



U.S. AGENCY FOR  
INTERNATIONAL  
DEVELOPMENT

To: Mr. Beans  
10/13/93  
RECEIVED

SEP 24 1993

CATHOLIC RELIEF SERVICES  
PROJECT RESOURCE MANAGEMENT

Valerie Barksdale  
Office of Project Resource Management  
Catholic Relief Services  
209 West Fayette Street  
Baltimore, Maryland 21201-3443

~~PDFDR 332~~

ENTERED

OCT 22 1993

Section

Subject: Grant No. AOT-1007-G-00-3154-00

Dear Ms. Barksdale:

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 Catholic Relief Services (hereinafter referred to as "CRS" or "Grantee"), the sum of One Hundred and Four Thousand, Two Hundred and Ninety Dollars (\$104,290.00) for emergency program support in Ethiopia. CRS will be supporting the Relief Society of Tigray (REST), which operates 31 distribution points in the Tigray region which assists approximately one million beneficiaries. The program shall be as more fully described in Attachment No. 1 of the Grant entitled "Schedule" and the Grantee's application entitled "Program Support for the 1993 CRS/REST Relief Program in Tigray" dated July 16, 1993, as amplified by their letter dated May 17, 1993, incorporated herein by reference.

This Grant is effective and obligation is made as of the date of this Cover Letter and shall apply to commitments and expenditures made and/or incurred by the Grantee in furtherance of the project objectives during the period July 1, 1993 through December 31, 1993.

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 No. 1, The Schedule; Attachment No. 2, Mandatory Standard Provisions; Attachment No. 3, Optional Standard Provisions; and the Grantee's proposal/application entitled "Program Support for the 1993 CRS/REST Relief Program in Tigray, dated July 16, 1993, which have been agreed to by your organization.

The Total Estimated Amount of AID support is \$104,290.00, which is hereby obligated. AID shall not be liable for reimbursing the Grantee for any costs in excess of the obligated amount.

Please acknowledge receipt of this Grant by signing all copies of this Cover Letter, retaining one set for your files, and return the remaining copies to Ms. Amanda Downing, Agency for International Development, OFDA/OS, Room 1262A NS, Washington, DC 20523-0008.

Sincerely,

  
Sharon L. Zawestoski  
Grant Officer  
A Division, AOT Branch  
Office of Procurement

Attachments:

1. Schedule
2. ~~Mandatory Standard Provisions for Non-U.S. Non-Governmental Grantee~~
3. ~~Additional Standard Provisions for U.S. Non-Governmental Grantee~~

ACKNOWLEDGED:

**CATHOLIC RELIEF SERVICES**

BY Valarie L. Barksdale

TYPED NAME Valarie L. Barksdale

TITLE Public Donor Liaison

DATE September 28, 1993

FISCAL DATA

PIO/T No.	:968-1007-93-184-3684432
Appropriation No.	:72-1131021.4
Budget Plan Code	:EDPA-93-16830-HG41
Total Estimated Cost	:\$104,290.00
Total Obligated Amount	:\$104,290.00

SCHEDULE

A. Background

Tigray is one of the regions of Ethiopia which continues to be severely affected by drought and food shortage. Overall, the 1992 rains and harvest in Tigray were better than the previous year resulting in a reduction of the number of people needing assistance. However, the needs are still substantial; of the approximately 4.5 million people in Tigray, an estimated 1.4 million will require food assistance in 1993.

The natural problems include a three to five-week delay in the onset of the rains, which were erratic in quantity and distribution. There were untimely rains in November and December (harvest-time), which contributed further to the decrease in the crop yield. The most extensive crop loss and damages occurred in the eastern, central and much of the southern areas, with pockets of deficit scattered throughout Tigray.

Those affected by man-made problems include people displaced from Eritrea, returning refugees from Sudan, returnees from the former government's resettlement areas, and ex-servicemen and their families who have no means of livelihood.

The Relief Society of Tigray (REST) is one of two relief agencies working in Tigray. It operates a network of 31 distribution sites located in the northern, western and central parts of Tigray.

B. Purpose of Grant

1. CRS will support the Relief Society of Tigray's (REST) emergency food distribution efforts in Tigray with both financing and monitoring advice.
2. CRS will:
  - \* Assist REST in distributing approximately 172,000 MT of food to approximately 1 million beneficiaries.
  - \* Advise REST as it continues its planned transformation from relief work to rehabilitation and development.

- \* Assist REST in meeting U.S. Government standards of accountability with regard to food and cash resources.
- \* Continue to conduct joint information sharing, training activities, and joint evaluation of the program with REST, with the ultimate objective of enabling REST to fully meet the criteria to become a cooperating sponsor for U.S. government resources.

CRS will be responsible for all procurement actions related to this grant. CRS will also be responsible for overall monitoring and problem-solving of its program through oversight by a staff in Addis Ababa, Ethiopia and the agency office in Baltimore, MD.

AID/W shall receive an inventory list from CRS of all equipment and supplies that have been procured with USG funding. AID/W will provide written instructions on the disposition of all equipment supplies remaining at the end of the project.

C. Period of Grant

1. The effective date of this Grant is the date of the Grant Cover Letter and the completion date is December 31, 1993.
2. Funds obligated hereunder are available for expenditures for the period July 1, 1993 through December 31, 1993.

D. Amount of Grant and Payment

1. The total amount of this grant for the period shown in Section C.1 above is \$104,290.00.
2. A.I.D. hereby obligates the amount of \$ 104,290.00 for project expenditures during the period set forth in Section C.2 above and as shown in the Grant Budget in Section E.
3. Payment will be made to the Grantee in accordance with procedures set forth in Attachment 3--the Additional Standard Provision No. 1 entitled "Letter of Credit".
  - a. The Grantee shall submit the required documentation to the following address:

Agency for International Development  
Office of Financial Management  
Room 703, SA-2  
Washington, DC 20523-0209

b. In addition, one copy of all financial reports shall be submitted to the A.I.D. Project Officer, Tamra Halmrast-Sanchez, or her designee, at the following address:

Tamra Halmrast-Sanchez  
FHA/OFDA/DRD  
Room 1262A N.S.  
Washington, DC 20523-0008

**E. Grant Budget**

The following is the budget for this Grant. The Grantee may not exceed the total obligated amount. The Grantee may adjust line item amounts within the grand total as may be reasonably necessary for the attainment of project objectives, consistent with restrictions cited in Attachment 2 - Standard Provision 4 of this Grant Entitled "Revision of Grant Budget"

This project will fund two local PVO's in Ethiopia. These are Catholic Relief Services (CRS), and the Relief Society of Tigray (REST).

