

YMCA
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PDI/EK
proj/ce

From MS/OP/OS/EE

J. Fullmer

POCBI 792

MEMORANDUM OF DISTRIBUTION

I. OBLIGATION: This is a partial final award under PIO/T No. 180-0032-3-1183685. 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-00-1021-00 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: 4/8/91 Date rec'd acknowledgement 4/10/91
- e) Method of Financing (check one only)
 - Letter of Credit please increase L.O.C. accordingly.
 - Periodic Advance
 - Direct Reimbursement

III FM DISTRIBUTION:

- One original signed copy to FM for recording obligation. FM/A/PNP, Room 612; SA-2 ADVANCE FORWARDED TO FM. ACKNOWLEDGE! DOCUMENT WILL BE FORWARDED WHEN REC'D.
- One copy to FM paying office. FM/CMPD, Room 700; SA-2

IV. TECHNICAL OFFICE/MISSION/CONTRACTOR DISTRIBUTION:

- Technical Office: ENE/EUR, DONNA FRASO, Rm. 6923 NS
(office symbol, name, rm, & bldg. #)

N/A - Mission:
(specify)

~~Program:~~

N/A - Contractor: date mailed:
(copy of document signed by all parties)

V. OP DISTRIBUTION:

N/A - 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: 4/12/91
Diane M. Miller
Acting Chief, OP/OS/EE

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

APR - 2 1991

**David Mercer
National Executive Director
Young Men's Christian Association of the U.S.A.
101 North Wacker Drive
Chicago, Illinois 60606-7386**

Subject: Cooperative Agreement No. EUR-0032-A-00-1021-00

Dear Mr. Mercer:

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 Young Men's Christian Association of the U.S.A. (hereinafter referred to as "YMCA" or "Recipient") the sum of one million five hundred thousand dollars (\$1,500,000) 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 \$1,500,000 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 YMCA 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
Grant/Agreement Officer
Overseas Division-ANE
Office of Procurement

Attachments:

- A. Fiscal Data
- 1. Schedule
- 2. Program Description
- 3. Standard Provisions
- 4. Standard Form 269
- 5. Standard Form 272

ACKNOWLEDGED:

YOUNG MEN'S CHRISTIAN ASSOCIATION OF THE U.S.A.

BY: 

TYPED NAME: David R. Mercer

TITLE: National Executive Director

DATE: April 11, 1991

Attachment A

FISCAL DATA

PIO/T No.	:	180-0032-3-1183685
Appropriation No.	:	72-11X1010
Budget Plan Code	:	QAIX-91-33180-IG-12
Allotment No.:	:	184-63-180-01-69-11
Total Estimated Amount	:	\$1,500,000
Total Obligated Amount	:	\$1,500,000
Technical Office	:	ENE/EUR, D. Frago
Funding Source	:	FM/CMPD/LC
Letter of Credit No.	:	72-00-1512
DUNS No.	:	00-591-2589
TIN	:	36-3258696

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 April 1, 1994.

2. In compliance with the terms and conditions of this Cooperative Agreement, funds obligated hereunder are available for project expenditures for the estimated period from the Cover Letter date through April 1, 1992 (YEAR ONE); April 2, 1992 through April 1, 1993 (YEAR TWO); April 2, 1993 through April 1, 1994 (YEAR THREE) as shown in the financial plan of this Cooperative Agreement (see Section D of this Schedule).

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 \$1,500,000.

2. A.I.D. hereby obligates the amount of \$1,500,000 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 Attachment 3, the 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/CMP/LC
Room 700, SA-2
Washington, D.C. 20523-0209

D. FINANCIAL PLAN

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

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.

