAME: Steven Schwager

TITLE: Associate Executive Vice-President for Finance and Administration

DATE: April 17, 1991

FISCAL DATA

PIO/T No.	:	180-0032-3-1183687
Appropriation No:	:	72-11X1010
Budget Plan Code	:	QAIX-91-33180-IG-12
Allotment No.:	:	184-63-180-01-69-11
Total Estimated Amount	:	\$1,649,000
Total Obligated Amount	:	\$1,649,000
Technical Office	:	ENE/EUR, D. Frago
Funding Source	:	FM/CMPD/LC
Method of Payment	:	Letter of Credit
DUNS No.	:	06-822-6141
TIN	:	13-1656634

**SCHEDULE**

**A. PURPOSE OF COOPERATIVE AGREEMENT**

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

**B. PERIOD OF COOPERATIVE AGREEMENT**

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

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

**C. AMOUNT OF COOPERATIVE AGREEMENT AND PAYMENT**

1. The total estimated amount of this Cooperative Agreement for the period shown in Section B.1. above is \$1,649,000.

2. A.I.D. hereby obligates the amount of \$1,649,000 for project expenditures during the period set forth in Section B.2. above and as shown in the financial plan of this Schedule (see Section D).

3. Payment shall be made to the Recipient in accordance with procedures set forth in the Optional Standard Provision entitled "Payment - Letter of Credit."

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

Agency for International Development  
Office of Financial Management, FM/CMPD/LC  
Room 700, SA-2  
Washington, D.C. 20523-0209

**D. FINANCIAL PLAN**

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

**1. Financial Plan Notes**

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

b. Notwithstanding the inclusion of costs for motor vehicles in this financial plan, if included in the Recipient's revised program budget, the approval by the Grant Officer is still required prior to vehicle purchase.

2. Inclusion of any cost in the financial plan of this Cooperative Agreement does not obviate the requirement for prior approval by the Grant Officer of cost items designated as requiring prior approval by the applicable cost principles (see the Mandatory Standard Provision set forth in Attachment 3 entitled "Allowable Costs") and the terms and conditions of this Cooperative Agreement.

**E. REPORTING REQUIREMENTS**

**1. Financial Reports**

a. Financial reporting requirements shall be in accordance with the Optional Standard Provision of this Cooperative Agreement entitled "Payment - Letter of Credit"

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

PROGRAM SUPPORT BUDGET - CZECHOSLOVAKIA / HUNGARY  
(U S DOLLARS IN THE THOUSANDS)

	YEAR ONE			YEAR TWO			YEAR THREE			GRAND TOTAL		
	AID	PVO	TOTAL	AID	PVO	TOTAL	AID	PVO	TOTAL	AID	PVO	TOTAL
<b>PROJECT A (CZECHOSLOVAKIA)</b>												
Institute												
Total Program	247	0	247	110	0	110	67	43	110	424	43	467
Total Procurement	26	48	74	7	48	55	0	53	53	33	149	182
CLA												
Total Program	17	0	17	25	0	25	12	13	25	54	13	67
Total Procurement	130	180	310	10	60	70	0	70	70	140	310	450
Monitoring	21	0	21	17	0	17	17	0	17	55	0	55
<b>SUBTOTAL</b>	<b>441</b>	<b>228</b>	<b>669</b>	<b>169</b>	<b>108</b>	<b>277</b>	<b>96</b>	<b>179</b>	<b>275</b>	<b>706</b>	<b>515</b>	<b>1,221</b>
<b>PROJECT B (HUNGARY)</b>												
Training:												
Total Program	315	0	315	32	0	32	0	0	0	347	0	347
Total Procurement	7	6	13	2	6	8	0	0	0	9	12	21
Home Care												
Total Program	71	72	143	107	198	305	0	0	0	178	270	448
Total Procurement	3	6	9	3	6	9	0	0	0	6	12	18
Day Care												
Total Program	23	27	50	23	30	53	0	0	0	46	57	103
Total Procurement	0	30	30	0	30	30	0	0	0	0	60	60
Monitoring	18	0	18	18	0	18	0	0	0	36	0	36
<b>SUBTOTAL</b>	<b>437</b>	<b>141</b>	<b>578</b>	<b>185</b>	<b>270</b>	<b>455</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>622</b>	<b>411</b>	<b>1,033</b>
<b>HEADQUARTERS</b>												
CZECHOSLOVAKIA												
Total Program	0	39	39	0	24	24	0	24	24	0	87	87
Total Procurement	25	0	25	20	0	20	20	0	20	65	0	65
HUNGARY												
Total Program	16	23	39	10	14	24	0	0	0	26	37	63
Total Procurement	4	0	4	4	0	4	0	0	0	8	0	8
<b>SUBTOTAL</b>	<b>45</b>	<b>62</b>	<b>107</b>	<b>34</b>	<b>38</b>	<b>72</b>	<b>20</b>	<b>24</b>	<b>44</b>	<b>99</b>	<b>124</b>	<b>223</b>
<b>REGIONAL OFFICES</b>												
CZECHOSLOVAKIA/VIENNA												
Total Program	0	17	17	0	12	12	0	12	12	0	41	41
Total Procurement	4	0	4	4	0	4	4	0	4	12	0	12
HUNGARY/BUDAPEST												
Total Program	115	15	130	74	4	78	0	0	0	189	19	208
Total Procurement	14	0	14	7	0	7	0	0	0	21	0	21
<b>SUBTOTAL</b>	<b>133</b>	<b>32</b>	<b>165</b>	<b>85</b>	<b>16</b>	<b>101</b>	<b>4</b>	<b>12</b>	<b>16</b>	<b>222</b>	<b>60</b>	<b>282</b>
<b>TOTAL DIRECT PROGRAM COST:</b>	<b>1,056</b>	<b>463</b>	<b>1,519</b>	<b>473</b>	<b>432</b>	<b>905</b>	<b>120</b>	<b>215</b>	<b>335</b>	<b>1,649</b>	<b>1,110</b>	<b>2,759</b>

