

Document 9 D9

## ACTION MEMORANDUM

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**TO:** A/LM/AQM/IP – Latoya Larker**FROM:** DRL/P – Teresa Fraish**CC:** DRL/AWH – Isabelle Zsoldos  
OES/EX/FMD – Robin Lambert**SUBJECT:** FY 2007 Grant to Pan American Development Foundation (FY 2007 HRDF)**Total Amount:** \$699,996**DRL Grants Officer Representative (GOR):** Isabelle Zsoldos  
(P) 202-647-8298  
(F) 202-647-8324**Grant Period:** Start Date: ASAP End Date: 24 months from start date**Action Requested:** Please conclude a grant in the amount of \$699,996 for the Pan American Development Foundation (PADF) for the project entitled "Fostering Media Freedom in Venezuela." Please initiate this 24-month program as soon as possible.**POC:** Gerardo Arabe  
Pan American Development Foundation  
1889 F St NW  
Washington, DC 20009  
202-458-3969  
[garabe@padf.org](mailto:garabe@padf.org)**Grant Signator:**  
John Sanbrailo  
Executive Director  
1889 F St NW  
Washington, DC 20009  
202-458-3969**Organization DUNS:** # 077811172**Organization Tax ID:** # 526054268**Debarred and Suspended list checked:** Not on list, checked February 5, 2008

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**Public Law:** Foreign Operations, Export Financing, and Related Programs Appropriations Act, 2007 (Div. D, P.L. 108-199)

**Source Justification:** PADF submitted its proposal in response to DRL's Global Solicitation for FY2007.

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**Budget Review:** The budget reflects revisions requested by DRL.

**Reporting Requirements:** OMB Circular No. A-110 and 22 CFR 135 specify the financial and progress reports to be submitted by the recipient. The grantee is required to submit financial and progress reports on a quarterly basis. Reports should be submitted no more than 30 days following the end of each calendar year quarter (March 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup> and December 31<sup>st</sup>). The Financial Status Report (SF-269) is the required form for the financial reports. Progress reports do not have a required form or format. DRL encourages grantees to compile progress reports according to the objectives/goals of the project as outlined in the proposal and statement of work provided in the grant. For each objective/goal, reports should include:

- significant activities of the period and how activities reflect progress toward achieving goals;
- evaluation of progress on goals/objectives with quantitative and qualitative data, as appropriate
- any problems/challenges in implementing the program and a corrective action plan;
- evaluation of accomplishments with quantifiable information on goals and objectives to date as available;
- an update on expenditures during the quarter;
- supporting documentation or products related to project activities (such as articles, meeting list and agenda, manuals, etc.);

Quarterly progress reports should also reflect the grantee's continued focus on measuring the project's impact on the overarching goals, problems or opportunities the project seeks to address. Assessment of the overall project impact, as appropriate, should be included in each quarterly progress report.

The Department of Health and Human Services' Payment Management System (PMS) requires that grantees submit electronic quarterly financial reports (PSC 272 reports). Grantees should submit the quarterly PSC 272 report in addition to the required quarterly SF-269 financial report and quarterly progress report.

A final SF-269 financial report shall be submitted within 90 days after the expiration date of the grant award. A final project summary report is due 90 days after the grant expires. DRL encourages grantees to include an in-depth impact assessment and/or project evaluation in the final project summary report. The project summary should include

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quantitative and qualitative data relating to the project's goals and objectives, project outputs and overall project impact.

DRL reserves the rights to request any additional programmatic and/or financial program information during the grant period.

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~~Moving Funds: Please see Provision 11 of the U.S. Department of State Standard Terms and Conditions for Domestic Financial Assistance Awards for information on budget flexibility, located at:~~  
~~[http://fa.statebuy.state.gov/content.asp?content\\_id=161&menu\\_id=68](http://fa.statebuy.state.gov/content.asp?content_id=161&menu_id=68)~~

**Statement of Work:** PADF requests assistance in the amount of \$699,996 for a program to support the development of independent media in Venezuela. PADF's program will focus on journalism via innovative media technologies and investigative journalism. PADF will partner with two local Venezuelan NGOs to conduct a series of trainings for local journalists focused on the basics and advanced skills of Internet-based reporting and investigative reporting. The program will engage a wide range of Venezuelan media organizations and news outlets, including 4 university partners. Finally, PADF will create two journalism awards for innovative reporting and investigative reporting and will disseminate the winning content online and to selected independent media audiences.

### **Short-Term Goals:**

#### **Innovative Media Training and Technical Support:**

1. Conduct five training workshops on Internet reporting technologies, two training workshops on the use of Internet technologies for investigative reporting, and one workshop on strategies for Internet advocacy and content dissemination for a total of 150 participants trained.
2. Conduct two national-level journalism forums with participation of 40 organizations total.
3. Conduct a technical needs assessment on Web technologies among program participants.
4. Hire a communications technician and establish a technical support help desk for program participants.
5. Provide continued assistance, via the help desk, to participants on Internet technologies throughout the program.

#### **Innovative Media Journalism Awards Fund:**

1. Create and disseminate selection criteria for proposals from journalists focused on Internet-based reporting formats.
2. Hold 2 competitions, one per year, for a total of \$25,000 in funding awarded to at least 10 proposals.

#### **Investigative Journalism Training and Technical Support:**

1. Conduct a three-day workshop for the basics of investigative reporting, a two-day training on investigative radio journalism techniques, a three-day workshop on logistics and publishing of investigative reporting, and a two-day seminar on

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implementation of investigative reporting focused on identifying and managing information sources for a total of 195 participants trained.

2. Establish an investigative reporting and editing help desk with two international media experts and three Venezuelan media experts.
  3. Partner with four Venezuelan universities to establish one course per school on investigative reporting
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## Investigative Journalism Awards:

1. Develop contest procedures and award criteria.
  2. Conduct promotion campaign about the awards with the goal of 40 submitted entries total for the program.
  3. Hold 2 competitions, one per year, for a total of \$20,000 in funding awarded to at least 6 entries. Winning entries are distributed online and to selected audiences. Conduct a three-day workshop on logistics and publishing of investigative reporting. Create youth website/blog
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## Long-Term Goals:

1. Increased use of new media technologies and investigative reporting techniques by Venezuelan journalists.
2. Increased capacity of Venezuelan journalists to conduct independent, unbiased reporting on issues of democratic practices and values.
3. Increased access for Venezuelans to independent news and information.

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