

FUDAM 11

1. INITIAL STARTING DATE (Mo., Day, Yr.)	<b>PASA</b> <b>PARTICIPATING AGENCY SERVICE AGREEMENT</b> <b>BETWEEN THE AGENCY FOR INTERNATIONAL</b> <b>DEVELOPMENT AND</b> <b>PEACE CORPS / UPPER VOLTA</b>	6. <input checked="" type="checkbox"/> PASA ORIGINAL <input type="checkbox"/> PASA AMENDMENT
2. PROJECTED COMPLETION DATE (Mo., Day, Yr.) 2 yrs from start date		7. PASA NUMBER 686-0259-P-7A-3001-01
3. CATEGORY <input type="checkbox"/> TDY <input type="checkbox"/> ASSIGNED		8. COUNTRY/AID/M OFFICE Upper Volta
4. DURATION OF FUNDING <input checked="" type="checkbox"/> CURRENT YEAR <input type="checkbox"/> FORWARD FUNDING		5. PROJECT NO. AND TITLE 686-0259 Small Project Assistance Program
		10. YEAR FY 19 <u>83</u>

11. FUNDING				
A. CITATIONS	(1) APPROPRIATION NO. 72- 11X1072	(2) ALLOTMENT NO. GSHX-83-21686-KG13	(3) PID/T/OBLIGATION NO. 83 STATE 028622	
B. AMOUNT	(1) INITIAL OR CURRENT 40,000	(2) CHANGE (+ OR -)	(3) NEW TOTAL 40,000	
C. TOTAL PROJECT COSTS	(1) PRIOR YEARS (FOR CONTINUOUS PROJECTS)	(2) FUTURE YEARS (INCLUDE CURRENT FUNDING BLOCKS B(1) OR B(3))	(3) ESTIMATED TOTAL	
D. PRINCIPAL COST COMPONENTS (BLOCK B)	(1) SALARIES, DIFFERENTIAL AND BENEFITS NA	(2) TRANSPORTATION INCLUDING PER DIEM NA	(3) MISCELLANEOUS 40,000	(4) OVERHEAD NA
E. SUPPLEMENTAL AID SUPPORT	(1) INITIAL OR CURRENT	(2) CHANGE (+ OR -)	(3) NEW TOTAL	

12. STATEMENT OF PURPOSE

A. Small Project Assistance (SPA) Program The purpose of the SPA Program is to finance small village level activities by Peace Corps ("PC") Volunteers selected by the PC Principal Country Representative in Upper Volta. The program is designed to encourage and support self-help efforts by local communities by funding projects directly.

B. Governing Provisions. The Peace Corps agrees to provide the services outlined in Block 12 in accordance with Appendix A, "Memorandum of Understanding between AID and the PC on the Use of Small Project Assistance ("SPA") Funds, dated January 28, 1983, Appendix B and the "SPA Program Guidance and Procedures dated January 28, 1983 (Appendix C),

13. GOVERNING PROVISIONS: PURSUANT TO THE GENERAL AGREEMENT DATED see Block 12 B BETWEEN AID AND THE Peace Corps, THE AGENCY NAMED ABOVE AGREES TO PROVIDE THE SERVICES OUTLINED IN BLOCK 12 AMPLIFIED AS NEEDED BY APPENDIX A UNLESS OTHERWISE AUTHORIZED BY AID. ALL SERVICES SHALL BE OF U.S. ORIGIN ANY APPENDICES ATTACHED HERETO ARE CONSIDERED PART OF THIS P.A.S.A.

14. SIGNATURES

NAME: <u>Carroll J. Bouchard</u>	NAME: <u>Emerson J. Melaven</u>
TITLE/OFFICE: <u>Peace Corps Country Director</u>	TITLE/OFFICE: <u>CHIEF, PARTICIPATING AGENCY BRANCH CONTRACT MANAGEMENT/AID</u>
DATE: <u>March 23rd, 1983</u>	DATE: <u>March 23rd, 1983</u>

15. APPENDICES

APPENDIX A - SCOPE OF WORK  
 APPENDIX B - BUDGET PLAN  
 OTHER/REFERENCE see Block 12, B

16. NEGOTIATING OFFICERS

AID: \_\_\_\_\_  
AGENCY: \_\_\_\_\_

AID 2-2 (11-78)

Funds Available: OFM: JCStanford [Signature] for JCS

Small Project Assistance Program

Country Agreement

(686-0259)

Approval Process and Financial Procedures

A. Approval Process

Responsibility for the selection of SPA activities is vested in the Peace Corps Director, Upper Volta. Once activities have been selected, the Peace Corps Director will transmit one (1) Individual Activity Agreement (IAA) per activity to the USAID Project Officer. The USAID Project Officer will signify approval of the activity by signing in block H "Concurrences" of the IAA cover sheet. The IAA will then be sent to the USAID Director for signature and returned to the Peace Corps Director for signature.

In the event the proposed activity poses potential adverse environmental effects or is of questionable technical feasibility, the USAID Project Officer will refer the IAA to an ad hoc USAID review committee consisting of the Program Officer, Deputy Director and/or Director, and other USAID technical experts as necessary and appropriate (i.e., Environmental Officer, Agricultural Development Officer, Engineer, etc.). The USAID Project Officer will contact the Peace Corps Director in the event questions of this nature arise.

