



PD-ABQ-591
98078

U S AGENCY FOR
INTERNATIONAL
DEVELOPMENT

SEP 20 1997

Mr Antonio J Colorado
Executive Director
Caribbean/Latin American Action
1818 N Street, N W
Suite 310
Washington, D C 20036

Subject Grant No LAG-G-00-97-00024-00

Dear Mr Colorado

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the U S Agency for International Development (hereinafter referred to as "USAID" or "Grantor") hereby grants to the Caribbean/Latin American Action (herein after referred to as CLAA or "Recipient"), the sum of \$32,000 to provide support for a program in Agroinfo Americas, as described in the Schedule of this award and the Attachment 2, entitled "Program Description "

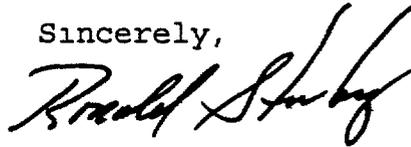
This award is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Recipient in accordance of program objectives during the period beginning with the effective date and ending 09/29/1998 USAID shall not be liable for reimbursing the Recipient for any costs in excess of the obligated amount

This award is made to CLAA, on condition that the funds will be administered in accordance with the terms and conditions as set forth in 22 CFR 226, entitled "Administration of Assistance Awards to U S Non-Governmental Organizations", Attachment 1, entitled "Schedule", Attachment 2, entitled "Program Description", and Attachment 3 entitled "Standard Provisions "

ORIGINAL

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

Sincerely,



Ronald Stanley
Grant Officer
M/OP/B/LA

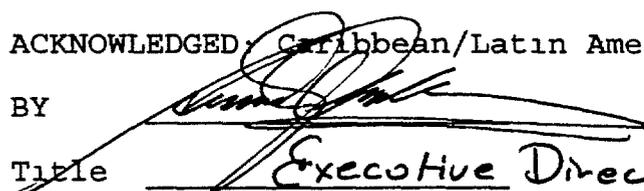
Attachments

- 1 Schedule
- 2 Program Description
- 3 ~~Standard Provisions~~
- 4 ~~Standards for USAID Funded Communications Projects~~

ACKNOWLEDGED: Caribbean/Latin American Action

BY

Title



Executive Director

Date

53-0822

DOCUMENT INFORMATION

Document No LAG-G-00-97-00024-00, Mod No _____
 Incremental Funding Only YES _____ NO X
 Add-On YES _____ NO X
 Unfunded YES _____ NO X

B OBLIGATION

REQUEST NO	AMOUNT OBLIGATE	PARTIAL	FINAL*	AMOUNT DECREASED
<u>48</u>	<u>\$ 32,000</u>		<u>X</u>	<u>\$ -0-</u>
	\$ _____			\$ _____
	\$ _____			\$ _____
TOTAL	<u>\$ 32,000</u>			

*IF FINAL OBLIGATION GRANT OFFICER HAS NO OBLIGATION TO DERESERVATION OF ANY REMAINING FUNDS

GRANT OFFICER Randi Smith Date 9-30-67
 POINT OF CONTACT Alisa Dunn TELEPHONE 5-1420

C INITIAL DISTRIBUTION

X Recipient
 _____ Not Required (Incremental funding, unfunded extension requested by Recipient)
X Accounting Station for recording of obligation
X FM/A/PA, M Smith (Room 612, SA-2) (If AID/W funded)
 _____ Mission Controller, USAID/ _____ or Date Cable sent _____
 (if Mission-funded)
 _____ Not Required (If unfunded, or if unilateral, or if Grant Officer signs last)

D LEG NOTIFICATION

_____ Completed, date _____
X Not required

E FINAL DISTRIBUTION

X 1 cy w/orig signature to Recipient
 (If Incremental Funding, or if unfunded extension requested by Recipient, or If Grant Officer signs last)
X 1 cy w/orig to Accounting Station _____ for recording of obligation (Incremental Funding or if Grant Officer signs last) or _____ for information (If unfunded, or if Grant Officer signs first)
 _____ Mission Controller, USAID/ _____ (if Mission-funded)
X FM/A/PA, M Smith (Room 612, SA-2) (If AID/W funded)
X 1 cy to Payment Office
 _____ Mission Controller, USAID/ _____
X FM/CMP (Room 700, SA-2) _____ H Holland (LOC) X J Cicippio (non-LOC)
 Payment Provision
 _____ Letter of Credit No 72-00- _____
 _____ FM/CMP/LC is requested to _____ increase or _____ establish LOC
 _____ Unfunded Action, Copy of Document provided for FM/CMP/LC files
 _____ Periodic Advance
 _____ Reimbursement
X 1 cy to Project Officer
X LAC/RSD Gary Vaughn, Rm 2252 NS
 _____ USAID/ _____
 _____ G/WID _____
 _____ G/ENV/ _____
X 1 cy to LAC/SPM, S Hill (NS Room 2252) Rm 508-024 RCB
 _____ 1 cy to G/WID, S Toth (SA-38, Room 914)
 _____ 1 cy to G/ENV/EET, C Kiser (SA-18, Room 506J) (All ENERGY actions)
 _____ 1 cy to G/ENV/ENR, P Bowen (SA-18, Room 515E) (All ENVIRONMENT actions)
 _____ 1 cy to G/ENV/UP, C Kiser (SA-18, Room 506J) (All URBAN PROGRAM actions)
X 1 cy, w/cy of A&A Request Document, to OP/CIMS, Judy Britt (SA-14, Room 1439)
X 1 cy w/orig sig & copy of this form to file
 _____ If add-on, 1 cy to Mission or AID/W Technical Office Adding-On

