

COUNTRY AGREEMENT

between

THE UNITED STATES AID MISSION TO TUNISIA

And

THE PEACE CORPS IN TUNISIA

For the

SMALL PROJECT ASSISTANCE PROGRAM (SPA)
(AID Project Number: 664-0330)

Purpose: Define the procedures under which SPA funds will be provided by AID to finance small village-level activities, thereby encouraging and supporting self-help efforts by local communities.

Governing Provisions: Peace Corps agrees to provide services outlined herein pursuant to the Memorandum of Understanding between AID and the PC on the use of SPA funds, Annex A and Program Guidance Annex B hereto. This program authorized by the Foreign Assistance Act of 1961, as amended, is being undertaken pursuant to the Agreement between the United States of America and Tunisia on Economic, Technical and related Assistance, March 26, 1957.

Amount: \$50,000 (Regular Grant)
\$20,000 (Health)

Completion Date: December 31, 1993

For Peace Corps

For US AID Mission to Tunisia


Country Director 5/3/93
John E. Roberts


Mission Director 5/4/93
James A. Graham

LOAN AND GRANT AGREEMENTS
FM/CAR/OPA, ROOM 603, SA-2
FM/CMP, ROOM 703, SA-2
NE DESK OFFICER, (SEE ATTACHED)
✓ PPC/CDIE/DI, ROOM 209, SA-18
GC/NE
PROJECT OFFICER
FILE

MEMORANDUM OF UNDERSTANDING
SMALL PROJECT ASSISTANCE AGREEMENT
BETWEEN THE AGENCY FOR INTERNATIONAL
DEVELOPMENT/TUNISIA AND THE PEACE CORPS/TUNISIA

I. PURPOSE

The purpose of this agreement between the Peace Corps (PC) and the Agency for International Development (A.I.D.) is to set the funding level for the Small Project Assistance (SPA) program in Tunisia for CY 93. USAID and Peace Corps in Tunisia have agreed that the funding level for SPA shall be **USD 70,000 for CY 93** (of which USD 20,000 will be designated for SPA/Health activities) and which amount has been previously obligated through a Participating Agency Service Agreement between A.I.D. and Peace Corps/Washington as per SPA Guidance of March, 1992. Approved disbursement procedures for SPA Program in Tunisia shall be as set forth in Individual Activity Agreements (IAAs).

The SPA Program is designed to encourage and support community self-help efforts by providing funding for local projects which have an immediate impact at the community level. Additionally, the program should foster program collaboration between A.I.D. and Peace Corps Staff and Volunteers in helping to solve Tunisia's development problems.

II. AUTHORITY

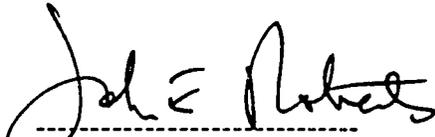
SPA projects are authorized by and must be conducted within the terms of the Foreign Assistance Act of 1961, as amended (the "FAA"). Individual activities must meet the approval criteria set forth in the attached SPA Guidance.

III. GOVERNING PROVISIONS

The Peace Corps agrees to provide the services outlined in Annex A, the "Memorandum of Understanding between A.I.D. and PC on the Use of Small Project Assistance (SPA) Funds", dated January 28, 1983 and in March, 1992 and "SPA Program Guidance in SPA Handbook of March, 1992 (Appendix B).

IV. PERIOD OF PERFORMANCE

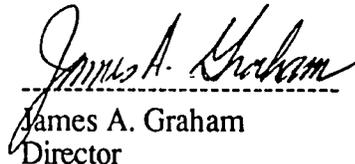
This MOU shall be effective upon signature until the end of the **calendar year** for which it is signed. Funding for activity undertaken during this period may be disbursed for a one year period starting with the effective date of the Individual Activity Agreement (IAA).



John E. Roberts
Country Director
United States Peace Corps

May 3, 1993

Date



James A. Graham
Director
United States Agency for
International Development

May 4, 1993

Date

SMALL PROJECT ASSISTANCE (SPA)

APPROVAL PROCESS AND FINANCIAL PROCEDURES

A. APPROVAL PROCESS

1. Approval Authority:

Approval authority for individual activities to be financed under this agreement has been delegated to the Peace Corps Country Director in Tunisia, as more fully set forth in paragraph A 2 below.

SPA projects are authorized by and must be conducted within the terms of the Foreign Assistance Act of 1961, as amended (the FAA).

Individual activities must meet the approval criteria set forth below.

SPA funded activities will be aimed at promoting the private sector, employment growth, marketable skills development through small self help interventions with emphasis on local community participation to improve income and quality of life of the low income level target beneficiaries.

2. Activity Proposals:

Proposals for each activity to be financed will be developed by Peace Corps Volunteers (PCVs) in conjunction with the recipient Tunisian organization or group in the form of an Individual Activity Agreement . The Individual Activity Agreement (IAA) will be submitted by the volunteer to the Peace Corps Director for review and approval, comment, and/or modification as necessary in order to comply with criteria established below or to ensure the technical, financial, or organizational viability of the activity. Prior to responding to volunteer proposals, the Peace Corps Director will consult with the USAID Program Officer for review, comment and technical approval. After the USAID response, the Peace Corps Director will respond in writing with either approval or disapproval of the activity, with suggested modifications if appropriate. When possible, suggested modifications will be discussed in detail with the PCV.

Subsequent to approval of a particular activity, the IAA, signed by both the PCV and the authorized representative of the individual group, will be signed by the Peace Corps Country Director thereby sub-obligating the approved US contribution.

Depending on the nature of the activity and the recipient group, it may be appropriate for more than just the chief representative of the recipient group to sign the agreement. Concurrence, where applicable, by other members of the group or by third parties may be required in order to formalize and confirm necessary additional contributions or commitments. It may also be appropriate under certain circumstances to carry out signing ceremonies where all appropriate parties would sign the agreement together. In such cases, signatures of the PCV and group representative may be delayed until the ceremony based on assurances by the PCV and the group representative that all parties are in accord concerning content of the agreement and required commitments and contributions on the part of all parties.