	YEAR ONE	YEAR TWO	YEAR THREE	GRAND TOTAL
JDC INDIRECT COST (10% OF DIRECT):	152	91	34	276
<b>TOTAL PROJECT COST:</b>	<b>1,671</b>	<b>996</b>	<b>369</b>	<b>3,035</b>

UNPAID: 1,649  
PVO: 1,110  
PVO'S 10%: 276  
**TOTAL PROJECT COSTS: \$3,035**

Cooperative Agreement No: EUR-0032-A-00-1023-00  
Budget Detail

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

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

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

## **2. Project Implementation Plan**

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

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

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

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

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

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

### **3. Quarterly Program Evaluation Reports**

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

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

(2) Reasons why established goals were not met.

(3) Other pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs. Cost sharing reporting by the Recipient shall be in accordance with Section H.4 of this Schedule.

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

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

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

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

#### **4. Special Reports**

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

a. Problems, delays, or adverse conditions that will materially affect the ability to attain project objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any A.I.D. assistance needed to resolve the situation.

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

#### **5. Annual Reports**

In lieu of the fourth quarter program performance report, the Recipient shall submit an Annual Report. The original and two (2) copies of the Annual Report plus one (1) copy for the Embassy or A.I.D. Mission in each cooperating country will be submitted to the Project Officer prior to each anniversary date of the agreement. Annual reports

will describe program activities and the Recipient's financial contribution to the project (see section H.4 for Recipient cost sharing requirements). The Annual Report will also include a country information sheet for each subproject activity and will be furnished in the format prescribed in the RFA. Other current A.I.D. grants, contracts, and cooperative agreements to JDC will be noted in the report with an explanation of any relationship of such agreements to this Cooperative Agreement.

#### **6. Final Report**

Within ninety (90) days after the expiration date of this Cooperative Agreement and in lieu of a fourth quarter program performance report and an annual report, the Recipient shall submit the original and two (2) copies of a Final Report which summarizes the project in the format set forth in Section E.3.

#### **F. SUBSTANTIAL INVOLVEMENT**

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

(1) Approval of Countries: The following countries are approved for direct in-country program support by A.I.D. under this Cooperative Agreement:  
Czechoslovakia and Hungary.

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

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

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

**G. CLOSEOUT PROCEDURES**

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

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

b. Date of completion: The date of completion is the date on which all work under the cooperative agreement is complete or the date on the award document, or any supplement or modification thereto, on which A.I.D. sponsorship ends.