ACCOUNTING AND APPROPRIATION DATA

A GENERAL

1	Total Estimated Amount	\$32,000 00
2	Total Program Amount	\$53,800 00
3	Total Obligated Amount	\$32,000 00
4	Cost-Sharing Percentage (Non-Federal)	40%
5	Activity Title	Technology Market Access
6	USAID Technical Office	LAC/RSD Room 2242 NS
7	Tax I D Number	521195524
8	CEC No	11-621-1657
9	LOC Number	N/A

B SPECIFIC

1	Request No	48
2	Organization	LAC/RSD (10258)
3	Resource Category	410463
4	Activity	Technology Market Access
5	Account	DN95XXLDNX97
6	Obligated Amount	\$32,000

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ATTACHMENT 1

SCHEDULE

1 1 PURPOSE OF AGREEMENT

The purpose of this Agreement is to provide support for the program described in Attachment 2 of this Agreement entitled "Program Description "

1 2 PERIOD OF AGREEMENT

The effective date of this Agreement is the date of the Cover Letter and the estimated completion date is 09/29/1998

1 3 AMOUNT OF AWARD AND PAYMENT

(a) USAID hereby obligates the amount of \$32,000 for the purposes of this Agreement

(b) Payment shall be made to the Recipient by Payment - Periodic Advance in accordance with procedures set forth in 22 CFR 226 22

1 4 BUDGET

The following is the Agreement Budget, including local cost financing items, if authorized Revisions to this budget shall be made in accordance with 22 CFR 226 25

Cost Element	USAID	Other (non-Federal)	Total
1 Salaries	\$ 6,800	\$ 3,600	\$10,400
2 Consultants	\$22,000	\$15,000	\$37,000
3 Travel	\$ 3,200	\$ 3,200	\$ 6,400
TOTAL	\$32,000	\$21,800	\$53,800

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1 5 REPORTING AND EVALUATION

1 5 1 Financial Reporting

In keeping with the requirements established in 22 CFR 226 52, the Recipient is required to

- (a) Submit an original and two copies of a "Request for Advance or Reimbursement", SF 270, on a monthly basis to

USAID
M/FM/CMP, Room 700
Washington, D C 20523

- (b) Prepare a "Financial Status Report", SF 269a, on an accrual basis and submitted quarterly in an original and two copies to

USAID
M/FM/CMP
Washington, D C 20523

1 5 2 Monitoring and reporting program performance

- (a) Requirements The Recipient shall submit an original and one copy of a brief quarterly program report to the address listed in the Cover Letter In addition, one copy shall be submitted to USAID/CDIE/DI, Washington, DC 20523-1802 A final performance report is also required
- (b) Contents The Program report shall briefly present the information contained in 22 CFR 226 51(d)

1 6 TITLE TO AND CARE OF PROPERTY

Title to all property financed under this award shall vest in the Recipient subject to the requirements of 22 CFR 226 30 through 37

1 7 AUTHORIZED GEOGRAPHIC CODE

The authorized geographic code for procurement of goods and services under this award is 000

1 8 INDIRECT COSTS

No indirect costs will be charged to this Award The Recipient understands and agrees that indirect costs attributable to this Award will be absorbed by the Recipient and considered cost sharing

1 9 RESOLUTION OF CONFLICTS

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1 9 (Continued)

Conflicts between any of the Attachments of this Agreement shall be resolved by applying the following descending order of precedence

- Attachment 1 - Schedule
- 22 CFR 226
- Attachment 3 - Standard Provisions
- Attachment 2 - Program Description

1 10 COST SHARING

The Recipient agrees to expend an amount not less than 40% of the total Federal contribution. Cost sharing contributions will meet the criteria as set out in 22 CFR 226.23

1 11 COMMUNICATIONS PRODUCTS (OCT 1994)