**BUDGET**

**Relief Society of Tigray (REST) BUDGET**

**I. SALARIES AND BENEFITS**

**REST Staff Salaries:**

Logistics Coordinator (\$360/mo. x 6 mos.)	\$	2,160
Assistant Coordinator (\$270/mo. x 6 mos.)		1,620
Accountant (\$270/mo. x 6 mos. x 2)		3,240
Relief Coordinator (\$270/mo. x 6 mos.)		1,620
Internal Auditor (\$300/mo. x 5 mos.)		1,800
Cashier (\$180/mo. x 6 mos.)		1,080
Secretary Typist (\$210/mo. x 6 mos.)		1,260
Driver (\$135/mo. x 6 mos. x 2)		1,620
Zoba Coordinator (\$180/mo. x 6 mos. x 3)		3,240
Zoba Storekeeper (\$105/mo. x 6 mos. x 3)		1,890
Zoba Accountant (\$97.50/mo. x 6 mos. x 3)		1,755
Zoba Store Guard (\$67.50/mo. x 6 mos. X 3)		1,215
Site Representative (\$120/mo. x mos. x 13)		9,360
Site Storekeeper (\$97.50/mo. x mos. X 13)		7,605
Site Store Guards (\$60/mo. x 6 mos. x 13)		4,680
Port Operation Coordinator (\$378/mo. x 6 mos.)		2,268
Port Clearing Person (\$252/mo. x 6 mos.)		1,512

Port Accountant (\$166.50/mo. x 6 mos.)	999
Clerk (\$99.92/mo. x 6 mos. x 2)	1,199
Radio Operator (\$66.58/mo. x 6 mos. x 4)	1,598
Sub-Total REST Salaries	\$ <u>51,721</u>

**Catholic Relief Services (CRS) Budget**

CRS Staff Salaries:

Assistant Project Officer (\$333/mo. x 6 mos.)	1,998
Logistics Officer (\$244.17/mo. x 6 mos.)	1,465
End Use Checker (\$266.33/mo. x 6 mos.)	1,598
Sub-Total CRS Salaries	\$ <u>5,062</u>

**II. OTHER EXPENSES**

CRS Audit Fees	\$ 10,000
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Office

REST Office Expenses (Tel, Fax, Supp., etc.)	\$ 4,000
REST Office Rent	1,200
REST Utilities	1,000

Sub-Total Office Expenses	\$ <u>6,200</u>
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Travel

REST Program Support Costs (Per diem, Hotel, Etc.)	\$ 4,594
REST Vehicle Maintenance	562
REST Vehicle Fuel & Oil	600
REST Vehicle Insurance	1,200

CRS Program Support Costs (Travel, Per diem, etc.)	\$ 2,778
CRS Vehicle Maintenance	562
CRS Fuel & Oil	600
CRS Vehicle Insurance	1,200

Sub-Total Travel Expenses	\$ <u>12,096</u>
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<b>SUB-TOTAL OTHER COSTS</b>	<b>\$ 28,296</b>
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<b>TOTAL DIRECT COST</b>	<b>\$ 85,079</b>
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<b>TOTAL INDIRECT COSTS (22.58% DIRECT COSTS)</b>	<b>\$ 19,211</b>
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<b>GRAND TOTAL</b>	<b>\$ 104,290</b>
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F. Reporting

1. Financial Reporting

a. Financial reporting requirements shall be in accordance with the Additional Standard Provision No. 1 of this Grant entitled "Payment - Letter of Credit", as shown in Attachment 3.

b. The original and two copies of all financial reports (Financial Status Report Form 269) shall be submitted to the Office of Financial Management, whose address is listed in Section D.3.a. of this Schedule.

c. In addition, three (3) copies of all financial reports shall be submitted to the Project Officer, or his designee, whose address is listed in Section D.3.b. of this Schedule.

d. Each financial report shall include:

PIO/T Number	:968-1007-93-184-3684432
Project Number	:1007
Project Name	:Program Support for the 1993 CRS/REST Relief Program in Tigray
Grant Number	:AOT-1007-G-00-3154-00
Project Office	:FHA/OFDA/DRD

2. Program Evaluation Reporting

a. The Grantee shall submit quarterly progress reports, and a final report. These reports should document progress vis-a-vis program objectives, problems encountered, corrective procedures that were followed, significant program development during the period, and projected accomplishments for the coming quarter. Analysis and explanation of actual unit costs versus budgeted costs should also be included here. Two copies of each program performance report should be submitted to OFDA. The final report shall not be received by OFDA later than 90 days after termination of the project.

b. The Grantee shall inform A.I.D./FHA/OFDA of events which may occur during the project implementation. For example, problems, delays, or adverse conditions which may materially affect the ability to attain program objectives and thereby prevent the meeting of time schedules and goal, or preclude the attainment of the

project work. Notification may be by any means of communication.

c. If any evaluation report conducted by the Grantee discloses the need for a change in the budget in accordance with the criteria established in Standard Provision 4 of this Grant entitled "Revision of Grant Budget" the Grantee shall submit a request for budget revision.

G. Indirect Expense Rate

Pursuant to the Additional Standard Provisions of this Grant entitled "Negotiated Indirect Cost Rates--Provisional", a rate or rates shall be established for each of the Grantee's accounting periods which apply to this Grant. Pending establishment of revised provisional or final indirect cost rates for each of the Grantee's accounting periods which apply to this Grant, 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>
Provisional	22.58%	see (a) below	1-1-90 until amended

(a) Total direct cost less commodities, ocean freight equipment, alternations and renovations

Should final rates result in upward adjustments, payment of such upward adjustments would only be allowable within the total obligated amount of the Grant.

H. Special Provisions

1. Due to the emergency nature of the program and the need to respond quickly to changing situations and pursuant to Section 491 of the FAA, as amended, the geographic code for procurement of goods and services is authorized as "935" (Special Free World) including the Host Country.