3. Eligibility and Approval Criteria:

Activities selected for financing under this agreement must meet the following requirements:

- a) The activity must be scheduled for completion within one year of its commencement.
- b) The estimated contribution of the SPA Grant funds toward completion of the activity must not exceed \$10,000.
- c) The activity must not encourage reliance on U.S. assistance.
- d) The activity must be conceived and implemented by a PCV working in conjunction with a local community organization or group. The group may be profit or non-profit making. It may have legal status (personne juridique) or not under Tunisian law. If the group does not have legal status, evidence will be presented that the group consists of certain specific individuals who have committed themselves to implementation of the project and provisions will be made to control the departure of existing members and the entrance of new members of the group with respect to their shares of the investment and proceeds of the activity to be financed. In most cases, departing members will forfeit their share of assets or income held in common by the group from the investment and incoming members will make a contribution corresponding to an equal share of the activity relative to other original bonafide participants. It is recognized that arrangements of this nature may take a variety of forms and that no standard model is possible
- e) The activity must result in a quantifiable benefit to the recipient group in terms of improved economic and/or social condition.
- f) The activity must be shown to be profitable within a reasonable period of time (one to three years), in the case of competitive enterprise development, and financially viable in the case of non-profit making activities through user fees or some other means of covering recurring costs for the indefinite future. In most cases, evidence to demonstrate the meeting of this criterion will take the form of a cash flow analysis which will show viability within a determined period of time (less than three years).
- g) Management Capacity. It may be shown that either the group has the pre-existing management capacity effectively to implement the activity long enough to train a management structure to take over responsibility for the ongoing management of the activity upon departure of the volunteer. Where necessary, assistance of a technical, organizational or administrative or other nature may be requested to help meet this criteria.
- h) The design of the activity must involve development, i.e., respond to real or "felt needs" and represent an "appropriate" solution or response, in a lasting sense, to a problem, constraint, or opportunity in the areas of food, energy, competitive enterprise development, income generating activities, and/or education
- i) the recipient group must fit within the generally accepted characteristics of the AID-PC target group, i.e., economically and socially disadvantaged and without access to resources provided by other commercial or government sources of assistance.
- j) Project Design Workshop: With the concurrence of the appropriate USAID Mission, PC/W shall offer training workshops on an individual country or regional basis to

3

PCVs and their host country counterparts and to PC staff, to stimulate the development and implementation of well designed and managed, effective community-level SPA projects.

B. FINANCIAL PROCEDURES

1. Obligations

This agreement constitutes the obligating document between AID and Peace Corps (PC) of \$50,000 for the Small Project Assistance Program (SPA) in Tunisia during Calendar Year 1993. The Project Activity Completion Date (PACD) is one year from the implementation date for each individual activity.

Funding level for small health related activities for Calendar Year 1993 is \$20,000. Budget authority will be transferred from PC/W to the Peace Corps post. Program grant funds will be subject to agency financial management regulations and procedures, and are subject to the same limitations as SPA funds.

The SPA/Health program can fund community activities in the areas of health, except AIDS clinical or serological work.

2. Sub-Obligations for Specific Activities

The Peace Corps Director's signature on the cover sheet of the Individual Activity Agreement (IAA) will sub-obligate the entire amount of the US contribution approved for that activity.

3. Disbursement Procedures

Methods of disbursement

The following procedures will be used for the disbursement of program funds:

1. **Direct Payment:** Payment to vendors or suppliers should be made by check whenever practical. Requests for issuing a US Treasury check would be initiated by the APCD/Admin following established procedures at post and the budget and finance office.

The Peace Corps Administrative officer and the Director will consult with the USAID Controller and will institute similar controls for the prevention of fraud and misappropriation of SPA funds as those which are currently used by USAID for local recipient organizations.

3. Disbursement to Peace Corps Volunteers

This method is discouraged and should only be used where the local organization has no financial management capability.

In all cases of disbursements, the following three procedures should be followed:

a) Vouchers should be obtained from vendors whenever possible. Vouchers should be legible, and contain the name of vendor, name of purchaser, date, each item purchased, cost per item and total amount.

b) For goods and services where vouchers are traditionally not used, e.g., day laborers, receipts should be made out containing the same information as the vouchers, signed by a PCV and countersigned by the vendor/laborer.

c) The PCV and/or recipient group should submit interim reports of disbursements at specific intervals (monthly, quarterly) and a final report should contain the total amount of vouchers/receipts, and the unliquidated advance being returned.

4. BUDGET ALLOWANCE AND PROJECT ACCOUNTING

The APCD for Administration in the local Peace Corps Office will maintain an account of the annual budget authority provided for SPA Program Activities. The Admin Officer is responsible for administrating SPA Funds in the same manner as any other funds provided to the PC Post. Funds must be obligated using the appropriate purpose code as identified in the budget authority cable. The Admin Officer will assure that each obligating document contains the current fiscal year, correct purpose code, object classifications and the Peace Corps Post Location Code.

The Post Admin Officer is also responsible for monitoring the RAMC and Status of Funds Reports to assure that obligations and liquidations are correctly recorded. Additionally, the Administrative Officer will initiate adjustments as appropriate based on actual obligations and liquidations.

Obligations for approved activities may not exceed the annual budget authority for a given year. Special care must be taken in the discrete management of funds designated by purpose code for health activities so as to not exceed the post budget authority.

The local Peace Corps Post will be responsible for instructing the PCV or project representative as to accountability for funds, proper documentation required to substantiate procurements, and accounting procedures.

C. REPORTING

Each quarter, the principal Peace Corps Officer will provide a program status report to the appropriate local USAID staff. This quarterly report will list those activities approved during the quarter and will list level current financial commitments, obligations, liquidations, and balances. A copy of this report, copies of IAA abstracts and ACNs will be forwarded to the SPA Program Coordinator, OTAPS, PC/W for distribution to AID/PC Coordinator.

At the end of each Calendar Year, the principal Peace Corps Officer will provide a complete briefing to the appropriate local USAID staff regarding the experiences and lessons learned from the SPA activities funded during the year. A summary of this briefing should be forwarded to the SPA Program Coordinator, OTAPS, PC/W, and to the appropriate PC Regional Director. The SPA Coordinator will provide copies of the annual SPA country briefing to AID/PC Coordinator.

D. OTHER CONSIDERATIONS

1. With respect to all other considerations related to administration of this project, the provisions of Appendix B, Program Guidance, will apply.

2. This agreement may be modified from time to time by amendment signed by both the USAID and Peace Corps Country Director.

AMENDMENT NO. 1
TO THE
MEMORANDUM OF UNDERSTANDING
BETWEEN THE
AGENCY FOR INTERNATIONAL DEVELOPMENT
AND THE
PEACE CORPS
ON THE
SMALL PROJECT ASSISTANCE (SPA) PROGRAM

WHEREAS the Agency for International Development (A.I.D.) and the Peace Corps (PC) entered into a Memorandum of Understanding, signed by A.I.D. on January 31, 1991 and by PC on February 19, 1991 (the MOU), which set forth the procedures under which A.I.D. and PC will implement the Small Project Assistance (SPA) Program; and

WHEREAS A.I.D. and PC desire to amend the MOU to authorize SPA activities in countries which receive assistance from A.I.D. but which do not have a permanent A.I.D. presence;

NOW, THEREFORE, A.I.D. and PC hereby agree, as follows:

SECTION 1. Authority. Section II of the MOU is hereby amended by deleting the words "Science and Technology (S&T)" from the second sentence thereof and by inserting the words "Research and Development (R&D) to" in lieu thereof.