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

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

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

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

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

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

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

**H. SPECIAL PROVISIONS**

**1. Grantee Application (Proposal)**

A summary of the Grantee's project is stated in Attachment 2 of the grant entitled "Program Description". A more in-depth discussion of the program description is provided by Recipient's Application (Proposal), entitled "FY 1991 PVO Humanitarian Initiatives Grant Application: Prague, Czechoslovakia: Training Institute for Professionals in the Field of Care for Individuals with Disabilities/Model Community Living Arrangement for Children with Disabilities; Budapest, Hungary: Home Care for the Elderly with Training For Professional Care Givers and Administrators," dated December 27, 1990 and revised application dated March 8, 1991. The Recipient's application was submitted in response to a Request for Grant Application (RFA) issued by the Office of European Affairs, Bureau for Europe and the Near East. The Recipient's application is hereby referenced and incorporated as part of this Cooperative Agreement; however, the Order of Precedence in Section H.11 applies.

**2. Employee Salaries**

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

**3. Consultant Fees**

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

**4. Cost Sharing (Matching)**

a. Pursuant to the RFA, the Recipient has agreed to expend from non-federal cash funds by the end of the life-of-program (LOP) not less than the amount shown in the financial plan of this Cooperative Agreement contained on page 3 of this Schedule, under the Column headed "PVO". Therefore, the standard provision of this Cooperative Agreement entitled "Cost Sharing (Matching)" applies.

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

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

**5. Travel**

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

6. Monitoring and Evaluation

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

b. Self-evaluation: Self-evaluations will be conducted by the Recipient in accordance with its evaluation program as described in its 12/27/90 proposal and 3/8/91 revision.

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

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

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

Czechoslovakia (A.I.D. Geographic Code 184)  
Hungary (A.I.D. Geographic Code 185)

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

c. All goods/commodities shall have their source in the United States or the corresponding cooperating country or countries. The Recipient is expected to use its own private cost-share funds for all procurements of nonexpendable property for all non-U.S. or non-cooperating country procurements.

**8. Procurement of Used Equipment**

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

**9. Ocean Shipment of Goods**

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

**10. Title to Property**

Title to property purchased by the Recipient under this Cooperative Agreement shall be vested in the Recipient. Accordingly, the Standard Provision entitled "Title to and Care of Property (Grantee Title)" applies. Disposition of property shall be in accordance with this Standard Provision.

**11. Order of Precedence**

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

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

**12. Correspondence**

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

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

**13. Zip Codes**

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

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

**14. Standard Provisions**

The Standard Provisions set forth in Attachment 3 consist of the following provisions and the corresponding numbers (as specified on pages 4C-1 and 4C-9 of the Attachment 3) which are attached hereto and hereby incorporated as a part of this Cooperative Agreement:

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

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

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

1. Payment - Letter of Credit (November 1985)
4. Air Travel and Transportation (November 1985)
5. Ocean Shipment of Goods (May 1986)
6. Procurement of Goods and Services (November 1985)
7. A.I.D. Eligibility Rules for Goods and Services (November 1985)
8. Subagreements (November 1985)
9. Local Cost Financing (November 1988)
11. Publications (November 1985)
12. Negotiated Indirect Cost Rates - Predetermined
14. Regulations Governing Employees (November 1985)
19. Government Furnished Excess Personal Property (November 1985)
20. Title To and Use of Property (Grantee Title) (November 1985)
25. Conversion of United States Dollars to Local Currency (November 1985)

(End of Attachment 1)

17

**PROGRAM DESCRIPTION**

I. Program Goal: The goal of the Agreement is improve the delivery of social services to groups with special needs (the elderly, handicapped) in Hungary and Czechoslovakia by increasing the number of trained professional staff in those countries.

II. Program Purpose: The purpose of the Agreement is to 1) to develop and implement a training program for professional home care staff to improve the quality of care of disadvantaged senior citizens in Hungary, building on existing services and staff; 2) to establish a Training Institute for skills related to caring for people with physical and mental disabilities in Czechoslovakia; and 3) establish sustainable community living arrangements for children and youth with handicaps in Czechoslovakia.

III. Principal Activities:

A. Hungary:

1. Establishing a successfully operating Home Care program in Budapest's Eight District.

The program will be housed in offices provided by Budapest's Eight District and will be implemented in partnership with the Ministry of Health and the District's Mayor. The program will provide care for 350-400 elderly in need and provide on-the-job training for staff (see below).

