

PDCEBM 224



UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

Regional Development Office/South Pacific

American Embassy  
P.O. Box 216  
Suva, Fiji.

Telephone: 311-399  
Telex: 2647 USAID FJ  
Telefax: 300 075

September 11, 1991

Mr. David Wyler  
Regional Director  
Foundation for the Peoples of the South Pacific  
P.O. Box 14447  
Suva, Fiji

Subject: Grant No. 879-0000-G-SS-1149

Dear Mr. Wyler:

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 grants to the Foundation for the Peoples of the South Pacific (hereby referred to as FSP or "Grantee"), the sum of US\$4,645 to provide support for environmental analyses for Vanuatu, Solomon Islands and Papua New Guinea, as described in the Schedule of this Grant and the Attachment 2, entitled. " Standard Provisions."

This Grant is effective and obligation is made as of the date of this letter and shall apply to commitments by the Grantee in furtherance of program objectives during the period beginning with the effective date and ending December 31, 1991.

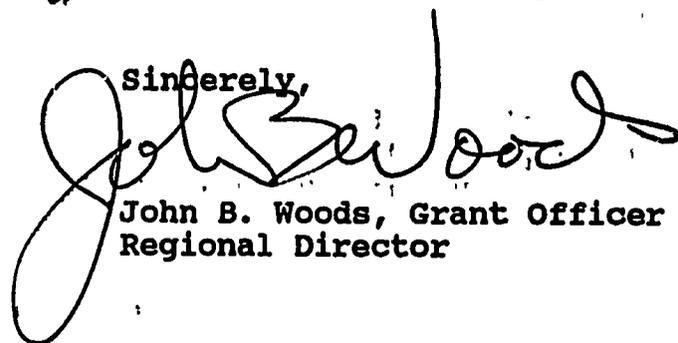
This Grant is made to the Grantee on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment 1, entitled the Schedule, and Attachment 2, entitled "Standard Provisions," except for advance and liquidation procedures, which are specified in Attachment 1, and which are agreed to by your organization by acceptance of this Grant.

1

Mr. David Wyler  
Regional Director  
FSP, Suva, Fiji

2.

Please sign the original and each copy of this letter to acknowledge your receipt of the Grant, and return the original and all but one copy to me.

Sincerely,  
  
John B. Woods, Grant Officer  
Regional Director

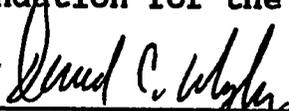
**Attachments:**

- 1. Schedule & Program Description
- 2. Standard Provisions

**ACCEPTED:**

Foundation for the Peoples of the South Pacific

By:

  
David Wyler

Title:

Regional Director

Date:

SEPTEMBER 20, 1991

**ACCOUNTING CLASSIFICATION**

APPN: 72-1111021  
BPC : PDSA9127879KG62  
RESCTLNO: S910357  
AMOUNT: US\$4,645.00

EDA:MP:lv:9/11/91

Clearance: BDO: ANO: 

CA: GJC: 

CONT: CJC: 

PROG: KMD: 

PDA: RS: 

Chron reading PRM 3.12

**ACCOUNTING SECTION**

FUNDS AVAILABLE: \$ 4,645.00

FUNDS VERIFIED BY: 

ON: 9/19

TRNDAT: ..... BY: .....

PSTDAT: ..... BY: .....

GRN TYP: ..... Ren .....

Grant No:

Attachment 1

SCHEDULE

A. Grant Description

The purpose of this Grant is to fund development of operational plans for regional sustainable forestry programs in Vanuatu, Papua New Guinea and Solomon Islands.

B. Program Description

With AID support under a Matching Grant, totalling USD 1.6 million, FSP will implement a sustainable forestry program in Melanesia.

An initial year funding limit of \$200,000 will be directed solely to environmental assessment related activities.

To assist with the development of an integrated sustainable forestry program in Melanesia, USAID/RDO/SP will obligate \$4,645 in PD&S funds for development of operation outlines for Vanuatu, Solomon Islands and Papua New Guinea.

C. Period of Grant

The effective date of this Grant is September 11, 1991. The expiration date is December 31, 1991.

