

RD-A12-150

AGENCY FOR INTERNATIONAL DEVELOPMENT

PROJECT DATA SHEET

1. TRANSACTION CODE

A = Add  
 C = Change  
 D = Delete

Amendment Number

DOCUMENT CODE

3

COUNTRY/ENTITY

Worldwide

3. PROJECT NUMBER

936-5058

4. BUREAU/OFFICE

5. PROJECT TITLE (maximum 40 characters)

S&T/RUR

Joint MOUs - Agriculture

6. PROJECT ASSISTANCE COMPLETION DATE (FACD)

MM DD YY  
 12 3 91

7. ESTIMATED DATE OF OBLIGATION

(Under "B." below, enter 1, 2, 3, or 4)

A. Initial FY 86

B. Quarter 2

C. Final FY 90

8. COSTS / \$000 OR EQUIVALENT \$1 =

A. FUNDING SOURCE	FIRST FY			LIFE OF PROJECT		
	B. FY	C. L/C	D. Total	E. FY	F. L/C	G. Total
AID Appropriated Total						
(Grant)	( 3,400 )	( )	( 3,400 )	( 20,000 )	( )	( 20,000 )
(Loan)	( )	( )	( )	( )	( )	( )
Other U.S.						
1.						
2.						
Host Country						
Other Donor(s)						
<b>TOTALS</b>	<b>3,400</b>		<b>3,400</b>	<b>20,000</b>		<b>20,000</b>

9. SCHEDULE OF AID FUNDING (\$000)

A. APPROPRIATION	B. PRIMARY PURPOSE CODE	C. PRIMARY TECH. CODE		D. OBLIGATIONS TO DATE		E. AMOUNT APPROVED THIS ACTION		F. LIFE OF PROJECT	
		1. Grant	2. Loan	1. Grant	2. Loan	1. Grant	2. Loan	1. Grant	2. Loan
(1) EN	110	070				3,400		20,000	
(2)									
(3)									
(4)									
<b>TOTALS</b>						<b>3,400</b>		<b>20,000</b>	

10. SECONDARY TECHNICAL CODES (maximum 6 codes of 3 positions each)

200 300

11. SECONDARY PURPOSE CODE

200/300

12. SPECIAL CONCERNS CODES (maximum 7 codes of 4 positions each)

A. Code

B. Amount

13. PROJECT PURPOSE (maximum 480 characters)

To facilitate A.I.D.'s use of U. S. agricultural colleges and universities in accordance with the tenets of Title XII.

14. SCHEDULED EVALUATIONS

Interim MM YY MM YY Final MM YY  
 08 81 8 01 89 1 08 91 1

15. SOURCE/ORIGIN OF GOODS AND SERVICES

000  941  Local  Other (Specify)

16. AMENDMENTS/NATURE OF CHANGE PROPOSED (This is page 1 of a \_\_\_\_\_ page PP Amendment.)

17. APPROVED BY

Signature

Handy Williamson, Jr.

Title

Acting Director, ST/RUR

Date Signed

MM DD YY

18. DATE DOCUMENT RECEIVED IN AID/W, OR FOR AID/W DOCUMENTS, DATE OF DISTRIBUTION

MM DD YY

S&T/RUR FILES

February 1, 1985

GUIDELINES

PREPARATION OF PROGRAM SUPPORT GRANT AND ANNUAL WORK PLAN

The Program Support Grant and the Annual Work Plan are separate but related documents. The intent of the Program Support Grant Work Plan is to demonstrate how grant and matching funds are to be allocated in order to support ongoing contract activities and to prepare for future contract activities. The types of activities listed under this section should be consistent with subject matter and geographic areas listed in the Memorandum of Understanding (MOU) document and generally in support of the mobilization of campus resources. The Annual Work Plan specifies the types of activities to be undertaken during the following year of the program in support of ongoing and immediately foreseeable contract activities and in support of the more general resource mobilization objective.

Universities entering into Joint MOUs will be expected to submit separate Program Support Grant and Annual Work Plan proposals. They should be related to the needs of each institution separately. However the Annual Work Plan should indicate, where appropriate, how the proposed activities imply collaboration with the MOU partner. For instance, if a university proposes to send a faculty member to work temporarily as an adjunct to a project with the partner institution, this should be noted.

S&TFC

The format for providing this documentation is presented below.

I. Program Support Grant - Narrative and budget descriptions of the proposed Program Support Grant should be divided

into four sections: support for (1) Ongoing A.I.D.

Contracts; (2) Immediately Foreseeable A.I.D. Contracts;

(3) Anticipated A.I.D. Contracts; and (4) Core Faculty.

Whereas the MOU document delineates areas of activity

largely in terms of subject matter and geographic areas, in

the Program Support Grant proposal, you will be expected to

link projected expenditures of funds to general types of

resource mobilization and to ongoing and immediately

foreseeable contracts with A.I.D. over the next five years

(See Following Table Formats on pp. 8-13). These

projections should be general percentages of total

expenditure estimates for the types of activities in which

you intend to invest. Unless you indicate to the contrary,

we will assume that the subject matter and geographic areas

which you have delineated in your MOU correspond to your

ongoing and immediately foreseeable contracts. Where they

do not, we will expect you to justify the change in the

Program Support Grant section on Anticipated A.I.D.

Contracts.

S...

(1) Support of Ongoing Contract Activities -

This section refers specifically to that set of activities which you propose to undertake to support your ongoing contracts. In the narrative section we will expect you to give a brief status report on your projects and the problems which you intend to address with the Program Support Grant to make them more effective. You should also describe how you will use your program support grant to strengthen them. In the budget which is to follow the narrative description, you should show the approximate cost breakdown by budget category and by university and AID contribution for ongoing projects.

- (2) Support of Immediately Foreseeable Contracts - This section is similar to section (1), with the difference being that you are to focus on those contracts which you expect to undertake in the near future. They may include already awarded contracts for which you may be waiting for details to be worked out before implementation. Similarly, they may include contracts on which you have bid and have a high probability of being awarded. You should give a brief description of each project and the types of activities you intend to support in order to place yourself in a better

position to provide technical assistance to it. As for section (1), we will expect you to show the approximate cost breakdown by budget category.