2. Operating a Multi-disciplinary Training program in conjunction with the Home Care Project.

The training program will have four parts: i) training of the Hungarian teaching staff, ii) conducting a six week Home Care course for 15 Home Health Workers, iii) training 20 physical therapists in physical and operational therapy for the older person at a six week training course at the ORFI Physiotherapy Institute in Budapest, and iv) on-the-job training in program development for Day Care Centers' staff.

3. Upgrading Existing Adult Day Care Centers.

Through a training of trainers approach, staff of existing food distribution centers will be taught how to develop and implement social and recreational programs for older individuals who frequent the centers.

B. Czechoslovakia

1. Establishing a Multi-disciplinary Training Institute.

The JDC will establish a Multi-disciplinary Training Institute in Prague for the training of 30 professionals in the field of care for individuals with handicaps. These participants will form the faculty for the institute as it brings hundreds of professionals in for training. In the third year, local NGOS and the Czechoslovakian Government are expected to bear 50 percent of project costs, assuming full costs at the end of the third year.

2. Establishing Community Living Arrangements (CLA) for children and youth with handicaps.

The JDC will establish two CLA apartments in Prague, serving 18 children and youth with disabilities which will function as a model for similarly programs.

C. The project will fund independent mid-term and final evaluations.

IV. Program Management

The Project Director, Aryeh Cooperstock, JDC International Development Program Executive Director, will be principally responsible for the overall management and implementation of the program. He will coordinate activities in the field, working with the JDC country director in Hungary and through the JDC Czechoslovakia country director (located in Vienna, Austria) who will oversee a locally-hired project administrator in Czechoslovakia. The International Development Division will also provide specific technical assistance through technical experts and a field staff of professionals in relevant social service disciplines.

(End of Attachment 2)

	Trans. Memo. No.	Effective Date	Page No.
AID HANDBOOK 13	13 51	Mar. 30, 1989	4C-1

APPENDIX 4C  
OMB Control No. 0412-0510  
Expiration Date: 12/31/89

MANDATORY STANDARD PROVISIONS FOR  
U.S., NONGOVERNMENTAL GRANTEE<sup>1</sup>

INDEX OF  
~~MANDATORY STANDARD PROVISIONS~~

- |                                   |   |
|-----------------------------------|---|
| 1. Allowable Costs                | * 8. Debarment, Suspension, and other<br>Responsibility Matters |
| 2. Accounting, Audit, and Records | 9. Nondiscrimination  |
| 3. Refunds                        | 10. U.S. Officials Not to Benefit                               |
| 4. Revision of Grant Budget       | 11. Nonliability  |
| 5. Termination and Suspension     | 12. Amendment   |
| 6. Disputes                       | 13. Notices *   |
| 7. Ineligible Countries           |   |

1. ALLOWABLE COSTS (NOVEMBER 1985)

The grantee shall be reimbursed for costs incurred in carrying out the purposes of this grant which are determined by the grant officer to be reasonable, allocable, and allowable in accordance with the terms of this grant, any negotiated advance understanding on particular cost items, and the applicable\* cost principles in effect on the date of this grant.

\* NOTE: For Educational Institutions use OMB Circular A-21; for all other non-profits use OMB Circular A-122, and for profit making firms use FAR 31.2. and AIDAR 731.2.

2. ACCOUNTING, AUDIT, AND RECORDS (JANUARY 1988)

(a) The grantee shall maintain books, records, documents, and other evidence in accordance with the grantee's usual accounting procedures to sufficiently substantiate charges to the grant. The grantee's financial management system shall provide for the following:

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<sup>1</sup>When these Standard Provisions are used for cooperative agreements, the following terms apply: "Grantee" means "Recipient," "Grant" means "Cooperative Agreement," and "AID Grant Officer" means "AID Agreement Officer."

<b>Page No.</b> 4C-2	<b>Effective Date</b> Mar. 30, 1989	<b>Trans. Memo. No.</b> 13.51	<b>AID HANDBOOK 13</b>
-------------------------	--	----------------------------------	------------------------

(1) Accurate, current, and complete disclosure for each AID-sponsored project or program in accordance with the reporting requirements of this grant. While AID requires reporting on an accrual basis, the grantee shall not be required to establish an accrual accounting system but shall develop such accrual data for its reports on the basis of an analysis of the documentation on hand.

(2) Records that identify adequately the source and application of funds for AID-sponsored activities. These records shall contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, outlays, and income.