B. Financial Procedures

It is assumed activities under this grant will be centered in rural areas. Experience has shown rural vendors will not accept payment by check, and rural organizations generally do not have adequate financial management capability. Therefore, USAID funds will only be released to the Peace Corps Office in Ouagadougou, which will be the accountable office. No Small Project Assistant Program funds will be released to the GOUV.

Funds will be advanced by USAID against approved project activities. Advances will be requested by Peace Corps on a standard form 1034 and will normally be limited to estimated requirements for 90 days. Advances will be liquidated against vouchers submitted on Standard Form 1034 covering actual costs incurred for each activity accompanied by certified financial reports. Any advances outstanding after completion of an activity will be promptly returned to USAID.

Accounting records will be maintained by the Peace Corps office in Ouagadougou. These records will reflect the current financial status of each activity and will be supported by original documentation on file in the Peace Corps office. These records will contain all details for each activity including, but not limited to, status of advances from USAID, status of advances to Peace Corps volunteers for project implementation, and actual disbursements evidenced by receipts. Cash will be reconciled monthly with the status of advances. This reconciliation will be certified by a responsible Peace Corps official and a copy submitted to USAID. USAID will

provide any necessary assistance in the design of the financial records and reports.

C. Other Provisions

1. Individual Activity Agreement Supplement. Peace Corps agrees to provide the following supplemental information to USAID at the time of submission of the IAA: brief discussions of the technical feasibility including a description of the technology and any specialized technical skills or assistance to the activity; the beneficiaries (including a discussion of the village group itself and the role of women, if any); and the sustainability of the activity, e.g., what will be in place upon completion of the activity which will require maintenance, continued technical assistance, and how such support will be assured. Finally, each IAA submitted to USAID shall indicate the concurrence of the area's sous-prefet or prefet.

2. Reporting. In addition to the Activity Completion Notification report specified in Article II.F.2 of Appendix C to this Agreement, Peace Corps agrees to furnish USAID/Upper Volta with a brief report on the status of each individual activity approximately one year following the activity's completion.

3. Marking: Peace Corps agrees that each activity site will be appropriately identified as being assisted with a contribution from the United States of America (or Peace Corps, or A.I.D.).

4. Commodity Restrictions: a. Commodities and services must have their source and origin in Free World countries. A definitive list of non-Free World countries is available at USAID. In the event any one commodity transaction in excess of \$5,000 is contemplated, special source and origin rules apply and AID should be consulted, b. Special statutory and/or regulatory restrictions cover the following categories of commodities. Prior to receiving an IAA, the AID project officer should be consulted.

Agricultural commodities

Motor vehicle (including mopylettes)

Pharmaceuticals

Pesticides

Rubber compounding chemicals and plasticizers

Used equipment

U.S. Government-owned excess

Military equipment

Surveillance equipment

Commodities related to police or law enforcement activities

Abortion equipment

Luxury goods and gambling equipment

Weather modification equipment

5. A.I.D. Staff Assistance. In addition to the financial management assistance cited above, AID agrees to provide, on an as available basis, the services of its staff, e.g., engineers, environmentalists, agriculturalists, to assist the Peace Corps in the design, implementation, and evaluation of the individual activities financed under this agreement.

MEMORANDUM OF UNDERSTANDING  
BETWEEN THE AGENCY FOR INTERNATIONAL DEVELOPMENT (AID)  
AND THE PEACE CORPS  
ON THE  
USE OF THE SMALL PROJECT ASSISTANCE (SPA) FUNDS

I. The purpose of this Memorandum of Understanding (MOU) between the Peace Corps (PC) and the Agency for International Development (AID) is to define the procedures under which SPA funds will be provided by AID to finance small village-level activities developed by Peace Corps Volunteers and selected by PC Principal Country Representatives in countries where PC & AID both have programs. The program is designed to encourage and support self-help efforts by local communities by funding projects directly.

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"). AID/W has redelegated this authority to each AID principal officer in the participating countries to obligate up to \$40,000 in any given fiscal year for SPA activities. Individual activities must meet the criteria set forth in this document and have an estimated cost of no more than \$10,000 within the \$40,000 per year limit.

III. RESPONSIBILITY

Responsibility for the selection of SPA activities is vested in the principal Peace Corps officer in the country. A process for approval of SPA activities is to be determined jointly by the principal AID officer and the principal Peace Corps officer in each country. The extent of involvement of the AID Mission in the approval process is left to the mutual agreement of the principal AID and PC officers in each country. AID and PC Washington are prepared to accept delegation of the approval authority to the principal PC officer in each country if this is deemed appropriate. In keeping with the intent of this program, all efforts should be made to keep the period between selection by the principal Peace Corps officer and final approval of any given SPA activity to less than one month.

No SPA funds may be used to finance any administrative costs or overhead expenses of the Peace Corps or AID.

#### IV. SCOPE

The SPA program is experimental in nature and consists of two parts:

A. AID will make available in FY '83 and FY '84, subject to availability of funds and the mutual agreement of the parties to proceed, a Special Project Fund of \$40,000 to each of a number of designated countries in which Peace Corps and AID currently operate. From this Fund, amounts, not to exceed \$10,000 for any single activity, will be used to fund development efforts in the broad areas of food, energy, competitive enterprise development, and/or income-generating activities.

B. Through an AID/Washington-funded PASA, AID will reimburse the Peace Corps/Washington in amounts up to \$395,000 to enable Peace Corps to provide technical and programming assistance to activities supporting the SPA Fund.

