

938-0705

Agency for International Development
Washington, D.C. 20523

PJFCV003

SEP 17 1991

William S. Reese
President
Partners of the Americas (PA)
1424 K Street, N.W.
Suite 700
Washington, D.C. 20005

SUBJECT: Cooperative Agreement No. PDC-0705-A-00-1099-00

Dear Mr. Reese:

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 Partners of the Americas, hereinafter referred to as "PA" or "Recipient" the sum of \$704,056 to provide support to the Recipient under A.I.D.'s Co-op Program Support Program as more fully described in Attachment 1 of this Cooperative Agreement entitled "Schedule" and Attachment 2, entitled "Program Description."

This Cooperative Agreement is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Recipient in furtherance of program objectives from September 30, 1991 through September 30, 1994.

This Cooperative Agreement is made to the Recipient 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 "Standard Provisions," which have been agreed to by your organization.

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

Sincerely,

Edward H. Thomas

Edward H. Thomas
Grant Officer
Central Operations Branch
Office of Procurement

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions

ACKNOWLEDGED: Partners 7 The Americas

BY: M. Stauss
TYPED NAME: B. G. STAUSS
TITLE: CFO
DATE: 9/27/91

FISCAL DATA

PIO/T No.:	938-0705-1387503
Appropriation No.:	72-12X4336
Budget Plan Code:	ECCX-91-13830-KG3B
Allotment No.:	782-38-099-00-53-11
This Obligation:	\$704,056
Total Obligated Amount:	\$704,056
Total Estimated Amount:	\$1,126,000
Technical Office:	FVA/PVC
Funding Source:	FVA/PVC
DUNS No.:	040531808
E.I. No.:	520848769
LOC:	72001335

SCHEDULE

A. Purpose of Cooperative Agreement

The purpose of this program is to provide support for Partners of the Americas to implement a Farmer-to-Farmer Program. The program will seek to improve the effectiveness of farming and marketing operations in the target countries through collaboration with U.S. farmers who will provide volunteer technical assistance. It will also demonstrate that peer volunteers can make a substantial contribution to development efforts by promoting cooperation, democratic principles, and practices that demonstrate self-reliance.

The above is more specifically described in Attachment 2, "Program Description," and PA's proposal dated September 4, 1991, which is incorporated herein in the Cooperative Agreement. In the event of an inconsistency, the Program Description shall take precedence over PA's proposal.

B. Period of Agreement

1. This Agreement is effective on the date of signature of the A.I.D. Grant Officer. However, funds committed under the program description and within the terms of this agreement are authorized for the period beginning September 30, 1991. The estimated completion date is September 30, 1994.

2. Funds obligated hereunder are available for program expenditures for the period September 30, 1991 through September 30, 1993 as shown in the budget below. In the event there are funds remaining after this date, the Recipient is authorized to utilize them for the purposes of the Agreement as long as they are used within the period shown in B.1 above.

C. Amount of Agreement and Payment

1. The total estimated amount of this agreement for the period shown in B.1. above is \$1,126,000.

2. A.I.D. hereby obligates the amount of \$704,056 for program expenditures during the period set forth in B.2. above and as shown in the Budget below.

Consequently, it is not expected that this figure will be obligated in the exact amount represented herein. At the point of expiration of this Agreement, this figure and the figure shown in Paragraph 1 above will be adjusted accordingly.

4. Payment shall be made to the Recipient in accordance with procedures set forth in Enclosure 3 - Optional Standard Provision, entitled "Payment - Letter of Credit".

5. Additional funds up to the total amount of the agreement shown in C.1. above may be obligated by A.I.D. subject to the availability of funds, program priorities at the time, and the requirements of the Mandatory Standard Provision of this Agreement, entitled "Revision of Grant Budget."

D. Substantial Involvement

1. Countries: The following countries are approved for direct in-country program support under the Cooperative Agreement: Guatemala, Honduras, Nicaragua, Panama, Argentina, Paraguay, and Uruguay. Other countries may be approved during the period of the grant. Such approval must be communicated by A.I.D. in writing after consultation with the relevant A.I.D. Mission.
2. Evaluation: The scope of work for the independent mid-term and/or final evaluation must be developed with, and the evaluator(s) chosen to carry out this activity must be approved in advance by, the A.I.D./FVA/PVC Project Officer. This approval must be communicated in writing. The Recipient is encouraged to provide at least one evaluator from its permanent staff for this evaluation. At least one evaluator will be an individual not currently employed by the Recipient. The A.I.D./FVA/PVC Project Officer is to participate in the pre- and post-evaluation briefings. Project Officer will also indicate the total number of copies required of the final evaluation report.
3. Baseline Data: The Recipient is required to refine and quantify key indicators identified in the July 29, 1991 proposal. In so doing, Recipient has the flexibility to apply these to all country activities and agricultural sectors, or in the alternative, to target a selected number of technology areas, and a limited number of volunteers. The indicators must be submitted for approval to the A.I.D./FVA/PVC Project Officer no later than 180 days following signature of the cooperative agreement.