2. Delivery of Notices. For purposes of "Notices" delivered to the A.I.D. Grant Officer, pursuant to the Standard Provision 13 of this Grant entitled "Notices", the following address shall be used:

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a. Regular U.S. Mail

Grant Officer  
Agency for International Development  
Office of Procurement  
A Division, AOT Branch  
Washington, DC 20523-1425

b. Express Mail or Hand Delivery

Grant Officer  
Agency for International Development  
Office of Procurement  
A Division, AOT Branch  
15th Floor Receptionist  
1100 Wilson Blvd.  
Arlington, VA 22209

3. Zip Codes. Use the following nine-digit zip codes instead of the five digit codes shown in the Standard Provisions and Additional Standard Provisions.

<u>Standard Provision</u>	<u>Zip Code</u>
Disputes Clause	20523-0051
Payment - Letter of Credit	20523-0209
Procurement of Goods and Services	20523-1414

4. Title to Property

(a) Property provided herein shall be handled pursuant to Additional Standard Provision No. 20 entitled "Title to and Use of Property (Grantee Title) in Attachment 3 of this Grant.

Notwithstanding the requirements of Additional Standard Provision No. 20, the Grantee will provide the Grant Officer a complete inventory of applicable property on a quarterly basis and request disposition instructions from the Grant Officer for all property at the completion of the Grant.

(end of schedule)

August 2, 1993

MEMORANDUM

**TO:** Polly Byers/FHA/OFDA  
**FROM:** Linda Howey/<sup>USA</sup>AFR/DRCO  
**SUBJECT:** PIO/T: CRS/REST Proposal: \$104,290  
(Emergency Program Support - Tigray)

AFR clears on this PIO/T, noting that during the proposal review of June 23, 1993, the review team discovered that the disaster declaration of October, 1992, cited only southern and eastern Ethiopia as disaster areas. The target area for this activity is Tigray, which is in northern/western Ethiopia. OFDA advised that it would confirm whether or not a disaster declaration was needed for Tigray.

Clearance:  
AFR/EA

  
P. Thormann

cc: Mary Rita Zeleke/FHA/OFDA

## PROJECT DESCRIPTION

### BACKGROUND

Tigray is one of the regions of Ethiopia which continues to be severely affected by drought and food shortage. Overall, the 1992 rains and harvest in Tigray were better than the previous year resulting in a reduction of the number of people needing assistance. However, the needs are still substantial; of the approximately 4.5 million people in Tigray, an estimated 1.4 million will require food assistance in 1993.

The natural problems include a three to five-week delay in the onset of the rains, which were erratic in quantity and distribution. There were untimely rains in November and December (harvest-time), which contributed further to the decrease in the crop yield. The most extensive crop loss and damages occurred in the eastern, central and much of the southern areas, with pockets of deficit scattered throughout Tigray.

Those affected by man-made problems include people displaced from Eritrea, returning refugees from Sudan, returnees from the former government's resettlement areas, and ex-servicemen and their families who have no means of livelihood.

The Relief Society of Tigray (REST) is one of two relief agencies working in Tigray. It operates a network of 31 distribution sites located in the northern, western and central parts of Tigray.

### OBJECTIVE

CRS will support the Relief Society of Tigray's (REST) emergency food distribution efforts in Tigray with both financing and monitoring advice.

### SCOPE OF WORK

CRS will:

- ◆ Assist REST in distributing approximately 172,000 MT of food to approximately 1 million beneficiaries.
- ◆ Advise REST as it continues its planned transformation from relief work to rehabilitation and development.
- ◆ Assist REST in meeting U.S. Government standards of accountability with regard to food and cash resources.

- ◆ Continue to conduct joint information sharing, training activities, and joint evaluation of the program with REST, with the ultimate objective of enabling REST to fully meet the criteria to become a cooperating sponsor for U.S. government resources.

CRS will be responsible for all procurement actions related to this grant. CRS will also be responsible for overall monitoring and problem-solving of its program through oversight by a staff in Addis Ababa, Ethiopia and the agency office in Baltimore, MD.

AID/W shall receive an inventory list from CRS of all equipment and supplies that have been procured with USG funding. AID/W will provide written instructions on the disposition of all equipment supplies remaining at the end of the project.

### **SPECIAL PROVISIONS**

Due to the emergency nature of the program and the need to respond quickly to changing circumstances, pursuant to section 491 of the FAA, as amended, the geographic code for procurement of goods and services is authorized as "935" (Special Free World), including the Host Country.

### **REPORTS REQUIRED**

#### 1. Financial Reporting

The original and two copies of all financial reports shall be submitted to A.I.D., Office of Financial Management (FM/CMPD/DCB), Room 700, SA-2, Washington, D.C. 20523-0209. In addition, two copies of all financial reports shall be submitted to OFDA, Room 1262A NS, Washington, D.C. 20523-0008, one copy for the Project Officer (Polly Byers), and one copy for the Operations Support Division (attn: Amanda Downing).

#### 2. Grant Performance Reporting

A. The Grantee shall submit monthly narrative and financial reports and a final report. These reports should document progress vis-a-vis program objectives, problems encountered, corrective procedures that were followed, significant program developments during the reporting period and projected accomplishments for the coming quarter. Analysis and cost should also be included here. Two copies of each program performance report should be submitted to FHA/OFDA. The final report shall be received no later than ninety (90) days after termination of the project.

B. The Grantee shall inform AID/FHA/OFDA of events which may occur during the project implementation. For example, problems, delays, or adverse conditions which may materially affect the ability to attain program objectives and thereby

preclude the attainment of project work. Notification may be by any means of communication.

**PERIOD OF ACTIVITY**

The estimated project dates are 1 July 1993, through 31 December 1993.

