



**Contract Information Management System  
(CIMS)**

**DIRECT ACTION DATA FORM  
FOR GRANTS & COOPERATIVE AGREEMENTS**

**1. Basic Award Number** 674-0301-G-SS-4011-00

**2. Recipient Name** Apostolic Faith Mission

**3. Award Description** (This description will be seen by high level Agency officials, as well as members of Congress.)  
*The recipient shall develop voter education training programs and activities for approximately 800,000 people.*

**4. Principal Place of Performance**

South Africa

**5. Benefiting Country**

The people of South Africa.

**6. Project Officer**

Office Symbol

GDO/CDD

Name (Last, First)

Wendel, Dennis E.

**7. Grant Agreement Type**

- A. Disaster Assistance
- B. American Schools & Hospitals Abroad (ASHA)
- C. Other Than Those Listed Above
- D. Title XII Authority

**8. Basic Purpose**

- A. Tech. Services to Host Country
- B. Commodities
- C. Train. Services to Host Country
- D. Research
- E. Arch. & Engineering Services
- F. Construction

**7a. Extent Competed**

- E. Competed by the Technical Office
- F. Competed by the Contracting Office
- G. Not competed (unsolicited proposal)
- H. Not competed (predominant capability, etc.)

**9. Taxpayer Identification Number**

N/A

**10. Business Organization Type**

- A. Corporation
- B. Individual
- C. University or College
- D. Historically Black College or University
- E. Educational Organization (other than University or College)
- F. International Center
- G. Research Organization (other than International Center)
- H. Voluntary Organization
- I. Foundation
- J. Hospital
- N. Hispanic American College or University
- Z. Other

**11. If U.S. University, Host Country Institution**

N/A

**12. If obligated amount is in local currency, provide U.S. Dollar amount**

\$127,375

**13.a. Negotiator (Last, First, MI)**

Wendel, Dennis E.

**13.b. Signature**

**14.a. Contract Officer (Last, First, MI)**

Ford, William R.

**14.b. Signature**

**COPY OF AWARD DOCUMENT MUST BE ATTACHED TO THIS FORM**

UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT

USAID/SOUTH AFRICA



Tel: (012) 323-8869

P.O. Box 55380  
Arcadia, Pretoria 0007

Fax: (012) 323-6443

Reverend Errol R. Gradwell, National Coordinator  
The Apostolic Faith Mission Church  
P.O. Box 1131  
Kuilsriver  
Cape Town  
7580

Subject: Community Outreach and Leadership  
Development Project; Grant Agreement with Apostolic  
Faith Mission Church Voter Education Project;  
Agreement No. 674-0301-G-SS-4011-00.

Dear Reverend Gradwell:

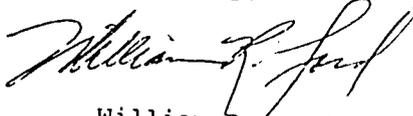
Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, and the South African Transition to Democracy Act of 1993, the Agency for International Development (hereinafter "USAID") hereby enters into this Grant Agreement (hereinafter "Agreement" or "Grant") with the Apostolic Faith Mission Church Voter Education Project (hereinafter "AFM" or the "Grantee") and obligates the sum of \$127,375 to provide support for a program described in Attachment 1, entitled "Schedule," and Attachment 2, entitled "Program Description," of this Agreement.

This Agreement is effective and obligation is made as of the date this letter is signed by an authorized USAID representative. The Agreement and obligation shall apply to commitments made by the Grantee in furtherance of program objectives during the period beginning on the effective date of this letter and ending August 31, 1994.

This Agreement is entered into with the Grantee on the condition that the funds will be administered in accordance with the terms and conditions set forth in Attachment 1, "Schedule," Attachment 2, "Program Description," Attachment 3, "Standard Provisions," Attachment 4, "Disbursement of and Accounting for Agreement Funds," Attachment 5, "A.I.D. Geographic Code 935 List," Attachment 6, "Guidelines for Financial Audits Contracted for by Foreign Recipients," and Attachment 7, "Grantee Certifications". This letter and the seven attachments just described, which have been agreed to by your organization, constitute the Agreement.

We request that you and members of the National Executive Council sign the original and one (1) copy of this letter and then return the original to USAID/South Africa.