3. Concurrently with the submission of the Final Report (see section F.6), YMCA shall submit the audited financial statement of the program by an independent organization and a cover letter with the 16 digit award number for this Cooperative Agreement to the following address:

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

5. Financial Plan Notes

a. Bulgaria/Hungary: Bulgaria and Hungary will receive administrative support from the Program Manager in either Czechoslovakia or Poland. Funds for monitoring, evaluation and audit will also be administered from either the Czechoslovakia or Poland offices.

b. An amount above the cost sharing amount stated in the financial plan will be provided by YMCA to cover additional resources (misc. equipment, conference space, supplies.)

c. Romania is not being funded by A.I.D. See section G.1 entitled "Substantial Involvement."

d. In the Program Summary, "Administration" is defined as "Salaries and benefits," "Travel," and "Monitoring/Evaluation/Audit (Mon/Eval/Audit)".

e. Indirect cost rate for A.I.D. funding: 20%

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

CATEGORY / NOTES	YEAR ONE		YEAR TWO		YEAR THREE		TOTAL ESTIMATED AMOUNT	
	A.I.D.	YMCA	A.I.D.	YMCA	A.I.D.	YMCA	A.I.D.	YMCA
<u>BULGARIA</u>								
Salaries incl.								
benefits /a	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Travel /a	0	0	0	0	0	0	0	0
Misc. Supplies /b	0	/b	0	/b	0	/b	0	/b
Programs	0	0	64,000	0	64,000	0	128,000	0
Instl. Devl.	0	84,000	0	107,000	0	131,690	0	22,690
Mon/Eval/Audit /a	0	0	0	0	0	0	0	0
SUBTOTALS:	\$ 0	\$ 84,000	\$ 64,000	\$ 107,000	\$ 64,000	\$ 131,690	\$ 128,000	\$ 22,690

CHECHOSLOVAKIA

Salaries incl.								
benefits	\$ 32,500	\$ 0	\$ 34,775	\$ 0	\$ 37,209	\$ 0	\$ 104,484	\$ 0
Travel	3,500	0	3,500	0	3,500	0	10,500	0
Misc. Supplies /b	0	/b	0	/b	0	/b	0	/b
Programs	114,000	5,000	99,000	5,000	51,000	0	264,000	10,000
Instl. Devl.	0	44,000	0	45,680	0	47,478	0	137,158
Mon/Eval/Audit	4,000	0	4,000	0	4,000	0	12,000	0
SUBTOTALS	\$ 154,000	\$ 49,000	\$ 141,275	\$ 50,680	\$ 95,709	\$ 47,478	\$ 390,984	\$ 147,158

HUNGARY

Salaries incl.								
benefits /a	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Travel /a	0	0	0	0	0	0	0	0
Misc. Supplies /a	0	/b	0	/b	0	/b	0	/b
Programs	0	0	64,000	2,000	64,000	0	128,000	2,000
Instl. Devl.	0	123,843	0	123,000	0	125,000	0	71,843
Mon/Eval/Audit /a	0	0	0	0	0	0	0	0
SUBTOTALS:	\$ 0	\$ 123,843	\$ 64,000	\$ 125,000	\$ 64,000	\$ 125,000	\$ 128,000	\$ 373,843

THE RECIPIENT MUST RECEIVE PRIOR WRITTEN APPROVAL ON THE ANNUAL PROJECT IMPLEMENTATION PLAN (PIP) BEFORE EXPENDITURES CAN BE AUTHORIZED UNDER THIS COOPERATIVE AGREEMENT

A.I.D. and Recipient (Cost Share) Funding (Part II)

CATEGORY / NOTES	YEAR ONE		YEAR TWO		YEAR THREE		TOTAL ESTIMATED AMOUNT	
	A.I.D.	YMCA	A.I.D.	YMCA	A.I.D.	YMCA	A.I.D.	YMCA
<u>POLAND</u>								
Salaries incl.								
benefits	\$ 32,500	\$ 0	\$ 34,775	\$ 0	\$ 37,209	\$ 0	\$ 104,484	\$ 0
Travel	3,500	0	3,500	0	3,500	0	10,500	0
Misc. Supplies /b	0	/b	0	/b	0	/b	0	/b
Programs	134,000	5,000	99,000	5,000	51,741	0	284,741	10,000
Instl. Devl.	0	99,591	0	100,680	0	102,478	0	302,749
Mon/Eval/Audit	4,000	0	4,000	0	4,000	0	12,000	0
SUBTOTALS:	\$ 174,000	\$ 104,591	\$ 141,275	\$ 105,680	\$ 96,450	\$ 102,478	\$ 411,725	\$ 312,749