Project Description: [p:\public\docs\t\crsrestbmg.pd]

PIO/T No.: 968-1027-93-184-3684432  
Attachment No.: 2

**BUDGET**

Line Item Budget

**I. STAFF SALARIES**

REST Staff Salaries:

Logistics Coordinator (\$360/mo. x 6 mos.)	\$	2,160
Assistant Coordinator (\$270/mo. x 6 mos.)		1,620
Accountant (\$270/mo. x 6 mos. x 2)		3,240
Relief Coordinator (\$270/mo. x 6 mos.)		1,620
Internal Auditor (\$300/mo. x 6 mos.)		1,800
Cashier (\$180/mo. x 6 mos.)		1,080
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Site Store Guards (\$60/mo. x 6 mos. x 13)		4,680
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Port Clearing Person (\$252/mo. x 6 mos.)		1,512
Port Accountant (\$166.50/mo. x 6 mos.)		999
Clerk (\$99.92/mo. x 6 mos. x 2)		1,199
Radio Operator (\$66.58/mo. x 6 mos. x 4)		1,598

Sub-Total REST Salaries \$ 51,721

CRS Staff Salaries:

Assistant Project Officer (\$333/mo. x 6 mos.)	\$	1,998
Logistics Officer (\$244.17/mo. x 6 mos.)		1,465
End Use Checker (\$266.33/mo. x 6 mos.)		1,598

Sub-Total CRS Salaries \$ 5,062

**II. OTHER COSTS**

CRS Audit Fees \$ 10,000

Office:

REST Office Expenses (Tel, Fax, Supp., etc.)	\$	4,000
REST Office Rent		1,200
REST Utilities		1,000

Sub-Total Office Expenses \$ 6,200

Travel:

REST Program Support Costs (Per diem, Hotel, etc.)	\$	4,594
REST Vehicle Maintenance		562
REST Fuel & Oil		600
REST Vehicle Insurance		1,200
CRS Program Support Costs (Travel, Per diem, etc.)		2,778
CRS Vehicle Maintenance		562
CRS Fuel & Oil		600
CRS Vehicle Insurance		1,200
Sub-Total Travel Expenses:	\$	<u>12,096</u>
SUB-TOTAL OTHER COSTS	\$	28,296
TOTAL DIRECT COSTS	\$	85,079
TOTAL INDIRECT COSTS (22.58% DIRECT COSTS)	\$	19,211
GRAND TOTAL	\$	104,290

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UNCLASSIFIED  
AGENCY FOR INT'L DEV.  
TELECOMMUNICATIONS CENTER

INCOMING  
TELEGRAM

82:100/100/100

PAGE 01 ADDIS 04223 301018Z 9388 053228 AID399Z  
ACTION AID-00

ADDIS 04223 301018Z

9388 053228 AID399Z

ACTION OFFICE OFDA-02  
INFO AFEA-04 AFPE-02 GC-01 GCAF-02 FVPP-01 RDA-01 STN-01  
FHAA-01 ADA-03 SEOP-01 SETN-01 GEO-01 FFP-09 SERP-01  
SECC-01 AMAD-01 COM-02 LAB-05 FABP-01  
/043 AB 30/1216Z

INFO LOG-00 AF-00 AGRE-00 FDRE-01 /023W  
-----D16564 30:059Z '93

R 301016Z JUN 93  
FM AMEMBASSY ADDIS ABABA  
TO SECSTATE WASHDC 7388  
INFO AMEMBASSY NAIROBI

UNCLAS ADDIS ABABA 04223

AIDAC

AID/W FOR FNA/OFDA, FNA/FFP, AFR/EA  
NAIROBI FOR REDSO ESA/RFPPO

E.O. 12356, N.A.  
SUBJECT: ETHIOPIA - STATUS OF OFDA ACTIONS

REFS: A) STATE 194722, B) ADDIS 3314, V) ADDIS 3001,  
D) ADDIS 1026

1. MISSION GREATLY APPRECIATES FEEDBACK FROM OFDA ON THE  
STATUS OF VARIOUS EMERGENCY PROPOSALS SUBMITTED FOR  
FUNDING. MISSION RESPONSE TO QUESTIONS OR ISSUES  
PRESENTED REF A FOLLOW

2. MSF HOLLAND -- MISSION IS PLEASED THAT OFDA IS  
MOVING FORWARD ON THIS AS LONG AS THE TOTAL FUNDING

PROVIDED EQUALS THAT RECOMMENDED. USD 249,040 MISSION  
BELIEVES MSF CAN ADJUST TO THE SHORTENED TIME FRAME OF  
THE GRANT. MISSION UNDERSTANDS THAT OFDA HAS ASKED MSF IN  
NEW YORK TO CONFIRM THIS WITH MSF IN AMSTERDAM. PLEASE  
ADVISE IF THIS MATTER IS BEHIND US

3. CRC JRP AND RECT -- MISSION DOES NOT BELIEVE  
DELETION OF THE FINAL THREE MONTHS FROM THESE PROPOSALS  
WOULD NECESSARILY CAUSE A PROBLEM, BUT EXPERIENCE SHOWS  
THAT EXTENSIONS ARE REGULARLY REQUESTED. THE EXTRA THREE  
MONTHS BEING ASKED MIGHT REDUCE THE WORKLOAD FOR ALL OF  
US IN DECEMBER, WHEN MANY STAFF MAY BE ON HOLIDAY.  
OTHERWISE MISSION HAS NO REAL OBJECTION TO SHORTENING THE  
GRANT PERIODS TO SIX MONTHS.

4. REGARDING POINTS RAISED BY REVIEWERS THAT THE CRC AND  
RECT AND JRP SHOULD BE BELOW PROGRAMS SHOULD BE  
CONSIDERED FOR FUNDING UNDER THE TITLE REGULAR  
PROGRAM, MISSION WOULD REFER INTERESTED OFFICERS TO REF B.  
MISSION'S RECOMMENDATIONS FOR THE SIZE, SCOPE AND DESIGN  
OF THE F-94 REGULAR PROGRAM IN ETHIOPIA AND ERITREA. IN  
THAT MESSAGE, MISSION GOES TO SOME LENGTH TO EXPLAIN AND  
JUSTIFY A SUBSTANTIAL EXPANSION OF THE TITLE REGULAR  
PROGRAM TO DO EXACTLY WHAT IS SUGGESTED IN REF A. UNTIL  
SUCH EMERGENCY PROGRAM INTERVENTIONS CAN BE CONVERTED  
INTO REGULAR PROGRAM ACTIVITIES, HOWEVER, THE USG HAS NO  
MECHANISMS AVAILABLE OTHER THAN TITLE II EMERGENCY AND  
OFDA TO ADDRESS TRUE, PRECING RELIEF AND REHABILITATION  
NEEDS. WE HOPE A REVIEW OF REF B WILL SATISFY REVIEWING  
OFFICES THAT THE MISSION IS PROGRAMMING THE APPROPRIATE  
RESOURCES PROPERLY.