Sincerely,



William R. Ford  
(A) Director

Date: 12/29/93

ACKNOWLEDGED AND ACCEPTED:

Apostolic Faith Mission Voter Education Project

\_\_\_\_\_  
By: Reverend Errol Gradwell  
Title: National Coordinator  
Date: \_\_\_\_\_

\_\_\_\_\_  
By: Mr. Barend Petersen  
Title: Treasurer  
Date: \_\_\_\_\_

\_\_\_\_\_  
By: Mr. Trevor Herbert  
Title: Chairman  
Date: \_\_\_\_\_

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions and Additional Provisions as Applicable
4. Disbursement of and Accounting for Agreement Funds
5. A.I.D. Geographic Code 935 List
6. Guidelines for Financial Audits Contracted for by Foreign Recipients
7. Grantee Certifications (Grantee Signatures Required)

FISCAL DATA AND CLEARANCES:

1. Fiscal Data:

Agreement No: 674-0301-G-SS-4011-00

Grantee: Apostolic Faith Mission (AFM)

Appropriation: \* 72-114/51014

BPC: \* GSS4-94-21674-K613

Reservation Control No.: \* B940004

Amount: \$ 127,375 |

Total Project Obligations To Date including Current Grant  
Obligation: \$

Total Project Authorization Amount: \$ 65,000,000

Agreement Completion Date: August 31, 1994

Project Assistance Completion Date (PACD): December 31, 1998

Funds Available: Funds Available WZ

ACCT: \_\_\_\_\_

Date: 12/28/93

2. Clearances for Action Memorandum, Grant Agreement Letter and Attachments 1-7:

Drafted: RMajette, CDD *DW for*

Clearance:

DRathbun: GDO *DRathbun*  
FMangera: PRO *FMangera*  
DKeene: RLA *DK*  
WLivengood: CONT *WL*  
WFord: DD *WF*

**ACTION MEMORANDUM FOR THE DIRECTOR, USAID/SOUTH AFRICA**

DATE: December 21, 1993

FROM: Dennis Wendel, CDD 

SUBJECT: South Africa Community Outreach and Leadership Development Project (674-0301); Apostolic Faith Mission Voter Education Training; Agreement No. 674-0301-G-SS-4011-00.

**I. PROBLEM**

Your approval is required to obligate U.S. \$127,375 of FY1994 funds under the Community Outreach and Leadership Development (COLD) Project (674-0301) through a grant with Apostolic Faith Mission (AFM), as described herein.

**II. AUTHORITY**

Pursuant to Redlegation of Authority No. 452, the Director, USAID/SA, has authority to authorize and execute grants, and amendments thereto, with indigenous non-governmental organizations (NGOs) in an amount not to exceed \$5.0 million per grant.

**III. DISCUSSION**

The Apostolic Faith Mission (AFM) Church was established in South Africa over 90 years ago. It is a member of the Pentecostal Family of Churches, and today, as a national church organization, has a flourishing membership of over 800,000 parishioners divided among its more than 700 congregations. Its headquarters is located in Kuilsriver, Cape Province.

AFM, a member of the South African Council of Churches (SACC), has been very active in the greater South African grassroots community and has responded independently and, where appropriate, cooperatively with similar organizations to provide assistance to the disadvantaged. For example, AFM has provided blankets and clothing for township victims, including the huge Cross Roads area, outside of Cape Town. It has also provided counseling to township residents in violence resolution.

The proposed voter education support activities will build on AFM's extensive, and very structured, network of congregations. It will, through national, regional and local coordination, prepare voters for the first non-racial, national South African election expected on April 27, 1994.

The National Executive Council of AFM will coordinate the training of trainers from the community utilizing existing voter education programs. Trainers from the southern part of the country will be trained at the Center for Development Studies (CDS), University of the Western Cape. Prospective trainers from

the northern part of the country will train in existing programs at Project Vote, Malta Trust or SACC.

AFM will prepare trainers from the community to provide:

- 1) basic civic information about democracy, the role of voting, and accountability systems in democracies;
- 2) explanation of the principles of elections;
- 3) information to voters on how to obtain voter identification cards; and
- 4) training and exposure to mock elections and procedures at polling stations.

AFM will make use of existing voter education materials and expertise from CDS and Project Vote, Malta Trust and SACC. Through this cooperation and sharing of voter education materials, AFM will coordinate voter education nationwide, using its more than 700 congregations.

Discussions were held with AFM's project organizer, Reverend Errol Gradwell, regarding the church's voter education project being open to all faiths. AFM has confirmed both verbally and through a fax, that the project would be open to all, regardless of religious persuasion, and emphasized the fact that the structured network of the church would be an added advantage.

Meetings were held in Capetown with Rev. Gradwell about this issue. A detailed strategy of advertising for members of the community was mapped out which would allow participation of community members regardless of their faith or church membership. Additional information is provided in the Program Description, Attachment 2, to the Grant Agreement.

#### IV. ISSUES

Through the development of this Agreement, the following issues have been identified and addressed as presented below:

A. Action Plan and Strategic Objective(s) - This proposed Agreement was discussed during the FY94 COLD Action Plan review dated December 2, 1994 and approved. The cost of the activity originally discussed at the Action Plan was \$120,181. Through discussions with AFM and a detailed review of the Grant budget requirements, an additional \$7,194 has been planned bringing the total estimated cost of this Grant activity to \$127,375. This activity is consistent with USAID/South Africa's Strategic Objective of politically empowering the disadvantaged community in South Africa and the Strategic Target of preparing for a free and fair election.

