

Glaubach

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MEMORANDUM OF DISTRIBUTION

FEB 11 1991

1. OBLIGATION: This is a partial ___ final award under PIO/T No. 519 0794 3 1656002. If final obligation, OP has no objections to the dereserving of any remaining funds.

II. DOCUMENT IDENTIFICATION/INFORMATION:

- a. Document No.: LAC-0794-G-00-1005-00 Mod # _____
- b. Incremental funding action: ___ YES ___ NO
- c. Buy-in: ___ YES NO
- d. Document has been transmitted to recipient /grantee for signature. Date transmitted: 2-8-91
- e. Method of Financing (check one only)
 - Letter of Credit
 - Periodic Advance
 - Direct Reimbursement

[Handwritten signature]

III. FM DISTRIBUTION

- X One original signed copy to FM for recording obligation. (PFM/FM/A/PNP, Rm. 612, SA 2)
- X FM/CMP/LC Gene Westlake SA2 /with memo
- X One copy to FM paying office. (Rm. 700, SA2. PPM/FM/CMPD)

IV. TECHNICAL OFFICE/MISSION DISTRIBUTION:

- X Technical Office: LAC/DI Maria Mamlouk NS 3253
(Office Symbol, Name, Rm., Bldg.)
- X Mission: USAID/El Salvador
(specify)
- X ~~Program Office~~ LAC/DR/PSS, Susan Bugg (cover page only) 2252 NS
(Office Symbol, Name, Rm., Bldg.)

V. OP DISTRIBUTION:

- X OP/PS/SUP copy of all documents including final assistance document signed by all parties. (Anna Robinson, Rm. 1436, SA14)

VI. CONTRACTOR/GRANTEE, ETC.

___ Original document signed by all parties.

VII. CONTRACT FILE

___ Original document signed by all parties to be inserted in file.

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

Date: _____
James A Loy, Team Leader, OF Unit
Rm. 1583 (Tel.) 5-1041

Team Leader

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

FEB 8 1991

Mr. Antonio Gonzales
Southwest Voter Research Institute, Incorporated
403 East Commerce, Suite 260
San Antonio, Texas 78205

Subject: Grant No. LAC-0794-G-~~93~~⁹⁰-1005-00

Dear Mr. Gonzales:

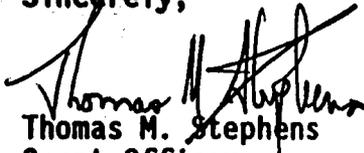
Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or Grantor") hereby provides to the Southwest Voter Research Institute, Incorporated (hereinafter referred to as "SVRI" or "Grantee") an amount not to exceed \$144,539 to provide support for election observer delegations to El Salvador, as more fully described in Attachment 1 of this Grant entitled Schedule and Attachment 2, entitled Program Description.

This Grant is effective and obligation of \$144,539 is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives from January 1, 1991 through the estimated completion date of April 1, 1991. Funds disbursed by A.I.D. but uncommitted by the Grantee at the expiration of this period shall be refunded to A.I.D.

This Grant is made to the recipient on 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.

Please acknowledge receipt and acceptance of this Grant by signing all copies of this cover letter, retaining one set for your files, and returning the remaining copies to the undersigned.

Sincerely,


Thomas M. Stephens
Grant Officer
Overseas Division-LAC
Office of Procurement

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions

ACKNOWLEDGED

SOUTHWEST VOTER RESEARCH INSTITUTE, INCORPORATED

BY Andrew Hernandez

TYPED NAME Andrew Hernandez

TITLE President

DATE 2-9-91

FISCAL DATA

PIO/T No.	519-0794-3-1656002
Appropriation No.	72-110/11037
Budget Code Plan	LES0-91-35519-KG15
Allotment No.	070-65-519-00-69-11

This Obligation	\$144,539
Total Obligation	\$144,539
Total Estimated Amount	\$144,539
DUNS No.	61-505-5555
E.I. No.	74-237-8901
Technical Office	LAC/DI
Funding Office	AID/W/FM/A/PNP

Schedule

A. Authority and Purpose of Grant:

1. This Grant is entered into pursuant to the Foreign Assistance Act of 1961, as amended, and the Federal Grant and Cooperative Agreement Act of 1977 (P.L. 95-224). The following documentation is incorporated into and made a part of the Grant: (1) proposal submitted by Grantee dated January 15, 1991.
2. The purpose of this Grant is to organize and support a delegation to facilitate monitoring of the electoral process.