5. WORLD VISION -- MISSION RECOGNIZES THAT THIS  
PROPOSAL IS OUTDATED, ALTHOUGH IT WAS SUBMITTED TO OFDA

IN REF D, ON FEBRUARY 16, 1993, THE MISSION HAS BEEN IN  
REGULAR CONTACT WITH WVE STAFF IN THE MONTHS SINCE THE  
PROPOSAL WAS SUBMITTED AND NOTED THAT WVE HAS BEEN  
CONCERNED ABOUT THE INACTION ON THE PROPOSAL. WVE STAFF  
DID NOT PANIC, HOWEVER, SINCE USAID FOOD AID DELIVERIES  
WERE LATE AND CONDITIONS WERE NOT WORSENING DRAMATICALLY  
IN THE PROGRAM AREA AS EXPECTED. WVE HAS BEEN ABLE TO  
MAINTAIN SMALL, HIGHLY TARGETED INTERVENTIONS FOR THE  
MOST NEEDY, BUT HAVE BEEN UNABLE TO ADDRESS THE GENERAL  
PROBLEMS IN THE AREA. REVIEWERS MAY REMEMBER THAT ALL OF  
THE COMMODITY PROGRAMS FOR THIS AREA WERE TO BE  
DISTRIBUTED THROUGH FOOD FOR WORK. COMMODITIES ARE NOW  
IN PLACE AND WVE IS READY TO BEGIN IMPLEMENTING ITS  
PROGRAMS. ACTION ON THE WVE PROPOSAL IS NOW ESSENTIAL.

MISSION STAFF MET WITH WVE ON JUNE 21 AND SUGGESTED THAT  
CONDITIONS HAD SUFFICIENTLY CHANGED THAT THEY SHOULD  
RELOOK AT THE BUDGET AND RECONFIGURE IT AS NEEDED. THEY  
ARE IN THE PROCESS OF DOING SO AND MISSION WILL FORWARD  
THEIR REVISIONS AS SOON AS THEY ARE IN HAND.

6. MISSION RECOMMENDATIONS REGARDING ETHIOPIAN RED CROSS  
SOCIETY WERE NOT FORWARDED BECAUSE NONE WERE FELT TO BE  
URGENT GIVEN THE EXISTING BACKLOG OF FUNDING ACTIONS  
PENDING WITH OFDA. MISSION BELIEVES THERE ARE WORTHY  
INTERVENTIONS INCLUDED IN THE ERC PROPOSAL AND WELCOMES  
OFDA'S WILLINGNESS TO CONSIDER SUPPORT COMMENTS AND  
RECOMMENDATIONS WILL FOLLOW. BARG

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**CATHOLIC RELIEF SERVICES**

*Giving Hope To A World Of Need*

CATHOLIC RELIEF SERVICES - USCC

FAX TRANSMITTAL COVER LETTER

July 16, 1993

Please Deliver the Following Pages To:

NAME: Tami Halmrest-Sanchez

FIRM: OFDA/DRD

CITY/STATE: Washington, DC

TELEPHONE: 202 647-7434

FAX NO: 202 647-5269

FROM: (Sender's Name) Donnelly/Frank

APPROVAL: OPRM

We are transmitting 13 pages including cover letter. If you do not get all the pages, please contact us as soon as possible.

Message Begins Here

Re: 1993 Program Support Proposal for CRS/REST Emergency Program in Tigray

BEST AVAILABLE DOCUMENT

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## CATHOLIC RELIEF SERVICES

*Giving Hope To A World Of Need*

May 17, 1993

Ms. Pollie Byers  
FHA/OFDA  
Agency for International Development  
Washington, DC 20523

Re: 1993 Program Support Proposals for CRS, REST, JRP

Dear Pollie:

Attached, please find the above referenced proposals for your review.

Under the CRS/REST proposal, CRS/Ethiopia requests \$104,290 to cover the distribution and other related program costs of the emergency program. Under the emergency plan, FFP approved 24,500MT of Title II food for distribution in Tigray to assist 149,956 beneficiaries. Specifically, costs include salaries of REST's emergency staff, monitoring and supervision by CRS staff, and other CRS costs such as audit, vehicle and office expenses.

Under the CRS/JRP proposal, \$165,588 is requested to cover the same type of costs mentioned above for two CRS counterparts, Adigrat Catholic Secretariat (ADCS) and Hararge Catholic Secretariat (HCS). Again the salaries of counterparts are those working for the JRP emergency program to distribute 37,000MT of Title II in southern Tigray and Hararge. Additionally, the budget includes 2 vehicle purchases for HCS and an audit line item. There are no CRS costs other than CRS/Baltimore's overhead of \$19,450.

The project period of both proposals is July 1, 1993 through March 31, 1994.

Given our last meeting, we were left with the impression that funding for program support costs would no longer be a priority for OFDA compared to Sudan or Somalia. The CRS/JRP emergency program for 1993 is about half the tonnage of 1992. The tonnage for the emergency program is decreasing while food programmed under FFW activities will see an increase. However, there will still be an emergency program in the foreseeable future.

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We would appreciate your feedback on the future of funding the program support proposals.

Thank you and best regards.

Sincerely,



Valarie L. Barksdale  
OFFICE OF PROJECT  
RESOURCE MANAGEMENT

encs.

bc P. Shiras/L. Joseph  
CRS/Ethiopia 634-93-006, 007  
J. Bailey - w/ encs.  
J. Forsyth - FYI

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PROJECT PROPOSAL FOR SUPPORT COSTS FOR  
THE 1993 CRS/REST RELIEF PROGRAM IN TIGRAY

COUNTRY	:Ethiopia
PROJECT TITLE	:Program Support for 1993 CRS/REST Relief Program in Tigray
CRS PROJECT NO.	:634-93-007
PROJECT PERIOD	:1 July 1993 through 31 March 1994
OFDA GRANT NO.	
SOURCE OF FUNDING	:Office of Foreign Disaster Assistance (OFDA)
PROJECT HOLDER	:Relief Society of Tigray (REST)
PROJECT IMPLEMENTER	:Relief Society of Tigray (REST)
TOTAL FUND REQUIRED	:US \$104,290
TOTAL REQUESTED FROM OFDA	:US \$104,290

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PROJECT PROPOSAL FOR SUPPORT COSTS FOR  
THE 1993 CRS/REST RELIEF PROGRAM IN TIGRAY

I. SUMMARY

This proposal requests funds for the support of the relief distribution program for the Relief Society of Tigray in 1993. Based on the needs and its network of 31 distribution sites, the Relief Society of Tigray (REST) has planned to assist about 1.1 million people in 1993. REST's 31 distribution sites are located in northern, western and central parts of Tigray.