SECTION 2. Responsibility. Section III of the MOU is hereby amended by adding the following sentence thereto:

6

"In the event that there is no A.I.D. Mission or Office located in a particular participating country, then the process for approval of SPA activities in that country shall be determined by the principal PC officer in the country and the A.I.D. official responsible for such activities in such country."

SECTION 3. Implementation. Section V of the MOU is hereby amended to read as follows:

"V. IMPLEMENTATION

A. General Authority: The SPA Program will be undertaken pursuant to existing A.I.D. agreements with cooperating governments. However, to ensure that recipient country governments have adequate notice of the program, the appropriate A.I.D. or Peace Corps officer will be responsible for informing the appropriate host-government officials about the program.

B. SPA Program Country Agreement: The principal A.I.D. and PC officials at each participating post or, if A.I.D. has no permanent presence in the country, the appropriate A.I.D. official, must execute annually an SPA Program Country Agreement specifying the total level of the SPA Funds agreed upon for the country. The agreement should also define, to the extent

7

feasible, the programmatic, operating and reporting procedures to be used in the implementation of the SPA Program.

C. Obligation of Funds: No later than September 30 of each year, a joint PC/A.I.D. communication for each country, setting forth the proposed funding level for SPA for the following calendar year, shall be submitted to SPA/OTAPS. During the first quarter of each fiscal year, SPA/OTAPS shall submit to each A.I.D. Regional Bureau in Washington, through the A.I.D. PC Coordinator, an Agency-wide funding request based on the proposed levels in the joint PC/A.I.D. communications. The A.I.D. Regional Bureaus shall then determine the levels for each country that will be funded, and so advise the A.I.D. PC Coordinator, who will then transmit this information to SPA/OTAPS. SPA/OTAPS will then notify the principal PC officer in each country. Upon such notification, the principal PC officer and the appropriate A.I.D. official for each country will then sign a memorandum of understanding for the approved level of funding. Funds for the SPA program will be provided by the A.I.D. Regional Bureaus to A.I.D.'s Bureau for Research and Development (A.I.D./R&D).

Funding for the two components of the SPA program -- the SPA Fund and the SPA Technical Assistance Fund -- will be obligated by A.I.D./R&D through the SPA PASA with PC/W, upon transfer of the appropriate agreed upon funds from the Geographic Bureaus to R&D,

and administrative allocation of any R&D funds to be applied to the program.

Budget authority for disbursement of SPA funds and responsibility for financial management of the SPA program will be transferred to each participating PC post annually by the SPA program Coordinator in PC/W upon receipt of the executed SPA memorandum of understanding by SPA/OTAPS. Funds transferred to post will be available for sub-obligation until the end of the calendar year.

D. Selection of SPA Individual Activities (Grants): Proposals for individual SPA activities must in all cases be developed by PVCs in conjunction with local community organizations or groups and will be selected by the principal PC officer in accordance with the SPA Program Guidance and Procedures.

For each SPA activity selected for funding, PC will be responsible for completing the Individual Activity Agreement (IAA), the Activity Completion Notification (ACN) and other documentation required by the SPA Program Guidance and Procedures.

E. Administrative Training: With the concurrence of the appropriate A.I.D. officer, Peace Corps/W will

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provide short-term administrative training to PCVs and staff designated as SPA Coordinators and/or Administrators in order for them to carry out more effectively their responsibilities in support of SPA activities.

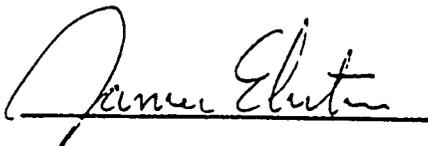
F. Project Design and Management Workshops: With the concurrence of the appropriate A.I.D. official, PC/W shall offer training workshops on an individual country or regional basis to PCVs and their host-country counterparts and to PC and A.I.D. staff, to stimulate the development and implementation of well-designed and managed, effective community-level SPA projects.

G. SPA Technical Assistance: In accordance with the SPA Program Guidance and Procedures, PC/W will provide programming and technical assistance to PC staff and PCVs and their host-country counterparts to facilitate the development and implementation of community-level projects supported by the SPA grant fund. All requests for SPA technical assistance shall be approved by a review committee composed of both PC/W and A.I.D. staff in Washington.

H. Reporting Requirements: PC shall provide A.I.D. with such program and financial reports at such intervals as specified in the SPA Program Guidance and Procedures.

I. Evaluation: A comprehensive independent program evaluation shall be performed in FY 1994 to provide recommendations for future SPA programming. The scope of work for the evaluation shall be developed collaboratively by A.I.D. and PC."

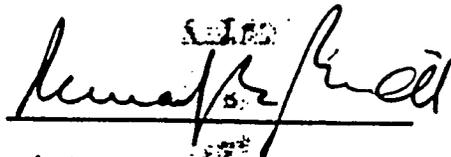
SECTION 4. Effect of Amendment. The MOU, as modified by this Amendment No. 1, shall remain in full force and effect except as expressly modified or amended hereby.



James Ekstrom
Director, Office of Training
and Program Support (OTAPS)
Peace Corps

3-26-92

Date



Richard E. Bissell
Assistant Administrator
Bureau for Research and
Development

A.I.D.

3/22/92

Date

Small Project Assistance (SPA) Program

I. OVERVIEW

The SPA Program was established in 1983 by a Memorandum of Understanding between the Administrator of the Agency for International Development (A.I.D) and the Director of Peace Corps (PC) (A copy of the original MOU and Amendment 1 is located in the Appendix). The program's purpose is to assist communities, collaborating with Peace Corps Volunteers (PCVs), to identify common concerns and to plan small-scale activities to address those concerns. SPA provides grants for supplies and materials and funds for Technical Assistance to aid in the activity implementation.

The program supports community development activities and is intended to provide a fast funding mechanism negotiated at the post level with a minimum of red tape for communities, Peace Corps Volunteers and Staff, and A.I.D.

A.I.D provides funding for the program through the SPA Program/Technical Assistance Participating Agency Service Agreement (PASA) negotiated between Peace Corps and A.I.D in Washington. This PASA is one of several which combines Peace Corps human and technical field resources with A.I.D resources to promote effective development projects worldwide. The SPA Program is coordinated by the Office of Training and Program Support (OTAPS) in PC/W.