#### V. IMPLEMENTATION

A. General Authority: The SPA will be undertaken pursuant to existing AID Bilateral Agreements or Country Agreements with cooperating governments. However, to ensure that recipient country governments have adequate notice of the program, the principal AID officer will be responsible for informing the appropriate host government officials about the program. If individual activity approval by the host government is necessary, the principal AID officer and the principal PC representative shall make arrangements to expeditiously discharge this responsibility.

B. SPA Program Country Agreement: Each AID principal officer should undertake to negotiate a SPA Program Country Agreement with the PC representative which will serve as the obligating document of the total \$40,000 fund. The SPA Program Country Agreement will establish operating and financial procedures required to implement the SPA program. The SPA Program Country Agreement should be cleared by the USAID Controller designated for the particular country to ensure that provisions are made to comply with cash management procedures, proper documentation of expenditures, etc.

C. Activity Identification: Activity may be identified by Peace Corps Volunteers, PC or AID overseas staff, or the staffs of PC's Office of Program Development and its three regions or AID's Office of Multisectoral Development, Science & Technology Bureau.

D. Activity Proposals: Activity proposals shall in all cases be developed by Peace Corps Volunteers in conjunction with local groups and will be selected by the PC principal officer.

E. Approval Criteria: Activities selected by the PC principal officer must meet the following requirements:

1. The activity must be scheduled for completion within one year of its commencement.
2. The estimated contribution of SPA Funds toward completion of the activity must not exceed \$10,000.
3. It must involve development in the broad areas of food, energy, competitive enterprise development, and/or income-generating activities.
4. It must not encourage reliance on U.S. assistance.
5. The activity must be conceived and implemented in conjunction with a local community organization or group.

F. Individual Activity Agreement (IAA): The Peace Corps will provide the AID Mission with an IAA for each activity which will incorporate the activity proposal. The IAA will be signed by the representative of the local organization benefiting from the activity who will be responsible for receipt and expenditure of the funds and the Peace Corps Volunteer.

G. Technical Assistance: PC/W, through a PASA with AID/W, will provide programming and technical assistance to PC Volunteers to facilitate the development and implementation of community-based projects supported by the SPA fund.

H. Reporting Requirements: PC will provide AID with such program and financial reports at such intervals as are agreed upon by the parties. Such reports shall include a completion report for each IAA and quarterly reports summarizing the status of SPA programs in participating countries. At the end of each fiscal year, the principal Peace Corps officer will brief the appropriate local USAID staff regarding the experience and lessons learned from the SPA activities funded during the previous fiscal year. A summary of this briefing should be forwarded to the Technical Assistance Coordinator and the appropriate PC Regional Director. The purpose of this briefing is to ensure that the information obtained from SPA activities is available to the USAID for new project development.

I. Evaluation: AID in conjunction with PC shall perform an evaluation of the effectiveness of the SPA program during the second quarter of FY 1984. The evaluation team shall include staff representatives from each agency.

## VI. ESTIMATED COSTS

The estimated cost of the MOU to AID is \$2.05 million per year in FY '83 and FY '84. Continuation of the program in FY '84 is subject to the appropriation of funds and the mutual agreement of both parties to continue. Subject to the appropriation of funds and the mutual agreement of both parties to continue the SPA Program beyond FY '84, the Peace Corps agrees to assume the costs of the provision of technical assistance and coordination.

## VII. PERIOD OF PERFORMANCE

This MOU shall be effective upon signature and shall continue in effect until terminated upon thirty (30) days written notice of one party to the other.

/s/

Loret Miller Ruppee  
Peace Corps Director

/s/

M. Peter McPherson  
AID Administrator

January 28, 1983

Date

January 28, 1983

Date

**SMALL PROJECT ASSISTANCE PROGRAM**  
**Guidance and Procedures**

**1/28/83**

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SMALL PROJECT ASSISTANCE (SPA) PROGRAM:  
GUIDANCE AND PROCEDURES

I. Overview

The SPA Program consists of two parts: a Small Project Assistance Fund of up to \$40,000 for each selected country in which both AID and Peace Corps operate (see Attachment A), and a \$395,000 Participating Agency Service Agreement (PASA) with Peace Corps to provide technical and programming assistance in support of the SPA Fund.

The SPA Program is similar in concept to the Special Development Activities Program which has operated in Latin America and Caribbean countries since 1964, the Special Self-Help Program which has operated since 1965 in African countries, and the Accelerated Impact Program which has operated in Asia since 1979.

The intent of this funding mechanism is to finance quickly, with a minimum of red tape, small "self-help" activities which will have immediate impact at the community level. The SPA Program will utilize Peace Corps Volunteers (PCVs) working in conjunction with community groups in the identification and implementation of these activities. This approach will enhance the local self-help efforts by combining the PCV's knowledge of local conditions and established working relationships at the community level with AID resources. The activities funded under this program will be in the broad areas of food, energy and competitive enterprise and/or support a productive income generating activity.

II. Small Project Assistance Fund

A. Authority

SPA projects are authorized by and must be conducted within the terms of the Foreign Assistance Act of 1961, as amended (the "FAA"). AID/W has re delegated this authority to each AID Principal Officer, in the participating countries to obligate up to \$40,000 in any given fiscal year for SPA activities. Individual activities must meet the criteria set forth in this document and have an estimated cost of no more than \$10,000.

**B. Responsibility**

1. Selection. Responsibility for the selection of SPA activities is vested in the principal Peace Corps officer in the country.