(3) Effective control over and accountability for all funds, property, and other assets. Grantee shall adequately safeguard all such assets and shall ensure that they are used solely for authorized purposes.

(4) Comparison of actual outlays with budget amounts for each grant. Financial information should be related to performance and unit-cost data whenever appropriate.

(5) Procedures to minimize the time elapsing between the transfer of funds from the U.S. Treasury and the disbursement by the recipient, whenever funds are advanced by the Federal Government.

(6) Procedures for determining the reasonableness, allowability, and allocability of costs in accordance with the provisions of the applicable Federal cost principles and the terms of the grant.

(7) Accounting records that are supported by documentation that at a minimum will identify, segregate, accumulate, and record all costs incurred under a grant and which fully disclose (i) the amount and disposition by the grantee of the proceeds of such assistance, (ii) the total cost of the project or undertaking in connection with which such assistance is given or used, (iii) the amount of that portion of the cost of the project or undertaking supplied by other sources, and (iv) such other records as will facilitate an effective audit.

(8) Examinations in the form of audits or internal audits shall be made by qualified individuals that are sufficiently independent of those that authorize the expenditure of AID funds to produce unbiased opinions, conclusions, or judgments. They shall meet independence criteria along the lines of Chapter IV, Part B of the U.S. General Accounting Office Publication Standards for Audit of Governmental Organizations, Programs, Activities, and Functions (1981 Revision).

AID HANDBOOK 13	Trans. Memo. No. 13:51	Effective date Mar. 30, 1989	Page No. 4C-3
-----------------	---------------------------	---------------------------------	------------------

These examinations are intended to ascertain the effectiveness of the financial management systems and internal procedures that have been established to meet the terms and conditions of the grant. It is not intended that each grant awarded to the grantee be examined. Generally, examinations should be conducted on an organization-wide basis to determine whether the institution has implemented and utilizes appropriate financial and administrative systems and controls in compliance with the uniform administrative requirements of OMB Circular A-110 and the applicable cost principles specified in the "Allowable Costs" standard provision of this grant, and to test the fiscal integrity of financial transactions, including accuracy and reliability of financial reports submitted to AID and other Federal agencies under agreements to which the terms of Attachment G of OMB Circular A-110 apply, as well as compliance with the terms and conditions of the AID grant. Such tests would include an appropriate sampling of AID and other Federal grants and agreements. Examinations will be conducted with reasonable frequency, on a continuing basis or at scheduled intervals, usually annually, but not less frequently than every two years. A copy of the audit report shall be furnished to the AID grant officer who shall make appropriate distribution within the Agency. The frequency of these examinations shall depend upon the nature, size, and the complexity of the activity. These grantee self-examinations do not relieve AID of its audit responsibilities, but may affect the frequency and scope of such audits.

(9) A systematic method to ensure timely and appropriate resolution of audit findings and recommendations.

(b) The grantee shall preserve and make available such records for examination and audit by AID and the Comptroller General of the United States, or their authorized representatives:

(1) until the expiration of three years from the date of termination of the grant;

(2) for such longer period, if any, as is required to complete an audit to resolve all questions concerning expenditures unless written approval has been obtained from the grant officer to dispose of the records. AID follows generally accepted accounting practices in determining that there has been proper accounting and use of grant funds. The grantee agrees to make available any further information requested by AID with respect to any questions arising as a result of the audit; and

22x

<b>Page No.</b> 4C-4	<b>Effective Date</b> Mar. 30, 1989	<b>Trans. Memo. No.</b> 13.51	<b>AID HANDBOOK 13</b>
-------------------------	--	----------------------------------	------------------------

(3) If any litigation, claim, or audit is started before the expiration of the three year period, the records shall be retained until all litigations, claims or audit findings involving the records have been resolved.

(c) The grantee shall require subrecipients to adopt the standards in paragraphs (a) and (b) above except that portion of subparagraph (a) 1 that would require specific financial reporting forms and frequencies in accordance with the payment provisions of the grant.

3. REFUNDS (JANUARY 1988)

(a) The grantee shall remit to AID all interest earned on funds provided by AID at least quarterly, except that interest amounts up to \$100 per year may be retained by the grantee for administrative expense.