The SPA program is divided administratively into two interrelated components - SPA Grants and SPA Technical Assistance:

1. SPA Grants: The SPA Grants component makes available to each participating PC post a pre-determined budget level (negotiated in the field by the PC and AID Directors or AID Representatives) to be used for grants to community groups for small-scale self-help secondary projects.

2. SPA Technical Assistance: The SPA Technical Assistance component provides for programming consultations, Project Design and Management workshops and technical training to support development efforts funded by SPA Grants. The budget for all SPA Technical Assistance activities is managed by SPA/OTAPS in PC/W. Requests for technical assistance funds, including formal requests for those already submitted in the IPBS, are reviewed quarterly by PC technical and regional specialists, SPA/OTAPS and AID/W.

The intent of the Grant and Technical Assistance components of SPA is to assist communities, working with Peace Corps Volunteers, in the design, implementation, and evaluation of community initiated secondary projects.

Criteria for Selection of SPA Grant Activities

Activities funded under SPA Grants must follow the basic guidelines as outlined in Section V of the Inter-Agency Memorandum of Understanding:

1. The activity must fall into the broad area of community development.
2. The activity must be conceived and implemented by a PCV in conjunction with a local community organization or group, which must devote some of its own resources in cash or in kind to the activity.
3. The estimated contribution of SPA Funds toward completion of the activity must not exceed \$10,000 per activity.
4. The activity must be scheduled for completion within one year of its commencement and before the completion of PCV service.
5. The activity must not encourage further reliance on U.S. assistance.
6. Priority should be given to projects that PCVs and their host country counterparts develop as a consequence of or a follow up to training provided under other USAID/PC PASAs.

SPA Technical Assistance

The Technical Assistance (TA) component provides funding for training and technical advice to communities, Peace Corps Volunteers, and Staff to support or stimulate small, community generated secondary activities. Technical Assistance is reviewed by a committee composed of OTAPS Sector Specialists, Regional and AID Representatives and SPA staff. Technical Assistance is ultimately approved by SPA/OTAPS in Washington.

REQUESTING SPA FUNDING

Any country in which both A.I.D. and the Peace Corps operates is eligible to participate in the SPA program. Countries in which A.I.D. does not have a resident Mission or other representative can also be eligible to participate with the approval of the appropriate A.I.D. Regional Bureau provided that A.I.D./W is willing to assume oversight responsibility for the program.

The IPBS Worksheet

The SPA Worksheet in the IPBS is the first step in the SPA funding process. Figures submitted by the post on the worksheet for SPA Regular and Health grant funds should be the result of consultation with the A.I.D. Mission. Funding for technical assistance grants for Project Design and Management Workshops and Host Country National participation in in-service training, can be included here with the Mission's concurrence. Please note that willingness to provide funds for technical assistance grant activities may vary among bureaus and from year to year based on A.I.D.'s current year operating budget.

The Joint A.I.D.-Peace Corps Request Cable

By September 30 of each year, a joint PC/A.I.D. cable stating the proposed funding levels for SPA regular, health and technical assistance grants must be submitted to SPA/OTAPS. These joint cables will be used to prepare the SPA funding request for the next fiscal year. Please note that this is a new procedure. This change has been instituted to facilitate the timely receipt of requested SPA funds.

The SPA Funding Request

During the first quarter of each fiscal year, SPA/OTAPS will submit to A.I.D. geographic bureaus, through the A.I.D./Peace Corps Coordinator, an Agency-wide funding request based on proposed levels in the joint A.I.D./Peace Corps cable.

Once funding decisions by respective A.I.D. geographic bureaus are finalized, SPA/OTAPS will advise each country regarding the approved SPA funding level.

The SPA Memorandum of Understanding

Upon notification of approved funding, the Peace Corps Country Director and the A.I.D. Mission Director or his designee, should sign an MOU for the approved level of regular and health grant funding. In countries where A.I.D. has no presence, advice on signing an MOU should be sought from SPA/OTAPS. The format for the SPA MOU is located in the Appendix to this Handbook.

It is very unlikely that additional funding can be made available to posts after formal request has been made to A.I.D. Conversely, it is unlikely that gross overestimation of funding needs will be overlooked when subsequent year funding requests are reviewed.

Although the original Inter-Agency MOU established that SPA Grant funding was limited to \$40,000 per PC post per fiscal year, the ceiling has been lifted and the level of funding is now based on prior year spending patterns and the number of volunteers.

For a summary of the MOU and funding process, see Steps to SPA Funding - IPBS to Budget Authority in the Appendix.

Posts should note that no budget authority for grants or technical assistance can be issued until the signed SPA MOU is received by SPA/OTAPS.

III. LIMITATIONS ON SPA GRANT FUNDING

All SPA funds are subject to the following restrictions, which are outlined in the original guidance of the SPA Program. SPA funds may not be used to support:

- * costs associated with the administration of an individual SPA activity incurred by Peace Corps, AID, or the cooperating community organization or group;
- * assistance to organizations to promote or conduct religious activities or construct religious facilities;
- * financing of police, military activities or prison programs;
- * purchase of ineligible commodities set forth in AID Handbook 15, Chapter 286;
- * support of educational or other facilities used in significant part by U.S. employees or their dependents;
- * purchase of vehicles;
- * improvement of capital assets of group involved, or initial investment in a long term program such as a revolving fund or credit union;
- * purchase of computers.

IV. SPA REGULAR GRANT FUNDS

Uses of SPA Grant Funds

SPA funds are intended for the purchase of supplies and materials for a single short term community activity, and, for the transportation of those materials to the work site when they are not locally available.

Criteria for individual grant activities are listed on pages 16-17 of this Handbook.

NOTE: SPA/Health is a separate fund and health-related activities cannot be funded under original SPA funds. However, some countries have negotiated agreements which include health projects as part of the original agreement.

Any Peace Corps Volunteer and community group can request funding under SPA regardless of the Peace Corps Volunteer's primary job assignment.

Restrictions on the Uses of SPA Grant Funds

The following are programmatic restrictions on the use of SPA Grant Funds:

* **Personal Services:** The financing of personal services is discouraged. However, financing the personal services of a local artisan may enhance the success of an SPA activity. The securing of such personal services is restricted to local sources and is to be short-term.

* **Transportation Costs:** SPA funds may be used to finance all transportation costs connected with commodities procured for SPA activities, except costs for ineligible transportation media. Inland transportation costs are considered to be a legitimate cost component of commodity procurement. Costs for PCV travel and per diem for project related travel are not eligible for SPA funds.