- (3) Support of Anticipated A.I.D. Contracts - This section refers to activities related to building capabilities to undertake additional A.I.D. project related work over the five year period of the Program Support Grant. They may or may not imply investments in core international faculty. Similarly, they may only be indirectly related to currently or immediately foreseeable contract activities. They may relate to decisions to undertake contracts in subject matter and/or geographic areas in which you do not currently have A.I.D. business, but in which you intend to build a capability. If this be the case, your narrative should include a rationale for this decision in terms of its relationship to ongoing and anticipated A.I.D. programs.. The budget for this section should be presented in the same way as for I. (1).
- (4) Core Staff Support - This refers to salary and other direct support of faculty members who have been identified for long-term overseas assignments in data presented in support of your Memorandum of

Understanding, but for whom there are currently no contract slots available.

It is expected that universities will submit Program Support Grant proposals which include all four types of support. Some universities may not currently have faculty members on overseas assignments, but should project for future years. At least 50% of the funds must be allocated to support of ongoing and immediately foreseeable contract activities (See "Annual Work Plan" guidance which follows for further discussion). This is consistent with the Agency's desire to have these funds used in ways that impact directly as well as indirectly on overall contract performance. These expenditures will also reflect attention to subject matter and geographic areas which are currently in demand.

An example of categories that might be used for the budget for the Program Support Grant Work Plan is presented on the following page. It represents percentage breakdowns of projected expenditures for the following five years.

## II. Annual Work Plan

In preparing your Annual Work Plan, you should provide a narrative summary for the proposed activities which you propose to undertake during the following year. This narrative summary should follow the budget presentation, an example of which is presented below. There are two major differences between the Annual Work Plan and the Program Support Grant Work Plan. First, the Annual Work Plan lists more specific activities. Second, it requires that specified activities be associated with ongoing and immediately foreseeable project activities (See illustrative tables for examples). At least 50% of the expenditure under the MOU/PSG must be used in direct support of these projects. There may be exceptions to this rule. All exceptions should be discussed with AID's project management office to obtain prior agreement.

In the narrative you should establish a relationship between the proposed activities and the subject matter/geographic areas of concentration indicated in your MOU and in your Program Support Grant. For instance, if you intend to sponsor French language training as a Project Support Activity and/or as a more general Capability Building Activity, you should indicate that it will support

your intention as stated in your MOU to focus on francophone Africa. Similarly, if you intend to send several faculty members to the International Livestock Center for Africa (ILCA), you should indicate that this conforms with your intent as stated in your MOU to focus on livestock production in Africa.

In completing the budget outline (see example on following page) for the Annual Work Plan, you should also indicate the relationships between ongoing projects and the subject matter/geographic areas indicated in your MOU and your Program Support Grant. This relationship could be detailed after the listing of each project. The dollar amounts for each activity should be estimated according to AID and university contributions.

Example

PROGRAM SUPPORT GRANT BUDGET: YEARS ONE - FIVE

AID GRANT

UNIVERSITY MATCHING

YEAR   YEAR   YEAR   YEAR   YEAR  
ONE   TWO   THREE   FOUR   FIVE

YEAR   YEAR   YEAR   YEAR   YEAR  
ONE   TWO   THREE   FOUR   FIVE

I. Support of On-  
going Contract  
Activities

SUBTOTAL

-----

II. Support of Im-  
mediately Fore-  
seeable Contract  
Activities

SUBTOTAL

-----

\* Estimates to be based on percentage of projected volume of Title XII business to be performed in each category with A.I.D.



Illustration

ANNUAL WORK PLAN BUDGET

<u>Type of Support for International Programs</u>	<u>AID</u>	<u>University</u>
A. Current and Immediately Foreseeable Project Support:		
(1) Project Title and Number (Subject Matter/Geographic Areas Involved)		
a. Language Training	_____	_____
b. Predeparture Orientation	_____	_____
c. Administration Orientation	_____	_____
d. Research Support	_____	_____
e. Graduate Student Support	_____	_____
f. Faculty Overseas Internships	_____	_____
g. Other (                    )	_____	_____
h. Other (                    )	_____	_____
SUBTOTAL.....	_____	_____
(2) Project Title and Number (Subject Matter/Geographic Areas Involved)		
a. Language Training	_____	_____
b. :	_____	_____
c. :	_____	_____
SUBTOTAL.....	_____	_____

(Example of Annual Work Plan Budget - Continued)

<u>Type of Support for International Programs</u>	<u>AID</u>	<u>University</u>
(3) :		
SUBTOTAL.....	_____	_____
SUBTOTAL - PROJECT SUPPORT	_____	_____
B. Anticipated Project Support		
(1) Foreign Language (French)		
- Predeparture Tutorial Course	_____	_____
- General Beginners Course	_____	_____
SUBTOTAL.....	_____	_____
(2) Workshops		
- Project Management	_____	_____
- Faculty Orientation to Country "x"	_____	_____
SUBTOTAL.....	_____	_____
(3) Research Seminars/Symposia		
- Topic	_____	_____
- Topic	_____	_____
SUBTOTAL.....	_____	_____

(Example of Annual Work Plan Budget - Continued)

(4) Library Development

- Books/Journals

\_\_\_\_\_

- Creation of Information/  
Management System

\_\_\_\_\_

SUBTOTAL.....

\_\_\_\_\_

(5) Women in Development

- Research of Women in Agriculture

\_\_\_\_\_

- Development New Seminar on Women  
in Agriculture

\_\_\_\_\_

SUBTOTAL

\_\_\_\_\_

(6) Administration

- Orientation to Overseas Projects

\_\_\_\_\_

- MOU/PSG Clerical Support

\_\_\_\_\_

SUBTOTAL

\_\_\_\_\_

Type of Support for International Programs

AID

University

(7) :

SUBTOTAL

(8) :

SUBTOTAL.....