ROMANIA

Salaries incl.								
benefits /c	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Travel /c	0	0	0	0	0	0	0	0
Misc. Supplies /c	0	/b	0	0	0	/b	0	/b
Programs /c	0	0	0	7,000	0	6,000	0	13,000
Instl. Devl. /c	0	20,000	0	20,000	0	11,000	0	51,000
Mon/Eval/Audit /c	0	0	0	0	0	0	0	0
SUBTOTALS:	\$ 0	\$ 20,000	\$ 0	\$ 27,000	\$ 0	\$ 17,000	\$ 0	\$ 64,000

HEADQUARTERS

Salaries incl.								
benefits	\$ 34,500	\$ 0	\$ 36,915	\$ 0	\$ 39,499	\$ 0	\$ 110,914	\$ 0
Travel	3,000	17,000	7,000	12,000	0	5,000	10,000	34,000
Misc. Supplies /b	0	/b	0	/b	0	/b	0	/b
Audit	0	0	0	0	18,000	0	18,000	0
Mon /Eval.	0	0	0	0	8,500	0	8,500	0
Prgm Support	30,000	0	14,000	0	0	0	44,000	0
SUBTOTALS	\$ 67,500	\$ 17,000	\$ 57,915	\$ 12,000	\$ 65,999	\$ 5,000	\$ 191,414	\$ 34,000

THE RECIPIENT MUST RECEIVE PRIOR WRITTEN APPROVAL ON THE ANNUAL PROJECT IMPLEMENTATION PLAN (PIP) BEFORE EXPENDITURES CAN BE AUTHORIZED UNDER THIS COOPERATIVE AGREEMENT

A.I.D. and Recipient (Cost Share) Funding (Part III)

<u>CATEGORY / NOTES</u>	<u>YEAR ONE</u>		<u>YEAR TWO</u>		<u>YEAR THREE</u>		<u>TOTAL ESTIMATED AMOUNT</u>	
	<u>A.I.D.</u>	<u>YMCA</u>	<u>A.I.D.</u>	<u>YMCA</u>	<u>A.I.D.</u>	<u>YMCA</u>	<u>A.I.D.</u>	<u>YMCA</u>
<u>PROGRAM SUMMARY</u>								
Programs	\$ 278,000	\$ 10,000	\$ 340,000	\$ 19,000	\$ 230,741	\$ 6,000	\$ 848,741	\$ 35,000
Misc. Supplies /b	0	/b	0	/b	0	/b	0	/b
Instl. Devl.	0	371,434	0	396,360	0	417,645	0	1,185,439
Administration /d	117,500	17,000	128,465	12,000	155,417	5,000	401,382	34,000
Indirect Costs /e	79,100	77,597	93,693	91,913	77,084	75,617	249,877	245,129
GRAND TOTAL:	\$ 474,600	\$ 476,031	\$ 562,158	\$ 519,	\$ 463,242	\$ 504,264	\$1,500,000	\$1,499,568

THE RECIPIENT MUST RECEIVE PRIOR WRITTEN APPROVAL ON THE ANNUAL PROJECT IMPLEMENTATION PLAN (PIP) BEFORE EXPENDITURES CAN BE AUTHORIZED UNDER THIS COOPERATIVE AGREEMENT

E. INDIRECT COSTS

1. Indirect Cost Rate

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

<u>Type</u>	<u>Effective Period</u>		<u>Rate</u>	<u>Base</u>
	<u>From</u>	<u>To</u>		
Provisional	Life of Program		20.0%*	See (a)

(a) Base of Application:

Total direct costs for the International Division, Unit 589.

* Negotiated Indirect Cost Rate Agreement dated November 15, 1988 is 39.6%. The Recipient has agreed to cost share 19.6% and any amount thereupon (see section E.2) as part of its cost share agreement (see section I.4 of this Schedule).

2. Indirect Cost Rate Ceiling

The rate specified in Section E.1 of this Schedule is 20%. Payment on account of allowable indirect costs shall be made on the basis of final or predetermined indirect cost rates for each accounting period which applies to this Cooperative Agreement, but not in excess of the following ceiling rate applied to the base which is set forth below. Any indirect cost above 20% shall be absorbed by the Recipient and considered "cost sharing" (see section I.4 of this Schedule.)