* **Procurement:** Most procurement source requirements are waived as set forth in A.I.D. Handbook 1, Chapter 16, Supplement B.

* **Costs normally associated with the primary placement and assignment of Peace Corps Volunteers are not to be paid for with SPA funds.**

Post SPA Budget Authority

Upon receipt of a signed MOU, SPA/OTAPS will provide Post with new budget authority. If current year SPA funds have not been received from A.I.D., partial budget authority will be provided using prior year funds, if available. Upon receipt of current year SPA funds from A.I.D., the remaining budget authority will be provided.

Under the centralized system, SPA Budget Authority is issued on an annual basis. Funds not obligated by the end of the SPA funding year, i.e. December 31, will be withdrawn from post.

For FY 1992 Only: In order to synchronize the MOU with availability of funds, MOUs for FY 1992 will be extended for one quarter, i.e., October 1992 through December 1992.

MOU's signed for FY 1993 and subsequent fiscal years will be valid from January through December.

Funds are obligated and liquidated using the purpose code supplied by SPA/OTAPS and the country location code. This country location code is the same code that is used for all country obligating documents. It is essential to use the correct country code to ensure that Peace Corps/Washington is billing AID in the correct manner. In the event that a system cannot be worked out that is satisfactory to both Peace Corps and USAID, the Peace Corps Country Director should contact the SPA Coordinator in OTAPS for other program management options.

MOU Summary

An MOU, therefore:

- * is signed each funding year
- * is signed by the principal Peace Corps and USAID officers
- * sets a funding level agreed upon by both PC and USAID for both SPA and SPA/Health
- * describes the activity approval process
- * describes the cash management procedures used in-country
- * should be sent to SPA/OTAPS once signed

A sample MOU is found in the Appendix.

V. SPA/HEALTH

Uses of SPA/Health Funds

Funds to support health activities are also available within the SPA program, and are subject to the same limitations as SPA funds. The SPA/Health program can fund community activities in all areas of Health except serological or clinical work with AIDS.

Note: In posts where other Peace Corps health activities are supported through specific health PASAs between Peace Corps and AID, priority shall be given to activities that Peace Corps Volunteers develop as a consequence of their training supported by these PASAs.

Please note that SPA/Health funds are not restricted to those Peace Corps Volunteers assigned to a health program. Any Peace Corps Volunteer and community group can request funding under the SPA/Health regardless of the Peace Corps Volunteer's primary job assignment.

Adding a Health Statement

The MOU signed by the PCD and AID representative should include a health statement specifying SPA/Health program criteria and the level of funding for the fiscal year.

A copy of the signed MOU, including a health statement should be sent to SPA/OTAPS Peace Corps Washington.

Funds are provided to the post through transfer of budget authority from SPA/OTAPS PC/W. Like SPA regular grant funds, this budget authority can not be used until a budget authority cable is received at the Peace Corps post from SPA/OTAPS giving the purpose code to use when encoding obligating documents for SPA/Health activities and the Health prefix to use when assigning IAA numbers.

Please note that approved Health projects can not exceed the budget authority given each year. A post cannot obligate all of the authorized Health money and then continue to approve health projects using other SPA account funds. Each country's administrative officer will be responsible for ensuring that funds from the proper account are available for the approved projects.

Summary

1 Health Agreement Statement:

- * is included in the annual SPA MOU
- * establishes the level of funding for the SPA Health Program as a programmatic agreement only
- * supports activities in the areas of health, except AIDS clinical or serological work
- * is signed by the principal Peace Corps and USAID officer
- * authorizes health funds to be provided to the post via budget authority from Washington

VI. SPA, A TOOL FOR COMMUNITY DEVELOPMENT

The SPA program is based on the principles of community development and the Peace Corps ideal of "helping people help themselves". Through training and programming support to communities and Peace Corps Volunteers and Staff, SPA works with OTAPS and Regional Staff to increase skill levels in long and short term planning, technical areas, and evaluation. SPA's emphasis remains, however, at the community level. The program is designed to provide seed money to communities to begin activities that they have identified and planned together to address community concerns. Peace Corps Volunteers participating in the program help communities work through the process of identifying community problems and analyzing potential solutions.

The SPA activity process can be divided into four major phases: activity planning, proposal review, activity implementation, and activity completion. The IAA (Individual Activity Agreement Proposal) and ACN (Activity Completion Notification final report) are forms which assist communities and Peace Corps Volunteers as tools for planning activities, preparing proposals, work plans, completion of activities and as monitoring and evaluation instruments.

Activity Planning

The IAA (proposal form) mirrors the process used by a community and Peace Corps Volunteer to develop an activity addressing community concerns, and provides the Peace Corps Volunteer's APCD (project manager, PCVL, etc.) or SPA committee with a format to discuss the activity with the Peace Corps Volunteer and the community (see Appendix for a blank IAA). Although this format may be adapted to suit the needs of the individual country, the major components outlined in the sample IAA must be included in the proposal format.

The IAA or proposal must also contain a complete and detailed activity budget, including a description of the community contributions and technical assistance needed.

Preparing an Individual Activity Agreement (IAA)

The PCV, in conjunction with a local group, submits to the principal PC officer a proposal following the format of an IAA. This form is provided in the appendix to this Handbook. This proposal must bear the signature of the local group's authorized representative.

The proposed IAA should provide sufficient information to assess project suitability and include the following elements:

WILLIAMS COPY

IAA COVER SHEET

- *The name of the community group
- *The name and close of service date of the PCV
- *The title and IAA number of the project
- *The primary and secondary classification of the project
- *The maximum dollar amount of the SPA grant, the community contribution and the total cost
- *Activity Implementation period
- *Terminal Date for issuing implementing documents
- *Authority under which the IAA is executed ... i.e. the date of the bilateral or Country agreement between the USG and the Host country, The FAA 1961, as amended.
- *The date of the MOU under which the funds to be used for the IAA are provided
- *Local organization and USG signature and concurrences as required by procedures set forth in the MOU.

THE AGREEMENT TEXT which includes

- *Specific problem to be addressed
- *Background Plan
- *Proposed Solution
- *Specific Project Production and Capacity Building Objectives
- *Expected Outcomes
- *Monitoring and Evaluation Plan
- *Identification of anticipated technical assistance needs
- *Budget in US dollars showing what SPA funds will be used for indicating the community's financial contribution and total cost of the project

PC Staff Responsibilities

In many posts, Peace Corps Volunteers (and community members if feasible) are required to discuss the IAA with their APCD or appropriate PC Staff person prior to submitting it for SPA funding. This gives the PC staff an opportunity to discuss the problem and proposed solution in order to determine if all in-country resources have been explored, that the activity is not in conflict with Host Country laws or customs, that the proposed solution is technically feasible, and that the levels of community contribution and SPA funding are reasonable. The checklist provided in the IAA proposal can be a working tool for Peace Corps Staff, communities, and Peace Corps Volunteers to evaluate activity plans.