SUBTOTAL FOR SUPPORT.....

C. Core Faculty Salary Support

(1) Name

-Activities to be Undertaken  
by Person

(2) Name

-Activities to be Undertaken  
by Person

SUBTOTAL.....

(3) :

SUBTOTAL.....

SUBTOTAL - CORE FACULTY.....

TOTAL - WORK PLAN BUDGET.....

## GUIDELINES FOR PROGRAM SUPPORT

### GRANT ANNUAL REPORTS/ANNUAL WORK PLANS

The Annual Report and the Annual Work Plan are the primary management instruments available to A.I.D. in the MOU/Support Grant Program. Thus, it is imperative that they adequately reflect the purpose, accomplishments and intentions and benefits to A.I.D. which accrue from program activities. The reports and work plans must clearly demonstrate how universities provided, or will be better able to provide, technical and professional inputs to A.I.D.'s program as a consequence of undertaking program support grant activities.

You shall provide at least three sets of information in the Annual Report/Annual work Plan:

- (1) Accomplishments shall be listed and demonstrated.
- (2) Activities sponsored by the Program shall be described and justified, and expenditures of both A.I.D. and university cost sharing funds associated with them shall be presented. Activities undertaken shall be compared with those in the previous Annual Work Plan, and where differences occur, these shall be explained and justified.
- (3) An Annual Work Plan for the following year shall be

presented as a basis for agreement on the extension of the grant.

It is suggested that the reports be broken down into the following sections:

Annual Report:

- (a) Executive Summary;
- (b) Program Accomplishments;
- (c) Tables Matching Expenditures with Activities (and ongoing A.I.D.-funded projects if appropriate);
- (d) Narrative Activity Report for the Previous Year;
- (e) Table Matching Estimated Expenditures with Activities (and ongoing A.I.D.-funded projects if appropriate) for the Current Year; and
- (f) Narrative Activity Report for the Current Year

Annual Work Plan:

- (a) Table Matching Projected Expenditures with Activities (and ongoing A.I.D. funded projects if appropriate) for the Following University Program Year;

- (b) Narrative Description of Activities Which Are Proposed for the Following University Program Year;
- (c) Table Matching Projected Expenditures with Activities (and ongoing A.I.D.-funded projects if appropriate) for the Four Years Following the Year Described in (a); and
- (d) Narrative Description of Activities Which are Proposed for the Four Years Following the Year Described in (b).

ANNUAL REPORT FOR THE PREVIOUS YEAR

Obviously, Annual Reports need to present the Support Grant Programs accurately and in the best light possible. Thus, it may be necessary to embellish upon, revise or augment this suggested outline somewhat. A decision of whether or not to do so will depend on the expert judgement of those closest to the individual university support grant program.

Reports will be tied to the Annual Work Plan previously submitted for the year on which you are reporting, and they shall clearly have to justify and explain deviation from what was proposed in the corresponding work plan.

(a) Executive Summary:

This section should represent a synthesis of the report/work plan. It should be written with two readers in mind. First, it should alert A.I.D.'s program managers to what they can expect to find in the text of the report. Second, it should be of sufficient clarity and comprehensiveness to allow someone unfamiliar with the university's particular program support grant to understand and appreciate the program's accomplishments, immediate activities and future intentions. As a rule of thumb, the report/work plan should be written as if it were being prepared to inform the A.I.D. administrator and Senate staff members about the program.

(b) Program Accomplishments:

This section should contain a succinct statement of how activities undertaken during the previous year have helped the university enhance its performance in ongoing, immediately foreseen, and anticipated A.I.D. projects in food, agriculture and nutrition. It is important that program accomplishments, not activities, be presented in this section.

Activities are to be narrated in another section. To illustrate, an accomplishment in research would be providing policy options concerning a particular problem faced by an

overseas contract team. Activities associated with it might include faculty or graduate student research.

As another illustration, the placement of an adequately prepared faculty member on an overseas contract might be considered another accomplishment. That member's previous travel, language preparation or shift in work assignment may be activities which contributed to this accomplishment and should be reported in another section.

Those related to ongoing or immediately foreseeable contracts must be demonstrably related to overseas projects. Those related to anticipated contracts may or may not be demonstrably related to overseas projects. These accomplishments should generally be cast in terms of increased:

- (1) Commitment by the University to provide services to A.I.D.; and/or
- (2) Capability of the University to provide services to A.I.D.; and/or
- (3) Capacity by the University to manage projects with A.I.D.; and/or
- (4) Involvement with A.I.D.'s projects in subject matter/geographic areas that are new to the University

The statement of accomplishments should summarize evidence on which a university would like to have its performance in the

MOU/PSG program judged by A.I.D., its own university's administration, and the general public.

(c) Tables Matching Expenditures with Activities:

It is important that the amount of money spent on major activities be clearly presented. Activities shall parallel those presented in the Annual Work Plan. Clear demonstration of how monies are spent by activities is the best indicator of how universities are using their programs to accomplish their objectives. It also enables A.I.D.'s program managers to estimate in aggregate form the extent to which specific resources are being prepared for future use. Management is frequently queried by other A.I.D. administrators and by Congressional staff about the program. They prefer that responses be framed in dollar proportions.

The tables which are proposed for this section require reporting of budget figures and activities. Tables 1 and 2 list the reporting years across the top and program objectives and corresponding activities in the vertical column. Table 1 corresponds to the first annual report; Table 2 to annual reports in subsequent years.

In Table 1, Estimate-Entire Year refers to the expenditures

Table 1: Budget Report for the First Year of the Program Support Grant.