<u>Type</u>	<u>Rate</u>	<u>Base</u>
Ceiling	20%	Total direct costs for the International Division, Unit 589

F. REPORTING REQUIREMENTS

1. Financial Reports

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

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

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

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

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

2. Annual 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) and ninety (90) days before the anniversary of the effective date of this Cooperative Agreement, the Recipient shall prepare and submit to the A.I.D. Project Officer specified in Section F.1.d. of this Schedule the original and two (2) copies of a detailed project implementation plan (PIP) for the corresponding year of this Cooperative Agreement.

b. YMCA shall submit an annual detail PIP in consultation with the Project Officer. In addition to the criteria stated below, YMCA shall submit detailed budget which more accurately describe estimated expenditures in accordance with the amount in the financial plan (see section D of this Schedule.) The PIP reporting format is specified in Section E.3.a.(3) and should contain the following elements:

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

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

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

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

3. Quarterly Program Evaluation Reports

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

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

(2) Reasons why established goals were not met.

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

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

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

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

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

4. Special Reports

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

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

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

5. Annual Reports

In lieu of the fourth quarter program performance report, the Recipient shall submit an Annual Report. The original and two (2) copies of the Annual Report plus one (1) copy for the Embassy or A.I.D. Mission in each cooperating country will be submitted to the Project Officer prior to each anniversary date of the agreement. Annual reports will describe program activities and the Recipient's financial contribution to the project (see section I.4 for Recipient cost sharing requirements). The Annual Report will also include a country information sheet for each subproject activity and will be furnished in the format prescribed in the RFA. Other current A.I.D. grants, contracts, and cooperative agreements to the YMCA 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. In addition to the audited financial statement of the Recipient's program, the final report will include a summary of the program in the format set forth in section F.3.

G. SUBSTANTIAL INVOLVEMENT

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

1. Approval of Countries: The following countries are approved for direct in-country program support by A.I.D. under the cooperative agreement: Bulgaria, Czechoslovakia, Hungary, and Poland. 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 the Recipient shall request prior approval in writing from the Project Officer stated in section F.1.d. of this Schedule, with a copy of the request sent to the Grant Officer.

2. Approval of Evaluators: The Project Officer must approve independent evaluators and any alternate for the mid-term and final evaluations (see section I.7 of this Schedule).

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

H. CLOSEOUT PROCEDURES

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

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

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

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

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

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

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

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

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

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

I. SPECIAL PROVISIONS

1. Cost Principles

The cost principles applicable to this Cooperative Agreement is Office of the Management and Budget (OMB) Circular A-122.

2. Grantee Application (Proposal)

A summary of the Grantee's project is stated in Attachment 2 of the cooperative agreement entitled "Program Description". A more in-depth discussion of the program description is provided by YMCA's application (proposal), entitled "YMCA Humanitarian/Development Initiatives in Eastern Europe," dated December 28, 1990 and revised applications (proposals) dated March 11, 1991 and March 25, 1991. The Recipient's application (proposal) was submitted in response to the RFA to the Office of European Affairs, Bureau for Europe and the Near East. The Recipient's application (proposal) is hereby referenced and incorporated as part of this Cooperative Agreement; however, the Order of Precedence in Section I.12 applies.

3. 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.

4. Cost Sharing (Matching)

a. Pursuant to the RFA, YMCA has agreed to expend from non-federal cash funds by the end of the life-of-program (LOP) not less than the amount shown in the financial plan of this Cooperative Agreement under the Column headed "YMCA". Therefore, the standard provision "Cost Sharing (Matching)" applies. In addition, the Recipient will be cost sharing a portion of the indirect cost rate and costs for additional resources which will be determined in the areas of "Program" and "Administration" for Bulgaria, Czechoslovakia, Hungary, and Poland and "Total Program" and "Administration" for Headquarters (see section D.1. of this Schedule.)

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 (Standard Form 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. 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.

6. 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.