CRS is requesting \$85,079 (excluding \$19,211 for CRS/Baltimore overhead) to support REST's distribution program in 1993. The main cost components of this budget are personnel costs for REST's distribution centers and core relief staff, salaries for CRS staff employed for the supervision and monitoring of the REST/CRS relief program, travel expenses for the monitoring of the program and other office expenses such as stationery and office supplies, water, electricity, office rent and running costs for vehicles. REST's operational costs are requested for the six-month period from 1 July 1993 through 31 December 1993. In order to clear financial matters related to the project it is requested that the period of the grant extend for a further three month period, i.e. up to 31 March 1994.

II. BACKGROUND

Tigray is one of the regions of Ethiopia which continues to be severely affected by drought and food shortage. Overall, the 1992 rains and harvest in Tigray were better than the previous year resulting in a reduction of the number of people needing assistance. However, the needs are still substantial: of the approximately 4.5 million people in Tigray, the RRC has estimated that a total of 1,394,850 will require food assistance in 1993, of which 1,117,020 are due to natural and the rest due to man-made problems.

The natural problems included a three to five week delay in the onset of the rains, which were erratic in quantity and distribution. There were also untimely rains in November and December, at the time of the harvest, further contributing to the decrease in crop yield. The most extensive crop loss and damages occurred in the eastern, central and much of the southern areas, with pockets of deficit scattered throughout Tigray.

Those affected by man-made problems include people displaced from Eritrea, returning refugees from the Sudan, and returnees from the

former government's resettlement areas and ex-servicemen and their families who have no means of livelihood.

The two major relief agencies in Tigray are REST and the Joint Relief Partnership. As per the Regional Administration's designation of areas, in 1993 REST will assist the needy in all 'awrajas' except in Enderta and Raya in southern Tigray. The latter will be assisted by the Joint Relief Partnership. REST's overall plan targets 1,054,811 beneficiaries, and requires 172,312 MT of food commodities. The USAID has donated 24,500 MT through CRS for the REST's distribution program. This tonnage will enable REST to reach 149,956 people, or 14.22% of REST's targeted beneficiaries.

In 1992 REST was able to distribute 71,845 MT of food. At peak distribution its beneficiaries reached a level of 829,050 people. After an interruption of about three months (during and immediately after the harvest) REST resumed relief distribution in March 1993 at increased levels. Title II USAID donation carried over from 1992 is used in the current distribution. About 28,900 MT of USAID donation was carried over from 1992.

Given its operational capacity and distribution network, REST will easily reach its targeted number of beneficiaries provided that food resources are obtained. REST has made appeals to donors and has received confirmed pledges which include 5,000 MT of wheat from Dutch Inter-Church Aid, 10,000 MT of wheat from OXFAM-UK, and funds for the internal purchase of 46,900 MT of food from various donors.

In 1993 the main policy direction will be on shifting the emphasis from relief to rehabilitation and development. Already, REST's relief distribution is linked to food for work for terracing and other soil & water conservation activities carried out by the 'Baitos' (local people's councils). Able-bodied people who have been determined needy must work to receive their relief food ration. However, children and other needy people who are old and not strong enough to participate in the FFW activities will be provided with their monthly ration packages.

### III. PROGRAM DESCRIPTION

#### A. Program Goals and Sub-Goals

The main goal of this project is to provide food for needy people affected by drought or man-made problems in Tigray. The second goal is the promotion of participation, by able-bodied relief recipients, in REST's recovery and rehabilitation programs. These programs focus on measures which promote soil and water conservation. The first goal will be measured by the number of needy people who are served by the program on a monthly basis. The second goal will be measured by the quantitative physical accomplishments such as the construction of x meters of certain types of terracing or y number of ponds, etc.

A sub-goal of the overall REST/CRS program is for CRS to assist REST to meet the U.S Government standards of accountability with regard to food and cash resources. REST and CRS will continue conduct joint information sharing, training activities and joint evaluation of the program. The ultimate objective of these activities is to enable REST to meet fully the criteria to become a cooperating sponsor for U.S. government resources.

#### B. Target Population and Available Resources

REST has planned its distribution in three phases depending on the availability of local food resources during the different months of the year.

Phase	Months	No. of Benef.	Food Requirement
1	Jan - March	983,574	25,007 MT
2	April - May	491,787	40,029 MT
3	Jul - Dec	1,054,821	107,275 MT

Distributions will be carried out at 31 centers located throughout REST's operational areas, with the local people's councils compiling the list of beneficiaries, which is agreed by the village meeting, and handling the actual distribution with REST support. The list of centers and the number of beneficiaries at each center is attached as Annex A. The distribution level in each center could be changed based on the food availability and food prospects of the next harvest, particularly during the final months of 1993. The 24,500 MT of USAID food donated will be distributed according to the REST ration rate of 15 kg. of grain, 1.5 kg. of supplementary food (CSB) and 0.45 kg. vegetable oil per person per month. REST's ration package is based on the RRC ration standard.

USAID food approved for REST's relief program will continue to arrive through Massawa. REST will clear the food from the port and transport it up to the final distribution sites using its fleet of 260 trucks. With an average distance of 370 km from Massawa to distribution centers and a round time of 4 days, REST can approximately move 30,000 MT per month. It is, therefore, clear that REST's own trucks will be enough to transport all food required for its 1993 relief program.

During 1992 food assistance played a major role in enabling people to work on mass terracing and other soil and water conservation measures. This policy has continued in 1993 with the majority of food distribution linked to community development programs, particularly terracing work which started in January.

