

PDCAW 347



UNITED STATES OF AMERICA  
AGENCY FOR INTERNATIONAL DEVELOPMENT  
AMERICAN EMBASSY  
JAKARTA, INDONESIA

DATE: June 1, 1987

Mr. Agus Purnomo  
Executive Director  
Wahana Lingkungan Hidup  
Jalan Penjernihan I/15  
Komplek Keuangan Pejompongan  
Jakarta 10210

Subject: Grant No. 497-0336-G-SS-7102-00

Dear Mr. Purnomo:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the United States Agency for International Development, Jakarta (hereinafter referred to as "USAID" or "Grantor") hereby grants to Wahana Lingkungan Hidup (hereinafter referred as "WALHI" or "Grantee") the sum of \$15,000 to provide partial support for a program entitled, "Development of a Tropical Forest Information Center", as described in the schedule of this grant and the Attachment 2, entitled "Program Description".

This grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during the period beginning June 1, 1987 through May 31, 1988.

This grant is made to WALHI on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment 1 entitled, "Schedule"; Attachment 2 entitled "Program Description", and Attachment 3 entitled "Mandatory Standard Provisions", which have been agreed to by your organization.

Please sign the original and three (3) copies of this letter to acknowledge your receipt of the grant, and return the original and two (2) copies to the Office of Contract Management.

Sincerely yours,

*Marcus L. Stevenson*

Marcus L. Stevenson  
Grant Officer  
USAID/Jakarta

Attachments:

- 1. Schedule
- 2. Program Description
- 3. Special Provisions

ACKNOWLEDGED:

WAHANA LINGKUNGAN HIDUP

By : *Agus Purnomo*  
Agus Purnomo

Title: Executive Director

Date : *July 5, 1987*

FISCAL DATA

Appropriation : 72-1171021  
Budget Plan Code : QDNA-87-27497-KG13  
Project No. : 497-0336  
Total Estimated Amount: \$15,000  
Total Obligated Amount: \$15,000  
RESCTLNO : P700686  
Grant# : AID 497-0336-G-SS-7102-00

FUNDS AVAILABLE
PER <u><i>Area</i></u>
DATE <u><i>06/16/87</i></u>

SCHEDULE

A. PURPOSE OF GRANT

The purpose of this Grant is to provide partial support for a program entitled "Development of a Tropical Forest Information Center" as more specifically described in Attachment 2 to this grant entitled "Program Description".

B. PERIOD OF GRANT

The effective date of this Grant is June 1, 1987. The estimated expiration date of this grant is May 31, 1988.

C. AMOUNT OF GRANT AND PAYMENT

1. The total estimated amount of this Grant for the period shown in B. above is \$15,000.
2. USAID hereby obligates the amount of \$15,000 for program expenditures during the period set forth in B. above as shown in the Financial Plan below.
3. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3, Standard Provision, entitled "Payment - Periodic Advance".
4. Documentation required by the payment provision above shall be submitted to:

Office of Finance  
USAID/Jakarta

D. FINANCIAL PLAN

The funds provided under this Grant Agreement will be used to finance the USAID portion of the budget set forth in the financial plan shown below. Revisions to this Plan shall be made in accordance with the Standard Provisions entitled "Revision of Financial Plans".

<u>ELEMENT</u>	<u>TAF</u>	<u>OTHER DONORS</u>	<u>USAID</u>	<u>TOTAL</u>
1. Survey of Information	0	\$ 140	\$ 340	\$ 480
2. Information Collection	0	9,838	1,945	11,783
3. Information Processing	0	100	862	962
4. Information Dissemination	\$1,380	740	4,030	6,150
5. Staff Salaries	0	6,080	3,520	9,600
6. Institutional Development/ Staff Training	0	660	1,140	1,800
7. Administration	<u>0</u>	<u>2,430</u>	<u>1,800</u>	<u>4,230</u>
Sub-Total:	\$1,380	\$19,988	\$13,637	\$35,005
8. Overhead Cost	<u>500</u>	<u>1,592</u>	<u>1,363</u>	<u>3,455</u>
TOTAL	<u>\$1,880</u> (5%)	<u>\$21,580</u> (56%)	<u>\$15,000</u> (39%)	<u>\$38,460</u> (100%)