4. Review and Approval of Key Personnel. This Agreement will enable Partners to add one full-time and two part-time positions. The former, a Program Assistant, will be located at its headquarter, and the latter, two Field Coordinators, will be assigned to the respective cluster groups. Prior approval in writing by the A.I.D./FVA/PVC Project Officer will be required before these three positions can be filled. Partners is requested to provide justification for the selection of the candidates, their respective curriculum vitae and position descriptions.

E. Budget

The Budget is listed below. The Recipient may not exceed the total estimated amount or the obligated amount, whichever is less (see Paragraph C above).

RUDGET SUMMARY BY LINE ITEM

YEARS	One (1)		TWO (2)		THREE (3)	
	AID	PVO	AID	PVO	AID	PVO
Salaries	55,500	49,700	58,275	52,185	61,190	54,795
Fringe	8,315	10,203	8,730	10,714	9,167	11,249
Travel	164,958	241,650	173,206	253,733	181,870	266,419
Overhead	57,986	92,081	62,603	101,143	59,727	100,194
ODCs	<u>75,300</u>	<u>181,300</u>	<u>88,065</u>	<u>213,750</u>	<u>60,968</u>	<u>192,938</u>
TOTAL	362,059	574,934	390,879	631,525	372,922	625,595

	TOTALS	
	AID	PVO
Salaries	174,965	156,680
Fringe	26,212	32,166
Travel	520,034	761,802
Overhead	180,316	293,418
ODCs	<u>224,333</u>	<u>587,988</u>
TOTAL	1,125,860	1,832,054

Total Amount to be Funded by A.I.D:\$1,126,000 (rounded)
Total Amount Funded by Grantee :\$1,832,000 (rounded)
Total Amount of Project :\$2,958,000 (rounded)

Notes to the Budget:

1. Recipient is allowed 5% flexibility among all line items in the budget. However, within each line item the Recipient has full flexibility of funds.

2. It is FVA/PVC's intention to fund this Agreement at \$362,059 in year 1, \$390,879 in year 2, and \$373,062 (rounded) in year 3, for a life-of-program (LOP) total of \$1,126,000.

F. Reporting

1. Financial Reporting:

a. Financial reporting requirements shall be in accordance with the Optional Standard Provision of this agreement entitled "Payment - Letter of Credit", as shown in Enclosure 3.

b. The original and one copy of all financial reports shall be submitted to A.I.D., Office of Financial Management, Cash Management, Cash Management Division (PFM/FM/CMP/LC), Room 704, SA-2, Washington, D.C. 20523. In addition, one copy of all financial reports shall be submitted to the Technical Office specified in the Cover Letter of this agreement.

2. Program Reporting:

1. Annual Report. Six copies of the Annual Report will be submitted to the A.I.D./FVA/PVC Project Officer 30 days following each anniversary date of the Agreement. The grantee is also responsible for submitting a copy of the annual report to the A.I.D. Mission in each target country. Annual reports will describe project activities and PA's financial contribution to the project.

2. Interim Reports. Prior to the required final performance reporting date, events may occur that have significant impact upon the project. In such instances, the recipient shall inform the Grant and Project Officers 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. Favorable developments or events that enable time schedules to be met sooner than anticipated or more work activities to be performed than originally projected.
- 3. Self-Evaluation: Self-evaluation will be conducted by PA in accordance with its normal evaluation program as described in its July 29, 1991, revised proposal. In addition, from time to time A.I.D. Officers will, with prior notification to the PVO's headquarters, visit selected project sites. An independent mid-term and/or final evaluation in collaboration with the Recipient will be carried out at either the mid point of the program or no later than June of the last year of the agreement. Special requirements for this project evaluation are delineated under No. 2 of Section D, "Substantial Involvement" above.
- 4. Final Report. The last Annual Report is the Final Report. PVO Annual Reporting Guidelines is provided as a format for this report for illustrative purposes. All work to be charged to this Agreement, including the preparation of the Final Report, must be completed prior to the expiration date of this Agreement.