- (a) Definition - Communications products are any printed materials (other than non-color photocopy material), photographic services or video production services
- (b) Standards - USAID has established standards for communications products. These standards must be followed unless otherwise specifically provided in the agreement or approved in writing by the agreement officer. A copy of the standards for USAID financed publications and video productions is attached
- (c) Communications products which meet any of the following criteria are not eligible for USAID financing under this agreement unless specifically authorized in the agreement schedule or in writing by the agreement officer
 - (1) Any communication product costing over \$25,000, including the costs of both preparation and execution. For example, in the case of a publication, the costs will include research, writing and other editorial services (including any associated overhead), design, layout and production costs
 - (2) Any communication products that will be sent directly to, or likely to be seen by, a Member of Congress or Congressional staffer, and
 - (3) Any publication that will have more than 50 percent of its copies distributed in the United States (excluding copies provided to CDIE and other USAID/W offices for internal use)

1 12 PAYMENT OFFICE

The payment office, and the office which requests for payment shall be sent, is U S Agency for International Development, M/FM/CMP, Room 700 SA-2, Washington, D.C 20523-0209

Attachment 2

ATTACHMENT 2

PROGRAM DESCRIPTION

The Recipient's proposal entitled "Agroinfo Americas" and dated 07/08/97 is attached hereto as the Program Description (Attachment 2) and is made a part of this Award

REVISED USAID PROPOSAL
AGROINFO AMERICAS (7/8/97)

Submitted By: Caribbean/Latin American Action, November 13, 1996
Authorized By: Tito Colorado, Executive Director

WHAT: Agroinfo describes an electronic information and communications system for use in agribusiness. The Agroinfo initiative, spearheaded by Caribbean/Latin American Action (C/LAA), is developing telecommunications infrastructure throughout Latin America, enabling the growth of information technology as a business tool in the region. The Agroinfo network delivers user-friendly access to a wide assortment of agricultural databases through a designated local service provider. Partners in the Agroinfo initiative include the Inter-American Institute for Cooperation on Agriculture (IICA), Sprint International, and Innovative Telematics, Inc (ITINET). Through the financial and technical support of these partners, Agroinfo has grown from a concept to a concrete reality. Through cooperation with Sprint International, newly implemented telecommunications infrastructure is reducing the cost of access to that of a local call both in capital cities and throughout the country-side in Guatemala and Venezuela. Similar progress will soon be made in El Salvador and several other countries. ITINET is the service provider for Agroinfo, with local branches throughout Latin America enabling affordable access (averaging only \$25 per month) and responsive service assistance. Along with a wide variety of agricultural databases, Agroinfo offers electronic mail services, agricultural bulletin boards, and full internet access. Along with Agroinfo, ITINET provides users with databases for international trade, economics and finance, news, banking te information, and many others.

WHY: Hemispheric agricultural trade is increasing as we approach the Free Trade Area of the Americas of 2005. Access to information on foreign markets has become a necessity for competition. Typically, Latin American and Caribbean agribusiness has been disadvantaged due to lack of timely information. Most Latin American countries offer very limited access to local telephone service, a prerequisite for the use of telecommunications technology. An under-developed telecommunications infrastructure, combined with regulatory restraints and lack of competition, have limited the growth of information technology as a business tool in the region. Information asymmetries prevent many smaller producers from competing within their region and throughout the hemisphere. By providing the many existing databases for agriculture in one centralized location, Agroinfo facilitates the process of locating and utilizing information for commercial use.

FOR WHOM: The Agroinfo service will benefit small and medium-sized agricultural producers and service providers and agricultural organizations and associations of all sizes. Companies with access to computers will benefit from easy access

to the information they need and direct communications with potential business partners in new markets Training programs and workshops will teach intermediary institutions to provide their clients with better information and more timely service.

PURPOSE: The purpose of the grant is to test and deploy an internet-based network to assist small-medium agribusiness in Central America Such network will be deemed successful if it achieves the following objectives

o **Reach:** That the network is able to reach a wide variety of small and medium-sized enterprises, in both urban and rural areas and both low and medium income (viz not just SMEs, but cooperatives and other informal enterprises),

o **Marketing:** Grant effectiveness can be measured by assessing to what degree network user companies can increase their exports to the U S and other international markets

o **Profitability.** More current price and product information from the network should enable participants to lower input costs and maximize export sale prices and revenue

o **Replicability:** The success of the Agro-Info network (measured both by customer growth and financial break-even) should stimulate additional internet-based business networks in agribusiness and other economic sectors in Central America.