#### C. Roles and Activities

CRS' responsibility under this project is to obtain and provide the funds to REST for the stated period, and to make sure that the

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assistance program is effectively carried out by REST. CRS will sign an agreement with REST which stipulates the terms and conditions for the project, and the responsibilities/ liabilities of the counterpart (REST) and the donor (CRS). As soon as OFDA approves the project and the agreement is signed, funds will be released based on the cash needs of the project.

The program will be monitored through field visits by CRS staff. CRS Project and Logistics Officers will at least make quarterly field visits to distribution sites and warehouses. CRS/Ethiopia Internal Auditors will also make one field audit. In addition, a sperate external audit is planned at the end of the program to fulfil US Government audit requirements (Circular A-133).

#### IV. OPERATIONAL COSTS

##### A. Overview

Nineteen-ninety-two was a year during which REST underwent many organizational and structural changes, defining its new role and legal status, formulating its short and long term policy directions and strategies, and activities appropriate to a new Ethiopian situation. It also employed many professionals and started to pay salaries to its former staff who had hitherto been serving as volunteers without any pay. Starting in July 1992, CRS has covered the salaries of REST's core emergency and distribution center staff, and related program support costs with funds provided by OFDA. The OFDA funds also financed the purchase of capital items including 2 Toyota Land Cruisers, 3 radio communication equipment, and some office furniture and equipment. The existing OFDA grant will cover REST's salaries and support costs up to 30 June 1993.

To continue the support to REST and to cover its own personnel and monitoring of the REST/CRS relief program, CRS is requesting an OFDA funding of \$104,290. A summary of the budget request is attached as Annex B. Details of REST's and CRS' program costs are attached as Annex C. The operational costs covered in this grant request are for the period 1 July 1993 through 31 December 1993. CRS, however, requests the closure date of the grant to be 31 March 1994 in order to finalize the financial transactions which often extend for one or two months after the project period.

##### B. Salaries for the REST Mekele Office, Distribution Center Staff and the Massawa Port Staff

The funds to be provided under this project will cover the salaries of a total of 70 REST employees. Out of this 13 will be stationed in REST's headquarters in Mekele, 15 at the six 'Zoba' (District) offices, 3 at Massawa and the remaining 39 at REST's distribution sites. All the staff listed on Annex C have responsibilities directly related to the implementation and monitoring of REST's relief distribution program.

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REST must be accountable for the food consigned to it from the time of arrival of the food at Massawa until it reaches the intended beneficiaries. REST's relief staff have already undergone one year of experience in handling Title II food and have acquired some knowledge of the accountability standards and requirements. In 1992 two workshops were conducted with Strengthening Grant funds on overall management of Title II food, warehouse practices and commodity accounting for senior and middle level REST staff. These staff are responsible for tracking and accounting for each shipment received and handling of the commodities as per USAID regulations.

The positions to be funded under this project are more or less the same positions that are presently supported under the current OFDA Grant, (Gr. # AOT-1007-G-00-2156). There are no new positions requested under this grant. A brief description of the major responsibilities of the positions is given below:

The Logistics Coordinator and the Assistant coordinator at the Mekele Office are responsible for the proper handling, tracking and accounting for each shipment received as per USAID regulations. This will require constant monitoring and supervision of distribution centers and warehouses.

The Relief Coordinator's main responsibility is to ensure that the relief distribution is accomplished according to the plan and to prepare periodic reports on the achievements of the relief program. He/she makes regular assessments of the food availability and drought/rainfall conditions, maintains a constant relation with the Baitos in order to target the food appropriately by closing/opening centers or changing beneficiary levels as required.

Two accountants and one cashier are responsible for processing, effecting, recording and reporting transactions in relation to REST's relief program. The main financial transactions are payments for loading/unloading, salaries and per diem for the staff, purchasing of office supplies and repair of vehicles. The finance staff will compile and submit financial reports along with original source documents to CRS/Ethiopia for reimbursement.

Each 'zoba' (district) office consists of four employees: a 'zoba' coordinator, a storekeeper, a commodity accountant and a guard. In addition, the 'zoba' offices in Tembien, Adigrat and Shire have one radio operator each. The 'zoba' office ensures that the program activities at the centers within its jurisdiction are accomplished as per the plan. In particular, it coordinates the receiving and issuing of food commodities, arranges the transport and delivery of adequate food to the centers, follows up that proper storage practices are followed at the main warehouses and the centers, and makes sure that beneficiaries receive the allocated ration package.

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C. Salaries for the CRS Support Staff

CRS/Ethiopia has employed three staff members for the monitoring of the REST/CRS relief program under OFDA Grant No. 2156. The first is an Assistant Project Officer who focuses on the programming, coordination and implementation of the relief operation as a whole. The other two employees are engaged in the monitoring and supervision of the logistics aspect to ensure proper accountability. With OFDA funds requested under this proposal CRS proposes to cover the salaries costs of these employees for the period 1 July 1993 through December 1993.

D. Other Expenses

The other major expenses under this category are per diem and hotel costs for both REST and CRS staff, office rent for the 'zoba' offices, fuel, insurance for vehicles, maintenance and repair costs for vehicles, utilities (water and electricity), and other office expenses such as stationery, telephone and postage.

E. Audit Fee

In order to fulfil U.S. Government's audit requirement for U.S. Government donations in excess of \$25,000, a line item for audit fee estimated at \$10,000 is included in the CRS budget.

