

PD-ABJ-569

AGENCY FOR INTERNATIONAL DEVELOPMENT  
WASHINGTON, DC 20523

SEP 27 1988

Mr. Nicholas E. Hollis  
Executive Director  
Agri-Energy Roundtable, Inc.  
2550 M. Street, N.W.  
Washington, DC 20037

SUBJECT: Grant No. OTR-0800-SS-8189-00

Dear Mr. Hollis:

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 Agri-Energy (hereinafter referred to as "AER" or "Grantee") the sum of \$25,000 to support the development of Agri-Energy Roundtable's Chapters in selected less developed countries as more fully described in Enclosure 2, of this grant entitled "Program Description."

This Grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives through the estimated completion date of January 31, 1990.

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 Enclosure 1 entitled "Schedule," Enclosure 2 entitled "Program Description," and Enclosure 3 entitled "Standard Provisions," which have been agreed to by your organization.

Please acknowledge receipt of this Grant by signing all copies of this Cover Letter, retaining one set for your files, and returning the remaining copies to the undersigned.

Sincerely,



Carolyn R. Eldridge  
Grant Officer  
Management Support Branch  
Office of Procurement

Enclosures:

1. Schedule
2. Program Description
3. Standard Provisions

ACKNOWLEDGED:

AGRI-ENERGY ROUNDTABLE  
BY: Nicholas E. Hollis  
TYPED NAME: Nicholas E. Hollis  
TITLE: President  
DATE: October 17, 1988

FISCAL DATA

PIO/T No.: 8381603  
Appropriation: 72-1181021.6  
Budget Plan Code: EDSA-88 13803 KG11  
Allotment No.: 846 38-099-00-20-81  
This Obligation: \$25,000  
Total Estimated Amount: \$25,000  
Total Obligated Amount: \$25,000  
Technical Office: FVA/PPM  
Funding Source: AID/FM/PAFD  
DUNS No. 048370753:  
DOC. # 01490

FUNDS AVAILABLE  
*Gloria Craig*  
SEP 26 1988  
o/c 4190  
Program Acctg Division  
Office of Financial Management

## SCHEDULE

A. Purpose of Grant

The purpose of this Grant is to provide support for the development of Agri-Energy Roundtable's chapters in selected less developed countries, as more specifically described in Enclosure 2 to this grant entitled "Program Description." The Grantee's proposal entitled "Estimated Expenses AER Chapter Formation - Exploratory and Initial Development Visits", dated August 22, 1988 is hereby incorporated by reference. In the event of an inconsistency between the Grantee's proposal, the program description, and this schedule; the schedule and then the program description shall take precedence.

B. Period of Grant

The effective date of this Grant is the date of the Grant cover letter. The estimated expiration date of this Grant is January 31, 1990.

C. Amount of Grant Payment

1. The total estimated amount of this Grant is \$25,000.

2. AID hereby obligates the amount of \$25,000 for the purposes of this Grant for the period cited in paragraph B above and shown in the budget below.

3. Payment shall be made to the Grantee in accordance with procedures set forth in Enclosure 3 - Optional Standard Provision, entitled "Payment - Periodic Advance."

D. Budget

The following is the Budget for this grant. The Grantee may not exceed the total estimated amount or the obligated amount, whichever is less (see Part C above). Except as specified in the Mandatory Standard Provision of this grant entitled "Revision of Grant Budget," as shown in Enclosure 3, the Grantee may adjust line item amounts within the grand total as may be reasonably necessary for the attainment of program objectives.

Budget

<u>Category</u>	<u>Amount</u>
Travel/Per Diem	\$16,683
Chapter Development Activity	8,317
Total	\$25,000

E. Reporting

1. Financial Reporting

a. Financial reporting requirements shall be in accordance with the Optional Standard Provision of this grant entitled "Payment - Periodic Advances", as shown in Attachment 3.

b. The original and two copies of all financial reports shall be submitted to AID, Office of Financial Management, Program Accounting and Finance Division (FM/PAFD), Washington, D.C. 20523. In addition, three copies of all financial reports shall be submitted to the Technical Office specified in the Cover Letter of this grant.

2. Program Performance Reporting

a. The Grantee shall submit quarterly program performance reports, and final report, which briefly presents the following information:

(1) A comparison of actual accomplishments with the goals established for the period, the findings of the investigator, or both. If the output of programs or projects can be readily quantified, such quantitative data should be related to cost data for computation of unit costs.

(2) Reasons why established goals were not met.

(3) Other pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

b. Between the required performance reporting dates, events may occur that have significant impact upon the program. In such instances, the Grantee shall inform AID as soon as the following types of conditions become known:

(1) 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 units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any AID assistance needed to resolve the situation.

(2) Favorable developments or events that enable time schedules to be met sooner than anticipated or more work units to be produced than originally projected.

c. If any performance review conducted by the Grantee discloses the need for change in the budget estimates in accordance with the criteria established in Standard Provision of this grant entitled "Revision of Financial Plans," the Grantee shall submit a request for budget revision.

d. One copy of each program performance report shall be submitted to the Technical Office specified in the Cover Letter of this grant.

F. SPECIAL PROVISIONS

The Additional Standard Provisions, appended hereto as Enclosure 3, applicable to this Grant are marked with an "X".

PROGRAM DESCRIPTION

A. Objectives

The Grantee plans to conduct a program using new legislative flexibility in PL 480 Section 106 and 108 to integrate indigenous private sector institution - building for development and U.S. government objectives to accelerate agricultural trade consistent with both U.S. market development and host country economic growth. This will be accomplished through development of Agri-Energy Roundtable (AER) chapters in selected - less developed countries based upon the AER model which has been previously tested successfully.