2. Approval. A process for approval of SPA activities is to be determined jointly by the principal AID officer and the principal Peace Corps officer in each country. The process is left to the mutual agreement of the principal AID and PC officers in each country. In keeping with the intent of the program, all efforts should be made to keep the period between selection by the principal Peace Corps officer and final approval of any given SPA activity to less than one month.

3. Obligation. Funds will be obligated by the AID Mission.

In order to reduce administrative burden and address implementation procedures an annual SPA Program Country Agreement will be executed between the principal AID and PC officials. This agreement will serve as the obligating document for AID for the total annual program and outline to the extent feasible the administrative and financial procedures to be used during the implementation of the SPA program. The Agreement must be cleared by the designated Controller for fund availability and to ensure that provisions are included to comply with cash management procedures, disbursement arrangements, proper documentation for expenditures, reporting, etc. The agreement should provide for an implementation period of not more than two years. A sample SPA Program Country Agreement is found at Attachment B.

No SPA funds may be used to finance any administrative costs or overhead expenses of the Peace Corps or AID.

**C. Criteria for Selection of SPA Activities**

The Criteria set forth below are to assist the principal Peace Corps officer in selecting suitable SPA activities for implementation.

1. The activity must be scheduled for completion within one year of its commencement.

2. The estimated contribution of SPA Funds toward completion of the activity must not exceed \$10,000.

3. It must involve development in the broad areas of food, energy, competitive enterprise development, and/or income generating activities.
4. It must not encourage reliance on U.S. assistance.
5. The project must be conceived and implemented in conjunction with a local community organization or group.

D. Limitations on SPA Funds

Although considerable effort has been made to minimize the administrative burden, it should be recognized that legislative and regulatory requirements govern the use of foreign assistance funds and cannot be disregarded. SPA funds are subject to the same restrictions as other appropriated funds. While it is not possible to list all of those activities for which SPA funds may not be used, experience has shown that the most common types of activities for which SPA funds cannot be used are as follows:

1. costs associated with administration of SPA activities incurred by Peace Corps, AID or the cooperating community organization or group;
2. assistance to organizations to promote or conduct religious activities or construct religious facilities; however, many religious organizations sponsor and supervise local community activities which serve community needs rather than religious purposes. Such activities may receive SPA assistance provided they meet SPA criteria;
3. financing of police, military activities or prison programs;
4. purchase of ineligible commodities set forth in Handbook 15, Chapter 286; and
5. support of educational or other facilities used in significant part by U.S. employees or their dependents.

E. Funding Restrictions

Between the criteria and limitations on the use of SPA funds, there are several types of activities which may or may not be undertaken, depending on the nature of the activity. Those arising most often are as follows:

1. Training: Training would not normally meet the SPA criteria because only a very limited number of people benefit directly from such training. However, providing or financing the practical training costs of a local official, of a community member or of a PCV SPA project manager as an integral part of an overall local community development program could be a legitimate SPA activity. In such cases, the potential multiplier effect is to be the determining factor in deciding whether or not such proposal generally meets the SPA criteria.
2. Personal Services: The financing of personal services is normally discouraged. However, financing the personal services of a local artisan or a local professional in certain cases may enhance the success of a SPA activity. The securing of such personal services must be restricted to a local source or, at most, must be from within the cooperating country. These services are to be short-term normally, for example, 90 days or less.
3. Vehicles: Under most conditions, SPA funds are not to be used to purchase vehicles. However, there may be times when a SPA activity may legitimately require the purchase of a vehicle (e.g., a vehicle to enhance a small farm to market activity). All activity proposals involving the purchase of a vehicle must be submitted to AID/ST/MD for approval.
4. Transportation Costs: SPA funds may be used to finance all transportation costs connected with commodities procured for uses in SPA activities, except costs for ineligible transportation media (e.g., Soviet Bloc and proscribed ships). Inland transportation costs are considered to be a legitimate cost component of commodity procurement.
5. Procurement: Most procurement source requirements are waived as set forth in AID Handbook 1, Chapter 16 - Supplement B.

F. Activity Selection, Approval and Reporting

1. Individual Activity Agreement

The Peace Corps Volunteer, in conjunction with a local group, submits to the principal Peace Corps Officer a proposal following the format of an Individual Activity Agreement (see Attachment C). The proposed IAA should provide sufficient information to assess project suitability and include the following elements:

- a. Cover Sheet which includes:
  1. Simple budget.
  2. AID accounting data: appropriation, budget allowance, IAA and project numbers.
  3. Maximum dollar amount of the U.S. grant.
  4. Activity implementation period.
  5. Terminal date for issuing implementing documents.
  6. Authority under which the IAA is executed, i.e., the date of the Bilateral or Country Agreement between USG and host country and the FAA 1961, as amended, and the SPA Program Country Agreement.
  7. Authorized local organization and USG signatures and concurrences as required.
- b. The Agreement text which includes:
  1. A brief description of the activity.
  2. The expected specific impact and how the impact will be observed and measured, including estimated number of beneficiaries.
  3. The amount of financing from the U.S. government expressed in dollars and a description of what the funds will finance. A simple budget, in local currency, showing items to be purchased should be attached as part of the Cover Sheet.
  4. A statement of the contribution from the local community or organization in terms of work, commodities or funds.