G. Indirect Cost Rates

Pursuant to the Optional Standard Provision of this Cooperative Agreement entitled "Negotiated Indirect Cost Rates - Provisional", a rate or rates shall be established for each of the Recipient's Grantee's accounting periods which apply to this agreement. Pending establishment of the Recipient's accounting periods which apply to this agreement, provisional payments on account of allowable indirect costs shall be made on the basis of the following negotiated provisional rates(s) applied to the base(s) which are set forth below.

Type of Rate	RATE	Period
Provisional	(a)19.07 (b)20.53 (c)10.57	Date of Award until amended

- Base:
- (a) (G&A) Total direct costs excluding participant training costs, Peace Scholarships
 - (b) (Fringe Benefits) Total Salaries
 - (c) (Peace Scholarship Participant Training)
Total direct cost of participant training

H. Title to Property

Title to all property purchased under this agreement shall be vested in the Recipient.

I. Travel

The Standard Provision "Air Travel and Transportation" requires the Recipient to obtain written approval from the Project Officer for each planned international trip financed by this program.

For purposes of this agreement, and in compliance with the above Standard Provision, the Recipient is required to submit for approval by the A.I.D./FVA/PVC Project Officer two quarterly travel reports: one identifying staff travel and the other, identifying U.S. volunteer travel. The quarterly reports for each group will reflect anticipated travel for the future quarter.

This reporting format does not preclude unanticipated staff and/or volunteer travel during that period. In those instances, the Recipient may submit a letter requesting approval of the proposed travel. Further guidance on this procedure will be provided by the A.I.D./FVA/PVC Project Officer.

The Recipient is required to provide notification in writing of intention to travel by its staff and the U.S. volunteers to the A.I.D. Mission or Embassy in each country. This requirement is imposed in order to keep posts informed of planned activity in their countries, to ensure that there are no security problems with the proposed travel, and that the number of travelers at any one time does not impose an administrative burden on the posts. All other terms and conditions of the Provision remain unchanged.

J. Appendix 4C-1, Mandatory Standard Provisions for U.S., NonGovernmental Grantees, effective September 14, 1990, have been agreed to and are part of this grant. The following

Optional Standard Provisions have been agreed to and are incorporated by reference into this Cooperative Agreement:

Payment - Letter of Credit
Air Travel and Transportation
Ocean Shipment of Goods
Procurement of Goods and Services
AID Eligibility Rules for Goods and Services
Subagreements
Local Cost Financing
Publications
Negotiated Indirect Cost Rates - Provisional
Cost Sharing (Matching)
Use of Pouch Facilities
Conversion of United States Dollars to Local Currency

ATTACHMENT TWO (2)

COOPERATIVE AGREEMENT NUMBER PDC-0705-A-00-1099-00

PROGRAM DESCRIPTION

PROGRAM DESCRIPTION

I. Program Goal

The goal of this program is to increase food production and distribution in Honduras, Guatemala, Panama, Nicaragua, Argentina, Paraguay, and Uruguay to involve U.S. farmers and agriculturalists, on a volunteer basis, in the agricultural development of the above countries.

II. Program Purpose

The purpose of this program is to provide support for Partners of the Americas to implement a Farmer-to-Farmer Program. The program will seek to improve the effectiveness of farming and marketing operations in the target countries through collaboration with U.S. farmers who will provide volunteer technical assistance. It will also demonstrate that peer volunteers can make a substantial contribution to development efforts by promoting cooperation, democratic principles, and practices that demonstrate self-reliance.

III. Project Description

In pursuit of the goal and purpose of the Farmer-to-Farmer Program, Partners will utilize its network of agricultural professionals and institutions on the U.S. side of the partnerships to expand their work with farmers in the target countries to improve local farming practices and, in the process, promote volunteerism and citizen involvement as indispensable components of economic growth and democratic processes.

Each of the target partnerships has a long history of designing projects to address the needs of their countries. The proposed program will utilize this ability and infrastructure. The target countries were selected because of their need for technical assistance, the partnerships' long-term commitment to agriculture, their experience in the design and implementation of agriculture projects, and their ability to involve a significant number of agricultural experts on both sides of their partnership in the proposed program.