B. Scope of Work

AER plans to establish local chapters for the purpose of promoting private enterprises involvement in:

1. rural association, cooperatives;
2. consensus-building initiatives or policy issues (dialogue platform); and
3. supplying information/promoting information development/exchange in agricultural product marketing, market information, new technologies and equipment, approaches to disease control, agriculture product handling and/or short term training.

Chapter establishment will follow country briefing visits involving AER, personnel and local mission personnel private enterprise/association personnel. Necessary follow-up activities can be channeled on a self-sustaining basis through the AER annual meeting and other program activities as the chapters themselves reach self-sufficiency.

Other benefits which could be realized through the initial exploratory visit are:

1. Facilitate introductions to local organizers and AER acting as intermediary.

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2. Organization of chapter organizers in AER briefing (initial training discussions with bylaws, etc.).
3. Briefing with host government and other quasi-official organizations regarding nature of the AER network and potential local effort.

The AER/local affiliate plans to act as a focal point within a country on agro-food industry concerns -- and other interested parties to become better acquainted with private agro-processors and others involved in production, processing, storage and distribution.

AER chapters as informal networks, business clubs of fully incorporated, non-profit association/foundations are useful outreach channels to the private sector at minimal cost and could provide continuity through the institutional development process.

#### C. Country/Regional Travel

The country/regional areas proposed for AER exploratory visits are (1) Costa Rica, (2) Jamaica/Dominican Republic, (3) Sri Lanka and (4) Philippines/Indonesia.

Other country formation activity might be encouraged using stopovers connected with these exploratory visits.

AGENCY FOR INTERNATIONAL DEVELOPMENT

PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES

1. Cooperating Country: Centrally Funded

2. PRO/T No: 8381603

3.  Original or Amendment No.

4. Project/Activity No. and Title: 938-0800 Agri Energy Roundtable

5. Appropriation Symbol: 72-1181021.6

6. Budget Plan Code: 846 38-099-00-20-81 EDSA8813803 KG4

7. Obligation Status:  Administrative Reservation  Implementing Document

8. Project Assistance Completion Date (Mo., Day, Yr.): 1/31/90

9. Authorized Agent: OP/W/MS

10. This PRO/T is in full conformance with PRO/AG No. N/A

11a. Type of Action and Governing AID Handbook:  AID Contract (HB 14)  AID Grant or Cooperative Agreement (HB 13)  PASA/RSSA (HB 12)  Other

11b. Contract/Grant/Cooperative Agreement/PASA/RSSA Reference Number (if this is an Amendment)

12. Estimated Financing (A detailed budget in support of column (2) is attached as Attachment No. \_\_\_\_\_)

Maximum AID Financing Available	A. Dollars	(1) Previous Total	(2) Increase	(3) Decrease	(4) Total to Date
					25,000
	B. U.S.-Owned Local Currency				

13. Mission References

14A. Instructions to Authorized Agent: SER/OP is requested to execute a grant with Agri-Energy Roundtable effective ASAP, through 1/31/90. Attached please find 1) Program Description, 2) Program Budget, 3) Project Proposal, and 4) financial information on the organization. Funding for this activity will be provided up to \$25,000.

14B. Address of Voucher Paying Office: AID/FM/PAFD, Rm. 638 SA-12, Washington, D.C. 20523

15. Clearances -- Include typed name, office symbol, telephone number and date for all clearances.

A. The Project Officer certifies that the specifications in the statement of work or program description are technically adequate. FVA/PPM, Lawrence Tamer	Phone No. 875-4415 Date 2/3/88	B. The statement of work or program description lies within the purview of the initiating office and approved agency programs. FVA/PPM, Lawrence Tamer	Date 2/3/88
C. FVA/PPM, Kathy Kosar	Date 2-9-88	D. Funds for the services requested are available M/FM/PAFD	Date

16. For the Cooperating Country: The terms and conditions set forth herein are hereby agreed to

Signature \_\_\_\_\_ Date \_\_\_\_\_

17. For the Agency for International Development

Signature: Barry Riley Date: 2/10/88

Title: Director, FVA/PPM

\*See HB 3, Sup. A, App. C, Att. B, for preparation instructions. Note: The completed form contains sensitive information whose unauthorized disclosure may subject an employee to disciplinary action.

FUNDS RESERVED BY

POSTED 2/10/88

M/FM/PAFD

ENTERED

PROGRAM DESCRIPTION

The Grantee plans to conduct a program using new legislative flexibility in PL 480 Section 106 and 108 to integrate indigenous private sector institution - building for development and U.S. government objectives to accelerate agricultural trade consistent with both U.S. market development and host country economic growth. This will be accomplished through development of Agri-Energy Roundtable (AER) chapters in selected - less developed countries based upon the AER model which has been previously tested successfully.

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Recognizing the relatively narrow criteria for effective utilization of Section 106/108 support, AER management also holds strongly that on-site briefings and discussions with USAID and other country team personnel will be necessary both (1) to gather a greater understanding of local potentials/constraints to encourage association development, and (2) to provide information and insights on AER, its concept and programming.

#### Country/Regional Travel

The country/regional areas proposed for AER exploratory visits are (1) Costa Rica, (2) Jamaica/Dominican Republic, (3) Morocco/Tunisia, (4) Philippines/Indonesia, and (5) Sri Lanka.

Other country formation activity might be encouraged using stopovers connected with these basic exploratory visits.