5. A statement of technical assistance requested under the Peace Corps PASA, where applicable.
6. The dates on which implementation is expected to begin and end.
7. The name of the Peace Corps Volunteer and/or the individual in the local organization or community either of whom will monitor project implementation and expenditure of funds.

If the proposal is selected for funding by the principal Peace Corps officer it is his/her responsibility to obtain concurrence of the principal AID officer as required. An IAA bearing the signatures of authorized representatives of the local group, and on behalf of the USG, the principal AID or PC Officer, or their designees as required will constitute authority to begin implementation unless the cooperating government requires specific additional local clearance or authorization. If IAA approval by the host government is necessary, the principal AID and PC officers shall make arrangements to expeditiously discharge this responsibility.

2. Activity Completion Notification (ACN)

When the activity is completed the Peace Corps Volunteer submits an ACN to the principal Peace Corps officer. The ACN is a brief written notification indicating that the activity has been completed and the extent to which the activity's purpose was fulfilled. In those cases when the PCV fails to provide such notification, the principal Peace Corps officer him/herself is to provide a memo to the file stating these circumstances and indicating completion of the activity on the basis of whatever information is available (e.g., a visit to the activity by a U.S. official, etc.).

3. Distribution of IAA and ACN

Copies of the executed IAA and ACN should be distributed as follows:

- a. USAID Mission
- b. Local Peace Corps Office

- c. Implementing Organization
  - d. Peace Corps/Washington, Office of Program Development and Regional Directors
  - e. Cooperating Government - when required by protocol
4. Reporting: Based on the submissions of the IAAs and ACNs, the Technical Assistance Coordinator in Peace Corps' Office of Program Development will prepare SPA quarterly reports summarizing activities funded and completed to be forwarded to AID/Washington, S&T/MD in order to meet both program and Congressional Presentation requirements.

At the end of each fiscal 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 previous fiscal year. The purpose of the briefing is to ensure that the information obtained from SPA activities is available to the USAID for new project development. A summary of this briefing should be forwarded to the Technical Assistance Coordinator and the appropriate PC Regional Director. The Technical Assistance Coordinator will provide copies of the annual SPA country briefing to AID S&T/MD.

## G. Financial Accounting

### 1. Obligational Authority

The Assistant Administrator of each AID Regional Bureau or his designee advises the local AID Representative of the funding limitations established for each fiscal year. An advice of Budget Allowance will be issued to the principal AID official in the country in accordance with these limitations. After issuance of the advice of Budget Allowance and within funding limitations an AID/PC agreement may be negotiated.

### 2. Accounting Station

The official accounting station for the SPA funds is the Controller's Office of the local AID Mission. Budget Allowance and project accounting records are to be maintained by the local AID Mission to meet regulatory accounting and reporting needs. See attached list of designated official accounting stations for each country.

3. Project Number

The project number is composed of a three-digit country code and a four digit sequential serial number. (See attached list of designated Project Numbers, Attachment E.)

4. Individual Activity Agreement Number

Each activity financed with SPA funds must be assigned a serial control number that will identify the fiscal year in which the activity is financed, the three digit country code, and a sequential IAA control number assigned from 001 through 999 for agreement executed during the fiscal year. The system of numbering is as follows:

Fiscal Year Indicator	3
Country Code per HB 18, Attachment C to Appendix D	879
Sequential Control Number Assigned by Post to each IAA issued during the Fiscal Year	001

5. Implementation Action Documents

To implement the provisions of each IAA, the PC will prepare and/or process appropriate documents (purchase orders, requisitions, vouchers, etc.) to procure 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 IAA control number from A to Z.

6. Activity Log

Upon execution of an IAA, the Activity Log, a sample of which is given as Attachment D, is established and filed in the appropriate SPA Activity folder located at the PC Office. 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 computed balance of the agreement remaining to be implemented. A brief note as to the purpose of the implementation action document may be included.

7. Budget Allowance and Project Accounting

The Controller's Office in the local AID Mission maintains an account of the Budget Allowance made to SPA activities. Funds used for SPA activities, which are encompassed under AID's technical assistance program, are subject to project accounting requirements as an integral element of control in the Agency's financial management program.

The local AID Mission will be responsible for instructing the project representative as to accountability for funds, proper documentation required to substantiate procurements, and accounting procedures.

AID and Peace Corps in the field should establish a simple, mutually acceptable accountability procedures.

A. Types of disbursements that might be provided for could include:

1. Direct Payment. For major project purchases, direct payment to vendors or suppliers should be made by check by the local USAID whenever practicable.

2. Grants to Local Organizations. If the local organization has the necessary financial management capability, grant funds may be disbursed directly to the local organization either on an advance or reimbursement basis. In many cases, an advance may be necessary. It may be necessary to establish a project account at a local bank to provide a suitable accounting mechanism. It may also be necessary to require the Peace Corps Volunteer to approve all disbursements from account.

3. Disbursement to Peace Corps Volunteers. This method should only be used where the local organization has no financial management capability.

In all cases the following simple procedures should be followed:

1. Vouchers should be obtained from vendors whenever possible. Vouchers should be legible and preferably in English and contain name of vendor, name of purchaser, date, each item purchased, cost per item and total amount.
2. 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 vendor/laborer if possible.
3. 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. Final report should contain total amount of vouchers/receipts, and amount of funds being

### III. Technical Assistance PASA

#### A. Objective

To ensure maximum benefit from the Small Project Assistance Fund through PASA # \_\_\_\_\_ between AID and Peace Corps, the AID Office of Multisectoral Development, Science and Technology Bureau (S&T/MD) is providing \$395,000 to the Peace Corps Office of Program Development (OPD) to deliver programming and technical assistance to the Peace Corps field staff in support of village-based development efforts supported by the SPA Fund. The AID Office of Multisectoral Development (S&T/MD) in the Science and Technology Bureau will provide guidance to OPD in the use of the PASA grant funds.