BEST AVAILABLE COPY

IAA COVER SHEET

- *The name of the community group
- *The name and close of service date of the PCV
- *The title and IAA number of the project
- *The primary and secondary classification of the project
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The SPA program is intended to function as a fast funding mechanism. The proposal review period should be structured in such a way as to facilitate the release of funds with a minimum of paperwork for Peace Corps and USAID Staff.

Additional Criteria for Proposal Review

In addition, each SPA activity should be reviewed to assure that:

- *The project increases local capacities
- *Beneficiaries are among the needy
- *The project seeks a lasting solution
- *Beneficiaries are part of the project planning and implementation process
- *The project uses locally procured resources when available
- *The activity impacts at the local level where needs occur
- *The activity will not displace qualified and available local workers or resources
- *The project is complementary to other development activities and has potential for replication

Additionally, in reviewing the proposal, the principal PC officer shall consider whether or not the resources identified for the project are:

- * locally available
- * low cost
- * technologically appropriate
- * culturally acceptable
- * ecologically sound

If questions exist concerning the appropriateness of additional criteria, contact the SPA Coordinator, SPA/OTAPS.

VI. IMPLEMENTING SPA ACTIVITIES

Assigning IAA Numbers

Each IAA approved for SPA grant funds is assigned a serial control number that will identify the fiscal year from which the activity is financed, the three digit country code, and a sequential IAA control number assigned in-country from 001 through 999 for activities supported from that fiscal year funds.

For each project funded with Health funds, add the prefix H (for Health). The addition of the prefix is necessary to distinguish activities funded by SPA and SPA/Health.

Care must be taken, especially in a case where prior year SPA grant funds exist, to maintain careful records showing which fiscal year funds are being used. With the centralized mechanism it is the goal to eventually have all funds from one fiscal year

having expended all old monies. Peace Corps, USAID, SPA/OTAPS, and A.I.D./Washington all maintain records on Country Agreements, amendments, obligations, and remaining funds.

Activities are numbered as follows, using the example of Sierra Leone, fiscal year 1992 funds, and a women's vegetable gardening activity (St. Mary's Gardening Project):

92 = fiscal year 1992;
636 = Sierra Leone country code;
092 = the ninety-second activity funded in Sierra Leone during fiscal year 1991 funds.

92-636-092 St. Mary's Garden Project is the final IAA number and activity name for this activity: the activity number and title should be present on all documents referring to this project both within the Peace Corps post and sent to SPA/OTAPS. Note that this activity might be implemented during FY 92.

SPA/Health activities are numbered as follows, using the example of Guatemala fiscal year 1992 funds, and a Vitamin A project (San Gregorio Vitamin A Project):

H = SPA/Health Agreement
92 = fiscal year 1992;
520 = Guatemala country code;
003 = the third health activity funded in Guatemala using fiscal year 1991 funds.

H-92-520-003 San Gregorio Vitamin A Project is the final IAA number and activity name for this activity: the activity number and title should be present on all abstracts referring to this project both within the Peace Corps post and sent to SPA/OTAPS.

IAA Abstract Sheet

The SPA Committee, appropriate APCD, or PCV is also responsible for completing the IAA abstract form to submit to SPA/OTAPS. The abstract sheet includes, but is not limited to:

- * the IAA number
- * budget information
- * the activity implementation period
- * the Primary Project Classification, and the Secondary Project Classification
- * problems addressed and project objectives

Copies of IAA abstracts should be sent to SPA/OTAPS at the time of approval. (See Appendix). Complete proposals no longer need to be submitted to SPA/OTAPS. Peace Corps posts should keep the original IAA proposal form in their files.

Activity Implementation

At the time the activity is approved a schedule for payment must be determined. This insures that the PCV will plan accordingly. Payment can be made in one or several installments to a community bank account, vendors, or, if absolutely no other means exist, to the Peace Corps Volunteers (see Appendix). The disbursement method is also at the discretion of the Peace Corps post.

Imprest funds may be used, at the discretion of appropriate in-country Peace Corps officials to facilitate the disbursement of SPA funds. Normal Peace Corps accounting procedures and regulations should be followed.

In some instances, the community group may be requested to provide interim reports detailing the activity's progress and expenditures. Peace Corps, in turn, is required to provide an update of SPA activities to SPA/OTAPS on a quarterly basis.

Whenever possible Peace Corps and/or USAID Staff members are encouraged to visit the activity site to support the community activity and to assist in the ongoing activity monitoring.

Disbursing and Accounting for SPA and SPA/Health Funds

Once an activity has been approved for implementation the Peace Corps post is responsible for preparing and processing the appropriate documents (purchase orders, requisitions, vouchers, etc.) to purchase commodities and services or disburse funds. Normally, such implementation documents are prepared when the IAA is signed. Each document is assigned a number consisting of the IAA number and a sequential control letter from A to Z.

Activity Log

Upon execution of an IAA, the Activity Log is established and filed in the appropriate SPA activity folder located at the Peace Corps Office. A sample Activity Log is in the Appendix. Initially the activity log shows the IAA number, activity title, amount and date. As funds are disbursed and implementation action documents prepared, they are recorded in this record showing the date of issuance, assigned document control number, dollar amount of the document, and the computed balance of the agreement to be implemented. A brief note as to the purpose of the implementation action may be included.

The activity log is vital to internal control and is subject to review by the Office of the Inspector General or USAID auditors.

Accountability

The Peace Corps assumes responsibility for accountability, proper documentation and accounting procedures.

Peace Corps will record obligations for projects using Purpose Codes 41 for SPA Regular Grant funds and 28 for SPA/Health, and advise the appropriate finance office (RAMC, RBFO) of these obligations. These obligations will then be reported to PC/W and included in the Status of Funds report. Posts are responsible for reconciling with both RAMC/RBFO records and the Status of Funds report.

Please note that approved SPA/Health or SPA/Regular grant projects can not exceed the budget authority given each year. A country cannot obligate all of the authorized allowance and then continue to approve projects. In the case of health projects, a country cannot obligate all of the authorized health money and then continue to approve health projects using the original SPA account funds. Each country's administrative officer will be responsible for ensuring that funds from the proper account are available for the approved projects.