(b) Funds obligated by AID but not disbursed to the grantee at the time the grant expires or is terminated shall revert to AID, except for such funds encumbered by the grantee by a legally binding transaction applicable to this grant. Any funds advanced to but not expended by the grantee and not encumbered by a legally binding transaction applicable to this grant at the time of expiration or termination of the grant shall be refunded to AID

(c) If, at any time during the life of the grant, or as a result of final audit, it is determined by AID that funds it provided under this grant have been expended for purposes not in accordance with the terms of this grant, the grantee shall refund such amount to AID

4. REVISION OF GRANT BUDGET (NOVEMBER 1985)

(a) The approved grant budget is the financial expression of the grantee's program as approved during the grant award process.

(b) The grantee shall immediately request approval from the grant officer when there is reason to believe that within the next 30 calendar days a revision of the approved grant budget will be necessary for the following reasons:

(1) Changes in the scope or the objectives of the program and/or revisions in the funding allocated among program objectives.

(2) The need for additional funding.

23

AID HANDBOOK 13	Trans. Memo. No. 13:51	Effective Date Mar. 30, 1989	Page No. 4C-5
-----------------	---------------------------	---------------------------------	------------------

(3) The grantee expects the amount of AID authorized funds to exceed its needs by more than \$5,000 or five percent of the AID award, whichever is greater.

(4) The grantee plans to transfer funds budgeted for indirect costs to absorb increases in direct costs or vice versa.

(5) The grantee intends to contract or subgrant any of the substantive programmatic work under this grant, and such contracts or subgrants were not included in the approved grant budget.

(6) The grantee plans to incur an expenditure which would require advance approval in accordance with the applicable Federal cost principles and was not included in the approved grant budget.

(7) The grantee plans to transfer funds allotted for training allowances to other categories of expense.

(c) When requesting approval for budget revisions, the grantee shall use the budget formats that were used in the application unless a letter request will suffice.

(d) Within 30 calendar days from the date of the receipt of the request for budget revisions, the grant officer shall review the request and notify the grantee whether the budget revisions have been approved. If the revisions are still under consideration at the end of 30 calendar days, the grant officer shall inform the grantee in writing of the date when the grantee may expect the decision. The grant officer shall obtain the project officer's clearance on all such requests prior to communication with the grantee.

(e) If the requested budget revision requires the obligation of additional funding, and, if after notification pursuant to this standard provision, AID determines not to provide additional funds, the AID grant officer will, upon written request of the grantee, terminate this grant pursuant to the standard provision of this grant, entitled "Termination and Suspension."

(f) Except as required by other provisions of this grant specifically stated to be an exception from this provision, the Government shall not be obligated to reimburse the grantee for costs incurred in excess of the total amount obligated under the grant. The grantee shall not be obligated to continue performance under the grant (including actions under the "Termination and Suspension" provision) or otherwise to incur costs in excess of the amount obligated under the grant, unless and until the grant officer has notified the grantee in writing that such obligated amount has been increased and has specified in such notice the new obligated grant total amount.

24x

Page No. 4C-6	Effective Date Mar. 30, 1989	Trans. Memo. No. 13:51	AID HANDBOOK 13
------------------	---------------------------------	---------------------------	-----------------

5. TERMINATION AND SUSPENSION (MAY 1986)

(a) For Cause. This grant may be terminated for cause at any time, in whole or in part, by the grant officer upon written notice to the grantee, whenever it is determined that the grantee has failed to comply with the conditions of the grant.

(b) For Convenience. This grant may be terminated for convenience at any time by either party, in whole or in part, if both parties agree that the continuation of the grant would not produce beneficial results commensurate with the further expenditure of funds. Both parties shall agree upon termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated. The agreement to terminate shall be set forth in a letter from the grant officer to the grantee

(c) Suspension Termination for Changed Circumstances. If at any time AID determines that continuation of funding for a program should be suspended or terminated because such assistance is not in the national interest of the United States or that it would be in violation of an applicable law, then AID may, following notice to the grantee, suspend this grant and prohibit the grantee from incurring additional obligations chargeable to this grant other than necessary and proper costs in accordance with the terms of this grant during the period of suspension. If the situation causing the suspension continues for 60 days or more, then AID may terminate this grant on written notice to the grantee and cancel that portion of this grant which has not been disbursed or irrevocably committed to third parties.