#### B. Scope of Work

1. Technical Assistance will be provided by OPD through two complementary avenues:
  - a. Project Consultation - OPD Sector Specialists or designated consultants will respond to proposed initiatives by offering assistance in the identification and focus of small village-based projects; and/or

- b. Technical Training - OPD Sector Specialists or designated training consultants will offer short-term targeted training to PCVs and host country counterparts as needed to move a small project from the design stage to implementation.
2. Identification of the need for technical assistance may emanate from the following sources:
    - a. Field Requests - Peace Corps overseas staff may request project consultation or technical training assistance. AID field staff should make requests for technical assistance for SPA projects through the local Peace Corps staff.
    - b. OPD Initiative - As a result of its ongoing function as Peace Corps' program development unit, OPD Sector Specialists may recommend and deliver programming and training assistance in order to stimulate and/or support field-based small project development.
    - c. AID Office of Multisectoral Development Initiative - As a result of its ongoing function within AID, OMD staff may recommend to OPD, field projects involving PCVs. Such projects may require OPD programming and/or technical training assistance in conjunction with the use of small project funds.

Technical assistance will be given to those projects which fall under the broad categories of Food, Energy or Competitive Enterprise Development, consistent with the current focus of both agencies' development efforts.

3. Evaluation

Recognizing the experimental nature of this collaborative mechanism, AID in conjunction with Peace Corps will perform a preliminary evaluation of the effectiveness of the SPA program during the 2nd quarter of FY 1984. This evaluation will determine the value of and subsequent emphasis, if any to be placed on this activity. The evaluation team will include staff representation from both agencies. The evaluation will:

- a. Examine the scope and effectiveness of small projects funded;

- b. Examine the scope and effectiveness of technical assistance delivered to the field;
- c. Examine the cost-effectiveness and management efficiency of the collaborative funding mechanism;
- d. Examine the expected specific impacts of individual activities in terms of their actual, measured impacts; and
- e. Recommend a subsequent funding level and any changes in the approval process for the funding mechanism.

**C. Reporting**

The Technical Assistance Coordinator in Peace Corps' Office of Program Development will provide a summary of technical assistance delivered under the SPA program as a copy of the SPA Quarterly Report at the end of each quarter to the AID Office of Multisectoral Development which will provide copies to the AID Regional Bureaus and the PC Coordinator.

**D. Estimated Cost**

The estimated cost of this Technical Assistance PASA to AID is \$395 thousand per year in FY '83 and FY '84. Subject to the appropriation of funds and the mutual agreement of both parties to continue the program beyond FY '84, the Peace Corps agrees to assume the costs for the provision of technical assistance and coordination.

Initial Starting Date  
(Mo., Day, Yr.)

SAMPLE SPA Program Country Agreement  
PASA

ATTACHMENT B  
 PASA ORIGINAL  
 PASA AMENDMENT

**PARTICIPATING AGENCY SERVICE AGREEMENT**  
BETWEEN THE AGENCY FOR INTERNATIONAL DEVELOPMENT

Projected Completion Date  
(Mo., Day, Yr.)  
2 yrs from start date

Category  
 TDY  ASSIGNED

Duration of Funding  
 CURRENT YEAR  
 FORWARD FUNDING

5. Project Number and Title

AND  
Peace Corps/ \_\_\_\_\_  
(Country)

7. PASA Number  
8. Country/AID/W Office

9. Type  
 GRANT  
 LOAN  
 COUNTRY FINANCED  
10. Year  
FY 19 \_\_\_\_\_

**11. FUNDING**

A. CITATIONS	(1) Appropriation Number	(2) Allotment Number	(3) PIO/T/Obligation Number	
	72-			
B. FOR PARTICIPATING AGENCY	(1) Initial or Current NA	(2) Change (+ or -) NA	(3) New Total NA	
C. RETAINED FOR AID DIRECT DISBURSEMENT	(1) Initial or Current 40,000	(2) Change (+ or -) NA	(3) New Total 40,000	
D. TOTAL AMOUNT OBLIGATED (Blocks B + C)	(1) Initial or Current 40,000	(2) Change (+ or -) NA	(3) New Total 40,000	
E. PRINCIPAL COST COMPONENTS OF (Block B)	(1) Salaries, Differential and Benefits NA	(2) Transportation Including Per Diem NA	(3) Miscellaneous 40,000	(4) Overhead NA

12. Statement of Purpose

A. Small Project Assistance (SPA) Program. The purpose of the SPA Program is to finance small village level activities by Peace Corps ("PC") Volunteers and selected by the PC Principal Country Representative in (country). The program is designed to encourage and support self-help efforts by local communities by funding projects directly.

B. Governing Provisions. The Peace Corps agrees to provide the services outlined in block 12 in accordance with Appendix A, the "Memorandum of Understanding between AID and the PC on the Use of Small Project Assistance ("SPA") Funds," dated January 28, 1983, (Appendix B) and "SPA Program Guidance and Procedures" (Appendix C).

