


memorandum

DATE: 7-25-85
TO: CM/ROD/LAC, Vivian Prakash
SUBJECT: PACT Grant LAC-0634-G-SS-5074-00
TO: LAC/DR/SD, P. Maguire

Please advise this office of your technical approval/disapproval of the attached subject document.

APPROVED:  Date: 7/25/85
DISAPPROVED: _____ Date: _____

Comments:

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

July 21, 1985

Mr. Thomas Byrne
Executive Director
Private Agencies Collaborating Together, Inc.
777 United Nations Plaza
New York, N. Y. 10017

Subject: Grant No. LAC-0634-G-SS-5074-00

Dear Mr. Bryne:

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 Private Agencies Collaborating Together, Inc. (hereinafter referred to as "Grantee" or "PACT") the sum of Seventy-two Thousand Two Hundred Thirty-five Dollars (\$72,235) in support of a project on PVO Sector Policy and Program Design as more fully described in Attachment 2, entitled "Program Description".

This Grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives through the estimated completion date of October 31, 1985. Funds disbursed by AID but uncommitted by the Grantee at the expiration of this period shall be refunded to A.I.D.

This Grant is made to the Grantee 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, retain one set for your files, and return the remaining copies to this office, being sure to return all copies marked "Funds Available".

Sincerely yours,

Wesley L. Hawley
Grants Officer
Regional Operations Division-LAC
Office of Contract Management

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Attachments:

1. Schedule
2. Program Description
3. Standard Provisions

ACKNOWLEDGED:

PRIVATE AGENCIES COLLABORATING TOGETHER, INC.

BY: _____

TYPED NAME: _____

TITLE: _____

FISCAL DATA

PIO/T No	:	598-0634-1-5651337- and A-1
Appropriation No.	:	72.1151021.6
Budget Plan Code	:	LDAA-85-35598-DG12
Allotment No.	:	546-65-598-00-69-51
This Obligation	:	\$72,235
Total Estimated Cost:	:	\$72,235
E.I. No.	:	13-2702768
Technical Office	:	LAC/DP/SD, <u>Pail</u> Maguire
Funding Source	:	AID/W (LOC No. 72001484)
DUNS No.	:	07-770-5911

ScheduleA. Purpose of Grant:

The purpose of this Grant is to provide support for management assistance to PVO's in Costa Rica, Bolivia and Guatemala, as more specifically described in Attachment 2 to this Grant entitled "Program Description."

B. Period of Grant:

1. The effective date of this Grant is July 21, 1985 and the estimated completion date is October 31, 1985.

C. Amount Grant and Payment:

1. AID hereby obligates the amount of \$72,235 for the purposes of this grant.

2. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3 - Standard Provision No. 7A entitled "Payment - Letter of Credit".

D. Financial Plan:

1. the following is the Financial Plan for this Grant, including local cost financing items, if authorized. Revisions to this Plan shall be made in accordance with Standard Provision of the Grant entitled "Revision of Financial Plans." The Grantee may adjust direct line item amounts as necessary but may not exceed the total set forth in the budget.

Budget

<u>Category</u>	<u>Amount</u>
a. Salaries and Wages	\$13,307
b. Travel and Per Diem	41,026
c. Other Direct Costs	5,400
d. Overhead	<u>12,502</u>
TOTAL	\$72,235

E. Reporting:1. Financial Reporting

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

b. The original and two copies of all financial reports shall be submitted to AID, Office of Financial Management, Program Accounting and Finance Division (FM/PAFD), Washington, D.C. 20523.

2. Program Performance Reporting

a. The Grantee shall prepare a final report describing in detail work accomplishments and findings in Costa Rica and Bolivia and will make recommendations when indicated.

b. The Grantee shall prepare a separate final report for USAID/Guatemala on the results of the institutional surveys. The Grantee will provide recommendations for the most appropriate mechanism for placement and startup of an effective PVO management (umbrella) unit. Additional recommendations will be made regarding the most suitable forms of technical assistance required to put a Guatemalan umbrella organization capable of managing PVO grant-making and implementation activities.

c. Five (5) copies of each report shall be submitted to the AID technical office specified in the Cover Letter of this Grant.