B. Period of Grant:

The effective date of this Grant is January 1, 1991 and the estimated completion date is April 1, 1991.

C. Amount of Grant and Payment:

1. The total estimated amount of this Grant for the period indicated in Paragraph B above is \$144,539.
2. A.I.D. hereby obligates the amount of \$144,539 in funding for the purposes of this Grant.
3. Payment shall be made to the recipient in accordance with procedures set forth in Attachment 3 - Standard Provision No. 1 entitled "Payment - Letter of Credit (Nov. 1985)"

D. Financial Plan:

1. The following is the Financial Plan for this Grant. The Grantee will not be reimbursed for expenses exceeding the total amount obligated (see Part C above). Revisions of this budget shall be made in accordance with the Standard Provision of this Grant entitled "Revision of Grant Budget".

Budget

<u>Category</u>	<u>Total Estimated Cost</u>
Salaries	\$ 7,615
Fringe Benefits*	1,218
Consultants	15,283
Travel & Transportation	94,241
Other Direct Costs	<u>26,182</u>
Total	\$144,539

*Fringe benefits are reimbursable at 16% of direct full-time salaries.

2. Notwithstanding the effective date of this Grant, and subject to the Standard Provision entitled "Allowable Costs and Contributions (Non-Profit Organizations other than Educational Institutions)", costs incurred on or after January 1, 1991 shall be eligible for reimbursement hereunder. Such costs are included in the Financial Plan shown above.

E. Reporting:

1. Financial Reporting:
 - a. Financial reporting requirements shall be in accordance with the Standard Provision of this agreement entitled "Payment - Letter of Credit (Nov. 1985), as shown in Attachment 3.
 - b. The original and two copies of all financial reports shall be submitted to A.I.D., Office of Financial Management, Program Accounting and Finance Division FM/CMPD/DCB, Washington, D.C. 20523-0209. In addition, three copies of all financial reports shall be submitted to the Technical Office, LAC/DI, AID/W.

2. Program Performance Reporting:

Within thirty days of the termination of the Grant, the Grantee shall provide to the A.I.D. Project Officer ten (10) copies of a final report consisting of a summary description of project activities and an evaluation of the Grantee's performance and effectiveness in achieving project objectives.

2. Special Reports:

The Grantee shall provide special reports as requested by the A.I.D. Grant Officer or the LAC/DI, Project Officer.

F. Indirect Cost Rates:

Overhead and Indirect Cost will not be reimbursed under this Grant. Fringe benefits will be reimbursed in accordance with the Financial Plan specified in this Grant.

G. A.I.D. Liaison Official:

U.S. - AID/Washington, LAC/DI, Maria Momlouk, Project Officer.

H. Special Provisions:

1. For the purposes of this Grant, reference to "OMB Circular A-122" in the Standard Provisions of this agreement shall include the A.I.D. implementation of such Circular, as set forth in subpart 731.7 of the A.I.D. Acquisition Regulations (AIDAR) (41 CFR Chapter 7).
2. The "Mandatory Standard Provisions for U.S. Nongovernmental Grantees," and the indicated "Additional Standard Provisions for U.S. Nongovernmental Grantees", Attachment 3, are hereby made a part of this Grant. The Standard Provisions shall also be made a part of any subagreement between the Grantee and any U.S. Organization.

I. Logistic Support:

All logistic support shall be provided or arranged by the Grantee.

J. Authorized Geographic Code:

The eligible geographic code under this agreement shall be determined through application of the Standard Provisions entitled "Procurement of Goods and Services" and "A.I.D. Eligibility Rules for Goods and Services".