<u>Objectives/Activities</u>	<u>Estimate-Entire Year</u>	
	<u>University</u>	<u>A.I.D.</u>
I. Support of Ongoing Contract Activities:		
A. Activity A	_____	_____
B. Activity B	_____	_____
C.       :	_____	_____
SUBTOTAL.....	_____	_____
II. Support of Immediately Foreseeable Contract Activities:		
A. Activity A	_____	_____
B. Activity B	_____	_____
C.       :	_____	_____
SUBTOTAL.....	_____	_____
III. Support of Anticipated Contract Activities:		
A. Activity A	_____	_____
B.       :	_____	_____
SUBTOTAL.....	_____	_____
IV. Support of Core Faculty:		
A. Activity A	_____	_____
B.       :	_____	_____
SUBTOTAL.....	_____	_____
TOTAL.....	_____	_____

which you anticipate will occur during the entire first year of the program. You should send the report around the eighth month of the program year. Thus, your estimates for the year will be based on actual expenditures for about one half of that program year. Planning for the remainder of that year will be quite advanced so that estimates should in most cases be quite close for the entire year. Inaccuracies of these estimates will be corrected a year later in the reporting of actual "Previous Year" expenditures.

In Table 2, Previous Year refers to actual expenditures which were incurred during the previous university program year. For your second Annual Report, this should correspond to actual figures for the total period represented by Table 1. Estimate-Current Year refers to estimated expenditures for the current funding period. It will encompass expenditures incurred during the first half of the year and those estimated for the second half of the year.

In Tables 1 and 2, the vertical axis shall contain the budget categories from the corresponding Annual Work Plans presented for those years. These categories are incorporated into the grant document. Major activities undertaken under each budget category should be reported as indicated in the Tables. In many cases, these activities will correspond to sets of

Table 2: Budget Report for the Second Year of the Program Support Grant.

<u>Objectives/Activities</u>	<u>Previous Year</u>		<u>Estimated Current Year</u>	
	<u>A.I.D.</u>	<u>University</u>	<u>A.I.D.</u>	<u>University</u>
I. Support of Ongoing Contract Activities				
A. Activity A	_____	_____	_____	_____
B. Activity B	_____	_____	_____	_____
C.       :	_____	_____	_____	_____
SUBTOTAL.....	_____	_____	_____	_____
II. Support of Immediately Foreseeable Contract Activities:				
A. Activity A	_____	_____	_____	_____
B.       :	_____	_____	_____	_____
SUBTOTAL.....	_____	_____	_____	_____
III. Support of Anticipated Contract Activities:				
A. Activity A	_____	_____	_____	_____
B.       :	_____	_____	_____	_____
SUBTOTAL.....	_____	_____	_____	_____
IV. Support of Core Faculty				
A. Activity A	_____	_____	_____	_____
B.       :	_____	_____	_____	_____
SUBTOTAL.....	_____	_____	_____	_____
TOTAL.....	_____	_____	_____	_____

activities. You may report them in the budget in aggregate form as long as individual activity sets are found under each budget category for which they are relevant. You may also detail major budget line items under each activity set as illustrated in Table 2 which follows.

For the purpose of this program, there is no distinction, other than source, between A.I.D. grant funds and university matching funds. Therefore, they shall be treated equally in concept as well as in practice. Activities which are paid for with university matching funds shall be subject to all the criteria of relevance and appropriateness, and with equal vigor, as those paid for with A.I.D. grant funds. Matching and grant funds may be used to pay for different activities or different aspects of the same activity, however. For example, for overseas travel, salary might be paid with matching funds and travel expenses with A.I.D. grant funds.

Universities will be equally accountable for the expenditure of both types. The university will be responsible for providing an auditable accounting of matching funds, just as it will be responsible for an auditable accounting of A.I.D. funds. Expenditures shall be traceable through an appropriate university accounting system. Universities will also be responsible for providing an explanation of how activities

undertaken, which are supported by matching funds, help meet objectives of the program, just as with grant funds. If salary release time is used as a matching fund item, the university shall document this release time in its accounting system. The university shall also demonstrate how the faculty/staff member involved contributed to meeting program objectives during the period in which s/he was released to pursue program activities.

(d) Narrative Activity Report for the Previous Year:

In this Section, the relationship between activities, accomplishments and objectives shall be elaborated. It shall contain a discussion of the activities and how they helped achieve the accomplishments listed in Section (b).

Obviously, there may be instances when activities undertaken do not match well with those proposed in the previous Annual Work Plan. Creative and energetic university management of the PSG may have resulted in certain desirable departures from the work plan. Experience in implementation and the emergence of new and unpredictable circumstances may have provided for more productive uses of resources than were proposed in the Annual Work Plan. If this has occurred, justification for deviations from the Annual Work Plan should be presented in this Section.

- 24 -

ANNUAL WORK PLAN FOR THE FOLLOWING YEAR

Annual Work Plans, similar to those provided by universities when they applied for their Program Support Grant, are to be submitted each year as a basis for funding the Program Support Grant for the following year. Additionally, the university shall submit a revised Program Support Grant plan which extends the grant for one more year together with the Annual Work Plan.

(a) Tables Matching Projected Expenditures with Activities:  
Following Year:

As was true for the report of expenditures for the previous program year, the relationship between objectives and activities should be apparent from the table. The budget format is illustrated in Table 3. Following Year refers to the next program year at the university. Activities may be aggregated into activity sets. You may list under each activity set, proposed expenditures by line items. Maximum flexibility shall be given to the program manager to deviate from this work plan, as long as the deviations are justifiable and explained competently in the following Annual Report. A.I.D. must be informed of the worth of the alternative activity.

- 25 -

Table 3: Annual Work Plan for the Following Year.

<u>Objectives/Activities</u>	<u>A.I.D.</u>	<u>University</u>
I. Support of Ongoing Contract Activities:		
A. Activity A	_____	_____
B. Activity B	_____	_____
C.       :	_____	_____
SUBTOTAL.....	_____	_____
II. Support of Immediately Foreseeable Contract Activities:		
A. Activity A	_____	_____
B. Activity B	_____	_____
C.       :	_____	_____
SUBTOTAL.....	_____	_____
III. Support of Anticipated Contract Activities;		
A. Activity A	_____	_____
B. Activity B	_____	_____
C.       :	_____	_____
SUBTOTAL.....	_____	_____
IV. Support of Core Faculty:		
A. Activity A	_____	_____
B. Activity B	_____	_____
C.       :	_____	_____
SUBTOTAL.....	_____	_____
TOTAL.....	_____	_____

(b) Narrative Description of Proposed Activities: Following Years:

Similar to the Annual Report from the previous year's activities, you will be required to demonstrate a logical and clear relationship among objectives, activities and what you intend to accomplish with your program during the following year, in addition to describing the activities that you propose to undertake. This section shall be organized by program objectives, and should follow the outline of the budget given in Table 3.