3. Special Reports

The Grantee shall provide reports requested by the AID Grant Officer, the AID/W Project Officer, or the cognizant USAID field Mission.

F. Overhead Rate:

Pursuant to the Standard Provision of this Grant entitled "Negotiated Overhead Rates - Nonprofit Organizations Other than Educational Institutions", a rate or rates shall be established for each of the Grantee's accounting periods during the term of this Grant. Pending establishment of final indirect cost rates for the initial period, provisional payments on account of allowable indirect costs shall be made on the basis of the following negotiated provisional rate applied to the base which is set forth below.

<u>Type</u>	<u>Rate</u>	<u>Base</u>	<u>Period</u>
Overhead	20.93%	Total Direct Costs	Effective Date of Grant Until Amended

G. Title to Property:

Title to all property procured under this Grant shall vest with the Grantee.

H. Special Provision:

1. OMB Circular A-122

a. The cost principles of OMB Circular A-122 are synonymous with Subpart 31.7 of the Federal Acquisition Regulations (FAR) which includes Subpart 731.7 of the AID Acquisition Regulations (AIDAR).

I. Alterations and Additions to Standard Provisions:

1. Delete the following Standard Provisions:

- a. Provision 5A : Negotiated Overhead Rates - Predetermined
- b. Provision 7B : Payment - Periodic Advances
- c. Provision 7C : Payment -Reimbursement
- d. Provision 10B : Procurement of Goods and Services Over \$250,000.
- e. Provision 13B : Title To and Care of Property (USG)
- f. Provision 13C : Title To and Care of Property (Cooperating Country)
- g. Provision 20 : Patents

2. The Standard Provisions of this Grant are hereby amended to include the attached Alterations in Grant dated November 1984.

PROGRAM DESCRIPTION

A. Purpose

The purpose of this grant is to provide management assistance to:

1. Costa Rica: To work with the Coalicion Costarricense de Iniciativas de Desarrollo (CINDE) to improve management practices among PVOs in Costa Rica.
2. Bolivia: To perform an inventory of PVOs in developing programs in Bolivia and have a follow-on workshop for the Bolivian PVOs.
3. Guatemala: To determine the most appropriate mechanism for channeling development funds to PVOs working in Guatemala.

B. Implementation

The Grantee shall perform the tasks as outlined in its proposal dated February 1985 entitled "Proposal to Provide Technical Assistance to Local PVOs in Institutional Analysis, Proposal Preparation, Grantmaking, and Organization Planning and Development" and proposal dated June 1985 entitled "Proposal to Provide Management Assistance to the USAID Mission in Guatemala and PVOs in Grantmaking, Grant Management and Institutional Analysis" which are both hereby incorporated and made a part of this Grant by reference.

A brief summation of the Grantee's responsibilities are as follows:

Costa Rica

To work in tandem with CINDE and the USAID Mission to review, and where necessary, refine and establish modified grantmaking and grant management practices to enhance development among the PVOs in Costa Rica.

To formulate with CINDE an initial program for organizational development that will facilitate grantmaking procedures, from project selection to project evaluation, and will increase the absorptive capacity of CINDE to process more requests in an efficient manner.

To assess with USAID and CINDE future types of appropriate assistance in areas of grantmaking, grant management and overall organizational development.

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Bolivia

To undertake an inventory of up to 50 PVOs engaged in developing programs, such as rural or urban development, crop substitution, environmental protection, low-income housing, and community action.

To analyze, on the basis of the above-mentioned inventory, a more in-depth institutional analysis of ten to fifteen PVOs with the greatest potential to increase and enhance their development activities within AID priority categories.

To provide a training course for representatives of those agencies in proposal preparation, information gathering, feasibility analysis; and budget scheduling, monitoring and evaluation, and insofar as it is applicable, to offer technical assistance in grant management.

To determine with USAID specific technical services that PACT can render to USAID and the Bolivian development agencies on a continuing basis.

Guatemala

To provide assistance to USAID/Guatemala in developing mechanisms for working with PVOs in Guatemala.

To design, prepare, implement and evaluate micro-development projects through a series of interviews with management and technical personnel of individual PVOs and with existing PVO umbrella organizations.

To review linkages of PVOs with the Government of Guatemala (GOG) to determine GOG interest in and support for PVO projects.