IV. Activities

To accomplish the goal and purpose, Partners plans:

- 1. To recruit and field 210 farmers and agriculturalists to work in seven countries grouped into two regional clusters: (1) Guatemala, Honduras, Nicaragua, and Panama in Central America; and (2) Argentina, Paraguay and Uruguay in South America.**
- 2. To provide the necessary training and orientation to the U.S. volunteers and host country participants regarding the specific assignments, the agriculture sector in the host countries and the history of the partnerships.**
- 3. To conduct workshops in the target countries for the representatives of the partnerships to ensure full understanding of the goals and purpose of the Farmer-to-Farmer Program.**
- 4. To provide the necessary logistical support to design, monitor, and evaluate the technical assignments as well as the orientation and debriefing of the volunteers. All volunteers will be debriefed prior to their return to the United States by the Partner committees and also, when possible, the Field Coordinators.**
- 5. To maintain sufficient communications between the two sides of the partnership, between the field coordinators and their respective clusters, and between Partners' office in Washington, D.C. and the northern and southern sides of the committees to ensure effective coordination of the volunteer assignments and information sharing.**
- 6. To strengthen and expand the mechanisms to sustain the linkages between the U.S. and the host-country agricultural partnerships and to provide for the exchange of technical information and experience between the target countries as a result of the cluster design.**
- 7. To design a program component aimed at the promotion of the democratic process. The orientation of each volunteer will contain a component focused on fostering democratic values and practices and include background information on how democracy is practiced in the host country as compared to the United States.**

IV. Program Management

Mr. William S. Reese is the President of Partners of the Americas. Mr. John Chater, Director, of New Program Development, Partners of the Americas, will have overall responsibility for the successful implementation of Farmer-to-Farmer Program.

The two field coordinators, one for Central America, and the other for South America, will work with the Partner committees of the targeted countries to define local agriculture needs, develop technical assistance request and monitor volunteer assignments. The field coordinators will also be responsible for developing long-term follow on activities.

AID 1350-1 (3 87) *PIO/T	AGENCY FOR INTERNATIONAL DEVELOPMENT PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	1. Cooperating Country Centrally Funded	Page 1 of 3 Pages
		2. PIO/T No. 1387503	3. <input checked="" type="checkbox"/> Original or Amendment No. _____
		4. Project/Activity No. and Title 938-0705 Farmer-to-Farmer Program Partners of the Americas	

DISTRIBUTION
 Date Posted: 8/22/91
 PFM/FM/A/PNP
 OFFICE OF FINANCIAL MANAGEMENT
 FUNDS RESERVED BY: LFH

5. Appropriation Symbol 72-12X4336	6. Budget Plan Code 782-38-099-00-53-11 FCCX-91-13830	KG 3B
7. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document		8. Project Assistance Completion Date (Mo., Day, Yr.) 9/30/94
9. Authorized Agent	10. This PIO/T is in full conformance with PRO/AG No. _____ Date _____	
11a. Type of Action and Governing AID Handbook <input type="checkbox"/> AID Contract (HB 14) <input checked="" type="checkbox"/> AID Grant or Cooperative Agreement (HB 13) <input type="checkbox"/> PASA/RSSA (HB 12) <input type="checkbox"/> Other		11. 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
		-0-	704,056	-0-	704,056
	B. U.S.-Owned Local Currency				

13. Mission References

14A. Instructions to Authorized Agent **MS/OP/W/CO** is requested to execute a Cooperative Agreement with Partners of the Americas effective October 1, 1991 through September 30, 1994. Initial funding of \$704,056 is provided at this time. Subject to availability of funds and satisfactory progress in the program, additional increments of funding will be provided up to a total of \$1,126,000. Please clear agreement with Loreta Williams, FVA/PVC Project Manager, before sending to recipient.

14B. Address of Voucher Paying Office
PFM/FM/CMPD, Room 700, SA-2, 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/PVC, Loreta Williams	Phone No. 663-2618	B. The statement of work or program description lies within the purview of the initiating office and approved agency programs. FVA/PVC/IPS, Lenora Watlington	Date 8/15/91
	Date 8/08/91		
C. DD/FVA/PVC, Harry Wing Helling	Date 8/9/91	D. Funds for the services requested are available Louis Lyles PFM/FM/PAFD/NPAB	Date
E. FVA/PPM, Emnalita Jefferson	Date 8/21/91		

16. For the Cooperating Country: The terms and conditions set forth herein are hereby agreed to	17. For the Agency for International Development
Signature _____ Date _____	Signature <u>Carlos Quiros (rel.)</u> Date <u>8/21/91</u>
Title _____	Title Chief, FVA/PPM, Carlos Quiros

*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.