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## Annex A

SUMMARY OF TOTAL NUMBER OF BENEFICIARIES & TOTAL FOOD REQUIREMENT  
FOR 1993 REST RELIEF FOOD DISTRIBUTION PROGRAM

ZONA	NOF BEN.	DURATION	FOOD REQUIREMENT			Total
			Grain	Supp.Food	Oil	
Shire	52808	Jan-Mar	2,376	238	71	2,685
	59674	Feb-Jun	2,685	269	81	3,034
	69631	Jul-Dec	6,267	627	188	7,081
Axum	50128	Jan-Mar	2,256	226	68	2,549
	63991	Feb-Jun	2,880	288	86	3,254
	94265	Jul-Dec	8,484	848	255	9,587
Adua	97493	Jan-Mar	4,387	439	132	4,958
	171098	Feb-Jun	7,699	770	231	8,700
	231149	Jul-Dec	20,803	2,080	624	23,508
Tembien	59019	Jan-Mar	2,656	266	80	3,001
	81632	Feb-Jun	3,673	367	110	4,151
	107464	Jul-Dec	9,672	967	290	10,929
Agame	107479	Jan-Mar	4,837	484	145	5,465
	194312	Feb-Jun	8,744	874	262	9,881
	276709	Jul-Dec	24,904	2,490	747	28,141
K.Aulaelo	124860	Jan-Mar	5,619	562	169	6,349
	216491	Feb-Jun	9,742	974	292	11,009
	275603	Jul-Dec	24,804	2,480	744	28,029
Sub total	491787	Jan-Mar	22,130	2,213	664	25,007
Sub total	787198	Feb-Jun	35,424	3,542	1,063	40,029
Sub total	1054821	Jul-Dec	94,934	9,493	2,848	107,275
Grand total		Jan-Dec	152,488	15,249	4,575	172,312

1993 SUPPORT COSTS FOR REST/CRS RELIEF PROGRA		ANNEX B		
LINE ITEM AND CRS ACCOUNT CODE	REST COSTS US\$	CRS COSTS US\$	TOTAL US\$	
<b>I. PAYROLL &amp; OTHER COMPENSATIONS</b>				
6052 Salaries		5,062	5,062	
6053 Salaries - Project Holder	51,721		51,721	
Subtotal	51,721	5,062	56,783	
<b>II. AUDIT &amp; ACCOUNTING FEES</b>				
6201 Audit Fees		10,000	10,000	
<b>III. OFFICE EXPENSES</b>				
6309 Office Expenses - Project Holder	4,000		4,000	
<b>IV. OCCUPANCY EXPENSES</b>				
6406 Occupancy Expense - Project Holder	2,200		2,200	
<b>V. INSURANCE</b>				
6505 Vehicle Insurance	1,200	1,200	2,400	
<b>VI. MAINTENANCE AND REPAIR</b>				
6604 Maintenance & Repair of Vehicle		562	562	
6605 Maintenance and Repair - Project Holder	562		562	
Subtotal	562	562	1,124	
<b>VII. TRAVEL</b>				
6703 Program Support (Tickets, Perdiem, Hotel)		2,778	2,778	
6706 Travel - Project Holder	4,594		4,594	
Subtotal	4,594	2,778	7,372	
<b>VIII. VEHICLES</b>				
6801 Fuel & Oil Expenses		600	600	
6805 Vehicle Expenses - Project Holder	600		600	
Subtotal	600	600	1,200	
<b>TOTAL</b>				
	64,877	20,202	85,079	
<b>CRS Baltimore Overhead (at 22.58% of costs)</b>				
	14,649	4,562	19,211	
<b>GRAND TOTAL</b>				
	79,526	24,764	104,290	

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## Annex C

BREAKDOWN OF PROGRAM SUPPORT COSTS  
FOR 1993 REST/CRS EMERGENCY PROGRAM

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ACCOUNT CODE		No. of Workers	Monthly Salary (Birr)	6 Months' Salary (Birr)	6 Months' Salary (US\$)
<b>A. REST STAFF SALARIES</b>					
6053	Logistics Coordinator	1	1,200	10,800	2,160
6053	Assistant Coordinator	1	900	8,100	1,620
6053	Accountant	2	900	16,200	3,240
6053	Relief Coordinator	1	900	8,100	1,620
6053	Internal Auditor	1	1,000	9,000	1,800
6053	Cashier	1	600	5,400	1,080
6053	Secretary Typist	1	700	6,300	1,260
6053	Driver	2	450	8,100	1,620
6053	Zoba Coordinator	3	600	16,200	3,240
6053	Zoba Storekeeper	3	350	9,450	1,890
6053	Zoba Accountant	3	325	8,775	1,755
6053	Zoba Store Guard	3	225	6,075	1,215
6053	Site Representative	13	400	46,800	9,360
6053	Site Storekeeper	13	325	38,025	7,605
6053	Site Store Guards	13	200	23,400	4,680
6053	Port Operation Coordinator	1	1,260	11,340	2,268
6053	Port Clearing Person	1	840	7,560	1,512
6053	Port Accountant	1	555	4,995	999
6053	Clerk	2	333	5,994	1,199
6053	Radio Operator	4	350	7,989	1,598
	<b>Total REST Salaries</b>	<b>70</b>		<b>258,603</b>	<b>51,721</b>
<b>B. OTHER COSTS</b>					
✓ 6605	Maintenance & Repair of Vehicles			2,812	562
✓ 6706	Program Support Costs (Perdium, Hotel, etc.,)			22,972	4,594
✓ 6805	Fuel and Oil Expenses			3,000	600
✓ 6309	Office Expenses (Tel, Telex, Fax, Office Supp. Etc			20,000	4,000
✓ 6406	Office Rent			6,000	1,200
✓ 6406	Utilities (Water, Electricity, etc.,)			5,000	1,000
✓ 6505	Vehicle Insurance			6,000	1,200
	<b>Total - REST Other Costs</b>			<b>65,784</b>	<b>13,157</b>
	<b>TOTAL FOR REST</b>			<b>324,387</b>	<b>64,877</b>
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<b>C. CRS STAFF SALARIES</b>					
6052	Assistant Project Officer	1	1,665	9,990	1,998
6052	Logistics Officer	1	1,221	7,326	1,465
6052	End Use Checker	1	1,332	7,992	1,598
	<b>Total - CRS Salaries</b>	<b>3</b>		<b>25,308</b>	<b>5,062</b>
<b>D. OTHER CRS COSTS</b>					
✓ 6201	Audit Fees			50,000	10,000
✓ 6505	Vehicle Insurance			6,000	1,200
✓ 6604	Maintenance & Repair of Vehicle			2,812	562
✓ 6703	Program Support Costs (Airticket, perdium, Hotel, etc.)			13,890	2,778
✓ 6801	Fuel and Oil Expenses			3,000	600
	<b>Total - Other CRS Costs</b>			<b>75,702</b>	<b>15,140</b>
	<b>TOTAL CRS COSTS</b>			<b>101,010</b>	<b>20,202</b>
				-----	-----
	<b>GRANT TOTAL</b>			<b>425,397</b>	<b>85,079</b>
				*****	*****