13. GOVERNING PROVISIONS: Pursuant to the General Agreement dated See Block 12, B between AID and the Peace Corps, the Agency named above agrees to provide the services outlined in Block 12 amplified as needed by Appendix A, unless otherwise authorized by AID, all services shall be of U.S. origin. Any appendices attached hereto are considered part of this PASA.

4. Signatures

NAME \_\_\_\_\_  
TITLE/  
OFFICE Peace Corps Country Director  
DATE \_\_\_\_\_

NAME \_\_\_\_\_  
TITLE/  
OFFICE Principal AID Representative  
DATE \_\_\_\_\_

15. Appendices

- APPENDIX A - SCOPE OF WORK
- APPENDIX B - BUDGET PLAN
- APPENDIX C - USE OF AID PERSONNEL/FACILITIES
- APPENDIX D - SUBCONTRACTING
- OTHER/REFERENCE See Block 12, B

16. Negotiating Officers

AID: CM/SOD/IIA - \_\_\_\_\_  
AGENCY: \_\_\_\_\_

AID-Peace Corps  
Small Project Assistance Program  
FY 1983

COUNTRY LISTING/ACCOUNTING STATIONS

<u>ASIA</u>	<u>AFRICA</u>	<u>LAC</u>	<u>NE</u>
Fiji/ Manila	Botswana/ Gaborone	Belize/ Tegucigalpa	Morocco/ Rabat
Kiribati (Gilbert), Manila	Cameroon/ Yaounde	Costa Rica/ San Jose	Tunisia/ Tunis
Nepal/ Kathmandu	CAR/ Yaounde	Dominican Rep./ Santo Domingo	Yemen/ Sana'a
Papua New Guinea/ Manila	Gambia/ Banjul	Eastern Caribbean/ Bridgetown	
Philippines/ Manila	Ghana/ Accra	Ecuador/ Quito	
Solomon Islands/ Manila	Kenya/ RFMC-Nairobi	Guatemala/ Guatemala City	
Thailand/ Bangkok	Leostho/ RFMC-Nairobi	Honduras/ Tegucigalpa	
Tonga/ Manila	Liberia/ Monrovia	Jamaica/ Kingston	
Western Samoa/ Manila	Malawi/ RFMC-Nairobi	Paraguay/ Asuncion	
	Mali/ Bamako		
	Mauritania/ Nouakchott		
	Niger/ Niamey		
	Senegal/ Dakar		
	Sierra Leone/ Abidjan	<u>AFR Cont.</u> Togo/ Abidjan	
	Swaziland/ RFMC-Nairobi	Upper Volta/ Ouagadougou	
	Tanzania/ RFMC-Nairobi	Zaire/ Kinshasa	

**SAMPLE: SPA Program Country Agreement**

**APPENDIX A**

**Approval Process and Financial Procedures**

**A. Approval Process**

To be determined at country level.

**B. Financial Procedures**

To be determined at country level consistent with USAID and PC financial management guidelines for such projects.

**APPENDIX B**

**Attach the MOU between AID and PC on the Use of the Small Project Assistance ("SPA") Funds dated January 28, 1983.**

**APPENDIX C**

**Attach the SPA Program Guidance and Procedures.**

S A M P L E I A A

Cover Sheet

A. Total Budget Request (Detailed budget is attached as annex 2) U.S. \$ 2,018 = Local Currency 2,099 \$ F

B. A.I.D. Accounting Data:

Appropriation: 72-1181021 Project No. : 879-0256
Budget Allowance: 846-52-879-00-75-82 IAA Number : 2688010

C. Maximum dollar amount of U.S. grant: \$1,500
Note: The maximum dollar amount of the grant can be more or less than the amount requested.

D. Activity implementation period: July 1, 1978 to May 19, 1979

E. Terminal date for issuance of implementing documents such as purchase orders (no later than 12 months after date of agreement) April 1, 1979

F. Authority: This Individual Activity Agreement is executed pursuant to the authority of the Bilateral Agreement between the Government of Fiji dated April 2, 1978, the SPA Program Country Agreement between A.I.D. and Peace Corps dated May 1, 1978, and in accordance with the Foreign Assistance Act of 1961, as amended.

G. IN WITNESS WHEREOF, the Manoa Agriculture Council and Peace Corps, pursuant to the terms and conditions of the Bilateral Agreement mentioned above, each acting through its respective duly authorized representative, have caused this Individual Activity Agreement to be signed in their names and delivered as of this date and year.

A.E. Prestonie Signature
Chairman, Manoa Agriculture Council Title Authorized Peace Corps or AID Officer
Date

H. Concurrences (where applicable)

Name
Title
Organization
Date

S A M P L E I A A

AGREEMENT

between

THE GOVERNMENT OF THE UNITED STATES OF AMERICA

and

MANOA AGRICULTURE COUNCIL

Title: Fiji Regional Vegetable  
and Rice Development

Individual Activity  
Agreement, No. 2688010

Location: Fiji Valley

1. Description of Activity: Mr. Tang of the Manoa Agriculture Council has presented a self-help project proposal to the Peace Corps Country Director calling for the development of the Fiji Valley in the Province of Manoa. The Council plans to grow rice during the rainy season and vegetables during the dry season. The people of the Province of Manoa will do all the manual labor necessary to develop the valley. The Council desires the United States to assist in the self-help project by contributing grant funds to purchase fencing, seed, fertilizers, and insecticides and hire a tractor and bulldozer. A part of the profit from the sale of the first year's crop will be set aside to pay next year's production costs and to continue the activity.
2. Expected Impact and how the specific impact will be observed and measured: The activity will increase rice and vegetable production in the Fiji Valley. On preselected plots the rice and vegetable harvests will be compared to the previous year's harvest to determine the amount of increased production.
3. U.S. Contribution: The United States will grant to the Manoa Agriculture Council the equivalent in local currency of up to One Thousand Five Hundred United States dollars (\$1,500) to purchase fencing materials, seed, fertilizers, and insecticides for the development of the Fiji Valley as proposed by the Manoa Agriculture Council.