D. Amount of Grant and Payment

1. A.I.D. will provide US\$4,645 for purposes of this Grant.
2. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 1.

E. Grant Budget

The following is the Grant budget. Revisions to this budget shall be made in accordance with the Standard Provision of this Grant entitled "Revisions of Grant Budget."

Budget

<u>Cost Element</u>		<u>Total Estimated</u> <u>US\$</u>
1. Travel	- Fry, Voessler, Wyler & Carmel/for regional trips (Melanesia)	\$ 1,947.00
2. Per Diem	-	1,700.00
3. Communication	-	100.00
4. Overhead	- 23.97%	<u>898.00</u>
	TOTAL	\$ 4,645.00 =====

F. Source and Origin of Goods and Services

The Grantee may use the A.I.D. funds to procure goods and services from the United States or the South Pacific Region countries according to the Grantee's rules and policy.

G. Procurement Procedures

The Grantee may use its established procedures to procure goods and services for this Grant which may involve A.I.D. Grant funds.

H. Reporting and Evaluation

In addition to the financial reporting requirements outlined in the Reimbursement the Grantee will provide to RDO/SP a final report within 30 days after the end of the grant.

I. Allowable Costs

Allowable costs set forth in Standard provision 1 shall include payment of Foundation for the People's of the South Pacific's (FSP) overhead at its approved rate of 23.97 percent. Air travel shall be economy class by the most direct routing in accordance with A.I.D. travel regulations.

Per diem allowance shall cover lodgings, meals and transportation and shall not exceed the current authorized rates in accordance with A.I.D. travel regulations.

J. Standard Provisions

The Standard Provisions for this Grant are those numbered in 1 through 12 that appear in Attachment 3.

K. Payment - Reimbursement Procedures

After this Grant is signed, USAID/RDO/SP will reimbursement FSP for the costs to carry out the Grant's purposes. To claim reimbursement, FSP must submit the following documents to the Controller, USAID/RDO/SP Suva, Fiji within 30 days after completion of the Working Group Meeting.

Item                      Documentation Required  
for Reimbursement

**Air Fares**

As specified in section H., all travel should be done by the most direct routing and by economy class. To claim reimbursement for air fares, FSP must submit the original copy of the invoice (marked paid) from the travel agency used to purchase the airline tickets. The invoice should list the itinerary of each traveller, the class of service used, and the cost for each ticket.

**Per Diem**

Per Diem authorized in accordance with current standard rates. This rate consists of two parts; a specific portion is provided each day for a room, with the remainder to cover meals and incidental expenses (M&IE).

If a participant pays more than the authorized amount a day for his/her room, the excess must come out of the daily M&IE allowance. If a participant does not incur a cost for a room on any given day, i.e., he/she stays with a friend or relative, he/she is only entitled for the daily M&IE allowance. If participants share a room, they are only entitled to their individual share of the cost of the room plus their M&IE allowance. If participants pay less for their rooms, they will only be reimbursed for the actual amount paid, up to the maximum lodging allowance. For ease of accounting, FSP may round the room rates to the nearest dollar.

Because of this split in the per diem allowance, USAID must have copies of paid hotel bills supporting payments made to any participants for the room portion. The bills must show the daily room rate for each individual. FSP will need to set up a procedure to either have the hotel provide

FSP a copy of each paid bill, or a means to obtain a copy from each participant before they depart Suva.

In order to claim reimbursement for per diem FSP must provide USAID a signed listing showing the amount of per diem paid to each participant. The format for this listing is attached as EXHIBIT 1. FSP is responsible for ensuring that each participant is paid the proper amount of per diem.

**Communications  
& Printing**

In order to claim reimbursement for this item FSP must submit paid invoices covering the items claimed. In most locations telephone bills are not readily available and cannot be obtained in time to submit them for liquidation of an advance. Accordingly, for any long distance telephone calls that may be made on FSP lines, and for which the official bill may not be readily available, time and charges should be obtained from the operator. A listing of such calls showing to where each call was made, the purpose of the call, and its cost will be acceptable in lieu of an official bill from the telephone company.