(c) Table Matching Projected Expenditures with Activities: Following Years 2 - 5:

The Strengthening Grants and the Memoranda of Understanding/ Program Support Grants call for a roll forward of the life of the grant each year. To do so for a grant requires that the budget be projected for the following five years. In that the size of the budget for these outyears will not be known at the time of preparation of the Annual Work Plan, these figures should be presented in percentage breakdowns.

This budget is illustrated in Table 4. It has the same format as do the previous tables. Across the top are listed

2

**Table 4: Program Support Grant Projected Expenditures: Forward Years 2 - 5:**

Objectives/Activities	A.I.D.				University			
	Year 2	Year 3	Year 4	Year 5	Year 2	Year 3	Year 4	Year 5
<b>I. Support of Ongoing Contract Activities:</b>								
A. Activity A	_____	_____	_____	_____	_____	_____	_____	_____
B. Activity B	_____	_____	_____	_____	_____	_____	_____	_____
C.       :	_____	_____	_____	_____	_____	_____	_____	_____
SUBTOTAL.....	_____	_____	_____	_____	_____	_____	_____	_____
<b>II. Support of Immediately Foreseeable Contract Activities:</b>								
A. Activity A	_____	_____	_____	_____	_____	_____	_____	_____
B. Activity B	_____	_____	_____	_____	_____	_____	_____	_____
C.       :	_____	_____	_____	_____	_____	_____	_____	_____
SUBTOTAL.....	_____	_____	_____	_____	_____	_____	_____	_____
<b>III. Support of Anticipated Contract Activities:</b>								
A. Activity A	_____	_____	_____	_____	_____	_____	_____	_____
B.       :	_____	_____	_____	_____	_____	_____	_____	_____
SUBTOTAL.....	_____	_____	_____	_____	_____	_____	_____	_____
<b>IV Support of Core Faculty</b>								
A. Activity A	_____	_____	_____	_____	_____	_____	_____	_____
B.       :	_____	_____	_____	_____	_____	_____	_____	_____
SUBTOTAL.....	_____	_____	_____	_____	_____	_____	_____	_____
TOTAL.....	_____	_____	_____	_____	_____	_____	_____	_____

*Handwritten mark*

university and A.I.D. contributions for the four years immediately following that for which you proposed funding in your Annual Work Plan budget (Table 3). As for the previous tables, the column consists of objectives and activities associated with them.

(d) Narrative Description of Proposed Activities: Following Years 2 - 5:

In this section, the university shall describe in general terms the sets of activities that it proposes to undertake to accomplish program objectives. The narrative should parallel the budget presentation found in Table 4.

Each Annual Report/Annual Work Plan should highlight the following sets of information which are considered to be minimal by SER/CM in order to obligate funds for the following year of the grant. It is requested that each university provide a separate report of this information in an appendix to its Annual Report/Annual Work Plan.

- Total expenditures of A.I.D. funds, by PSG line item, for the previous university program year;
- Total amount of matching non-Federal funds associated with the expenditure of A.I.D. funds, by

PSG line item, for the previous university program year;

- PSG budget proposal for the following university program year, with supporting cost data covering areas of expected expenditures of direct costs. It should also include the expected match of non-Federal funds required in the Grant Schedule.
  
- Total expenditures of Federal funds under A.I.D.-funded acquisition and assistance instruments for performance of Title XII activities. Please provide such data listed by A.I.D. document number and, where applicable, by country of performance. You will probably be requested to provide this information to S&T/RUR under a separate memo.
  
- Definitive program description (or an update of the present program description) summarizing the plan of work under the PSG for the following year of performance.

70

PROJECT AUTHORIZATION

NAME OF COUNTRY: Interregional  
PROJECT TITLE: Joint MOUs - Agriculture  
PROJECT NUMBER: 936-5058

1. Pursuant to Section 103 of the Foreign Assistance Act of 1961, as amended, I hereby authorize the centrally funded project entitled "Joint MOUs - Agriculture" involving planned obligations of not to exceed \$20,000,000 over a six year period from the date of authorization, subject to the availability of funds and in accordance with the A.I.D. OYB allotment process, to help finance foreign exchange and local currency costs for the project.

2. The project will increase the capabilities of U.S. universities to provide timely, quality technical assistance to A.I.D. for its overseas projects in agriculture, rural development, and nutrition. The project also seeks to increase the opportunity for historically Black colleges and universities to participate in A.I.D.'s development programs in agriculture, rural development, and nutrition by pairing them with more experienced U.S. agricultural universities through the use of Joint Memoranda of Understanding.

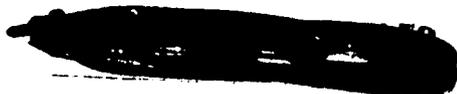
3. The Grants which may be negotiated and executed by the office(s) to which such authority is delegated in accordance with A.I.D. regulations and delegations of authority shall be subject to the following terms and conditions as A.I.D. may deem appropriate.

4. Source of Origin of Commodities, Nationality of Services

a. Commodities financed by A.I.D. under the project shall have their source and origin in the United States or in the cooperating country\* except as A.I.D. may otherwise agree in writing. Except for ocean shipping and air services, the suppliers of commodities or services shall have the cooperating country or the United States as their place of nationality, except as A.I.D. may otherwise agree in writing.

b. Goods and services, except for ocean shipping, financed by A.I.D. under the project shall have their source and origin in a cooperating country or in the United States, except as A.I.D. may otherwise agree in writing.

\* Each country where research, training, technical, or other assistance takes place under the project shall be deemed to be a cooperating country for the purpose of permitting local cost financing of goods or services for the activity being conducted in such country.



c. Ocean shipping financed by A.I.D. under the project shall, except as A.I.D. may otherwise agree in writing, be financed only on flag vessels of the United States.