4. Fiji Valley Contribution: The people of the Province of Manoa will supply all labor to develop the Fiji Valley. The Manoa Agriculture Council will arrange for delivery of all items purchased by the grant funds and agrees that these items will be used only for completing the activity. The Council agrees that it is responsible for completing the activity. The Council also agrees to the special provisions which are attached and made part of this Individual Activity Agreement.

5. Technical Assistance: The Manoa Agriculture Council will not need technical assistance from Peace Corps' Office of Program Development to complete the project.

6. Activity Period: 12 months (July 1, 1978 - June 30, 1979).

7. Name of the Peace Corps Volunteer and/or of the individual in the local organization or community who will monitor project implementation and disbursement of funds.

Mr. J.C. Tang  
Activity Supervisor,  
Manoa Agriculture Council

Name Buffy A. Greaves  
Peace Corps Volunteer

Annex 1

STANDARD PROVISIONS FOR  
SPECIAL DEVELOPMENT ASSISTANCE

Article I. The United States will extend funds to Manoa Agriculture Council and will carry on operations to implement this agreement in accordance with the applicable laws and regulations of the United States Government.

Article II. The United States and the Manoa Agriculture Council (the "parties") have the right at any time to observe operations carried out under this agreement. During the term of an activity under this agreement and until three years after the completion of the activity either party shall also have the right (1) to examine any property through financing by that party under this agreement, wherever such property is located, and (2) to inspect and audit any records and accounts with respect to funds provided by, or any properties and contract services procured through financing by, that party under this agreement, wherever such records may be located and maintained. In arranging for any disposition of any property procured through financing by the other party under this agreement, each party shall assure that the rights of examination, inspection, and audit described in the preceding sentence are reserved to the party which did the financing.

Article III. Any property furnished through financing under this agreement shall be used only for the Activity until the Activity is completed and thereafter shall be used only to promote the objectives of the Activity, unless otherwise agreed by the United States Government. Manoa Agriculture Council shall offer to return to the United States Government, or to reimburse the United States for, any property which it obtains by grant funds given by the United States Government under this agreement and which is not used for the Activity as agreed to in the preceding sentence.

Article IV. The Individual Activity Agreement (the "IAA") will enter into force when signed. All or any part of the assistance provided herein may be terminated by either party by giving the other party 30 days written notice of intention to terminate the agreement. Termination of the IAA shall terminate any obligations of the two parties, except for payments which they are committed to make pursuant to noncancellable commitments entered into with third parties prior to termination of the IAA. It is expressly understood that all implementing documents, such as purchase orders, requisitions, and procurement actions, must be initiated under this agreement by the agreed upon terminal date, but not later than one month from the effective date of the agreement, otherwise the cancellation provision stated in the preceding sentence will automatically become effective without the necessity of a written advance notice of intent to cancel.

Article V. This agreement may be amended in writing at any time by joint agreement of the parties.

Annex 2

Detailed Budget

	<u>Local Currency</u>	<u>US\$</u>
	<u>Requested</u>	<u>Approved</u>
1. Fencing	780	780
2. Seed	156	156
3. Fertilizer	234	234
4. Insecticides	390	390
5. Renc	<u>539</u>	<u>0*</u>
	\$2,099	\$1,560 = \$1,500

\*Provided by/local community

Exchange rate: /US \$1.00 = 1.04 Fijian dollar

ACTIVITY LOG

IAA Number: 2688010

Activity Title: Fiji Regional Vegetable and Rice Development

Date of Obligation: 7/1/78

Date Implementation Documents Must be Completed: 4/1/79

Date	Implementation Document Number	Amount Implemented	\$1,500.00 Balance to be Implemented	Obligation Remarks
7/1/78	2688010A	300.00	,200.00	Seed
7/1/78	2688010B	400.00	800.00	Fertilizer
7/1/78	2688010C	230.00	570.00	Insecticide
7/10/78	2688010D	553.00	-0-	Fertilizer
7/10/78	2688010D	(17.00)	17.00	Cost Reduction

REMARKS:

(File in Post folder with copy of IAA, all Purchase Orders, etc.)

Small Project Assistance Program  
(Dollars)

S&T

\$410,000 931-1096

Field Services & Program support

AFR

Small Project Assistance Program -  
Peace Corps:

\$520,000 { 698-0506  
686-0259  
683-0249  
682-0232  
\$240,000 { 685-0270  
635-0221  
688-0234

Africa Regional  
Upper Volta  
Niger  
Mauritania  
Senegal  
Gambia  
Mali

ASIA

\$360,000 498-0279

Small Project Assistance Program -  
Peace Corps

LAC

\$360,000 598-0625

Small Project Assistance Program -  
Peace Corps

NE

\$160,000 298-0052

Small Project Assistance Program -  
Peace Corps

\$2,050,000 TOTAL