(d) Termination Procedures. Upon receipt of and in accordance with a termination notice as specified in either paragraph (a) or (b) above, the grantee shall take immediate action to minimize all expenditures and obligations financed by this grant and shall cancel such unliquidated obligations whenever possible. Except as provided below, no further reimbursement shall be made after the effective date of termination. The grantee shall within 30 calendar days after the effective date of such termination repay to the Government all unexpended AID funds which are not otherwise obligated by a legally binding transaction applicable to this grant. Should the funds paid by the Government to the grantee prior to the effective date of the termination of this grant be insufficient to cover the grantee's obligations in the legally binding transaction, the grantee may submit to the Government within 90 calendar days after the effective date of such termination a written claim covering such obligations. The grant officer shall determine the amount(s) to be paid by the Government to the grantee under such claim in accordance with the applicable cost principles.

<b>AID HANDBOOK</b> 13	<b>Trans. Memo. No.</b> 13:51	<b>Effective Date</b> Mar. 30, 1989	<b>Page No.</b> 4C-7
------------------------	----------------------------------	--	-------------------------

6. DISPUTES (March 1987)

(a) Any dispute under this grant shall be decided by the AID grant officer. The grant officer shall furnish the grantee a written copy of the decision.

(b) Decisions of the AID grant officer shall be final unless, within 30 days of receipt of the decision of the grant officer, the grantee appeals the decision to AID's Associate Assistant to the Administrator for Management. Any appeal made under this provision shall be in writing and addressed to the Associate Assistant to the Administrator for Management, Agency for International Development, Washington, D.C. 20523. A copy of the appeal shall be concurrently furnished to the grant officer.

(c) In order to facilitate review on the record by the Associate Assistant to the Administrator for Management, the grantee shall be given an opportunity to submit written evidence in support of its appeal. No hearing will be provided.

(d) A decision under this provision by the Associate Assistant to the Administrator for Management shall be final.

7. INELIGIBLE COUNTRIES (MAY 1986)

Unless otherwise approved by the AID grant officer, funds will only be expended for assistance to countries eligible for assistance under the Foreign Assistance Act of 1961, as amended, or under acts appropriating funds for foreign assistance.

\* 8. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (MARCH 1989)

(1) The grantee certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; \*

Page No. 4C-8	Effective Date Mar. 30, 1989	Trans. Memo. No. 13:51	AID HANDBOOK 13
------------------	---------------------------------	---------------------------	-----------------

\* (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

(2) The grantee agrees that, unless authorized by the Grant Officer, it will not knowingly enter into any subagreements or contracts under this grant with a person or entity that is included on the "Lists of Parties Excluded from Federal Procurement or Nonprocurement Programs". The grantee further agrees to include the following provision in any subagreements or contracts entered into under this grant:

DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION  
(MARCH 1989)

The recipient/contractor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(3) The policies and procedures applicable to debarment, suspension and ineligibility under AID-financed transactions are set forth in 22 CFR Part 208.

9. NONDISCRIMINATION (MAY 1986)

(This provision is applicable when work under the grant is performed in the U.S. or when employees are recruited in the U.S.)

No U.S. citizen or legal resident shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity funded by this grant on the basis of race, color, national origin, age, handicap, or sex.

10. U.S OFFICIALS NOT TO BENEFIT (NOVEMBER 1985)

No member of or delegate to the U.S. Congress or resident U.S. Commissioner shall be admitted to any share or part of this grant or to any benefit that may arise therefrom; but this provision shall not be construed to extend to this grant if made with a corporation for its general benefit. \*

	Trans. Memo. No.	Effective Date	Page No.
AID HANDBOOK 13	13:51	Mar. 30, 1989	4C-9

\* 11. NONLIABILITY (NOVEMBER 1985)

AID does not assume liability for any third party claims for damages arising out of this grant.

12. AMENDMENT (NOVEMBER 1985)

The grant may be amended by formal modifications to the basic grant document or by means of an exchange of letters between the grant officer and an appropriate official of the grantee.

13. NOTICES (NOVEMBER 1985)

Any notice given by AID or the grantee shall be sufficient only if in writing and delivered in person, mailed, or cabled as follows:

To the AID grant officer, at the address specified in the grant.

To grantee, at grantee's address shown in the grant or to such other address designated within the grant.

Notices shall be effective when delivered in accordance with this provision, or on the effective date of the notice, whichever is later. \*

(END OF MANDATORY STANDARD PROVISIONS)

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\* Revised