Disbursement

Disbursement of funds for all SPA projects will be in accordance with the following:

1. Direct Payment - For major project purchases, direct issuance of Purchase Orders and payment to vendors or supplies should be made by check. NOTE: Checks should never be made out in the name of a PCV, PC Staff person or to Peace Corps itself. Checks should be made out to vendors or groups.
2. Grants to Local Organizations - If the local organization has the necessary financial management capability, funds may be disbursed directly to the local organization, either on an advance or reimbursable basis. The admin officer and the Director will determine the financial management capability of the recipient organization using the AID Controller's guidelines for making this determination. In many cases, an advance may be necessary. It may be necessary to establish a project account at a local bank to provide suitable control and accounting mechanism. It may also be necessary to require the PCV to approve all disbursements from this account. The account should always be opened in the name of the recipient group and the PCV should never be a signatory on the account.

The administrative officer and the Director will consult with the USAID Controller and will institute similar controls for the prevention of fraud and misappropriation of SPA funds as those which are currently used by AID for recipient organizations.

3. Disbursement to Peace Corps Volunteers - This method is discouraged and should only be used where the local organization has no financial management capability. Under no circumstance may a Volunteer be required to accept funds without his/her prior written voluntary consent to do so. The consent form that a Volunteer signs before accepting funds should also clearly state that the Volunteer accepts liability for the funds he/she is accepting.

If SPA funds in the custody of a Volunteer are lost or stolen, the Volunteer will immediately make a complete report to the PC Country Director of the circumstances of the loss. If a robbery was involved, a police report will also need to be made. If, in the judgement of the Country Director, the loss was not caused by the negligence of the Volunteer, the PCV will be relieved of accountability and the loss will be vouchered against SPA funds. The police report, the Volunteer's report and the written decision of the Country Director will be attached to the voucher. If, however, it is found that the Volunteer was negligent, then he/she becomes partially responsible for repayment of funds.

In the event that SPA funds are lost by theft or other reasons, cable SPA/OTAPS explaining the circumstances and requesting guidance.

In all cases the following three procedures should be followed:

A. Vouchers or invoices must be obtained. Vouchers should be legible, translated into English, and contain the name of the vendor, name of the purchaser, date, each item purchased, cost of each item and total amount.

B. For goods and services where vouchers are traditionally not used, e.g. day laborers, receipts should be made containing the same information as the voucher, signed by a PCV and countersigned by the vendor/laborer.

C. The PCV and/or recipient group should submit interim reports of disbursements at specific intervals (monthly, quarterly) and a final report together with vouchers and receipts. The final report should contain the total amount of vouchers or receipts, and the amount of funds being returned.

Tracking of SPA Funds

The Peace Corps will be responsible for tracking SPA Regular Grant Funds and SPA/ Health obligations and disbursements. The forms in the appendix are provided to help in this administrative procedure. The Peace Corps post will submit a summary of SPA projects to the SPA Coordinator, OTAPS, on a quarterly basis. Tracking of funds is extremely important in cases of early termination, medical evacuation and close of service.

Activity Completion

The SPA funded activity must be scheduled to be completed within one year. It is anticipated that the project will continue after the SPA funded activity has been completed. At the completion of the activity or funding year, the community is required to file an Activity Completion Notification abstract (ACN). A copy of the ACN abstract should be kept in post and one copy sent to SPA/OTAPS in order to close the activity file (see Appendix for a blank ACN abstract form).

The original IAA as accepted for funding provides a plan for evaluation that should be used at the time of the activity completion. This evaluation should take into account what the activity was originally intended to accomplish as well as what was actually accomplished. The ACN also serves as a means for the community and the Peace Corps Volunteer to assess their satisfaction with the activity, changes in the activity's goals, final products, unexpected outcomes, problems (and solutions found), suggestions to others, and any plans for continuing the activity after SPA funding has terminated.

Implementation Steps - Review

In conclusion, the community and Peace Corps Volunteer should follow these steps in activity planning, implementation, and evaluation:

- * identify a problem situation or community concern.
- * identify potential solutions, choose the most appropriate solution(s) (based on many variables)
- * design an activity to implement the proposed solution.
- * research available resources, cultural or legal restrictions, etc. for the solution.
- * prepare the IAA (if appropriate) for SPA funding and review it with the APCD.
- * make any necessary changes in the IAA and submit it to PC and if required in the MOU, to AID for consideration.
- * receive notification of acceptance, begin activity implementation.
- * continue activity implementation, including ongoing monitoring and reporting to Peace Corps and USAID
- * complete the activity, including submitting final evaluation and ACN to Peace Corps and USAID.

During the time the community and the PCV are planning and implementing an activity the Peace Corps staff responsible for the SPA Program should follow these steps:

- * review the project proposal with the PCV
- * approve the proposal for funding
- * assign the activity to the correct funding source
- * ensure that the IAA abstract sheet is completed and assigns the IAA number
- * send copies of the IAA abstract sheet to SPA/OTAPS
- * set up a file for the project activity log
- * prepare disbursement documents
- * counsel Volunteers on accountability
- * track project funds
- * monitor project/assures that all documentation is collected
- * prepare quarterly reports for USAID and SPA/OTAPS
- * collect all ACNs and sends copies to SPA/OTAPS
- * assure that all project funds have been properly accounted for
- * at COS of PCVs assures that PCV does not have an on going project

Reporting Requirements

IAAS and ACNS

Once an IAA has been approved a copy of the IAA proposal abstract (see Appendix) should be sent to the SPA Coordinator, SPA/OTAPS. Upon completion of the activity, the PCV and community group should complete a final report or Activity Completion Notification abstract (ACN). A copy of the ACN abstract should also be sent to the SPA Coordinator/OTAPS and to the appropriate office at the USAID mission.

Based on the submission of the IAA abstracts and ACNS, the SPA Program prepares quarterly reports summarizing activities funded and completed to be forwarded to AID/W to meet the program requirements.

Quarterly Reports

On a quarterly basis the Peace Corps post should prepare a status report for all IAAs approved containing: IAA number, Activity Name, PCV name, amount of SPA funds obligated and final expenses for any completed activities that are funded from Purpose Code 28 and 41. This report is sent to the SPA Coordinator, SPA/OTAPS.

Annual Reports

At the end of each fiscal year the Peace Corps Country Director will provide a complete briefing to the appropriate USAID staff regarding the experiences and lessons learned from the SPA activities funded during the previous fiscal year. The purpose of this briefing is to ensure the information obtained from SPA activities is available to USAID for new project development. A summary of this briefing should be forwarded to the SPA Coordinator and the appropriate Regional Director.