USAID Contribution - \$15,000 = Rp.24,600,000  
 Others - \$23,460 = Rp.38,474,400  
 (Rate of exchange as of June 4, 1987 - US\$1 = Rp.1,640.00)

If the exchange rate varies so that the amount of dollars necessary to purchase the rupiahs specified in the final rupiah budget is greater than the amount stated herein, then the U.S. dollar limitation stated herein will be the controlling limit to USAID's commitment. On the other hand, if the amount of dollars necessary to purchase the rupiahs specified in the final rupiah budget is less than the amount stated herein, the remaining dollars may be used to purchase rupiahs for justified rupiah cost increases over and above rupiah costs listed in the original rupiah budget, if approved in writing by USAID, and provided that Grantee counterpart contributions are adjusted accordingly. In any event, USAID reserves the right to deobligate any excess funds resulting from a devaluation of the rupiah.

The grantee may not exceed the total amount of the USAID contributed portion of the budget.

WALHI agrees, as a condition to this Grant being made by USAID, that it will assure that the USAID contribution to the Total Program Budget does not exceed 75% of the Total Program Budget with all other funding coming from non-USAID sources. Failure of WALHI to assure such non-USAID funding from the donors or its own resources may necessitate the termination of this Grant and possible refund action.

E. REPORTING AND EVALUATION

1. WALHI will prepare and submit to USAID/VHP a semi-annual narrative report on the progress of the project. These reports are to be in sufficient detail for USAID to judge the effectiveness and efficiency with which the project was implemented.
2. Financial reports will be submitted quarterly in accordance with the Standard Provision "Payment - Periodic Advance". A final financial report will be submitted within 90 days of project completion.
3. Before the end of the project, WALHI and USAID will conduct a comprehensive evaluation. The evaluation will assess program development toward the achievement of stated goals, time frames, management and reporting, community contributions and participation, government linkages and contributions to the program, the effectiveness and impact of the program, on the community, and potential plans for replication of the program in other parts of Jakarta or Indonesia.
4. Prior to the required final performance reporting date, events may occur that have significant impact upon the project. In such instances, the Grantee shall inform the Grant Officer as soon as the following types of conditions become known:
  - a) Problems, delays or adverse conditions that will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work activities by the established time period. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any assistance needed to resolve the situation.
  - b) Favourable developments or events that enable time schedules to be met sooner than anticipated or more work activities to be performed than originally projected.

F. SPECIAL PROVISIONS

1. The budget is based on the proposal generated with the assistance of Laura Murphy in consultation with VHP. The allocations are appropriate for all categories.
2. USAID funds shall not be used for training abroad or related exit taxes.
3. The total amount of this Grant is \$15,000. It is estimated that this amount will be sufficient to partially fund the Grant for one year. Subsequent year funding may be agreed to dependent on the availability of funds and the results of an evaluation of activities funded under this grant, however, this does not constitute a commitment of any additional funding by USAID.

4. Provisions for Partially Funded AID Grants

- a) The funds provided by this grant represent partial support of the program/project as described in the Schedule of this grant, and may be used to support the costs of the program/project as specified in the Financial Plan included in the Schedule.
- b) The restrictions on the use of USAID grant funds hereunder set forth in the Standard Provisions of this grant are applicable to expenditures incurred with USAID funds provided under this grant. The Standard Provisions are not applicable to expenditures incurred with funds provided from non-Federal sources. The grantee will account for the USAID funds in accordance with the Standard Provisions of this grant entitled 'Accounting, Audit and Records'.
- c) Notwithstanding paragraph (b) of the Standard Provision of this grant entitled 'Refunds', the parties agree that in the event of any disallowance of expenditures from USAID grant funds provided hereunder, the Grantee may substitute for such disallowance expenditures made with funds provided from non-Federal sources provided they are otherwise incurred for the purpose of this grant. At the expiration or termination of this grant, amounts of disallowance of expenditures from USAID grant funds for which a substitution with expenditures from non-Federal funds cannot be made will be refunded to USAID.