7. Monitoring and Evaluation

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

b. Self-evaluation: Self-evaluations will be conducted by the Recipient in accordance with its evaluation program as described in its December 28, 1990 proposal and March 11, 1991 revision.

c. Independent Evaluation: An independent mid-term and final evaluation in collaboration with the Recipient will be carried out at the mid point of the program and no later than sixty (60) days prior to the expiration date of the cooperative agreement. The scope of work for the independent mid-term and/or final evaluation must be developed with, and the evaluator(s) chosen to carry out this activity must be approved in advance by, the Project Officer. This approval must be communicated in writing. The Recipient is encouraged to provide at least one

evaluator from its permanent staff who, if possible, is not currently participating in activities funded by this Cooperative Agreement. At least one evaluator will be an individual not currently employed by YMCA. The Project Officer is to participate in the pre-evaluation and post-evaluation briefings. The original and two (2) copies of the completed evaluation report plus one (1) copy of each country evaluated will be sent to the Project Officer whose address is specified in section F.1.d. of this Schedule.

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

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

Poland (A.I.D. Geographic Code 181)
Bulgaria (A.I.D. Geographic Code 183)
Czechoslovakia (A.I.D. Geographic Code 184)
Hungary (A.I.D. Geographic Code 185)

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

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

9. Procurement of Used Equipment

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

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.)	
Procurement of Goods and Services	20523-1414
Negotiated Indirect Cost	
Rates - Provisional	20523-0060
(second address)	20523-1417

14. Standard Provisions

With the exception of additions stated in section I.15 of this Schedule, the Standard Provisions set forth in Attachment 3 consist of the following provisions and the corresponding numbers (as specified on pages 4C-1 and 4C-8a of the Attachment) which are attached hereto and hereby incorporated as a part of this Cooperative Agreement:

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

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

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

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

15. Addition to Standard Provision 8 entitled
"Subagreements"

The following paragraph shall be incorporated into the Standard Provision entitled "Subagreements" and therefore made a part of this Cooperative Agreement:

"(c) At the request of the Grant Officer, or a representative of the A.I.D. Inspector General's office, the Recipient will obtain and provide the requesting office any of the above listed items from a subrecipient for the purpose of audit or examination of financial records. Any disclosure by A.I.D. of such documentation will be made in accordance with applicable laws and regulations. While A.I.D. retains the right to audit or examine the financial records of a subrecipient at any time, the recipient will be allowed the first right to audit in such cases where an audit is requested."

(End of Attachment 1)

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PROGRAM DESCRIPTION

I. Program Goal

The goal of this Cooperative Agreement is to strengthen communities and develop skills in youth that are needed for democratic initiatives as well as market-oriented growth in the countries of Central and Eastern Europe.

II. Program Purpose

The purpose of this Cooperative Agreement is to promote and implement youth service program, Eastern Europe YMCA institutional development, and humanitarian/development assistance programs in the region. Country specific projects will be developed by existing YMCA organizations in Poland, Hungary, Czechoslovakia, and Bulgaria.

III. Principal Activities

This Cooperative Agreement will fund activities in three sectoral areas: Programs, Institutional Development, and Administration. The Programs sector includes a Community Development component which will address the following: a) Service clubs; b) Education-health awareness; c) democratic principles and practices; and d) humanitarian assistance programs. It also includes an Environment component which will address the following: a) Environment camps, b) Outdoor environment education, c) Earth Corps. The third component of the Programs sector is the Management component which will address a) Enterprise development, b) Middle management development, and c) Formation of Industrial Management Clubs.

The Institutional Development sector of activity is aimed at strengthening and consolidating the capability of national movements in the four countries. A key element is integrated involvement of partnership relations between YMCA and the countries.

The third funding sector is Administration, which will focus on the administration, monitoring and coordination of the Program and its components. YMCA will coordinate six Program Institutes (approximately two per year for three years), including two in the first year in Poland and Czechoslovakia and a third Program Institute which will precede the implementation of the Program areas in the second year in Hungary and Bulgaria.

The program provides for one field monitoring and evaluation visit each year and a final audit at the completion of the program in year three. An independent mid-term and final evaluation will will carried out in coordination with A.I.D.

IV. Program Management

The Project Director, Robert Masuda, Director of the International Division of the YMCA of the USA, will be principally responsible for the overall management and implementation of the Cooperative Agreement Program. He will coordinate activities in the field with a Project Manager at the European Alliance and a program/financial manager each in Poland and Czechoslovakia. These project managers' monitoring and evaluation responsibilities will be extended in year two and three to Hungary and Bulgaria. Technical assistance will be provided to country YMCAs in project design, project management (implementation) and evaluation by the International Division's staff, Field Associates and/or consultants.

(End of Attachment 2)