Roles and Responsibilities

The following lists responsibilities of key persons involved in the SPA process:

Country Director:

- *prepares the September 30 funding cable with A.I.D.
- *negotiates and signs MOU with USAID
- *includes health statement in agreement if requesting health funds
- *gives final approval to volunteer proposals (IAAs)
- *oversees SPA program
- *delivers annual report to USAID; submits to SPA/OTAPS and Regional Director

Administrative Officer:

- *assures that money is available from appropriate accounts for projects before obligating funds
- *assures that SPA and SPA/Health accounts remain separate
- *uses Purpose Codes for tracking accounts
- *approves use of imprest fund
- *assigns the activity to the correct funding source
- *tracks project funds for projects

APCD or SPA Coordinator:

- *counsels PCVs concerning project design and proposal writing
- *completes IAA abstract sheet (may be done by PCV)
- *assigns IAA number
- *sends copies of the IAA abstract to SPA/OTAPS
- *explains fiscal accountability to PCV
- *collects all ACN abstracts from completed projects and COSing volunteers
- *sets up files and activity log for project
- *tracks project funds
- *if needed requests Technical Assistance including Project Design and Management Workshop
- *monitors project, assures that all documentation is collected and submitted to appropriate persons
- *prepares quarterly reports for USAID and SPA/OTAPS

Peace Corps Volunteer:

- *discusses project with APCD or SPA Coordinator
- *works with community to complete IAA proposal
- *if so directed, completes IAA abstract form
- *completes financial documents as necessary ie. purchase orders
- *monitors project and funds
- *works with community to evaluate the project and complete the ACN abstract before COS

VIII. SPA Technical Assistance

The Technical Assistance PASA available through the SPA program includes:

SPA/TA - Community Development Funds; PC 22

SPA/Health TA - Health Funds; PC 29

SPA/TA funds are available to all posts with a current MOU. The purpose of technical assistance funds is to deliver programming and technical assistance in support of community based development efforts supported by the SPA in-country project activity funds. These activities must lie beyond the primary skills of the participants.

Types of technical assistance specified in the PASA include, but are not limited to:

Project Design and Management Workshops for PCVs and counterparts

Consultancy exchanges between countries

Technical training and programming events

SPA country evaluations

SPA program consultations with PC and USAID staff

These activities must fulfill at least one of the following intents:

Provide in-country and regional training

Use technical assistance resources within the country or region, HCNs when possible

Build long-term, in-country programming and training capacity
Develop skills of PCVs and HCNs to carry out individual activities they have designed or will design after training

Advise on SPA projects and activity design

Take advantage of visits by consultants who could offer technical assistance and whose visits are funded by other sources

These activities should be targeted for:

HCNs, PCVs, PCV counterparts or PC staff

The SPA Program office in the Office of Training and Program Support manages the technical assistance funds. Requests for technical assistance may come from: the field, OTAPS, AID and the regions. The SPA Program office solicits TA requests on a quarterly basis and compiles the requests for review by the review committee composed of AID, region and sector staff. However, requests for technical assistance can be submitted at any time directly to SPA/OTAPS.

Uses of SPA/TA funds

SPA/TA can fund training activities at the community or Peace Corps Volunteer level. SPA/TA can fund Host Country National, third country, or American technical specialists, trainers or programmers to work with communities, Peace Corps Volunteers and Staff in developing and implementing community activities.

SPA/TA has funded consultants to assist in developing opportunities for community self help projects. SPA/TA provides funding to prolong the visit of consultants whose visits were initially funded by other sources to offer technical expertise to communities and Peace Corps Volunteers in SPA activities.

To Request SPA/TA funds

To use SPA/TA funds, the requesting Peace Corps post sends a cable or fax to SPA/OTAPS. (Sample cable formats and TA proposal preparation sheets are found in the Appendix). The proposal must contain adequate technical and budgetary information to allow the Technical Assistance Review Committee to make a decision regarding funding. It must explain the Peace Corps or community contribution to the activity, the proposed schedule, and the names and credentials of the technical specialists or trainers to be used (or the necessary background if OTAPS is to provide the specialist). The proposal must show how the technical assistance will effect the development or implementation of community projects.

Requests for technical assistance are approved by the Technical Review Committee composed of both Peace Corps and A.I.D. representatives. Peace Corps committee members include training officers from the Regions, OTAPS sector specialists and SPA/OTAPS staff. Proposals are considered not only in light of SPA technical assistance guidelines, but also for their technical merit. Care should be taken to ensure that all requests contain the complete range of information outlined in the quarterly technical assistance request cable, a copy of which is included in the appendix to this Handbook. Incomplete proposals are held over by the committee for more information and their approval is thus delayed.

34

TA Approval Criteria

All technical assistance requests will be reviewed against the following criteria by the Technical Review Committee:

1. Activity must be in support of small self-help projects within the broad area of community development.
2. Activity must not be in support of primary job skills development, for example, building teaching skills for teachers or construction skills for construction workers.
3. Activity must not support regularly scheduled (i.e. annual, bi-annual) events in a given country with the exception of the SPA Project Design and Management (PDM) Workshops.
4. Proposal must be technically sound.
5. Activity must include host country nationals and PCV counterparts as primary beneficiaries.
6. When using personal service contractors (PSCs), PC post must strive to use host country national local hire PSCs.
7. If no local hire PSC is available and a US or third country PSC is required, a host country national PSC must be included in the proposed activity to work with the outside consultant so that long-term, in-country programming or training capacity is built.
8. Once a US or third country PSC has provided SPA-funded programming or training assistance to a post for a PDM or other activity, it is expected that the host country national co-trainer for the previous event will be the lead trainer when the same training is repeated at post.
9. Budget must show a reasonable PC post and/or host government agency contribution to the proposed activity. We strongly recommend post cover all PCV and PC staff related costs and clearly demonstrate this in the budget.
10. Activity must be proposed giving a reasonable lead time for review and approval, ideally one quarter in advance of the event.

Those posts not submitting final reports for SPA-funded activities may not receive future TA funding until reporting requirements are met.

Budget Authority

Funding is provided via budget authority, which is transferred by SPA/OTAPS to the Peace Corps post. Budget authority cables provide the Peace Corps post with a purpose code to use when obligating documents. This purpose code must be used in conjunction with the post's location code. This country location code is the same code that is used for all country obligating documents. It is essential to use the correct country code to ensure that Peace Corps/Washington is billing AID in the correct manner.

Technical Assistance Reporting

Each PC post which receives TA under this program is required to submit final programmatic and financial reports to SPA/OTAPS. The final programmatic report will include what was accomplished, what self-help efforts were fostered by TA, recommendations for follow-up, and an evaluation of the provider of the assistance. The final fiscal report will reflect actual expenditures and unused budget authority will be withdrawn.