Proposal

A Activities Funded to date by CLAA and its Partners:

PLEASE NOTE THAT THE FOLLOWING STEPS HAVE ALREADY BEEN COMPLETED and funded with contributions from AgroInfo partners and corporate supporters

1 General AgroInfo Site development
Cost \$2,650
Completed Expenses paid by C/LAA

2. Revision and maintenance of AgroInfo site (including design and content), based on initial feedback Costs include monthly on-line fees for hosting of the site on internet server
Cost \$3,500
Completed Expenses paid by IICA

3 AgroInfo Americas training and demonstration during 1995 and 1996 (upcoming) Miami Conference on the Caribbean and Latin America Costs include set-up and exhibit fees, internet link-ups and installation of additional phone lines, computer and large screen rentals, overhead and incidental fees
Cost \$20,000
Completed Expenses paid through donations from Global One and contributions in kind from Innovative Telematics, Inc

4 Travel and expenses for representative of FUSADES in El Salvador to participate in planning meetings (in Washington, DC) for the development of AgroInfo El Salvador
Completed Cost \$2,400
Expenses paid by FUSADES

5 Installment of Windows-based computer for demonstration purposes at C/LAA offices.
Cost \$3,000
Completed Expenses paid by C/LAA

B. Proposal: Funding Requested for USAID Grant plus related counterpart contributions

REVISED AGROINFO AGENDA Expenses for 1997 - 1998

Over the next year, CLAA is requesting \$32,000 from USAID to provide this network service. The following narrative budgets discuss the individual activities to be carried out in future relying, in part, on USAID support

PRODUCT DEVELOPMENT

General AgroInfo Site

Enable improvements in organization and additions to content, and facilitation of design for AgroInfo, based on feedback and suggestions from users and information providers in El Salvador and other Caribbean Basin countries Expenses include: hourly consultant fees for work on the internet site, both U.S. and local web page designers

Web site construction fee \$60 / hour X 60 hours = \$3,600
Solicitation of feedback and suggestions \$400

TOTAL COST \$4,000
Expenses to be paid by USAID

Country-Specific AgroInfo Site

Build model of the country-specific AgroInfo sites in El Salvador using local contact lists and export directories, seasonality charts, prices, trade regulations, currency exchange and trade regulation information, product admissibility lists, schedules of events, and links to other relevant on-line information sources within the country Expenses include identification, categorizing, and standard formatting of information from a variety of sources within the country, consultant fees for inputting the information on-line according to the AgroInfo design and organizational structure

Information (content) identification and formatting fee \$60 / hour X 80 hours = \$4,800

Web site construction fee \$60 / hour X 30 hours = \$1,800

Travel expenses for meeting in El Salvador with local information

content providers \$1,400

TOTAL COST \$8,000
Expenses to be paid by USAID

Staff time for local coordination of the above
TOTAL COST \$3,000
Expenses to be paid by FUSADES

MARKETING & OUTREACH

Advertise in order to ensure a wide range of agricultural companies and associations contributing to and benefiting from the resources of AgroInfo Americas. Costs include production of informational / promotional brochures and the coordination of press releases prior to AgroInfo workshop or trade show demonstrations

Design and printing of 3,000 informational brochures \$1.10 per brochure based on following criteria: 8 panels (front and back of 4-panel brochure) printed on high-quality, firm paper with 4 colors (2 for print and 2 for background) and 2-3 weeks service \$3,300
Postage and mailing expenses \$700

TOTAL COST \$4,000
\$2,000 to be paid jointly by C/LAA and

IICA

Expenses to be paid by USAID \$2,000

Participate with El Salvador in relevant conferences and trade shows with demonstrations of the resources available through AgroInfo Americas. Expenses include conference registration and exhibit fees, travel expenses, internet link-ups and installation of additional phone lines, computer and large screen rentals, overhead and incidental fees

TOTAL COST for 2 shows in 1997 \$15,000
Expenses to be paid by C/LAA, IICA, Global One (Sprint) and partners in El Salvador

PRODUCT IMPLEMENTATION

Workshop for End Users and Local Trainers
Coordinate and host workshops in El Salvador (for Central American participants) and Trinidad (for Caribbean participants) on practical uses of information and communications technology in production, post-harvest handling, marketing, regulatory compliance, financing, transport, etc. Train additional trainers and end-users. Costs include consultant fees, travel expenses, rental of equipment for hands-on training, and

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marketing

Travel and hotel expenses for team of 3 consultants to El Salvador \$6,000
Travel and hotel expenses for team of 3 consultants to Trinidad \$6,000
Marketing / outreach in advance of workshop \$400
Equipment rental (computers and dedicated phone lines for internet connection) \$1,500
Publication of instructional booklets for local participants of workshops \$1,100

TOTAL COST \$15,000
Expenses to be paid by USAID

OVERHEAD

Expenses incurred by C/LAA and local partners (FUSADES in El Salvador) including phone, fax, postage, and other incidentals

TOTAL COST \$3,000
Expenses to be paid by USAID

GRAND TOTAL USAID FUNDING REQ'D	\$32,000
GRAND TOTAL NON-USAID FUNDING	51,550

TOTAL USAID AND COUNTERPART	83,550