Nyle C. Brady  
Senior Assistant Administrator  
Bureau for Science & Technology



Date

Clearances:

S&T/PO:GTEaton Km fm Date 3/11/86

GC/CP:CWTStevens by Alice Mattice Date 3/4/86



32'

February 20, 1986

ACTION MEMORANDUM FOR THE SENIOR ASSISTANT ADMINISTRATOR FOR  
SCIENCE AND TECHNOLOGY

FROM: S&T/RUR, Handy Williamson, Acting Director

SUBJECT: Authorization of the Joint Memorandum of Understanding -  
Agriculture Program, 936-5058 (Document No. 0003)

Problem: Your approval is required to authorize the Joint Memorandum of Understanding (JMOUs) - Agriculture Program (936-5058) for a period of six years from the date of the signing of this authorization. The estimated cost for this six year program is \$20,000,000. Obligations totalling approximately \$3,400,000 are planned for FY 1986. Final obligations are scheduled to occur in FY 1990. The Program completion date is September 30, 1991.

Discussion: Many of the universities and colleges which participated in the Title XII Strengthening Grants Program are ready to assume a more collaborative role in pursuing solutions to development problems in Less Developed Countries (LDC's). To facilitate A.I.D.'s use of the talents of the higher agricultural education community and to further the objectives of Title XII, the Office of Research and University Relations has paired 12 land grant agricultural institutions with 12 partner 1862 land grant agricultural institutions to accomplish the following three objectives:

1. increase the involvement of Historically Black Colleges and Universities (HBCUs) in A.I.D.'s agricultural programs overseas;
2. improve the ability of HBCUs and other Title XII Universities to provide quality technical assistance to LDCs and A.I.D. Missions in agriculture; and
3. enhance overseas contract performance of the paired institutions.

A Memo describing the selection and matching process is attached for your approval.

The paired institutions will sign a Joint MOU with each other and with A.I.D. The institutions will work together to prepare faculty members to work overseas for A.I.D. in selected

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33

agricultural subject matter areas and in selected geographic regions served by A.I.D. Each institution will also undertake independent development related activities that will improve the institution's capability to contribute to A.I.D.'s development efforts in LDCs. It is estimated that twelve pairs of institutions will receive grants during the life of this program. Each grant will be awarded for a period of five years commencing after the date of the last signature of the Joint MOU partner institutions.

The formula for determining the annual size of the grant is:

1. 2% of the institution's average dollar volume of Title XII business during the immediately preceding three years; plus
2. \$15,000 per average FTE of overseas technical services provided by regular employees of the institution to A.I.D.-funded Title XII projects during the immediately preceding three years; plus
3. 20% of the sum of 1. and 2. up to \$50,000, but not less than \$30,000.

Each university or college can be awarded a grant of up to \$350,000 per year; however, it is estimated that the average funding per HBCU per year will be \$125,000 and that the average funding per partner institution will be \$180,000 per year. The program will be funded from the Agriculture, Rural Development, and Nutrition account (Section 103). The proposed funding is as follows:

FY 1986:	\$ 3,400,000
FY 1987:	\$ 4,150,000
FY 1988:	\$ 4,150,000
FY 1989:	\$ 4,150,000
FY 1990:	\$ 4,150,000
FY 1991:	No obligations
Total:	<u>\$20,000,000</u>

Formal review and forward planning exercises will be conducted annually by A.I.D. on each institution's separate activities and on each pair of institutions' joint activities. These may be held in Washington, D.C. or on one of the campuses as determined by A.I.D. Findings of these reviews will be used to modify program plans for the remaining years of the MOU. In addition, special reviews may be held upon the request of A.I.D. or either of the partner institutions.

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A Congressional Notification has been prepared.

Recommendation: That you approve this program by signing the attached Project Authorization, and the attached memorandum detailing the selection criteria for choosing the institutions that will participate in this program.

Attachments:

1. Project Authorization
2. Project Data Sheet
3. Selection Criteria Memorandum
4. Program Guidelines

Clearance:

S&T/PO:GTEaton Km fm Date 3/10/86  
S&T/BLangmaid PL Date 3/10/86

S&T/PO:GStandrod:VAnderson:2/20/86:1024d



February 20, 1986

ACTION MEMORANDUM FOR THE SENIOR ASSISTANT ADMINISTRATOR FOR  
SCIENCE AND TECHNOLOGY

FROM: S&T/RUR, Handy Williamson *Handy Williamson*

SUBJECT: Criteria and Selection Procedures for Institutions  
Participating in the Joint Memorandum of  
Understanding - Agriculture Program (936-5058)

Problem: Your approval of the criteria and selection process for universities and colleges participating in the Joint Memorandum of Understanding - Agriculture Program (936-5058) is required.

Discussion: U.S. agricultural universities have provided and will continue to provide important technical assistance and other inputs into A.I.D.'s overseas agriculture programs. It is essential that these institutions provide quality assistance on a timely basis. The Office of Research and University Relations wishes to facilitate participation by U.S. agricultural institutions of higher education in the Agency's programs by entering into a long term relationship with selected institutions. Using memoranda of understanding, we have paired twelve predominately Black agricultural colleges and universities with twelve partner 1862 land grant agricultural universities.

Selection of predominantly Black agricultural institutions is based on the following criteria:

- (1) The university or college has to have had a previous support grant relationship with the Agency. This prior exposure permits the Office of Research and University Relations to judge better the institution's potential for participating in the Agency's development efforts.
- (2) The institution has to have successfully completed a Strengthening Grant Program with the Agency. This is determined by a peer review evaluation process conducted by the Board for International Food and Agricultural Development.