5. The following Mandatory Standard Provisions (OMB Control No. 0412-0510) are applicable to this Grant:

b. Optional Standard Provisions for Non-U.S., Non-Governmental Grantees, except that the following provisions are deleted:

- 2. Payment - Cost Reimbursement
- 3. Air Travel and Transportation
- 4. Ocean Shipment of Goods
- 16. Negotiated Overhead Rates - Provisional
- 17. Government Furnished Excess Personal Property
- 19. Title to and Care of Property (U.S. Government Title)

G. OVERHEAD RATE

Pursuant to the Standard Provision of this grant entitled "Negotiated Overhead Rates - Nonprofit Organizations Other Than Educational Institutions" the following indirect cost rate is established:

<u>Rate</u>	<u>Base</u>	<u>Period</u>
10%	Total direct cost	From: Date of Grant To : Until amended

H. TITLE TO PROPERTY

Title to property procured under this grant will vest in the Grantee in accordance with Optional Standard Provision No. 18 of this grant.

I. AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code for procurement of goods and services under this grant shall be in accordance with Optional Standard Provision No. 6 entitled "AID Eligibility Rules for Goods and Services".

G. CLOSEOUT PROCEDURES

This section prescribes uniform closeout procedures for this grant.

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

a) Closeout. The closeout of a grant or agreement is the process by which USAID determines that all applicable administrative actions and all required work of the grant or agreement have been completed by the recipient and USAID.

- b) Date of Completion. The date of completion is the date on which work under grants and agreements is completed or the date on the award document, or any supplement or amendment thereto, on which USAID sponsorship ends.
- c) Disallowed Costs. Disallowed costs are those charges to a grant or agreement that USAID or its representatives determines to be unallowable in accordance with the applicable Federal cost principles or other conditions contained in the grant or agreement.

2. AID closeout procedures include the following requirements:

- a) Upon request, USAID shall make prompt payments to a recipient for allowable reimbursable costs under the grant or agreement being closed out.
- b) The recipient shall immediately refund any balance or unobligated (unencumbered) cash that USAID has advanced or paid and that is not authorized to be retained by the recipient for use in other grants or agreements.
- c) AID shall obtain from the recipient within 90 calendar days after the agreement all financial, performance, and other reports required as a condition of the grant or agreement. USAID may grant extensions when requested by the recipient.
- d) The recipient shall account for any property acquired with USAID funds or received from the Government in accordance with Attachment N of OMB Circular A-110 entitled "Property Management Standards".
- e) In the event a final audit has not been performed prior to the closeout of the grant or agreement, USAID shall retain the right to recover an appropriate amount after fully considering the recommendations on questioned costs resulting from the final audit.

PROGRAM DESCRIPTION

A. PURPOSE

To provide a grant to Wahana Lingkungan Hidup (WALHI) for the project entitled, "Development of a Tropical Forest Information Center". The project will be implemented by its subgrantee, the Sekretariat Kerjasama Pelestarian Hutan Indonesia (SKEPHI). SKEPHI has devised a program which will (a) encourage more NGO action projects in forest conservation and for the welfare of forest dwellers; and (b) influence GOI policy towards more rational utilization of forest resources.

B. SPECIFIC OBJECTIVES

The grantee will cooperate with the subgrantee to gather and disseminate reliable information on forest issues to NGOs, the press, individuals and government. The following objectives will assist in achieving the primary goal as stated above:

1. Identification of priority issues in the field of forest conservation for a one year period. These selected topics will be emphasized during the information gathering/dissemination and lobbying activities.
2. Gathering of valid information based on the priority topics and NGO needs, from reliable primary and secondary sources.
3. Dissemination of information to the selected target group: i.e., NGOs, individuals, the press, GOI officials, researchers, and students.
4. Facilitating the NGO network and the enhancement of communication through newsletter publications and joints programs.

C. IMPLEMENTATION

The project will be implemented over a twelve month period beginning June 1, 1987. The target completion date is May 31, 1988. The Grantee (WALHI) will work with the subgrantee (SKEPHI) in execution of the Project.