K. Title to Property:

Title to all property procured under this agreement shall vest to the Grantee in accordance with the requirement contained in the Optional Standard Provision entitled "Title to and Care of Property (Grantee Title)".

L. Cooperating Country Liaison Officials:

Gail Lecce, USAID/El Salvador.

PROGRAM DESCRIPTION

I. Purpose:

The purpose of the grant is to support a non-partisan program of election observer missions to ensure a free and fair election in El Salvador on March 10, 1991.

II. Background:

El Salvador will hold legislative and municipal election on March 10, 1991. The Salvadoran government and opposition political party leader see the elections a another important step in the consolidation of the country's fragile democracy and an opportunity to generate further progress toward ending the prolonged civil war. They are attempting to maximize voter participation and hope that, although the FMLN guerrillas have declined to participate, violence and disruption of the electoral process would be minimized. The presence of international observers through the entire process, campaign as well as elections, will help the Salvadoran ensure a fair, fraud-free and peaceful election.

A.I.D. funds have been designated to fund observer mission and other electoral activities from five non-governmental organizations, one of which is the Southwest Voter Research Institute (SVRI), as in the multilateral Organization of American States. Considering the short time frame before the elections, such assistance should commence at the earliest possible date.

III.

The grant will be implemented by the Southwest Voter Research Institute (SVRI), a non-partisan, non-profit Hispanic research, policy analysis, and leadership development organization. SVRI is the research and policy sister organization of the Southwest Voter Registration Education Project, the largest and oldest Hispanic voter registration education organization in the U.S. Since 1986, SVRI has organized 12 fact-finding and consulting missions to Latin American countries, including El Salvador. During these trips, SVRI provided observers as well as pollwatcher and voter-registration training.

The SVRI program, which is more fully described in their unsolicited proposal, includes the following activities:

A. Start-up:

SVRI will open two offices as early as possible in San Salvador and San Miguel to provide advance work and logistical support to the fact-finding and observer missions.

Each office will be staffed by an SVRI Mission Coordinator and a Salvadoran consultant, with an SVRI Mission Director to oversee their work. Each office will be equipped to provide continuity to the observation effort (e.g. by serving as focal point where regular reports on voter registration and campaign activities can be received from a variety of sources).

B. Analyzing the Voter Registration Process:

SVRI will conduct an analysis of the voter registration process, especially the Central Electoral Council's current mass voter registration campaign, and will work with the U.N. and other groups to ensure a fair and fraud-free election.

C. Observing the Campaign Process:

SVRI will organize a 10-day pre-election mission of national Hispanic leaders (15 delegates) in the period between February 8 - 24, 1991. The fact-finding mission, which includes a video and radio crew, will focus on the conditions for free campaign organization by all legally-registered political parties.

SVRI will issue a report based on the findings of the mission and an analysis of the voter registration process. The report will be released in the U.S. and El Salvador by March 1, 1991 and will be disseminated to Hispanic leaders and to the media.

D. Election Week Observation:

SVRI will field a national Hispanic leaders mission to observe the final 10 days of the election period (28 delegates). In an effort to cover a broad sample of precincts throughout the country, the delegation will divide into fourteen teams, one per department. Each team will spend one week in its designated department where it will intend to observe and document as much political, civic, electoral, and military activity as possible. On election day, each team will observe a broad sample of precincts in its department.

E. Analyzing the Outcome:

Following the election, SVRI's mission will gather to debrief and synthesize its experience in a taped session. Data analyzed will include voter turnout, official results, independent polls, etc.

The findings will be immediately released to the public and reported in detail to the appropriate policy makers in the U.S. and El Salvador. A video and radio report will be produced by the crews that accompanied SVRI. SVRI will publish a report on the entire electoral process by April 1, 1991.

IV. Implementation:

The Grantee will:

- A. Recruit and engage qualified personnel to participate on pre-election observer missions, advance teams, election-day observer missions, and project offices.
- B. Provide logistical support for program activities, including travel, visas and lodging arrangements, interpreters, and clerical and administrative support.
- C. Provide participants with briefing materials and arrange itineraries for delegates.

(1)