There are twelve Black agricultural universities or colleges which have or are expected to meet these criteria. They are:

- (1) University of Arkansas-Pine Bluff
  - (2) Prairie View A&M University
  - (3) Lincoln University (Jefferson City, Missouri)
  - (4) Alabama A&M University
- 

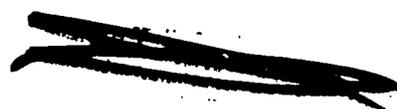
- (5) Tuskegee University
- (6) Florida A&M University
- (7) Fort Valley State College
- (8) North Carolina A&T State University
- (9) Virginia State University
- (10) University of Maryland-Eastern Shore
- (11) Tennessee State University
- (12) Southern University

Selection of partner agricultural universities for these twelve predominantly Black institutions is based on similar criteria:

- (1) The university has to have had a previous support grant relationship with the Agency.
- (2) The university has to have successfully completed a Strengthening Grant Program with the Agency.
- (3) The university has to have provided the Agency with a minimum average of five Full Time Equivalents of overseas technical assistance by members of the university's full time staff during the previous three years. This criterion demonstrates that the university has a real commitment to the tenets of collaborative work with A.I.D. and other institutions.

Based on data provided to the Office of Research and University Relations by the universities, fourteen potential partner universities have met the qualifications for participation in the Joint Memorandum of Understanding - Agriculture Program. These are:

- (1) Auburn University
- (2) Texas A&M University
- (3) University of Minnesota
- (4) Kansas State University
- (5) Oregon State University
- (6) North Carolina State University
- (7) Ohio State University
- (8) Michigan State University
- (9) University of Wisconsin-Madison
- (10) University of Illinois
- (11) New Mexico State University
- (12) University of Kentucky
- (13) Cornell University
- (14) Louisiana State University



Pairings of universities were determined by the universities themselves. The Black agricultural universities and colleges were informed of the other universities which met the criteria described above. They were encouraged to take into account past interaction with potential partner institutions, common interests in international topics and the current level of collaboration in selecting potential partners. Based on the interaction among the universities, twelve pairings have been completed.

- (1) Oregon State University/Tuskegee University;
- (2) Michigan State University/North Carolina A&T State University;
- (3) University of Minnesota/Lincoln University;
- (4) University of Wisconsin-Madison/Virginia State University
- (5) Auburn University/University of Arkansas-Pine Bluff;
- (6) University of Illinois/University of Maryland-Eastern Shore
- (7) North Carolina State University/Florida A&M University
- (8) Ohio State University/Fort Valley State College;
- (9) Kansas State University/Alabama A&M University;
- (10) New Mexico State University/Tennessee State University
- (11) Texas A&M University/Prairie View A&M University; and
- (12) Louisiana State University/Southern University.

The University of Kentucky and Cornell University have no counterpart Black institutions.

Your approval of the above selection of twelve pairs of universities will permit us to proceed to negotiate program support grants with each of the universities. Final negotiations by A.I.D. will be conducted by the Office of Research and University Relations and the Acquisition and Assistance Management Office.

Your approval, if granted, will satisfy the provisions of Handbook 13, paragraph 1Be, which requires administrative approval for the selection of participating universities without inviting applications from all institutions that may wish to be considered for Program Support Grants.

Recommendation: That you approve the criteria and selection procedures for universities and colleges participating in the Joint Memorandum of Understanding - Agriculture Program (936-5058) described above.

Approved: J. R. Hansen  
Disapproved: \_\_\_\_\_  
Date: 3/13/86

S&T/RUR:DOHansen:S&T/PO:GStandrod:1/17/86:1012d

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25

JAN 17 1989

ACTION MEMORANDUM FOR THE SENIOR ASSISTANT ADMINISTRATOR, S&amp;T

THRU: S&T, Brad Langmaid *BL*

FROM: S&T/RUR, Curtis R. Jackson *CJ*

SUBJECT: Level of FY 1989 Funding for University Support Grants, Cooperative Agreements and Contracts

Problem: We need your review and approval of the FY 1989 funding levels for each of the university support grants, cooperative agreements, and contracts. As a result of our discussion on January 13, 1989, we also need your approval of a change in our 1989 OYB.

Background: The Volume of Business and FTE data have been collected for each of the support grant recipient universities, and those data have been plugged into the formulae to determine respective FY 1989 required funding levels. Funding levels for grants, cooperative agreements, and contracts have been determined and are grouped in the following categories:

- 1) Single MOU/PSG - Agriculture
- 2) Title XII Strengthening Grants
- 3) Matching Support Grants - Agriculture
- 4) JMOU/PSG - Agriculture
- 5) HBCU Research Grants in Health and Agriculture
- 6) Technical Advisory Support Services Project
- 7) Project Review/The NAS Contract

The organizations and FY 1989 funding levels are broken out by category in the attached document entitled "Program Funding Distribution for FY 1989. The proposed funding for the JMOU/Health schools is not included because complete information is not yet available. Also, \$50,144 remains to be approved in the MSG category.

As we agreed on January 13, 1989, I cut the JMOU/Agriculture proposed funding so that it now represents only 97.47% of the formula earned funding (as reduced 30.8% through FY 1986 and 1987 cuts). Through this 2.53% cut we have been able, with FY 1989 savings from the SMOU program, to fund also the non-recurring amount of \$80,000 owed to Oregon State University and to provide \$50,144 additionally for the MSG program.

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Recommendation 1: That you approve the 1989 proposed grant/contract funding levels in the attachment so that we can move forward with negotiating individual organization's grant/agreement/contract documents.