B. Grantee's Illustrative Budget and Cost Negotiation - The Community Development Division (CDD) conducted verbal negotiations with AFM to establish its priorities for funding. A cost evaluation included an examination of the proposed salaries which, according to our consultations, are similar to those of equivalent positions in other non-governmental organizations in the same field. In addition to salaries, cost components of the budget include travel and per diem, training, evaluation, administrative support, and a recipient audit. The budget and costs have been reviewed within the Mission as part of the grant approval process and have been determined to be fair, reasonable and allowable for a grant of this nature. The grant file contains sufficient support for this determination.

C. Competitive Procedures or Non competitive Justification Although competition is to be encouraged in the award of grants and cooperative agreements to NGOs (Handbook 13, Chapter 2B), Chapter 2B3a permits exceptions to competition where the proposal "is not solicited by A.I.D." and where the proposal is "unique, innovative, or proprietary and acceptance would be fair, reasonable, and would represent appropriate use of A.I.D. funds to support or stimulate a public purpose." AFM has submitted an unsolicited proposal, and it is the determination of the CDD that the activity is "unique and innovative". AFM provides a unique, inexpensive model of outreach for voter education that can be adapted to virtually any national organization. No other organization has proposed a similar model or outreach program capable of reaching such a large number of people. Because this activity is consistent with USAID program objectives and is so unique and innovative, acceptance of the AFM proposal would be fair and reasonable and would represent an appropriate use of USAID funds.

D. Technical and Management Capability - It is the CDD's determination that the subject organization possesses suitable policies and practices to ensure adequate management of USAID funds provided under the Grant Agreement. This determination is based on discussions with the grantee organization; review of the proposal submitted by the grantee; visits to the office and operating sites of the grantee organization; and experience of the grantee organization with other donors.

E. Financial Management Capability - The AFM Operation Vote activity has been recently formed under the AFM Church and USAID/South Africa does not have a history of financial transactions with either the AFM Operation Vote or the AFM Church. A financial review of AFM Church was conducted on December 17, 1993, by the USAID Financial Analysis Section, which certified that the AFM Church possesses adequate accounting systems, books and records for the administration of this Agreement. Because of the close relationship between the AFM Church and the AFM Operation Vote, the AFM Church has undertaken

to provide accounting services and to develop financial policies for the Operation Vote activity.

F. PVO Registration Determination - The proposed Grantee does not qualify as a Private Voluntary Organization, as defined in A.I.D. Handbook 3, Appendix 4C and 88 State 356010 because AFM does not solicit or receive voluntary contributions funds from the general public.

G. Grantee Contribution - A Grantee contribution (financial and/or in kind) of not less than 25% of total grant project costs has been provided. AFM's vehicles and the use of local churches and staff member's homes as operating sites are examples of their contribution.

H. Sustainability - The voter education and support activities funded by this Grant are not currently planned to continue after the April 1994 election. However a knowledge base will have been developed and the existing structure of support and assistance could be utilized for future local and national elections.

I. Standard Issues

1. Section 611(a) Requirements - Consistent with Section 611(a) of the FAA, adequate technical and financial planning underlie the proposed Agreement and reasonably firm cost estimates have been established. Such planning is evidenced by the Agreement program itself, as described in Attachment 2 of the proposed Agreement, which contains a detailed methodology for implementing Agreement activities and attaining specified Agreement outputs. The Illustrative Financial Plan is based on reasonably firm cost estimates for program activities.

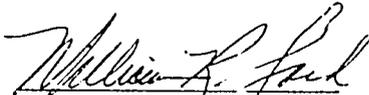
2. Payment Verification Requirements - Payment verification requirements for the Grantee are satisfied by: (a) the specification of financial management and reporting procedures in the attached Agreement; (b) the certification by the USAID Controller of the recipient organization's ability to handle initial Agreement disbursements; and (c) provision in the proposed Agreement for annual audits of use of Agreement funds.

3. Recurrent Costs - Donor financing of recurrent costs, such as salaries, allows the Grantee to provide an essential service that is unmet by the public sector and, due to the limited income of the beneficiaries, cannot be met through normal market channels. Recurrent cost assistance in such cases is justified under category 2 of USAID's Recurrent Cost Policy. The "design considerations" outlined in this policy document have been taken into consideration in the design and negotiation of this Agreement.

4. Selection of a Grant as the Assistance Instrument -- It is the determination of the CDD that, in accordance with Handbook 13, Chapter 6, a grant is the appropriate assistance mode to be utilized, as A.I.D. is not procuring goods or services and does not require a substantial degree of operational control or involvement in project implementation. The attached document is, in form and substance, a grant as defined by A.I.D.

V. RECOMMENDATION

It is recommended that, pursuant to your authority under Redlegation of Authority No. 452, you: (1) approve noncompetitive selection in accordance with the justification provided above; (2) authorize the proposed Agreement to the Apostolic Faith Mission Church Voter Education Project by signing below; and (3) execute said Agreement, as attached, by signing on the appropriate page and line as indicated.

Approved:   
William R. Ford  
(A) Director, USAID/SA

Disapproved: \_\_\_\_\_

Date: 12/29/93