Approve: JR Bridges

Disapprove: \_\_\_\_\_

Date: 1/23/89

Recommendation 2: That you approve a change in the FY 1989 OYB:

Project 936-5058	JMOU/AGR	from	\$3,256,000	to	\$3,205,856
Project 936-5060	MSGGrants	from	\$ 320,000	to	\$ 370,144
			\$3,576,000	=	\$3,576,000

Approve: JR Bridges

Disapprove: \_\_\_\_\_

Date: 1/23/89

Attachment:

Program Funding Distribution for FY 1989, RUR

Clearance:

S&T/PO: DSheldon DS Date 1/14/89

S&T/RUR:CRJackson:mj:1/4/89:5-4005:W-5654Z

Rev. S&T/RUR:CRJackson:mj:1/17/89

PROGRAM FUNDING DISTRIBUTION FOR FY 1989, R/R

Summary, 1989 Proposed

	Agriculture,	Health
1. PSC/BMOU	\$852,000	--
2. Strengthening Grants	\$136,000	--
3. Matching Support Grants	\$320,000	--
4. PSC/JMOU/Agriculture	\$3,205,856	--
5. EBCU Research	\$964,000	\$839,000
6. Technical Support		
AASCU	\$133,000	--
ISTI	\$100,000	\$300,000
MAFEO	\$300,000	\$227,000
7. Project Review, MAS	\$133,000	\$167,000
	-----	
TOTAL 1989:	\$6,143,856	\$1,533,000
Balance to be approved:	\$50,144 (MSG)	\$1,167,000 (JMOU/HE)
OYE 1989:	\$6,194,000	\$2,700,000

PROGRAM FUNDING DISTRIBUTION FOR FY 1989, RUM

Program	A	B	C
	1987 Actual	1988 Actual	1989 Proposed
-----			
1. PSQ/MCOU (931-5061)			
Colorado State University	\$208,000	\$205,092	\$208,000
University of Florida	193,996	202,553	158,000
Purdue University	124,562	114,378	93,000
Utah State University	207,600	203,120	185,000
Washington State University	208,000	205,092	208,000
	-----		
TOTAL (FW):	\$942,158	\$930,235	\$852,000
2. Strengthening Grants (931-1282)			
University of Georgia	\$90,911	\$69,000	\$68,000
Pennsylvania State University	69,000	69,000	68,000
	-----		
TOTAL:	\$159,911	\$138,000	\$136,000
TOTAL (FW):	\$1,102,069	\$1,068,235	
3. Matching Support Grants (936-5060)			
University of Arizona	\$50,000	\$50,000	\$50,000
California State Polytechnic Institute - Pomona	40,000	40,000	40,000
Cornell University	30,000	30,000	30,000
University of Kentucky	49,996	50,000	50,000
University of Missouri	40,000	0	0
University of Nebraska	50,000	50,000	50,000
South Dakota State University	50,000	34,800	50,000
Texas Tech University	30,000	30,000	0
Virginia Polytechnic & State University	50,000	50,000	50,000
	-----		
TOTAL (MSQ):	\$389,996	\$334,800	\$320,000

PROGRAM FUNDING DISTRIBUTION FOR FY 1989, R/R

Program	C			
	1987 Actual	1988 Actual	1989 Formula	1989 Proposed*
<b>4. PSQ/JMOU (936-5088)</b>				
Auburn University	\$124,154	\$113,392	\$123,000	\$119,890
University of Illinois	211,961	223,826	242,000	235,880
Kansas State University	183,605	171,568	172,000	167,650
Louisiana State University	87,187	94,658	89,000	88,750
Michigan State University	242,200	235,659	232,000	228,130
University of Minnesota	180,284	196,218	211,000	205,660
New Mexico State University	134,296	149,875	130,000	126,700
North Carolina State University	167,383	144,945	157,000	153,030
Ohio State University	127,869	137,057	144,000	140,350
Oregon State University	242,200	238,616	242,000	315,880 **
Texas A&M University	152,731	143,959	157,000	153,030
University of Wisconsin	150,784	169,595	228,000	222,230
<b>SUBTOTAL:</b>	<b>\$2,004,654</b>	<b>\$2,019,368</b>	<b>\$2,127,000</b>	<b>\$2,153,180 **</b>
University of Arkansas - PS (1890)	\$90,000	\$88,742	\$90,000	\$87,723
University of Maryland - ES (1890)	90,000	88,742	90,000	87,723
Alabama A&M University (1890)	90,000	88,742	90,000	87,723
Southern University (1890)	90,000	88,742	90,000	87,723
North Carolina A&T State University (1890)	90,000	88,742	90,000	87,723
Lincoln University (1890)	90,000	88,742	90,000	87,723
Tennessee State University (1890)	90,000	88,742	90,000	87,723
Florida A&M University (1890)	90,000	88,742	90,000	87,723
Fort Valley State College (1890)	90,000	88,742	90,000	87,723
Tuskegee University (1890)	90,000	88,742	90,000	87,723
Prairie View A&M University (1890)	90,000	88,742	90,000	87,723
Virginia State University (1890)	90,000	88,742	90,000	87,723
<b>SUBTOTAL:</b>	<b>\$1,080,000</b>	<b>\$1,064,904</b>	<b>\$1,080,000</b>	<b>\$1,052,676</b>
<b>TOTAL (JMOU/AG):</b>	<b>\$3,084,654</b>	<b>\$3,084,272</b>	<b>\$3,207,000</b>	<b>\$3,205,856</b>

\* Proposed Column C is 97.47% of formula Column

\*\* Proposed earnings of \$235,880 plus funding of \$80,000 which Oregon State University did not receive in an earlier year - proposed \$315,880. This raises proposed subtotal from \$2,073,180.

PROGRAM FUNDING DISTRIBUTION FOR FY 1989, BUR

Program		A	B	C
		1987 Actual	1988 Actual	1989 Proposed
-----				
5.	HBCU Research Grants (936-5053)			
	Agriculture FH	\$757,928	\$755,675	\$964,000
	Health HE	1,103,916	813,791	839,000
	TOTAL:	\$1,861,844	\$1,569,466	\$1,803,000
-----				
6.	Technical Advisory Support Services (936-5055)			
	AASCU (FH)	\$132,800	\$132,800	\$133,000
	ISTTI (FH)	100,000	100,000	100,000
	(HE)	300,000	300,000	300,000
	NAFEO (FH)	300,000	300,000	300,000
	(HE)	227,000	226,954	227,000
	TOTAL:	\$1,059,800	\$1,059,754	\$1,060,000
-----				
7.	Project Review (936-5052)			
	National Academy of Sciences FH:	\$26,466	\$133,000	\$133,000
	HE:	80,000	167,000	167,000
	TOTAL:	\$106,466	\$300,000	\$300,000